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400.1.1 FULL-TIME FACULTY

A full-time faculty member teaches 24-25 semester hours per academic year, which can be apportioned across face-to-face, intensive, or online courses. Other duties may be assigned in place of teaching in order to make up a full load.

A faculty member who has a full-time tenure track appointment will be on non-tenured appointment status until such time as tenure is granted, and will be reviewed periodically according to procedures outlined in this manual. Appointments for additional years are not guaranteed. Individuals on three-year rolling appointments may be moved to a one-year appointment at the recommendation of the Department Chair, Dean, and Provost. In order for a tenure track faculty member to receive more than three successive one-year appointments, he or she must receive a positive recommendation from the Department Chair, Dean and Provost as part of the pre-tenure review process. In certain circumstances, non-tenured full-time faculty may be moved to a one-year appointment at the recommendation of the Department Chair, Dean (or Director of Library Services where appropriate), and Provost.

400.1.1.1 Full-Time Tenure Track Appointment

Faculty are appointed to a full-time tenure track appointment if they meet the qualifications for one of the assistant professor, associate professor, or professor ranks described below and if they intend to meet the promotion and tenure guidelines as listed elsewhere in this section of the Faculty Manual, including the completion of a terminal degree if not completed at the time of appointment.

A. Faculty Rank.

1. Assistant Professor. A faculty member with a master's degree and a minimum of three years of full-time faculty experience or its equivalent at the University level **or** with a completed terminal degree and less than six years of full-time faculty experience at the University level.
2. Associate Professor. A faculty member with a completed terminal degree and a minimum of six years of full-time faculty experience, or its equivalent, at the University level.
3. Professor. A faculty member with a completed terminal degree and a minimum of twelve years of full-time faculty experience, or its equivalent, at the University level.

B. Depending on the nature of the faculty member's professional experience, years of service may be awarded in lieu of full-time University faculty teaching experience in assigning a faculty member's entering rank.

C. Persons appointed as assistant professor to a full-time tenure track appointment without a completed terminal degree are expected to complete the terminal degree within six years of the appointment. If the terminal degree is not completed within six years of the appointment, the appointment will be changed to a one-year appointment. The full-time faculty years served

while on a tenure track appointment will count toward consideration of an appointment.

400.1.1.2 Full-Time Three-Year Rolling Appointment

Faculty may be appointed to a full-time three-year rolling appointment if they meet the qualifications for one of the assistant professor or associate professor ranks noted below, have not completed a terminal degree in their discipline, will most likely not complete a terminal degree, and have the support of their respective chair and Dean, and Provost. Faculty on a three-year, rolling appointment do not qualify for tenure consideration. Such appointments are used particularly for positions when special training and experience are required for the University to provide a quality program for its students.

A. Faculty Rank.

1. Assistant Professor. A faculty member with a completed master's degree and a minimum of three years of full-time faculty experience at the college or University level.
2. Associate Professor. A faculty member who has a minimum of 36 semester credits completed in an approved terminal degree program and a minimum of eight years of full-time faculty experience at the College/University level.

B. If a faculty member who is appointed to a full-time three-year rolling appointment later completes a terminal degree, the faculty member may request an appointment change to a full-time tenure track appointment. Years of full-time faculty experience while on a three-year rolling appointment will count toward promotion and tenure consideration for the tenure track appointment. The request to be moved to a tenure track appointment requires a recommendation from the Department Chair, the Dean, Provost, and a positive recommendation from the Faculty Interview Committee following an interview with the candidate.

400.1.1.3 Full-Time One-Year Appointment

Faculty are appointed to a full-time one-year appointment if they are being hired as a temporary sabbatical or leave-of-absence replacement or if they are being hired on a temporary appointment in a position for which a faculty search is being conducted. Normally, a faculty member will not receive more than three successive one-year appointments. If three successive one-year appointments are given, the faculty member would not receive an additional faculty appointment or may be moved to a tenure track or three-year rolling appointment. In special circumstances, a faculty member may be hired on a full-time basis for one semester only rather than for one year.

A. Faculty Rank.

1. Instructor. A faculty member with a master's degree and no University faculty experience or minimal part-time faculty experience at the University level.
2. Assistant Professor. A faculty member with a master's degree and a minimum of 3 years of full-time faculty experience at the University level

- or with a completed terminal degree and with less than six years of full-time faculty experience at the University level.
3. Associate Professor. A faculty member with a completed terminal degree and a minimum of six years of full-time faculty experience at the University level.
 4. Professor. A faculty member with a completed terminal degree and a minimum of twelve years of full-time faculty experience at the University level.
- B. Years of full-time faculty experience while on a full-time one-year appointment will count toward a three-year rolling appointment, promotion, and tenure consideration for faculty who change to a tenure-track or a three-year rolling appointment.

400.1.1.4 Full-Time Special Appointment

Occasionally, a person who has outstanding qualifications in a specific area may be hired as a faculty member on special appointment. Rather than being given regular faculty rank, the faculty member will be given a title appropriate to the qualification being recognized, such as composer-in-residence, artist-in-residence, writer-in-residence, educator-in-residence, visiting professor of biblical studies, etc. A faculty member with a full-time special appointment is not eligible for tenure.

400.1.1.5 Full-time Library Faculty Three Year Appointment

Library faculty are eligible for a three-year rolling appointment if they meet the qualifications for one of the library faculty ranks listed below. Library faculty are not eligible for tenure.

- A. Faculty Rank.
1. Instructor. A faculty member with a terminal degree in an appropriate library field of study and less than three years of professional library experience at the University level.
 2. Assistant Professor. A faculty member with a terminal degree in an appropriate library field of study and at least three years and less than six of professional library experience at the University level.
 3. Associate Professor. A faculty member with a terminal degree in an appropriate library field of study and at least six years and less than 12 of professional library experience at the University level.
 4. Professor. A faculty member with a terminal degree in an appropriate library field of study and twelve years of professional library experience at the University level.
- B. At the request of the Director of Library Services and with approval of the President and Provost, a faculty member hired with an appointment of Instructor may be changed to an appointment of Assistant Professor when the criteria for Assistant Professor are met. Library faculty advancing to Associate Professor and Professor ranks must follow the process laid out in the faculty promotion procedures. (400.5.3)

400.1.2 PART-TIME FACULTY

400.1.2.1 Regular Part-Time Appointment

Faculty who have a master's degree or terminal degree and are hired to teach 18 or fewer semester credits per academic year (i.e. no more than 9 credit hours per semester) are appointed to a part-time appointment.

- A. Regular Status. Such appointments are made for one semester or one year at a time with no commitments or obligations on the part of the University to issue an appointment letter to the faculty member for additional semesters.
- B. Though part-time faculty do not have voting privileges in the Faculty Assembly or in department meetings, they can be informally consulted as part of broader departmental deliberations around academic matters.
- C. Specialty status:
 - 1. Affiliate status – part time faculty who are regularly used on an ongoing basis to teach specific courses due to expertise, experience, or credentials. Affiliate faculty are pre-approved for specific courses.
 - 2. Facilitator status – part-time instructors hired based on a specified area of expertise to serve under a faculty member assigned to a course.
 - 3. Distinguished practitioner – a part-time faculty member who has not completed a master's degree may be hired to teach selected courses in a field in which they have specialized expertise, certifications, or licensure.

400.1.3 ADMINISTRATORS WITH FACULTY STATUS

Administrators with faculty status have full-time administrative duties and also have faculty status. Some of these persons may have faculty responsibilities such as teaching, research and serving on committees.

