

**EUREKA COLLEGE**  
**FACULTY HANDBOOK**

May 2016

# **PURPOSE OF THE *FACULTY HANDBOOK***

- To provide for the entire faculty a reference manual concerning official administrative regulations and policies, a summary of previous faculty actions which are still in force, and an aid in promoting a more efficient and a more congenial operation of the entire College community. The *Faculty Handbook* does not make policy; it interprets policies already in force or policies for which the groundwork has already been laid.
- To serve, as specified in the faculty contracts, in defining the conditions of service at Eureka College.
- To furnish new faculty members with an introduction to the ways of Eureka College; to acquaint them with their privileges and responsibilities, to provide a guide to the academic regulations and procedures governing their duties as instructors; and to orient them to campus facilities and activities.
- To provide the faculty with an up-to-date source of information which is not readily available in other College publications. It is intended that this handbook will be used in conjunction with and as a supplement to the policies and regulations found in the *College Catalog*, the *Employee Handbook*, and the *Student Handbook*.

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# CHAPTER I

## THE MISSION, GOALS, AND BACKGROUND OF EUREKA COLLEGE

### A. Mission of the College

*Eureka College, affiliated with the Christian Church (Disciples of Christ), is a liberal arts and sciences institution which also provides professional programs with a liberal arts emphasis. The College exists to cultivate excellence in learning, service, and leadership. The College fosters the mutual development of intellect and character so that the members of our community may lead meaningful, productive lives and succeed in their professional and social roles.*

Throughout its long history, Eureka College has continued as an institution of arts and sciences, emphasizing a Christian-oriented liberal education. The College has never wavered from this mission.

Eureka College is a learning community where individuals of diverse backgrounds, talents, and abilities may come together to pursue a Christian-oriented liberal education. This mission emerges from the Judeo-Christian heritage, is expressed by concern for a better world, and is implemented in an educational community dedicated to the welfare of humanity. The College is committed to the development of persons who will be able to think for themselves and communicate effectively, who will be professionally competent, and who will be able to deal creatively, constructively, and in an integrated way with questions of moral, religious, and aesthetic value in their individual lives. Eureka College is determined to provide personalized attention and opportunity for involvement to every individual within the College community.

### B. Goals of the College

The true purpose of education is to realize the potential of the whole person. At Eureka College the student's potential is realized not only by the accumulation of knowledge, but also by challenging experiences, both in the classroom and in co-curricular activities. The educational experience at Eureka College is designed to help the student achieve ten goals:

- the development of the intellect: the ability to analyze, compare, evaluate and reason, and the ability to deal with abstract concepts.
- the development of communication skills: reading, writing, speaking, listening, visual communication, and mathematics.
- the development of aesthetic awareness through encounters with great works of art, music, and literature, and through self-expression in the arts.
- the development of cultural awareness through knowledge of the outstanding events and personalities of our common heritage.
- the development of understanding of the natural environment as revealed by science and the social environment created by human cultures.
- the development of physical fitness, alertness, and vitality.
- the development of competence in at least one academic or professional field.
- the development of a greater social awareness and a greater sense of personal responsibility through participation in a community of living and learning.
- the development of personal values based on an awareness of the serious challenges facing the individual, the family, the community, the nation, and the world, with an effort to find the best solutions proposed by various thinkers of our cultural heritage.
- involvement in the search for ways to use knowledge in leadership and service to further the welfare of humanity.

The core curriculum, liberal arts requirements, and major field requirements described in the Eureka College *Catalog* are designed to accomplish these goals. Throughout their course of study, students are asked to think, speak, and write about the natural and social world around them and how it came to be as it is today. They are asked to reflect on both perennial human problems and current issues. They are asked to study great creative works and to attempt creative work themselves. They are asked to develop both physical and mental skills and to learn how to take lifelong care of body and mind. Through the many academic and social activities provided by campus life, students have opportunities to practice clear thinking and correct choices as citizens of a community. By asking students to acquire this education in the liberal arts as well as particular knowledge and skills in their chosen field of concentration, Eureka College produces students who are more able to understand the opportunities and problems in their specialty and who are more likely to become leaders in their chosen field and in their communities.



As with all institutions of higher education, Eureka College exists for the fundamental purpose of educating its students. That purpose is what essentially differentiates a college or university from other institutions within the general society. The specific goals that the College has for student achievement are stated in the *Catalog*, *Student Handbook*, and other College publications.

Eureka has additional purposes central to its mission which are stated in these and/or other publications:

- Commitment to freedom of inquiry for faculty and students
- Expectations of excellence in teaching and learning
- Relationship with the Christian Church (Disciples of Christ)
- Commitment to community service
- Commitment to inclusiveness within selectivity

### **C. Relation to the Disciples of Christ**

As in its origins and purposes, so in its development, administration, and achievement, Eureka College has been and is church-related, but not church-controlled. Some of the faculty and administrative staff are drawn from the Christian Church (Disciples of Christ) but, as in the case of student body and the trustees, a variety of religious affiliations is always represented among them.

In a very real sense the churches of the Disciples of Christ in Illinois, Indiana, and Wisconsin are the first constituency of Eureka College. From its beginning Eureka has been regarded as important in developing and educating both professional and lay leadership for these churches which, in turn, have been a significant source of financial support to the College.

### **D. Statement of Prohibiting Discrimination**

In keeping with its mission of “concern for a better world...implemented in an educational community dedicated to the welfare of humanity,” and with the Christian Church’s (Disciples of Christ) call for “a society which proclaims and honors the rights of all persons,” no one shall be discriminated against in employment at Eureka College because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, disability, unfavorable discharge from military service, military status, status as a Vietnam-era or special disabled veteran, genetic information, citizenship or order of protection status, in accordance with applicable law.

[Quotations from General Assembly Resolution No. 7747, 1997; statement adopted in 2000.]

### **E. Student Body**

The student body of Eureka College is recruited under a policy of concern for inclusiveness and opportunity for all. It is simply required that applicants give "evidence of adequate intellectual capacity, moral fitness, and indications that the applicant has educational objectives which are attainable under the curriculum and program of the College." Applicants are required to present evidence of graduation from a secondary school with at least twelve units in academic subjects. All freshman applicants are required to submit scores from the American College Testing Program or from the Scholastic Aptitude Test of the College Entrance Examination Board before action can be taken on their application.

## **F. Community Relations** CHAPTER I

The story of Eureka College and that of the local community are closely interwoven. The passion for education which characterized the early settlers has produced generation after generation of family and community loyalty to this College. Eureka is a community of uncommonly high economic and educational level. Its rich soil, still a major source of the area's wealth, and the quiet penetration of culture into community life from the College campus, have built bridges which are regularly crossed.