- A. The Bylaws of Asbury University state that the faculty shall include the President, Provost, Vice Presidents, and Deans of the University. The Faculty Manual further states that the faculty shall include the Registrar, and the Director of Library Services.
- B. Other full-time administrators may receive faculty status, at the discretion of the Provost, in order to fulfill their institutional responsibilities related to their work with faculty. Permission will be granted to these administrators to attend faculty meeting and speak to related issues, but no voting privileges are granted. (See 300.4.1)
- C. Teaching faculty members who accept a full-time administrative appointment may move back to the school or college where tenure is held subject to availability of an appointment line.

400.2.1FULL-TIME FACULTY

Asbury University seeks to employ faculty members who bear personal witness to the saving and sanctifying power of Jesus Christ. A faculty member's life shall be exemplary in Christian living so as to bring honor to Christ, the church, and the University. To be appointed as a member of the full-time faculty of Asbury University, a faculty member commits to the following obligations:

- A. To affirm and support the purposes of the University by maintaining high academic and spiritual standards, by conforming to the standards of campus life, and the administration and programs of the University.
- B. To develop spiritually through prayer, Bible study, and regular church attendance.
- C. To be in continuing agreement with the University Statement of Faith (section 100.2). Faculty members should be prepared to resign when they can no longer support the University Statement of Faith.
- D. To affirm, support, and comply with University policies, procedures, requirements, and lifestyle obligations for faculty as contained in University publications, including; the University Bulletin, Faculty Manual, and Handbook for Community Life.
- E. To refrain from propagating any theological position other than the Wesleyan holiness confession to which the University is committed.
- F. To maintain the highest possible level of teaching and professional competence.
- G. To evaluate the work of students carefully, to give students timely feedback from assignments and to report student grades to the registrar by the designated deadline.
- H. To become proficient with the University Bulletin, the academic programs, and registration process in order to serve as an effective academic advisor to the students as assigned.
- I. To stay active in one's own discipline by pursuing scholarly activities and attending professional meetings.
- J. To aid in the general improvement of instruction through recommendations to the Department Chair and Dean, as well as personal skill development relative to curriculum, pedagogy, library, classrooms, equipment, technology and software for both face to face and online classroom environments.
- K. To serve and actively participate on committees and in other University assignments.

- L. To faithfully attend faculty assembly meetings, department meetings, committee meetings, chapel and other official University functions. Faculty are expected to miss no more than two faculty assembly, department, or committee meetings per academic year.
- M. To refrain from engaging in any outside activity which will interfere with assigned duties or which might bring reproach upon the cause of Christ or the University.

400.2.2 PART-TIME FACULTY

Part-time faculty play an important role in assisting Asbury University to accomplish its mission. Part-time faculty bring special expertise to the campus, which would not otherwise be available to students, and/or assist by teaching courses that full-time faculty cannot cover in their regular course loads. While the University seeks to hire part-time faculty who have a Christian commitment as is required for full-time faculty, temporary part-time faculty will be expected to fulfill their teaching responsibilities as outlined in the Faculty Manual and to abide by the obligations of the Handbook for Community Life while on campus. A part-time faculty member commits to the following obligations:

- A. To identify positively with the purposes of the University and constructively support the administration and programs of the University.
- B. To become familiar with University policies, procedures, requirements, and lifestyle obligations as contained in the University Bulletin and Faculty Manual.
- C. To refrain from propagating any theological position other than the Wesleyan holiness confession to which the University is committed.
- D. To maintain the highest possible level of teaching and professional competence.
- E. To evaluate the work of students carefully, to give students timely feedback from assignments and to report student grades to the registrar by the designated deadline.
- F. Provide sufficient student access to the instructor outside of regularly scheduled class time.
- G. To stay abreast of developments in one's own discipline.
- H. To aid in the general improvement of instruction through recommendations to the Department Chair and Dean and personal skill development relative to the curriculum, pedagogy, library, classrooms, equipment, technology and software.

Asbury University is committed to providing the best possible academic programs to its students. As faculty members are the primary persons through which academic programs are delivered, the University is committed to creating a work environment that enables faculty to combine teaching, scholarship, professional activity, service, and spiritual mentoring such that students will flourish. It is expected faculty will continually make appropriate changes to curriculum and teaching methodologies, and develop consistently and regularly as academic professionals in order to be as effective as possible in the classroom and to model professional integrity. A system of evaluation of faculty performance is set forth below to assess the effectiveness of each faculty member and to encourage continued professional growth. Faculty members are encouraged to consult with their Department Chair and Dean to determine the most appropriate course of action when preparing their professional development and scholarship plans for promotion and tenure. The Tenure and Promotion Committee will also work with Deans of each school or college to reflect the varied scholarly and professional expectations across different fields and disciplines.

To that end, and to ensure sufficient flexibility and integrity in the evaluative process, each department (or school) develops and maintains a description of: 1) the types of scholarship, 2) the particular kinds of public scholarly products, and 3) the types of peer review most common and valued within their discipline, including interdisciplinary scholarship and scholarship emphasizing the integration of faith and learning; and 4) a sense of the trajectory of a productive scholar in their discipline at institutions like ours. The Dean's Council must first approve, before sending along for subsequent approval to the Tenure and Promotion Committee, any description prior to its use as a standard for evaluating faculty in that department (or school).

400.3.1**FULL-TIME FACULTY PERFORMANCE CRITERIA**

Faculty on a tenure track appointment or a three-year rolling appointment will be evaluated in five major areas of job performance: 1) teaching, 2) scholarship 3) professional activity, 4) spiritual vitality and Christian character, and 5) service to the University and community.

400.3.1.1**Teaching Competence**

Teaching represents the primary academic responsibility of a faculty member at the University. It is to be undertaken with careful planning, execution, and evaluation. Faculty should strive to make each class relevant to the topic being presented or discussed and interesting to the students. The goal of a course should be to contribute to students' understanding, appreciation and ability in a specific area of study. Faculty should strive to integrate their discipline with other areas of knowledge and with the Christian faith. They should be able to express themselves clearly and concisely, and to present material that is accurate, current, and appropriate to the course. Faculty should develop a capacity to listen to students' viewpoints, demonstrate an appreciation and respect for their students, and be responsive to students' individual learning differences. The following is a list of both mandatory and optional evidence supporting teaching competence.

- A. Mandatory evidence includes:
 - 1. Five years of standard University student course evaluations (i.e., first page, summary page, comment page).
 - 2. In class teaching evaluation by Dean or designee.
- B. Optional evidence includes, but is not limited to,
 - 1. Documented evidence on making connections across the disciplines.
 - 2. Documented invitations to participate in off-campus teaching opportunities such as, clinics, workshops, and/or conferences.
 - 3. Documents from professionals outside Asbury University commenting on the quality of the faculty member's teaching abilities.
 - 4. Examples of improvements made to teaching practice, e.g., active learning experiences: discussion, group and class presentations, role playing, simulation, or other performances, group projects, or cooperative learning groups.
 - 5. In class teaching evaluation by peer.
 - 6. Necessary revisions of courses or the development of new courses based upon assessment feedback or new instructional opportunities.
 - 7. Nominations and/or acceptance of teaching awards.
 - 8. Results of student course evaluations created at the discretion of the instructor or department.
 - 9. Updated course content and materials (i.e., syllabi).
 - 10. Unsolicited documents of support from students or graduates within the major.