The facilities of the College may be used by members of the community. Faculty, staff, and students respond generously to many calls to serve as program resources within the local community. Lecture, artist, and student programs at the College are open to the community. In turn the College has been permitted to use facilities of the local schools and makes regular use of the facilities of the local Christian Church. Again and again, the residents of Eureka have witnessed to their appreciation of the College in financial support, both in steady giving and in special campaigns.

## **G. Our Core Values**

- Dedication to learning — We will provide every possible opportunity for learning and will seek to motivate each other to constantly improve our knowledge and understanding.
- Honor — All members of the college community will act in an honest, candid, and selfless fashion when dealing with issues concerning the College.
- Sense of community — We will work to build a community where each person is a valued, respected member. We will honor both tradition and progress equally as we keep the best of our past while building a better college. We will maintain a safe environment for learning. We will work together to accomplish our goals and will trust each other to provide the best effort as we work toward these goals.
- Leadership — We will encourage everyone to seek constructive challenges that lead to

positive growth. We will seek to provide opportunities for everyone to participate in activities where they feel they can contribute. We will encourage the development of leadership and create the opportunities for all members of our community to be positive agents for change.

- **Decision-making and Communication** — We will make decisions based upon careful assessment of data and not on prevailing opinion. We will make our best effort to ensure that those affected by decisions will have the opportunity to provide information to the process prior to decisions being made. We will each strive to ensure that plans, decisions, and information are fully, candidly, and respectfully communicated with every person who will be affected. All such communication will be done in a clear and timely manner.
- **Stewardship** — We will act to preserve and grow the College. We will take ownership of all of our resources and will treat them with caring respect.
- **Excellence** — We will set high standards academically and socially. We will communicate these standards clearly and will challenge each other to meet these standards. We will pursue our endeavors with a sense of quality of both process and results. We will encourage excellence in every enterprise we undertake.
- **Service** — We will provide opportunities, encourage participation, and promote a commitment to selfless service.

## **CHAPTER AMENDMENTS**

Amendments to this chapter may be made by the Board of Trustees. Faculty consultation is expected to precede such amendments.

## **CHAPTER II**

### **THE FACULTY OF EUREKA COLLEGE: RESPONSIBILITIES, RIGHTS, AND GOVERNANCE**

#### **A. Purpose**

The purpose of this document is to establish the general principles and procedures to govern the operation of the Faculty of Eureka College in its efforts toward the achievement of the objectives of institutional objectives.

#### **B. Name**

The name of this organization shall be the Faculty of Eureka College, hereinafter referred to as the Faculty.

#### **C. Membership**

Section 1. The voting Faculty consists of the President, the Provost, all professors, associate professors, assistant professors, instructors, and librarians. Criteria for appointment to the voting Faculty are as follows:

- a. The individual must be primarily concerned with students' academic development.
- b. The individual must have a master's degree or the equivalent (e.g. 30-35 graduate semester hours and enrolled in and actively pursuing an MFA, EdS, or a doctoral degree).
- c. The individual must be employed by Eureka College at least one-half (1/2) time during the academic year.

Section 2. Any employee of Eureka College may request and be considered for faculty status by submitting to the Faculty Status and Development Committee those credentials which satisfy the criteria specified in Section 1, above. Upon receipt and consideration of proper credentials, the Faculty Status and Development Committee shall carry a recommendation to the Faculty for a vote.

Other employees of Eureka College may be appointed to status as voting members of the Faculty upon recommendation of the President or the Faculty Status and Development Committee and election by the Faculty. Criteria for such appointment are the same as those listed in Section 1 above.

Section 3. Two options are available for part-time Faculty.

- a. Those who are employed for fewer than twelve (12) semester hours of course load will normally be given the title of "lecturer." A lecturer does not have status as a voting member of the Faculty.
- b. Part-time faculty who are employed for twelve (12) or more semester hours of course load will normally be given the rank of "instructor" or higher, with full status as a voting member of the Faculty, assuming that the courses they are to teach, the extra duties they are assigned, and the length of time they are to serve are sufficient to warrant their participation in long-range discussions of the college curriculum. Part-time faculty who are offered appointment as instructor may be given the option to accept appointment as lecturer. Full-time faculty will normally not be hired at the rank of lecturer.

Section 4. Professors Emeriti shall be honorary members of the Faculty. Honorary membership shall not carry voting privileges or regular appointment to standing committees. Guidelines are as follows:

- a. Eight (8) or more years of service to Eureka College as a teacher and/or administrator.
- b. Retirement while an active teacher and/or administrator at Eureka College.
- c. Attainment of one of the following ranks or status while an active member of the Eureka College community: associate professor, professor, vice-president, or president.
- d. Nominations for Professor Emeritus may be made by the Provost or the Faculty Status and Development Committee. Election to the position shall be by the Eureka College Faculty.

## **D. Officers of the Faculty**

Section 1. The officers of the Faculty shall include a Faculty President, a Faculty Vice President, an Immediate Past Faculty President; and a Faculty Secretary.

Section 2. The Faculty President, in consultation with other faculty officers and administration, sets the agenda for and runs full faculty meetings. The Faculty President serves as a liaison to the President of the College and the Provost. The Faculty President serves on the Leadership Council. The Faculty President also

serves as the Representative to the Board of Trustees and writes the faculty report to the Board of Trustees. The Faculty President also participates in the selection of Sandifer scholars and in general represents the faculty when needed on campus. The term for this position is one (1) year. This position is comparable to three (3) hours of release time.

- Section 3. The Faculty Vice President serves as the Faculty President Elect and fills in for the Faculty President should the Faculty President be temporarily unable to fulfill his or her role. The Faculty Vice President serves on the Leadership Council. The Faculty Vice President also serves as a Representative to the Board of Trustees. This is a one (1) year appointment with the understanding that, on August 15 of the following year, he or she will assume the role of the Faculty President.

This position is elected at the first faculty meeting of the spring semester each year. Each voting faculty member may submit one (1) nomination of a tenured faculty member for Faculty Vice President to the Faculty President ten (10) class days prior to the meeting. One (1) week before the scheduled faculty meeting, the Faculty President will distribute the final slate consisting of the top three (3) nominees. The secretary and one (1) other person will count the votes. The individual who receives the most votes cast will be elected Faculty Vice President.

- Section 4. In the event of a permanent vacancy in the position of the Faculty President, the Faculty Vice President will assume Presidential responsibility for completion of the term. If the permanent vacancy in the Position of the Faculty President occurs after December 15, the Faculty Vice President will assume Presidential responsibilities for the completion of the term before serving an additional year as Faculty President. A special election of voting faculty will be held to fill the position of Faculty Vice President. In the event of a permanent vacancy in the position of the Faculty Vice President, a special faculty election will be held to fill this position.