400.3.1.2

Scholarship

Faculty members are expected to continue their scholarship of research and application, and to maintain consistent and regular growth as professionals, throughout their career at the University. Faculty should have a depth of scholarship sufficient for mastery of their own areas of specialization in the context of undergraduate or graduate instruction, advising, and mentorship. Scholarly activities give opportunity for faculty members to contribute significantly to their disciplines.

The faculty member shall provide evidence of an established program of academic activity that exhibits clear goals, adequate preparation, appropriate methods, produces significant results, effective presentation, and reflective critique, and which displays an influence complementing and reinforcing the faculty member's teaching.

Definition

Scholarship is research or creative endeavors that includes the discovery, interpretation, application, or synthesis of knowledge for other researchers, practitioners, or lay audiences.

Expanded Definition

An established program of scholarship entails meeting high standards in disciplinary expertise, professional judgment and intellectual honesty in the pursuit of new knowledge or in the refreshment of existing ideas important to the ongoing dialogue within a discipline or field of investigation. Faculty members who excel in scholarship make original and useful contributions that are respected and validated by their colleagues and peers outside of the University. They are aware of new developments and strive to broaden and deepen their expertise and understanding of their specialties and, where relevant, related fields.

Examples

An active life of scholarship means engaging in this dialogue through published (excluding self-publishing) and unpublished writings (e.g., accepted conference paper), reporting on research and inquiry, such as journal articles, books, book chapters, book reviews, technical reports, grant proposals, conference papers, substantive juried or reviewed exhibitions and performances, commissions, workshops, film festivals, fellowships, or residencies. Untenured faculty members should consult closely with their Department Chair and Dean to determine if their scholarly pursuits are appropriate for earning promotion or tenure in their discipline and their school or college.

400.3.1.3

Professional Activity

Professional development activities serve to keep faculty members current with developments in their academic disciplines. The University considers professional activity a valuable addition to a faculty member's teaching and scholarship; however, professional activity is not meant to supplant scholarship in consideration for promotion and tenure. These activities should advance the interchange of ideas and investment in knowledge gain to enhance one's teaching and leads to the promotion of learning in the profession as a whole. Examples of professional activity include, but are not limited to:

1. Attendance at professional meetings and conferences
2. Consulting
3. Development and implementation of new programs or significant revisions of existing programs
4. Faculty internships
5. Grant proposal submissions
6. Leadership roles in a professional organization related to one's field

7. Participation in workshops and seminars
8. Professional involvement with the community
9. Research and experimentation, including that which involves undergraduate research associates
10. Service as a judge of artistic or scholarly works (e.g., reviewer)

400.3.1.4 Spiritual Vitality and Christian Character

Asbury University is committed to Christian higher education and to its expectation that faculty, administrators and staff will be intentional in growing in Christian maturity and encouraging spiritual development in students through personal example. Faculty should demonstrate by work and example their commitment to Jesus Christ in their personal and professional lives.

The faculty members will affirm this spiritual commitment through a current description of their spiritual journey. In two pages faculty will provide a recent account of their walk with Christ, their active involvement in a local church, and their support of the mission and values of the institution. This discussion should include a brief description of how their professional teaching and work integrate with one or more of the Cornerstones: scripture, holiness, stewardship and mission.

400.3.1.5 Service to University and Community

In addition to the teaching, professional, and scholarship activities related to one's discipline, faculty are also expected to use their abilities to contribute to the overall operation of the University and the welfare of the surrounding communities. Examples of service to University and community include (order alpha):

- A. Holding office or other leadership positions in local, state, or national groups other than discipline-related professional organizations.
- B. Participating in activities of a college, school, department or the University beyond regularly assigned committee and appointed or elected responsibilities.
- C. Providing effective leadership as a department, program, or committee chair.
- D. Serving as a volunteer in various community religious, civic, or political organizations.
- E. Serving effectively in various appointed or elected positions on campus such as class advisor, student club advisor, student publications advisor, faculty prayer coordinator, etc.
- F. Serving consistently when assigned to various University committees.
- G. Speaking to groups outside of the campus and discipline-related professional organizations.
- H. Representing the University officially at important off-campus functions.

400.3.2 FULL-TIME LIBRARY FACULTY PERFORMANCE CRITERIA

Full-time library faculty will be evaluated in five major areas of job performance: (1) professional competence (2) scholarship (3) professional activity (4) spiritual vitality and Christian character, and (4) service to the University and community.

400.3.2.1 Professional Competence

Professional competence with assigned job obligations is the primary responsibility of a library faculty member.

Library faculty at Asbury University are expected to perform their professional duties effectively and efficiently, carefully planning, executing, and evaluating a variety of tasks related to their specific roles. The goal of librarianship should be to actively support the academic work of students and teaching faculty, demonstrated by innovation and a strong commitment to service.—Library faculty should be familiar with the latest developments in their areas of responsibility, and should continually strive to integrate the practice of librarianship with other disciplines and areas of knowledge, and also with the Christian faith. The following is a list of both mandatory and suggested evidence supporting professional competence.

- A. Mandatory evidence includes:
 - 1. Evaluation reports by the director of library services.
- B. Suggested evidence includes, but is not limited to,
 - 1. Documented evidence on providing service to and/or collaborating with other campus departments.
 - 2. Examples of improvements made to library practice, e.g. modified procedures, service enhancement, library advocacy initiatives, resource development, space renovation, new assessment instruments.
- C. Optional evidence includes, but is not limited to (order: alpha):
 - 1. Documented invitations to participate in off-campus opportunities such as workshops and conferences.
 - 2. Documents from professionals outside Asbury University commenting on the quality of the library faculty member's abilities.
 - 3. Evaluation of job performance by peer librarians, including observation of teaching.
 - 4. Evaluations by students and teaching faculty created at the discretion of the librarian.
 - 5. Nominations and/or acceptance of awards.
 - 6. Unsolicited documents of support from students, graduates, faculty, or staff.

400.3.2.2 Scholarship
Same as full-time faculty - see 400.3.1.2

400.3.2.3 Professional Activity
Same as full-time faculty - see 400.3.1.3

400.3.2.4 Spiritual Vitality and Christian Character
Same as full-time faculty - see 400.3.1.4

400.3.2.5 Service to University and Community
Same as full-time faculty - see 400.3.1.5

400.3.3 PART-TIME FACULTY PERFORMANCE CRITERIA

Part-time faculty are not expected to serve on University committees or in other appointed or elected positions, and there is no expectation for them to be regularly involved in scholarship and professional development activities. Therefore, part-time faculty will be evaluated primarily for teaching competence. Part-time faculty have the same obligations as full-time faculty for undertaking each course with careful planning, execution and evaluation, and to present material that is accurate, current and appropriate to the course. Part-time faculty are expected to relate their discipline to the Christian faith as appropriate and not to promote theological positions which are contrary to the University's Wesleyan-Arminian theological heritage. Part-time faculty are encouraged to keep current with developments in their discipline.

400.4**EVALUATION OF FACULTY****400.4**

Regular evaluation of faculty performance will be conducted in various ways depending on the faculty member's appointment status.

400.4.1**EVALUATION OF TENURE TRACK/THREE-YEAR ROLLING APPOINTMENT FACULTY**

The evaluation process of faculty performance for faculty who are on a tenure track or three-year rolling appointment will vary depending on the appointment status.

400.4.1.1**Not Tenured/One-Year Status of Three-Year Rolling Appointment**

Before a faculty member is granted tenure or a three-year rolling appointment, evaluation of faculty performance will occur involving the following components: classroom observations and Dean and/or Department Chair evaluation, course evaluations, portfolio, professional development plan, and re-appointment letter.