- Section 5. The Immediate Past Faculty President serves as an Advisor to the current Faculty President and as the Handbook Clerk. This is a one (1) year position. Responsibilities of this position should figure significantly into committee load.

- Section 6. The Faculty Secretary shall keep permanent records of the deliberations of the faculty meetings, reports of committees, summaries of addresses to the Faculty, and any other records or documents that may be designated by the President or the Provost. The minutes shall not be published for distribution beyond the Faculty nor made public until they are approved by the Faculty. The Faculty Secretary shall be appointed by the Faculty Cabinet to a three (3) year term.

**E. Meetings**

- Section 1. At or before the final meeting of the academic year, the Faculty President shall present to the Faculty, for its approval, a schedule of the regular faculty meetings for the subsequent year.
- Section 2. Special meetings of the Faculty may be called by the President or the Provost or upon written request of two-fifths (2/5) of the membership of the Faculty.

**F. Quorum, Voting, Order of Business, Amendments, and Rules of Order**

- Section 1. Two-thirds (2/3) of the members of the Faculty shall constitute a quorum. A simple majority of the Faculty or student members of a committee shall constitute a quorum in that committee, except for those committees which, with Faculty approval, define their own quorum.
- Section 2. Majority vote shall be defined as a majority of the members present, except when otherwise specified. Motions involving substantial policy changes shall be decided by a majority vote of the total Faculty. Routine motions shall be decided by a majority vote of the members present and voting. Voting in faculty meetings shall be by voice, raising of hands, roll call, or secret ballot. If needed to expedite business, faculty committees may occasionally vote by campus mail or email, provided no members object. All matters to be approved by the Faculty should be presented in writing one (1) week in advance of the stated meeting. Matters which arise and do not give time for one (1) week's notice may be discussed upon formal approval of the Faculty.
- Section 3. The Faculty President, in consultation with other faculty officers, and the Provost shall determine the proposed agenda of the next meeting. The Faculty President in conjunction with the Provost shall be responsible for circulating the agenda and other matters of faculty interest at least one (1) week in advance of the stated meeting. The agenda shall be submitted to the Faculty for approval at the beginning of the meeting.
- Section 4. The minutes shall be circulated prior to the next business meeting of the Faculty for approval at this time.
- Section 5. The Faculty President shall determine the order of business. Any faculty member may make proposals on educational policy or other matters of concern to the Faculty as a whole at any regular faculty meeting.

- Section 6. Roberts Rules of Order shall be used as a guide for the meetings of the Faculty except when in conflict with the stated procedure of this document.
- Section 7. This chapter may be amended at any meeting of the Faculty by a majority vote of the total Faculty (subject to the approval of the Board of Trustees), provided the proposed amendment is submitted in writing at a previous meeting of the Faculty, and specifically announced in the call for the meeting at which action on the proposed amendment is to be taken.

## **G. Committees**

Regular and special committees of the Faculty are established as an operational procedure for carrying out assigned faculty functions. Membership on all committees shall be voted upon by the appropriate constituencies (Faculty and Student Senate) and confirmed by the President in consultation with the Provost. In committee assignments, the term “Ex officio” means “by virtue or because of an office” all ex officio members of committees have the right to vote unless otherwise stated.

*The following committees govern the academic affairs of the College and maintain the processes of curricular functioning.*

- Section 1. **Faculty Cabinet** consists of the Faculty President, Vice President, and Immediate Past President. In addition to responsibilities stated elsewhere in the *Faculty Handbook*, it is responsible for presenting a slate of nominees of committee chairs and faculty membership as stated in Chapter II Paragraph G of this *Faculty Handbook*. This slate will be voted on by the Faculty. The Faculty Cabinet shall provide nominations for the faculty representatives to the Board of Trustee committees. It shall provide nominations of administrative appointments designated by the Provost. Faculty committee appointments will be for three (3) year terms except where otherwise noted in the *Faculty Handbook*.

Committee alternates are permissible only on designated committees. Any committee changes need to be approved by the appointing body. Committee alternates have voting rights when replacing the regular committee member.

Special Ad Hoc committees may be established with approval of the Faculty Cabinet as needed but must have clear deliverables reported to an existing committee or by the appointing body.

Ad Hoc committees should stand for no more than one (1) academic year. Staff personnel may sit as invited guests of any committee to facilitate communication and provide information as needed.



The Faculty Cabinet strives to establish equitable distribution of assignments. A faculty member may appeal to the Faculty Cabinet for a release from faculty assignments for a one-year period for the following reasons: professional research and development, professional travel, personal/health-related issues and/or curricular development.

The position of Faculty Vice President, is elected at the first faculty meeting of the Spring Semester each year. Each voting faculty member may submit one (1) nomination for Faculty Vice President to the Faculty President no later than ten (10) class days prior to the meeting. One (1) week before the scheduled faculty meeting, the Faculty President will distribute the final slate consisting of the top three (3) nominees. The secretary and one (1) other person will count the votes. The individual who receives the most votes cast will be elected Faculty Vice President.

- Section 2. **Curriculum Committee** is responsible for the continuous review and evaluation of major, minor, and academic programs. It is also responsible for the general education program. Examples of curriculum committee work include: proposals for new courses, proposals for courses to fill requirements, proposals for course changes within the major/minor. The membership of this committee shall be the Library Director and Divisional Representatives. Faculty representatives are elected by their division to serve a three (3) year term. Faculty Representatives on this committee can serve no more than two (2) consecutive terms and cannot serve simultaneously on Academic Standards and Policies. Representatives from other College constituencies are non-voting with optional attendance: Student Senate, Learning Center, Records, Provost.
- Section 3. **Academic Standards and Policies** is responsible for recommending criteria for admission and graduation and for academic status and other academic policies. . The committee will also hear grade appeals and appeals of academic status. **Applicants who do not meet minimum admissions standards due to extenuating circumstances may** be brought to the Committee by the Dean of Admissions. . Examples of Academic Standards and Policies work includes: those criteria which determine student's academic standing – GPA requirements, the number of transfer credit hours. The membership of this committee shall include the Registrar, a representative from the Library, and Divisional Representatives. Faculty representatives are elected by their division to serve a three (3) year term. Faculty representatives can serve no more than two (2) consecutive terms and cannot serve simultaneously on Curriculum Committee. Representatives from other College constituencies are non-voting with optional attendance: Student Senate, Learning Center, Provost.
- Section 4. **Teacher Education** determines guidelines within which teacher education may best operate. Responsibility is fixed for facilitating the continuous development

and improvement of the teacher education program. The committee reviews the teacher education curriculum and other matters pertaining to teacher education and makes appropriate recommendations. A major function is to serve as a liaison between education and various disciplines. Policies are established for screening teacher education applications at both elementary and secondary levels. Assistance is given to ensure optimal use of existing resources for teacher education. Committee membership includes: The Director of Teacher Education Program, the Special Education Coordinator, the Elementary Education Coordinator, the Secondary Education Coordinator, the Teacher Education Assessment Coordinator, two (2) faculty members from different divisions outside the Education division, and two (2) students from different concentrations. Non-education faculty representatives are nominated by the Faculty Cabinet to serve a three (3) year term and cannot serve more than two (2) consecutive terms. Additional faculty assistance may be needed with periodic discipline-specific concerns.