- A. Student course evaluations are administered electronically every semester for every faculty member's class. While evaluation instruments developed by the faculty member or department can be used, every course taught must be evaluated by using the standard University student course evaluation process.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. Each Fall semester, the Department Chair or designee (in consultation with the Dean of the school or college) will observe at least one class session per semester that the faculty member is teaching (Note: Department Chair designee must be a full time tenured faculty member within the department of the faculty member being evaluated.).
- D. Additionally, a faculty member or a Department Chair may request that other faculty within the department or from other departments evaluate the faculty member's teaching effectiveness by observing class sessions.
- E. During the Fall semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Deans of schools and the Department Chair of the departments within the school or college will review with the faculty member the portfolio, the self-report and development plan, and class evaluations.
- F. Each year by December 1st, the Department Chair and Dean will submit to the Provost a (1) Recommendation for Reappointment form to which will be attached the faculty member's Faculty Self-Report and Development Plan, (2) class evaluations, (3) the curriculum vitae section of the faculty member's portfolio and (4) the Department Chair or Dean's analysis of the faculty member's portfolio.

1. Regular faculty will be reviewed during the fall.

2. New non-tenured faculty will be reviewed during their second semester of employment.
- G. At the end of the third year of employment at Asbury University, the faculty member will submit the Faculty Portfolio to their Department Chair and Dean, followed by submission to the Tenure and Promotion Committee to review all items designated above (see section F). The committee will give a report to the faculty member, Department Chair and Dean, and the Provost regarding the sufficiency of progress being made toward future promotion and/or tenure consideration. At the committee's discretion, the faculty member may be asked to interview with the Tenure and Promotion Committee. The purpose of the three-year evaluation is to assist and guide the faculty member as he or she makes progress toward tenure and promotion. The three-year evaluation is not a formal decision impacting promotion or tenure but rather is meant to serve as input for the faculty member's consideration.
 - H. Upon recommendation of the Provost, with approval of the President, and confirmation of the Board of Trustees (or Executive Committee), faculty hired who have achieved tenure at a previous higher education institution, may be hired with tenure coming into their Asbury University position. Faculty rank will be determined according to the policies governing rank within the Faculty Manual – 400.1.1.1.

400.4.1.2 Tenured/Three-Year Rolling Status

After a faculty member is granted tenure or a three-year rolling appointment, evaluation of faculty performance will occur as follows:

- A. Student course evaluations are administered electronically for each course taught every semester. However, for purposes of post-tenure evaluation, faculty may select 50% of the student course evaluations for portfolio submission. If student course evaluations are consistently unsatisfactory, the Department Chair and Dean in collaboration with the faculty member will develop an action plan for instructional improvement. Failure to make satisfactory progress toward the outcomes in the action plan may result in loss of tenure, probation, and/or termination of employment.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. During the spring semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Department Chair, in consultation with the Dean, will review the self-report and development plan with the faculty member.
- D. At the end of each academic year, the faculty member will submit to their Department Chair and Dean their curriculum vitae section of their portfolio, as well as the faculty member's Faculty Self-Report and Development Plan.
- E. At the end of each fifth year of employment after tenure or a three-year rolling appointment is granted, the faculty member will submit the Faculty Portfolio to the Tenure and Promotion Committee for review and evaluation. After this process the committee will give a report to the faculty member and the Provost as to whether the faculty member is continuing to meet the University's general employment obligations (400.2) and performance criteria (400.3).

- F. Faculty receiving exemplary or satisfactory performance review, as represented by their portfolio and with the support and approval of the President and Provost, will be eligible for potential enrichment compensation.
- G. Faculty members failing to receive a satisfactory performance review by the Tenure and Promotion Committee on one or more areas of the portfolio will be required to develop an action plan with their Department Chair and Dean to improve performance. Within one year of approving the action plan a progress report is to be submitted to the faculty member's chair and Dean describing how the faculty member has addressed the weakness(es). Failure to demonstrate satisfactory improvement to the chair, Dean, and Provost may be grounds for loss of tenure, probation, or termination of employment.
- H. Faculty are expected to conduct themselves in a professional manner with students, faculty colleagues and the administration. Faculty members who have received two or more written warnings from the chair, Dean or Provost regarding unprofessional behavior will be placed on an action plan for improvement. Failure to resolve these issues to the satisfaction of the chair, Dean, and Provost can result in potential loss of tenure and/or employment.

400.4.2

EVALUATION OF ONE-YEAR APPOINTMENT FACULTY

Faculty who are appointed to a full-time one-year appointment serve one year at a time with no guaranteed appointment for additional years. A faculty member on this appointment is limited to three successive one-year appointments. Therefore, evaluation of faculty performance is primarily focused on successful teaching.

400.4.2.1

Temporary Appointment

One-year appointment faculty are on a temporary appointment if they are hired as a sabbatical or leave-of-absence replacement or to fill a position for which a search is being conducted.

- A. Student course evaluations are administered electronically every semester for every faculty member's classes.
- B. The Department Chair will observe at least one class session for each course that the faculty member teaches.
- C. Faculty are expected to meet the general employment obligations as noted in section 400.2.1.
- D. If circumstances are such that consideration is being given to offering an appointment for a second year, the Department Chair will submit to the Dean and Provost a Recommendation for Reappointment form to which will be attached class observation forms.

400.4.2.2

Extended Appointment

One-year appointment faculty are on an extended appointment, if they are hired into a position that can become a tenure track or three-year rolling appointment. A person in this position will be evaluated on the basis of a non-tenured person in a tenure track position.

- A. Student course evaluations are administered electronically every semester to every class.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. Each fall semester, the Dean or designee will observe at least one class session for each course that the faculty member is teaching.
- D. During the fall semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Department Chair and Dean will review with the faculty member the portfolio, the self-report and development plan, and class observation forms.
- E. Each year by December 1st, the Department Chair will submit to the Dean and Provost a Recommendation for Reappointment form to which will be attached the faculty member's Faculty Self-Report and Development Plan, class observations forms, the curriculum vitae section of the portfolio and an analysis of the faculty member's portfolio.

400.4.3

EVALUATION OF SPECIAL APPOINTMENT FACULTY

While faculty who are on a special appointment are issued an appointment letter for one year only, it is normally assumed that the faculty member intends to remain at Asbury for multiple years. Therefore, faculty on this appointment are expected to follow the evaluation process similar to tenure track appointed faculty.

- A. Student course evaluations are administered electronically to every class, every semester. While evaluation instruments developed by the faculty member or department may be used, at least 50% of courses evaluated must be evaluated by using the standard University student course evaluation form.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. For the first three years, the faculty member's Dean or designee will observe at least one class each semester.
- D. During the fall semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Department Chair and Dean will review the self-report and development plan with the faculty member.
- E. Each year by December 1st, the Department Chair will submit to the Dean and Provost a Recommendation for Reappointment form to which will be attached the faculty member's Faculty Self-Report and Development Plan, class observation forms and the curriculum vitae section from the portfolio.
- F. At the end of each fifth year of employment, the faculty member will submit the Faculty Portfolio to the Tenure and Promotion Committee for review. The committee will give a report to the faculty member, respective Dean, and

the Provost regarding the continuing sufficiency of meeting the University's general employment obligations (400.2) and performance criteria (400.3).

400.4.4 EVALUATION OF LIBRARY FACULTY

Evaluation of library faculty will be similar to that of teaching faculty on a three-year rolling appointment.