Section 5. **Faculty Status and Development** is responsible for recommending to the Faculty criteria for appointment to faculty status. All recommendations for appointment of administrative staff members to faculty status should be brought to this committee for recommendation to the Faculty. The committee is also responsible for recommending criteria for promotion and tenure of all persons who have faculty status. The committee shall review the recommendations and supporting materials of candidates for promotion in order to advise and counsel the Provost. The committee shall review the recommendations and supporting materials of candidates for sabbaticals and honorary degrees in order to make recommendations to the Provost. The committee shall meet with the Division Chairs to plan and supervise retreat planning and faculty colloquia. The Faculty Status and Development Committee, with the concurrence of the Division Chairs, may offer a faculty member a stipend or grant to support professional growth and development. Division chairs and the Associate Provost shall not serve on the Faculty Status and Development committee. The Faculty Cabinet will select members with preference given to tenured faculty with two (2) or more years of experience at the College and to faculty not on a tenure track position with two or more years at the College and Associate Professor rank or above.

*(Change approved by faculty April 8, 2015.)*

Section 6. **Faculty Grievance** will consist of five (5) faculty members and two (2) alternates. Four (4) faculty members plus two (2) alternates are elected by the faculty, the election-taking place at the first faculty meeting of the Spring Semester of each year. The election will be by open nomination from the entire Faculty at the said faculty meeting. The fifth faculty member of the committee shall be appointed by the individual filing the grievance. No faculty members with more than half-time administrative responsibilities shall serve on the Faculty

Grievance. No students shall serve on this committee. The choice of members of the Grievance Committee shall be based on their objectivity, competence, and standing within the academic community. The committee shall elect its own Chair who, for the sake of continuity, will be one of the four regular members of the committee for the following year. The Grievance Committee may hear all faculty grievances. The new committee takes office at the beginning of Spring Break. If the committee is called into session and its members are already assigned to other committees, previously assigned alternate faculty members may take their place on those committees during the term of the grievance. Procedures to be followed can be found in Chapter VII, Paragraph A of this Faculty Handbook.

- Section 7. **Assessment** oversees the collection and review of data to assess student learning in the academic curriculum. Membership shall include divisional representatives, assessment facilitator, the Director of the Learning Center, the Provost, a representative from Staff, the Teacher Education Assessment Coordinator, and a representative from the Library. Faculty members shall be nominated by the Faculty Cabinet and will serve for a term of three (3) years. Members cannot serve more than two (2) consecutive terms. Understanding that assessment findings inform institutional decisions, the Committee is charged to make recommendations to appropriate constituents. The committee is responsible for helping faculty members' course materials to align with the Faculty Handbook and Instructor Guide as appropriate. Representatives are responsible for facilitating that divisional assessment plans are followed, ensuring that divisional assessment reports are produced by appropriate faculty and provided to the Provost's office and Division Chairs. Provost is responsible for oversight of the Institutional Assessment Plan.
- Section 8. **Faculty Search Committees** will be appointed by the Provost when a vacancy occurs. Search committees will have three (3) people, including the Chair of the division in which the vacancy occurs, and two (2) other faculty members. If possible, at least one (1) member of a search committee should be in the discipline of the search. Committees will assist the Provost in narrowing the list of candidates, determining who should be invited to campus, and interviewing and hosting candidates. The Provost will consult with search committees before sending a recommendation to the President. Departures from these procedures may be necessary in special circumstances, such as late resignations, but every effort shall be made to consult the relevant Division Chair and Faculty in the same discipline. Students may be appointed to Faculty Search Committees at the discretion of the Provost, in consultation with the Division Chair.
- Section 9. **Judicial Board:** The Judicial Board shall consist of five members: two students, two Faculty members, and one member of the staff who is not the Dean of

Students. An alternate is selected for each position. Faculty members, one named as Chair, are elected to alternating two year terms by the Faculty from nominations made by the Faculty Cabinet; staff members are chosen by and serve at the pleasure of the President of the College; student members are elected by the Student Senate to alternating two year terms.

Section 10. Student Life is concerned with student organizations, activities, governance, living regulations, and all other matters related to the life of students at the College. The Student Life Committee is composed of the following members: (1) faculty member; one (1) staff member, one (1) student member, who shall be the president of the Student Senate; one (1) alternate student member. This committee shall be chaired by a faculty member appointed by the faculty cabinet. The Provost of the College and Dean of Students are ex officio and non-voting except in instances of tied votes.

*The following positions are representatives to Committees chaired by other constituencies:*

- Two Faculty Representatives to Finance Committee
- One Faculty Athletic Representative
- One Cultural Affairs Coordinator & Arts/Lecture Series
- One Parliamentarian
- One Faculty Representatives to Student Senate
- One Representative to Alumni Board
- Two Representatives to Retention and Persistence Committee
- One Representative to IBHE FAC:
- One Representative to HRRC
- Two Representatives to the Board of Trustees (Faculty President and Faculty Vice President), plus
  - One Faculty Representative to Audit
  - One Faculty Representative to Development
  - One Faculty Representative to Educational Policies
  - One Faculty Representative to Facilities
  - One Faculty Representative to Finance
  - One Faculty Representative to Marketing/Admissions
  - One Faculty Representative to Student Life

*The following are additional assignments appointed by the Provost's Office:*

- Two Coordinators of Civilization & Culture
- One Ombudsman
- One Faculty Marshal
- Two Representatives to the IT Advisory Committee
- One Representative to the IT Executive Committee
- Two Faculty Representatives to the Safety Committee

- Three Faculty Representatives to the Institutional Review Board
- Three Faculty Representatives to the International Travel Committee
- Two Faculty Representatives to the Sustainability Committee

*The following are assignments with release time:*

- Coordinator of Senior Seminar
- Director of First Year Seminar
- Assessment Facilitator
- Director of Honors Program
- Director of Teacher Education
- International Studies Coordinator
- Chemical Safety Officer
- Director of Organizational Leadership
- Director of Reagan Program

*The following are additional assignments appointed by the President's Office:*

- Title IX Investigation Board

*The following are Chairs and Leaders:*

- Division Chair for Education
- Division Chair for Fine and Performing Arts
- Division Chair for Humanities
- Division Chair for Science and Mathematics
- Division Chair for Social Science and Business
- Library Director
- Reagan Leadership Director
- Director of Information Technology
- Athletics Director
- Learning Center Director
- Organizational Leadership Director

*The following committees will be moved to Staff chaired committees with faculty representatives:*

#### Section 1.

**Retention and Persistence Committee** meets regularly to gather information regarding students that may need intervention in order to succeed at Eureka College. The committee develops an action plan for each student on a case by case basis. The committee may create information gathering plans among faculty and staff in order to better serve students' needs. The membership of the Committee shall include: Two (2) faculty members; Dean of Students; Registrar; Associate Dean of Students; Chaplain; Director of Financial Aid; Director of Residence Life; Learning Center Director; Student Accounts Manager; Assistant

Athletic Director/Academic Coordinator of Student-Athletes; Assistant Director of Residence Life/Coordinator of Campus Involvement. Students do not serve on this Committee.

## **H. Administrative or Non-Committee Appointments**

- Section 1. **Assessment Facilitator** shall be an individual responsible for coordinating the assessment of the General Education program in coordination with the Faculty of the College. The Facilitator will establish specific tasks and deadlines in collaboration with Division Chairs, Teacher Education, and Curriculum Committees. In consultation with the Faculty President, Ad Hoc committees may be established with specific tasks and deadlines. If a faculty member, appropriate training and release time will be granted with cooperation from the Provost.
- Section 2. **Cultural Events Coordinator** shall serve as faculty representative to the Arts and Lecture Board in addition to coordinating cultural events, activities, and lectureships. The Cultural Events Coordinator shall be responsible for scheduling and budgeting in consultation with Division Chairs, members of the College community, and with the cooperation of the Provost. Efforts should be made to plan calendar events one (1) year in advance to maximize integration with academic course work.
- Section 3. **Faculty Athletics Representative** shall deal with all matters pertaining to intercollegiate athletics and intramurals. This individual shall plan, review, and make recommendations concerning intercollegiate athletics and intramurals on the campus, including conference affiliation, selection and scheduling of intercollegiate and intramural sports, and program budgeting. When appropriate, the representative makes recommendations to such organizations as are responsible for phases of this activity. As a part of his or her responsibility, the Faculty Athletics Representative approves athletic letter awards and plans the presentation of such awards and, with the Athletic Director, serves as official representative of the College to the National Collegiate Athletics Association (NCAA) and to intercollegiate conferences to which the College may belong. The Athletic Director is authorized to implement basic decisions concerning the College's sports programs within the established criteria.
- Section 4. **International Studies Coordinator** has as a primary responsibility the selection of Eureka College students who will receive scholarships for international study.

Other responsibilities include researching and identifying potential study abroad locations, developing faculty-led classes in international locations, providing information to students about study abroad opportunities, planning international events on campus, and assisting students who wish to study in foreign countries. The Coordinator also assists in locating off campus sources of funds to support international study. The Coordinator shall encourage and promote cultural awareness and cultural diversity, drawing upon resources from the College community and in collaboration with colleagues expressing interest and expertise in foreign travel and study.

Section 5. **Representatives to Board of Trustees and Board Committees** are appointed by the Faculty Cabinet in accordance with the By-Laws of the Corporation (see Appendix II). Two (2) representatives shall attend the Board meetings as guests for the purpose of reporting back to the Faculty and may be called upon by members of the Board for comments. Committee representatives have an equal vote on the committee to which they are appointed, with one representative to sit on each of the following:

- Development Committee
- Educational Policies Committee
- Finance and Facilities Committee
- Marketing/Branding Committee
- Recruitment/Admissions Committee
- Student Life Committee

In accordance with Paragraph G Section 1 of this Chapter, faculty appointments as representatives to the Board of Trustees and its Committees shall be for three (3) years.

Section 6. **Faculty Representative to Student Senate** is expected to attend meetings of the Student Senate on a regular basis. The key function of the Faculty Representative is to offer guidance, as needed, on the best policies, practices, and methods that might be employed by the Student Senate to achieve its goals and objectives within the institutional framework of the College.

## **I. Faculty Responsibilities and Academic Freedom**

Section 1. The Faculty, both collectively and individually, shall have the duty to cooperate in the total College program toward the achievement of the objectives of the College.

Section 2. The Faculty shall have the right and duty to participate in the establishment of the educational policies and programs of the College relating to academic matters and student affairs and to recommend to the President for approval all matters in these areas before any policy or program is established, altered, or abandoned. Academic matters shall be interpreted to include the curriculum, co-curricular activities, requirements for graduation, degrees to be offered, regulations for admission, freshman orientation, class attendance, honor awards, graduation honors, academic probation and exclusion, and related matters. Student affairs shall be interpreted to include student conduct; student organizations, functions, and programs sponsored by students or student organizations; programs of the College, other than academic, promoted for the welfare of the students; and related matters.

The Faculty shall have the right to certify the awarding of all degrees, both academic and honorary.

Section 3. **Rationale for awarding honorary degrees:** Eureka College awards honorary degrees to outstanding individuals who have exemplified through their careers the core values and mission of the College. By recognizing such individuals, we encourage current members of the College community to emulate those praise-worthy actions and we further the goals and mission of this institution.

**Criteria for awarding honorary degrees:** Candidates for honorary degrees will have demonstrated high standards of excellence through their creative work, their contributions to their specific fields of endeavor, and/or their service to humanity. Honorary degrees are not awarded to the following:

- Posthumous nominations
- Candidates for political office
- Current employees of the College
- Current members of the Board of Trustees

**Procedure for awarding honorary degrees:** Nominations for honorary degrees may be made either by the Faculty or by the Trustees. Nominations are forwarded, together with relevant materials (ex. CV when available, testimony from 3<sup>rd</sup> parties, etc.) to the Faculty Status Committee for review. The Faculty Status Committee considers these materials and makes recommendations to the Faculty for a vote. Favorable endorsements are forwarded to the Board of Trustees for authorization. Nominations for honorary degrees must have a favorable vote by the Faculty no later than two (2) faculty meetings prior to the exercises at which they are conferred. Normally, candidates will not know they are under consideration until after final



action by the Board of Trustees. Candidates will receive their degrees at a formal convocation of the campus community. Candidates must attend the convocation at which their degree(s) are to be awarded.

The faculty may entertain exceptions to the above criteria or procedures if exceptional circumstances warrant such consideration.