400.4.4.1 One-Year Status

Before a library faculty member is granted a three-year rolling appointment, evaluation of performance will occur as follows

- A. Each year, the Director of Library Services will complete an evaluation of the faculty member, which will indicate the extent to which the professional competence performance criteria are being met.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. During the Fall semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Director of Library Services will review the portfolio and the self-report and development plan with the faculty member.
- D. Each year by December 1st, the Director of Library Services will submit to the Provost a Recommendation for Reappointment form to which will be attached the faculty member's Faculty Self-Report and Development Plan, the curriculum vitae section of the portfolio and an analysis of the faculty member's portfolio.
- E. At the end of the third year of employment at Asbury University, the faculty member will submit the Faculty Portfolio to the Tenure and Promotion Committee for review. The committee will give a report to the faculty member and the Provost regarding the sufficiency of progress being made toward future promotion and three-year appointment status consideration. At the committee's discretion, the faculty member may be asked to interview with the committee.

400.4.4.2 Three-Year Rolling Status

After a library faculty member has been granted a three-year rolling appointment, evaluation of faculty performance will occur as follows:

- A. Each year, the Director of Library Services will complete an evaluation of the faculty member, which will indicate the extent to which the professional competence performance criteria are being met.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. During the Spring semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Director of Library Services will review the self-report and development plan with the faculty member.

- D. At the end of each academic year, the Director of Library Services will submit the faculty member's Faculty Self-Report and Development Plan to the Provost.
- E. At the end of each fifth year of employment after a three-year appointment is granted, the faculty member will submit the Faculty Portfolio to the Tenure and Promotion Committee for review and evaluation. After this process the committee will give a report to the faculty member and the Provost as to whether the faculty member is continuing to meet the University's general employment obligations (400.2) and performance criteria (400.3). At the committee's discretion, the faculty member may be asked to interview with the committee.

400.4.5 EVALUATION OF PART-TIME FACULTY

Part-time faculty will be evaluated for teaching effectiveness and appropriate "fit" with the University's mission and the department's instructional needs.

- A. Student course evaluations are administered to every class, every semester for the first three years of teaching. Evaluations must be done with the standard University student course evaluation form. The Dean or designee who review the results to ensure part-time instructors are meeting institutional standards evaluates all courses taught by part-time faculty regularly.
- B. Each year for the first three years of teaching, the Department Chair will observe at least one class session for each course that the faculty member is teaching. After three years of teaching, the Dean or designee will observe each course taught at least once every two years.

400.4.6 FACULTY PORTFOLIO

The primary element used for the process of evaluating full-time faculty is the Faculty Portfolio. The portfolio is a comprehensive document, which chronicles all activities and accomplishments for the review period since the last portfolio evaluation of the faculty member's teaching career at Asbury University. It is the responsibility of the faculty member to keep the Faculty Portfolio updated at least once a year. The portfolio remains in the faculty member's possession except for those times that it is required for internal or external review purposes, such as regular faculty evaluation, promotion consideration, tenure consideration and accreditation and self-study processes. Faculty are encouraged to keep a second copy of the portfolio material in a different location than the first copy.

It is the faculty member's responsibility to demonstrate, through a portfolio process, how he or she has established a record of effectiveness in each of the five major job areas (i.e., teaching competence; scholarship; professional activity; spiritual vitality and Christian service; and service to the University and community). The record will be developed in evidence-supported summary narratives (suggested 1-3 pgs.) for each area with illustrative documents included to enhance reviewer understanding (Note: For section, "Spiritual Vitality and Christian Character," the portfolio only need contain the two-page spiritual commitment paper as described in section 400.3.1.4.). Each narrative should be placed at the beginning of the respective performance area of the portfolio. The

following are descriptions of each section to be reviewed as part of the current faculty portfolio evaluation process.

- A. Curriculum Vitae. Listings of various information are to appear in chronological order with the most recent activity listed first. The curriculum vitae should contain a comprehensive summary listing of the following information:
1. Post-secondary educational experiences and degrees earned.
 2. Employment positions in higher education.
 3. Employment positions other than in higher education.
 4. Book publications; music compositions; art exhibitions; recitals.
 5. Published articles and monographs.
 6. Editing projects (sole or joint editor).
 7. Papers, performances, exhibits presented at professional conferences.
 8. Manuscripts reviewed for publishers.
 9. Attendance at regional, state, and national conferences.
 10. Papers presented and lectures given for groups other than professional conferences.
 11. Consulting services in the faculty member's area of expertise.
 12. Organizations in which current membership is held.
 13. Offices currently held in professional organizations.
 14. Offices held in the past in professional organizations.
 15. Chairing professional organization committees and conference sessions; organizing/leading workshops and seminars.
 16. Honors and awards received.
 17. Travel to sites related to teaching/research areas.
 18. Volunteer activities in church and other organizations.
 19. Current positions held on campus - committees, appointed/elected positions, Department Chair, volunteer.
 20. Positions previously held on campus.
 21. Listing of courses taught at Asbury University.
- B. Copies of each year's Faculty Self-Report and Development Plan for the review period.

- C. Performance area (1): Teaching Competence and Professional Competence for Librarians. This section of the portfolio should contain materials, which indicate successful teaching for the review period as evidenced by the performance criteria listed in section 400.3.1.1 (professional competence criteria for librarians as listed in section 400.3.2.1).
- D. Performance area (2): Scholarship. This section of the portfolio should contain materials that show scholarship activities and accomplishments as listed in section 400.3.1.2. This section must also include, when completed, a copy of the faculty member's Faith and Learning Paper for those faculty who are on a tenure track or three-year rolling appointment.
- E. Performance area (3): Professional Activity. This section of the portfolio should contain materials that show professional activity and accomplishments as listed in section 400.3.1.3.
- F. Performance area (4): Spiritual Vitality and Christian Character. This section of the portfolio should contain the spiritual commitment paper as described in section 400.3.1.4.
- G. Performance area (5): Service to University and Community. This section of the portfolio should contain materials, which show University and community service activities as listed in section 400.3.1.5.

Promotion from one rank to another is an honor granted on the basis of the quality of the faculty member's teaching and scholarship evidences, professional activity, spiritual vitality and Christian character, and service to the University and community. It also is a reaffirmation of the faculty member's continuing commitment to the mission and general employment obligations of the University. Promotion is not automatically granted on the basis of the faculty member meeting the minimal educational and years of service criteria. All faculty promotions require the recommendation from the respective Department Chair and Dean, and Provost.

Promotion in rank is available in three full-time appointments - tenure track, three-year rolling, and librarian three-year rolling. Teaching years of service as required in promotion criteria include only those years where the faculty member was employed on a full-time appointment and where a minimum of 50% of the appointed responsibilities included teaching. Full-time faculty years counted for promotion purposes include years at other post-secondary institutions as well as years at Asbury University.

400.5.1**TENURE TRACK APPOINTMENT**

Faculty on a tenure track appointment can be considered for promotion from assistant to associate professor and from associate to professor.

400.5.1.1**Promotion to Associate Professor**

Only faculty with a completed terminal degree are eligible for the rank of associate professor in a tenure track appointment. To request consideration for promotion to associate professor, a faculty member must:

1. Complete five years of full-time teaching experience at the University level (5-1/2 years for persons starting employment mid-year).
2. Serve at least three years in the rank of assistant professor.
3. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).
4. Present evidence of successful progress in meeting the Faculty Performance Criteria (see section 400.3).

See section 400.5.4 for promotion procedures.

400.5.1.2**Promotion to Professor**

Promotion to full professor is the highest honor that can be granted to a faculty member. Professor rank will be awarded only to faculty who are clearly in full compliance with the mission and obligations of the University and who have consistently met faculty performance criteria at a high quality level. To request consideration for promotion to professor, a faculty member must:

1. Complete 11 years of full-time teaching experience at the University level. (11-1/2 years for persons starting employment mid-year).
2. Serve at least six years in the rank of associate professor.
3. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).
4. Present evidence of consistently meeting the Faculty Performance Criteria at a high quality level (see section 400.3).

See section 400.5.4 for promotion procedures.

400.5.2 THREE-YEAR ROLLING APPOINTMENT

Faculty on a three-year rolling appointment can be considered for promotion from assistant to associate professor.

400.5.2.1 Promotion to Associate Professor

Only full-time faculty who have completed a minimum of 36 semester credits in an approved graduate program beyond the master's degree are eligible for promotion to associate professor in a three-year rolling appointment. To request consideration for promotion to associate professor, a faculty member must:

1. Complete seven years of full-time teaching experience at the University level. (7-1/2 years for persons starting employment mid-year).
2. Serve at least four years in the rank of assistant professor.
3. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).
4. Present evidence of successful progress in meeting the Faculty Performance Criteria (see section 400.3).

See section 400.5.4 for promotion procedures.

400.5.3 LIBRARY FACULTY THREE-YEAR ROLLING APPOINTMENT

Faculty on a library faculty three-year rolling appointment can be considered for promotion to Associate Professor and Professor.

400.5.3.1 Promotion to Associate Professor

To request consideration for promotion to Associate Professor, a library faculty member must:

1. Meet the criteria for an appointment of Associate Professor (see section 400.1.1.5).

2. Serve at least three years in the rank of Assistant Professor.
3. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).
4. Present evidence of successful progress in meeting the Full-Time Library Faculty Performance Criteria (see section 400.3.2).

See section 400.5.4 for promotion procedures.

400.5.3.2 Promotion to Professor

To request consideration for promotion to Professor, a library faculty member must:

1. Meet the criteria for an appointment of Professor (see section 400.1.1.5).
2. Serve at least six years in the rank of Associate Professor.
3. Demonstrate full compliance with the Faculty General Employment Obligations (see section 400.2.1).
4. Present evidence of consistently meeting the Full-Time Library Faculty Performance Criteria at a high quality level (see section 400.3.2).

See section 400.5.4 for promotion procedures.

400.5.4 PROCEDURES FOR REQUESTING PROMOTION

400.5.4.1 Timing of Request

Assuming that other promotion criteria have been met, a request for promotion consideration must be filed by October 15 during the Fall semester at the earliest of the:

1. 6th full-time teaching year for associate (tenure track appointment)
2. 6th full-time teaching year for associate (three-year rolling appointment)
3. 12th full-time teaching year for professor

A letter stating the faculty member's intent to request promotion should be submitted to the chair, Dean, and Provost during the previous spring semester. A request for promotion should be delayed for a later year if evidence of meeting the promotion criteria is insufficient.

400.5.4.2 Required Materials

For promotion consideration, the faculty member must submit to the Department Chair and Dean the following material:

1. An up-to-date Faculty Portfolio
2. Up to a five-page summary indicating how the Faculty General Employment Obligations are continuing to be met (400.2)
3. Two written references from the department faculty who can provide recommendations related to the promotion level (Note: In instances where this is not possible a faculty reference from another department may be included)
4. Two written references from outside the University who can provide recommendations related to the promotion level

The Dean will send a letter to the Tenure and Promotion Committee in support or denial of promotion upon approval by the chair and Dean regarding the materials received.

400.5.4.3 Review Process

The Tenure and Promotion Committee will review the promotion materials. The committee, at their discretion, may request an interview with the faculty member. The faculty member will be interviewed when requesting promotion to professor. The committee's recommendation will be sent to the Provost, with a copy to the faculty member, no later than January 15 of the same academic year. The President and Provost will review the committee recommendation.

- A. If the recommendation is positive and is supported by the President and Provost, promotion material will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.
- B. If the recommendation is positive but is not supported by the President and Provost, promotion material will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.
- C. If the recommendation is negative and the President and Provost concur, the Provost will notify the faculty member and the promotion process will cease.
- D. If the recommendation is negative but the President and Provost do not concur, promotion material will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.

400.5.4.4 Final Decision

- A. If the final decision is to grant the request for promotion, the faculty member's new rank will be effective with the beginning of the next academic year.

- B. If the final decision is to deny the request for promotion, the faculty member has the option of following the Faculty Appeals process (see section 300.7).

As an institution dedicated to providing a Christian University educational experience, faculty are the most valuable continuing resource for carrying out the University's overall mission of academic excellence and spiritual vitality. Most faculty positions are full-time tenure track appointments. Tenure is a mutual commitment between the University and the faculty member. For the University, it represents a long-term commitment, which aims to protect academic freedom of faculty in their field of study and to provide stability for the academic programs of the institution. For the faculty member, tenure is an ongoing commitment to the mission of the University and the maintenance of high quality educational instruction.

Within the stated parameters of institutional purpose, and within the context of their disciplines, tenure provides faculty members with freedom of intellectual inquiry in teaching, research, and publication, and a voice in the formulation of the academic policies of the University. A subsidiary purpose of tenure is to protect against dismissal without sufficient cause.

Tenure means that the faculty appointment will continue until the faculty member 1) retires, 2) leaves to accept employment elsewhere, 3) no longer meets the Faculty General Employment Obligations or Full-Time Teaching Faculty Performance Criteria, or the institution experiences: 1) a sustained and significant decline in student enrollment in an academic program, 2) financial exigency or (3) discontinuance of a department program (See 400.10).

Tenure is not based simply on years of service. Tenure is to be awarded only when it is obviously warranted after careful evaluation the procedures specified in this policy are for guidance, and violation or amendment of them by the University or any participant in the tenure process does not confer a "right" to, or presumption in favor of, granting tenure. Retaining tenure is conditioned on the faculty member's continuing commitment to the community life standards, the statement of faith, collegiality, and productive scholarship and teaching, as more specifically set forth in the General Employment Obligations and Performance Criteria (400.2, 400.3).

400.6.1**CRITERIA FOR TENURE**

To be considered for tenure, the faculty member must:

- A. Be on a tenure track appointment.
- B. Have completed five years of full-time teaching at Asbury University. Three of those years must have been in a tenure track appointment. If a person is hired who had received tenure from another college or University, three years of full-time teaching at Asbury University must be completed.
- C. Hold the rank of associate professor or professor at Asbury University. A request for tenure consideration cannot be made in the same year as a request for promotion to associate professor consideration.
- D. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).

E. Present evidence of consistently meeting the Full-Time Teaching Faculty Performance Criteria at a high quality level (see section 400.3.1).

F. Completed and approved Faith and Learning Paper.

400.6.2 PROCEDURES FOR REQUESTING TENURE

400.6.2.1 Timing of Request

Assuming that other tenure criteria have been met, a request for tenure consideration may be filed by October 15 during the Fall semester of the 6th year of full-time faculty employment. If the faculty member began employment mid-year, that year is not used to calculate full-time teaching years. A letter stating the faculty member's intent to request tenure should be submitted to the Provost during the previous spring semester. A request for tenure should be delayed for a later year if evidence of meeting the Full-Time Teaching Faculty Performance Criteria cannot be met. A request for tenure consideration must be submitted no later than during the fall semester of the faculty member's 8th full-time teaching year. If tenure is not granted by January 15th of the 8th full-time teaching year, an appointment letter will not be issued to the faculty member for another year.