**Honorary Degrees:** The honorary degrees usually conferred by the College are

- Doctor of Humane Letters – for outstanding contribution to humanity.
- Doctor of Humanities – for outstanding contribution to the humanities and related fields.
- Doctor of Science – for outstanding contribution to humanity through accomplishment in science, engineering and technology
- Doctor of Public Service – for outstanding accomplishment in government service.
- Doctor of Divinity – for outstanding accomplishment in theology.
- Doctor of Arts – for outstanding cultural contributions through accomplishment in fine and performing arts.
- Doctor of Laws – for outstanding contributions in the legal field.

Section 4. It shall be the duty of the Faculty to observe the rules and regulations governing the internal operations of the College included in the *College Catalog*, the *Faculty Handbook*, the *Employee Handbook*, the *Student Handbook*, and such other documents as may be issued by proper authority from time to time.

Section 5. The faculty member is entitled to full academic freedom, as described in Chapter IV, Paragraph A of this *Faculty Handbook*. The grievance procedure provided for in this document, and all aspects of the same, are contractual in nature. The determination at the applicable step of the procedure shall be final and binding and no recourse to any other tribunal or disputes resolution mechanism is permitted except as covered in this procedure. It is further provided that, should the aggrieved party or the charged party refuse to take steps in the order indicated in this grievance procedure or resort to mechanisms for settling disputes in a manner inconsistent with disputes resolution by exclusive resort to this grievance procedure, the entire procedure and any and all proceedings thereunder, whether then activated or not, shall be terminated and suspended and no further action shall be undertaken in the grievance procedure.

Section 6. **Discrimination and Harassment:** Please refer to the *Employee Handbook* for specific policies related to sexual and other unlawful harassment.

Section 7. **College Ombudsman:** If any faculty member feels that he or she has cause for grievance in any matter (concerning questions of non-reappointment, see also Chapter IV, Paragraphs E and G), that faculty member is encouraged to take his or her grievance to the College Ombudsman, who will seek to bring about a

settlement satisfactory to the parties concerned. If the faculty member is still unsatisfied, or if he elects not to use the Ombudsman, he may petition the Grievance Committee to seek redress. This petition must be filed within sixty (60) days of the time when the aggrieved party first became (or with reasonable diligence could have become) aware of the facts giving rise to the grievance.

The petition shall set forth in detail the nature of the grievance and shall state the policy in question or the person against whom the grievance is directed. The petition shall contain any factual or other data which the petitioner deems pertinent to the case. The committee will have the right to decide whether or not the facts merit a detailed investigation. In any case, some written response must be made to the grievant by either the Grievance Committee or the charged party within sixty (60) days of the filing of the grievance (see also Chapter VII, Paragraph A).

## **CHAPTER AMENDMENTS**

For procedures to amend this chapter, see Paragraph F, Section 7.

## CHAPTER III

### FACULTY ORGANIZATION AND DUTIES

#### A. Organization

The academic ranks of teachers at the College shall be professor, associate professor, assistant professor, instructor, and lecturer. All persons holding the rank of instructor or above, together with the President and Provost, shall be voting members of the Faculty. Lecturers or other members of the administrative or service staffs of the College may request consideration for faculty status pursuant to Chapter II, Paragraph C.

Section 1. **Function:** The Faculty is responsible for the management of the educational operations of the College. However, the Faculty must obtain the concurrence of the Board of Trustees in order to introduce any important change affecting established principles.

Section 2. **Meetings:** An established time and date for the monthly business meeting of the Faculty is determined at the beginning of each year. Special meetings shall be called by the President or Provost, or upon the written request of two-fifths (2/5) of the membership of the Faculty. The President is the Chair of the Faculty but, at his designation, the Provost may be Acting Chair. Discussion periods of an informal nature are held occasionally for the purpose of considering items of academic and intellectual interest.

Section 3. **Divisional Structure:** The Faculty is organized into the following five (5) divisions for operational purposes:

Education Division: Education, Health Education, Physical Education

Fine and Performing Arts Division: Art, Music, Theater

Humanities Division: Communication, English, Foreign Language, Philosophy, Religion

Science and Mathematics Division: Biology, Business Information Systems, Chemistry, Environmental Science, Mathematics, Computer Science

Social Science and Business Division: Accounting, Business Administration, Criminal Justice, History, Political Science, Psychology, Sociology

The divisions meet regularly to discuss matters of importance within their particular areas, to approve applications for majors, and to consider the relationship of their areas to the total educational program of the College. Most suggestions for changes and revisions in the curriculum are initiated in the division and receive divisional approval prior to being submitted to the Curriculum Committee.

- Section 4. **Selection of Division Chair:** Following a preference poll of divisional faculty, the Provost will communicate the rationale for his recommendation of a division chair to the divisional faculty and to the President. The chairs of the divisions are appointed annually by the President following this recommendation. The heads of the divisions meet regularly with the Provost to discuss matters of common concern.

## **B. Faculty Teaching Load**

The teaching load of full-time faculty is twenty-four (24) semester hours per academic year. A faculty member's teaching load may be determined by a combination of responsibilities such as classroom contact hours, the number of preparations for class, advising and counseling of students, planning and developing new courses, supervising student projects, student teaching and field trips, personal study and research for professional growth, and community services in the faculty member's area of competency. Class size, method of instruction, complexity and level of subject area, committee assignments, and other factors may be considered for computing or adjusting teaching loads.

Class assignments may consist of a combination of day and evening classes, but not more than one evening class may be assigned without the faculty member's consent. When it becomes absolutely necessary to employ a full-time instructor to teach a class or part of a class or to be charged with responsibilities beyond the normal assignment, this additional assignment shall be deducted from the next term's load or extra compensation may be provided with the agreement and approval of the faculty member. Before employing part-time faculty, the full-time faculty members who are qualified to teach the subject shall be asked whether they wish to accept the additional load at the compensation offered to the part-time faculty.

For more information on teaching loads and load credits currently offered, please see Appendix VI.

### C. General Services by the Faculty

Each member of the Faculty will, in addition to his or her particular responsibility in the classroom, be expected to attend all faculty meetings and to serve on a reasonable number of faculty committees as well as to share responsibility in promoting the interests of the College. Because of the nature of Eureka College, it is the policy of the College that Faculty may and will be expected to participate in some extra-classroom activities designed to further the general needs and well-being of the College. Examples of such activities include: Open Houses, Reagan Scholarship Weekend, and Alumni Weekend.

Section 1. **Service on Committees:** Standing committees of the Faculty and procedure of appointment are described in Chapter II, Paragraph G. Membership on standing committees is determined by the Faculty Cabinet during the Spring Semester of each year. At that time faculty members are asked to submit a list of not more than three (3) proposed members from different divisions to the Faculty Secretary. The Secretary lists the members who received the most nominations and submits the list to the Faculty Cabinet, whose choice is normally made on the basis of this list. The new committees take office following the Spring Break.

Section 2. **Advising:** In order to establish the close personal relationships that are a part of the life of Eureka College, all members of the Faculty share in advising students. The detailed organization of this program is set forth in the Manual for Advisers. The Records Office will maintain a folder for each student. Much of the information in these folders is confidential, but the folders are available to the Faculty for examination to assist them in their advising.

Section 3. **Processions in Robed Convocations:** Members of the Faculty are required to appear in academic regalia--cap, gown, and hood--to form an academic procession at certain College events; at present, these include the Opening Convocation, Founders Day, Baccalaureate, and Commencement. Those who do not own their academic regalia may rent such regalia through the Bookstore.

The College has adopted a standard procedure for academic processions based on the long-standing traditions for such occasions in the academic world. This statement of procedure is found in Appendix V to this *Handbook*.

Section 4. **Advisers of Activities and Organizations:** Each student organization must have a Faculty adviser. It is not desirable for a faculty member to serve as an adviser for more than one student organization, but the faculty member may serve as a co-adviser or assistant adviser for an additional organization. Advisers shall serve for the academic year for which they have accepted an invitation. Additional information concerning the selection and role of faculty advisers may be found in the student handbook.

*[On December 10, 2003 the Faculty approved the following language as submitted by the Student Life Committee for insertion in the Student Activities section of the Student Handbook:*

***Student Advisor Policy***

*All student organizations and publications are required to have an advisor who is a full-time staff or faculty member of Eureka College. Student organizations are expected to consult with advisors in writing about all matters involving activities, budgeting, and policy. Advisors are expected to be actively involved with the student organization. Advisors are not responsible for activities, expenditures, and policies they advise against or about which they were unaware or incompletely aware. Actions undertaken by an advisor, in an advisory capacity, are covered under the general liability coverage of the college insurance.*

*Organizations may not function without an advisor. If an advisor resigns from his or her position, the Director of Student Activities should be notified by the organization within one week of the advisor's resignation. Notification of a change of advisors must be submitted in writing to the Director of Student Activities by the student organization within two weeks of the change.*

**D. Other Employment**

Acceptance of any employment in addition to responsibilities at the College shall be with clearance and approval of the Provost. (Consultation with the Faculty as a whole will precede revision of this section.)

**E. Faculty Responsibility to the Records Office**

A number of enrollment documents are processed by the Records Office throughout each semester. Some require prompt action and return. Some of these documents are generated by faculty through SONISWEB; others are generated by the Records Office. Due dates (when applicable) for these documents will be announced to Faculty via campus email during the course of the semester.

These documents are:

- First Day Class Roster

*Viewable online through faculty access in SONISWEB.* This roster is primarily informational and does not need to be returned to the Records Office. Students attending a class and not on the roster must go to the Records Office to complete enrollment before

being eligible for credit in the course. If a student on the roster is not in attendance, the instructor should report this concern to the Records Office.

- Add/Drop Slip (processed by student)

*Available in the Records Office.* Students must process an Add/Drop Slip to add, drop, or withdraw from a course. Students may add a course during the first five (5) days of a semester, drop a class during the first ten (10) days of a semester without academic penalty, or withdraw (with a grade of "W") until mid-term. See the Academic Calendar for add/drop dates. A grade of "W" has no impact on the student's grade point average.

- Fifth Day/Tenth Day Class Rosters

*Generated by faculty through SONISWEB.* Fifth Day Rosters are for eight-week courses and Tenth Day Rosters are for semester courses. These rosters are the official class rosters. Students on these rosters are academically responsible for the course. *Any discrepancies between this roster and the students attending the class must be reported to the Records Office.*

To generate these rosters in SONIS, simply log on to SONISWEB using your pin number and password provided by Computer Services. Then choose your current class(es), click "View Selected Roster," select the "Printable Version" using the icon in the upper right hand corner, and print the roster.

After verifying attendance and noting any discrepancies, sign and date the roster at the bottom of the page and return it to the Records Office in person or via campus mail. *Instructors must sign the Fifth and/or Tenth Day Class Roster and return it to the Records Office.* This confirms the accuracy of enrollment records.

- Consistent Absence Inquiry

It is College policy that if a student has been absent from a class for three (3) consecutive class meetings and the instructor has not been informed by the student or the Office of Student Life as to the reason for these absences, then the instructor must report the absence to the Records Office. The Registrar will then inquire about the attendance of that student in his/her other classes.

To report such absences, send an email through your Eureka College email account to the Registrar or Associate Registrar. See also the paragraph below on Emergency Absences, (Paragraph L)

### Mid-Term Grade Reporting

At midterm each semester, Faculty must report students who are in jeopardy of earning a grade of "D" or "F" in the course. Midterm grades are recorded by using the Grade Input feature of SONISWEB and entering a "D" or "F" grade in the Midterm Grade spaces. No grade is reported for students earning a grade of "C" or better. In cases where an instructor has no midterm grades to enter, the instructor should notify the Records Office via email.

The Records Office will announce via campus email the deadline for the entry of midterm grades. *It is very important that Midterm Grades be entered by the deadline.* Mid-term grades are not included in the student's permanent record.

- Final Grade Reporting

All Faculty must enter final grades using the Grade Input feature in SONISWEB. The Records Office will announce via campus email the deadline for the entry of final course grades. *All Faculty are expected to enter final grades on time.*

Each student listed must receive an academic grade, i.e., "A", "B", "C", "D", or "F". The only exceptions are "I" (Incomplete), "PR" (Pass Remedial, for courses with "R" in the course ID), or "FR" (Fail Remedial, for courses with "R" in the course ID).

If an Incomplete grade is given, a form must be completed in the Records Office which reports the reason for the Incomplete and the date by which a final grade will be determined. Students are allowed one semester at most to remove an Incomplete; otherwise, a grade of "F" is recorded. *Under no circumstances should an instructor issue a grade of "I" for a graduating senior.*

- Notification of Student Exit

Any faculty or staff member who becomes aware of a student's intent to leave the College is asked to notify the Records Office. The Associate Registrar will then contact the student's advisor and/or appropriate faculty or staff who will, in turn, discuss with the student options for possible retention.



## **F. Syllabus and Course Files**

The course syllabus should contain vital information on the course such as required course materials, schedule, grading policies, expectations of the students, and other basic details. For a checklist of required elements, see Appendix VII, Syllabus Components.