400.6.2.2 Required Materials

For tenure consideration, the faculty member must submit to the Department Chair and Dean the following material:

1. An up-to-date Faculty Portfolio
2. 5 page summary indicating how the Faculty General Employment Obligations are continuing to be met (400.2)
3. 2 written references from the department faculty who can provide recommendations related to the promotion level (Note: In instances where this is not possible a faculty reference from another department may be included)
4. 2 written references from outside the University who can provide recommendations related to the promotion level

The Dean will send a letter to the Tenure and Promotion Committee in support or denial of promotion upon approval by the chair and Dean regarding the materials received.

400.6.2.3 Review Process

The Tenure and Promotion Committee will review the tenure materials. After the materials are reviewed, the committee will set up an interview with the faculty member. The committee's recommendation will be sent to the Provost, with a copy to the faculty member, no later than January 15 of the same academic year. The President and Provost will review the committee recommendation.

- A. If the recommendation is positive and is supported by the President and Provost, tenure materials will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.
- B. If the recommendation is positive but is not supported by the President and Provost, tenure material will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.
- C. If the recommendation is negative and the President and Provost concur, the faculty member will be notified by the Provost and the tenure process will cease.
- D. If the recommendation is negative but the President and Provost do not concur, tenure material will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.

400.6.2.4

Final Decision

- A. If the final decision is to grant the request for tenure, it will become effective with the beginning of the next academic year.
- B. If the final decision is to deny the request for tenure, the faculty member has the option of following the Faculty Appeals process (see section 300.7).

400.6.3

FAITH AND LEARNING PAPER

The Faith and Learning Paper is an opportunity for a faculty member to spend time giving intentional attention to the issue of integrating faith into one's academic discipline. The paper is not a Christian testimony or a devotional, but a scholarly document in which the faculty member identifies ways of engaging his or her academic area and Christian truth and mission. The paper should demonstrate the faculty member's ability to think integratively through the lens of the faculty member's academic discipline and his or her informed biblical understanding including the broader Wesleyan theological context. Faculty members whose discipline is in the area of Christian studies (such as Bible or Theology) should pursue a project that integrates with another discipline (such as philosophy, English, history, or psychology). Faith and Learning Paper guidelines can be found on the Provost's website (Newly implemented Fall 2016).

A. Approval of a topic

To allow sufficient time to complete the work, the faculty member should begin the process as soon as is feasible. The paper must receive final approval by the Provost by **September 15** of the year in which application is to be made for promotion or tenure. It would be advisable to make the proposal and assemble the team of reviewers up to two years before the deadline. For instance, if the faculty member is an assistant professor and plans to apply for promotion in the fall of the sixth year, the faculty member may want to begin work on the paper in the fall of the third year.

B. Timeline

For an incoming assistant professor, a typical schedule would be as follows:

- a. Participation in the new faculty orientation seminar (year one);
- b. Proposal of topic and selection of two reviewers (third year, preferably fall semester) (each reviewer signs the Faith and Learning Proposal Form);
- c. Writing and revision of paper (third year and fourth year);
- d. In the year in which application is made for promotion and tenure, submission due-dates are as follows:
 - i. May 15: Deadline for submission of paper to reviewers;
 - ii. August 15: Deadline for submission of reviewed paper to the Provost (the Faith and Learning Paper Final Approval Form signed by both reviewers);
 - iii. September 15: Final Provost approval is due.
 - iv. October 15: All tenure materials are due in the Provost's office.

The Faith and Learning Paper is to be included as part of the tenure portfolio submitted by the faculty member.

C. Process of Evaluation

When the faculty member has completed the paper, a copy should be submitted to each reviewer for evaluation, along with a copy of the Faith and Learning Paper Final Approval Form, available on the Provost's website. Revisions of the paper may be requested by the reviewers. If the paper is approved by a reviewer, he or she returns a signed copy of the Faith and Learning Paper Final Approval Form (including comments) to the faculty member. These signed forms, along with the final edited paper, are then submitted by August 15 to the Provost for approval.

If consensus is not reached among the reviewers to accept the paper, two anonymous reviewers shall be selected by the Provost to review the paper. When recommendations are submitted by the two anonymous reviewers, the Provost shall make a final acceptance decision.

As an institution dedicated to providing a University Christian educational experience, faculty are the most valuable continuing resource for carrying out the University's overall mission of academic excellence and spiritual vitality. It is desired that faculty employed on three-year rolling and librarian three-year rolling appointments will be committed to serving the University on a long-term basis. A three-year rolling appointment is a mutual commitment between the University and the faculty member for a continuing relationship in which the individual may find the opportunity for professional and personal fulfillment in teaching. Within the stated parameters of institutional purpose, this appointment provides the faculty member with a freedom of intellectual inquiry in teaching, research, and publication, and a voice in the formulation of the academic policies of the University. A subsidiary purpose of a three-year rolling appointment is to protect against dismissal without sufficient cause. The granting of a three-year rolling appointment assumes that the faculty appointment will continue until the faculty member 1) retires, 2) leaves to accept employment elsewhere, or 3) no longer meets the Faculty General Employment Obligations or Full-Time Teaching Faculty Performance Criteria. Generally, three-year rolling appointments are unavailable for tenure-track faculty.

A faculty member who has a full-time three-year rolling appointment will be on a one-year appointment status until such time as a three-year rolling appointment is granted. Individuals on three-year rolling appointments may be moved to a one-year appointment at the recommendation of the chair, Dean, and Provost or because faculty have not met required expectations.

400.7.1**CRITERIA FOR THREE-YEAR ROLLING APPOINTMENT**

To be considered for a three-year rolling appointment, the faculty member must:

- A. Have completed five years of full-time teaching/library work experience at Asbury University. If a person is hired who had received tenure or a rolling appointment from another college or University, three years of full-time teaching/library work experience at Asbury University must be completed.
- B. Hold the rank of assistant professor at Asbury University.
- C. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).
- D. Present evidence of consistently meeting the Full-Time Teaching or Library Faculty Performance Criteria at a high quality level (see section 400.3.1 or 400.3.2).
- E. Have the Faith and Learning Paper completed and approved.

400.7.2 PROCEDURES FOR REQUESTING A ROLLING APPOINTMENT

400.7.2.1 Timing of Request

Assuming that other criteria have been met, a request for three-year rolling appointment consideration may be filed by October 15 during the Fall semester of the 6th full-time teaching/work year. If the faculty member began employment mid-year, that year is not used to calculate full-time teaching/work years. A letter stating the faculty member's intent to request a rolling appointment should be submitted to the Provost during the previous spring semester. The request should be delayed for a later year if evidence of meeting the Full-Time Teaching/Library Faculty Performance Criteria cannot be met. A request for rolling appointment consideration must be submitted no later than during the fall semester of the faculty member's 8th full-time teaching/work year. If a rolling appointment status is not granted by January 15th of the 8th full-time teaching year, the faculty member will not be appointed for another year.

400.7.2.2 Required Materials

The faculty member must submit to the Office of the Provost an up-to-date Faculty Portfolio, a written report indicating that the Faculty General Employment Obligations are continuing to be met, and names and addresses of persons outside of the department faculty who can provide recommendations related to the request. The Provost will request letters of recommendation from the department faculty and from the references provided by the faculty member.

400.7.2.3 Review Process

The Department Chair, Dean, and Provost will review the materials. After the materials are reviewed, the committee will set up an interview with the faculty member. The committee's recommendation will be sent to the Provost, with a copy to the faculty member, no later than January 15 of the same academic year. The Provost may require an interview. The President and Provost will review the committee recommendation.

- A. If the recommendation is positive and is supported by the President and Provost the faculty member will be notified of the final decision.
- B. If the recommendation is positive but is not supported by the President and Provost the faculty member will be notified of the final decision.
- C. If the recommendation is negative and the President and Provost concur, the Provost will notify the faculty member and the request for rolling appointment process will cease.
- D. If the recommendation is negative but the President and Provost do not concur, the faculty member will be notified by the Provost of the final decision.

400.7.2.4 Final Decision

- A. If the final decision is to grant the request for a three-year rolling appointment, it will become effective with the beginning of the next academic year.
- B. If the final decision is to deny the request for a three-year rolling appointment, the faculty member has the option of following the Faculty Appeals process (see section 300.7).

400.7.3 FAITH AND LEARNING PAPER (see section 400.6.3)

400.8.1 FULL-TIME FACULTY**400.8.1.1 Tenure Track/Three-Year Rolling Appointments**

- A. Not Tenured/One-Year Appointment Status. Appointments are made for one academic year with no commitments or obligations on the part of the University to appoint the faculty member for additional years.
1. If a decision is made to continue the employment of the faculty member, an appointment letter will be issued no later than March 31st with a period of 30 days for the faculty member to respond.
 2. If a decision is made not to continue the employment of the faculty member, notification of such decision will be given to the faculty member in writing no later than March 1st in the first year of employment and no later than January 15th in additional years of employment.
- B. Tenured/Three-Year Rolling Appointment Status. Appointment letters for the next academic year will be distributed to faculty no later than March 31st with a period of 30 days for faculty to respond.

400.8.1.2 One-Year/Special Appointments

Appointments are made for one academic year with no implied commitments or obligations on the part of the University to appoint the faculty member for additional years. If a decision is made to offer a appointment for an additional year, an appointment letter will be issued no later than March 31st with a period of 30 days for the faculty member to respond.

400.8.2 PART-TIME FACULTY

Part-time faculty appointments are made for one semester or one year at a time with no commitments or obligations on the part of the University to appoint the faculty member for additional semesters. Decisions to appoint faculty for an additional semester or year will be made at varying times during the year based on enrollment needs.

400.9.1 **NOTICE OF INTENT TO RETIRE**

Written notification of intent to retire should be submitted to the Provost as early as possible but no later than December 15 prior to the academic year in which retirement will occur.

400.9.2 **RETIREMENT PRIVILEGES**

Retired faculty are invited to continue to attend campus activities and may attend social functions of the faculty. If the retired faculty member completed at least fifteen years of full-time service to the University and is at least 62 years of age, an identification card is available to the retiree and the retiree's spouse. The card entitles retired faculty to library privileges, Luce Center membership, and discounts for the bookstore, athletic events, and other campus events. Retired faculty may, from time to time, be invited to teach or give seminars in their specialty on limited part-time assignment.

400.9.3 **EMERITUS STATUS**

Emeritus status is conferred upon retired faculty members in recognition of long, faithful and productive service and of their continued support for the University in its goals and activities. Emeritus status is an expression of the institution's appreciation and of its desire to maintain an ongoing relationship with the retired faculty member. Emeritus status is an honor and responsibility, which may be used for professional purposes and for participation in academic convocations and events. Emeriti faculty may attend Faculty Assembly meetings (without vote). Upon retirement, a faculty member who fulfills the following criteria may be granted emeritus status:

- A. Is at least 60 years of age.
- B. Has completed a minimum of fifteen years of exemplary, outstanding service at Asbury University.
- C. Has tenure at the time of retirement.
- D. Has attained the rank of Associate Professor or Professor.
- E. Continues to agree with and support the mission of the University.

The Department Chair, the Dean, the Provost, or the President initiates a request for emeritus status. To receive emeritus status, the faculty member must be recommended by the Department Chair, the Dean, the Tenure and Promotion Committee, the Provost, and the President. The awarding of emeritus status will be by vote of the Board of Trustees.

The University may discipline or terminate the employment of a faculty member at any time before the end of the appointment period if a faculty member is unwilling or unable to fulfill the responsibilities of employment or violates any of the terms and conditions of the appointment. Upon termination of employment, the University shall be obligated to pay the faculty member only the compensation prorated to the date of the termination but shall not be obligated to pay any amount after that date.

While termination action would generally be effective at the end of an academic year, periodically a situation might arise with a full-time or part-time faculty member where termination action needs to be taken during an academic year. This would be permitted when the problem with the faculty member is serious enough such that the faculty member's continued presence on campus would, in the judgment of the University, present major difficulties in carrying out the educational and spiritual mission of the University.

For a faculty member who is notified of discipline, termination or possible termination during the academic year, the University is not held to any notification date deadlines noted in section 400.8.1.1.

400.10.1**REASONS FOR DISCIPLINE AND TERMINATION**

Tenured and non-tenured faculty members may be disciplined or terminated for any of the following:

- A. Failure to accept and model the University Statement of Faith and the moral principles that guide the standard of community life.
- B. Gross personal misconduct, particularly flagrant disregard for the standards of campus life as outlined in Section 600 of this Faculty Manual.
- C. Failure to receive a satisfactory review in performance as evaluated by the Tenure and Promotion Committee, demonstrated incompetence or neglect of responsibilities particularly as outlined in the Faculty General Employment Obligations (section 400.2.1) and in the Full-Time Teaching/Library Faculty Performance Criteria (section 400.3.1/400.3.2).
- D. Inability to carry out or failure to cooperate in carrying out University policies
- E. Insubordination.
- F. Determination by the President that University guidelines regarding employee/student dating have been broken.
- G. Voluntary resignation of the faculty member.
- H. As a result of:
 1. Sustained and significant decline in student enrollment.

2. Faculty/student ratios within a program or department below a sustainable level.
 3. Financial exigency.
- I. The reduction in enrollment or discontinuance of the program or department to which the faculty member is assigned (Note: Non-tenured faculty members in the department are subject to termination before tenured faculty if the tenured faculty member has the necessary expertise to teach the courses.). In such instances, the University will:
1. Notify the faculty member as early as possible, but no later than January 15th.
 2. Endeavor to use the services of the faculty member in other positions within the University for which he/she qualifies as determined by the administration.
 3. Assist the faculty member in his/her effort to secure employment elsewhere.

400.10.2

PROCEDURES FOR DISCIPLINE AND TERMINATION

Evidence of unacceptable performance can come from a number of sources including Department Chair evaluations, Tenure and Promotion Committee evaluations, complaints from students and other faculty, etc.

- A. When the Dean and Provost become aware of reasonable cause for concern, the faculty member will be notified in writing by the Provost, or if determined by the Provost the Dean of the respective school or college, of the alleged problems and be given the opportunity for response.
1. If the response is satisfactory, no additional action will be taken.
 2. If the response is not satisfactory, then the faculty member will be notified in writing that disciplinary or termination action is being taken or that a probationary time is being established during which time the problems must be resolved. Probation is not appealable.
- B. If a decision is made to establish a probationary time during which the problems must be satisfactorily resolved and if the problems are not resolved by the end of that probationary time, the faculty member will receive notification of discipline or termination.
- C. The faculty member may choose to resign rather than further extend the process of discipline or termination.

400.10.3

APPEAL OF TERMINATION ACTION

If the faculty member believes that the termination action was unjustified or that the process was carried out in an inappropriate way, an appeal may be filed by following the Faculty Appeals process (see section 300.7).