Each faculty member is expected to assist in maintaining updated files for each course taught. The files are available in the Provost's Office for review. All members of the Faculty are required, at the request of the Division Chair and the Provost, to submit for college course files examples of information on work done in a course. Copies of syllabi and final examinations will be requested by and should be sent to the Provost's Office. Syllabus copies will be placed on file at the Library Reference Desk and the Learning Center for use by students and staff. Faculty wishing to see syllabi or exams used by prior instructors may do so at the Provost's Office.

## **G. Grades**

The College uses two grading systems, the traditional letter grade (A-F) and the Pass-Fail option. In the regular grading system:

- A is the honor mark and represents work of definitely superior quality.
- B represents work of high quality, above average, and for effort greater than necessary for the mere fulfillment of course requirements.
- C represents average work, with assignments met in a satisfactory manner
- D represents below average work, falling short of the full requirement in either quantity or quality.
- F represents unacceptable work for which no credit is allowed.
- W represents Withdraw. The hours do not count in semester hours attempted. No withdrawal is allowed after midterm.
- I represents Incomplete. For good cause the student is allowed more time to complete requirements, not to exceed one semester; the reason for the Incomplete and the requirements to be completed are to be stated on the form filed in the Records Office by the instructor.
- P represents Pass. Indicates credit by examination or exercise of the Pass-Fail Option. Credit counts toward graduation but is not computed in GPA.

AU represents Audit. No credit is earned nor computed in GPA.

The point value of grades to calculate GPA will be assigned as follows:

A = 4.00 A- = 3.67

B+ = 3.33 B = 3.00 B- = 2.67

C+ = 2.33 C = 2.00 C- = 1.67

D+ = 1.33 D = 1.00 D- = 0.67

F = 0.00

Instructors may continue to design and use their own grading scales.

An "I" becomes an automatic "F" after the succeeding semester in which it was given, unless, because of extenuating circumstances, the instructor requests an extension of time from the Records Office.

Upperclass students may elect to take a course outside general requirements and their major or minor fields under the Pass-Fail option. The Pass-Fail option must be declared at the time of registration, and the student must have written approval from both his adviser and the instructor. Under this option, there are only two possible grades:

Pass	which represents satisfactory work; and
Fail	which represents unsatisfactory work.

Course instructors may exercise the option of revealing final grades to students in their courses. Instructors should not publish or post grades. Final grade reports are sent by the Records Office to each student with copies to parents and adviser. For more information, see Paragraph E of this Chapter, "Faculty Responsibility to the Records Office."

## **H. Course Withdrawal**

The current policy for dropping or withdrawing from a course can be found in the annual course catalog under "Change in Registration." Deadlines for dropping and withdrawing are published on the college calendar and are posted by the Records Office.

## **I. Study Day**

As part of an effort to foster learning, Eureka College offers two (2) Study Days in its academic calendar. The purpose of Study Days is to provide students with an opportunity to reflect on what was learned in the preceding semester in preparation for the final examination period. What makes Study Days unique is that no mandatory events (e.g. classes, exams, meetings, competitions, practices) are scheduled between the hours of 9:00 a.m. and 3:00 p.m. Furthermore, faculty members are available during those hours to work with students either in individual meetings or in group study sessions. No new material is covered during this time. Students, in turn, utilize that time for exam preparation, seeking faculty assistance when needed and respecting the study needs of their fellow students. The Provost and the Dean of Students must approve any co-curricular or extra-curricular event that is expected to conflict with Study Day and its goal. (See Chapter VII, Paragraph F for the policy on co-curricular and extra-curricular activities.)

## **J. Examinations**

Substantial feedback to students is required in all courses, and early feedback is particularly important. Classes are tested on work completed at such intervals as are required by the particular course and at the discretion of the Faculty. The type of examination used is determined by the instructor.

The final examination schedule is based on the regular starting time for the course. Copies are distributed to Faculty and posted around the campus near exam time. Final exams are expected to be given by this schedule, and any exception must be approved by the Provost.

## **K. Student Attendance**

The policy of the College is based on the belief that students obtain much of their education from classroom contacts with instructors and fellow students. Regular class attendance is expected. Students are instructed to report any absences to their instructors and the Office of Student Life. If absence is caused by court summons, military deployment, medical disability, pregnancy or childbirth, national licensure examinations, medical emergency or religious observance, students should not be penalized for missing class and faculty members are urged to give the student a reasonable opportunity to make up the work missed, so far as it is possible. Faculty are not obligated to provide students having unexcused absences with opportunities to make up deficiencies caused by their absence. Consistent absences should be reported to the Records Office.

Instructors of freshman level (100 level) courses are asked to keep accurate records of class attendance in the SONIS attendance module. Cases of consecutive or consistent class absence should be reported to Student Programs and Services and the Records Office as soon as a pattern

becomes apparent. Instructors in upper level courses are encouraged to report similar cases of consistent or consecutive absence when they perceive the need for follow up.

#### **L. Emergency Notice**

If an emergency arises that prevents class attendance, the student should contact the instructor(s). If the student is unable to reach an instructor, the Records Office may be contacted for assistance with communication. The instructor will determine the legitimacy of the absence, and the student is responsible for keeping the instructor informed.

If an emergency arises that requires contacting the student, Student Programs and Services will provide assistance.

#### **M. Requests for Excused Absence**

Students may request an excused absence periodically because of participation in a field trip or some co-curricular activity. Students are responsible for clearing their absence with professors with a documented absence form, and professors retain the right to determine whether an absence is excused and in what manner any missed work is to be made up. Please refer to the College's policy on Co-curricular and Extra-curricular Activities which can be found in Appendix F.

#### **N. Off-Campus Events**

Section 1. **Scheduling Field Trips:** Consult your Division Chair prior to scheduling a field trip. Arrangements for field trips which require commercial transportation must be made with the Business Office prior to the beginning of the term in order that transportation might be arranged and fees collected from the students. A class roster of those attending a field trip should be sent to the Provost. If you will be requesting that your students be excused from another course, you should provide at least three (3) days notice so adequate arrangements can be made between your students and their other instructors. Students' respective Faculty shall determine whether to grant an individual's requests for excused absences.

Section 2. **Faculty Supervision of College-Sponsored Travel by Student Groups:** Any event paid for by College funds, including the Student Activities Fund, is a College-sponsored event. Students traveling for College-sponsored events are required to have a faculty member or some other designated College employee along in charge of the group. Faculty or others in charge of College groups traveling away from campus are expected to remind students of their roles as representatives of the College, to establish the limits of acceptable behavior, and to monitor the behavior the group members.

This policy applies to any travel in college-owned or -leased vehicles or when students are staying overnight away from campus. Students traveling in their own vehicles and returning the same day are not required to have a College employee along. Students are not permitted to drive College-owned or -leased vehicles.

The cost of travel, meals, and lodging for College personnel accompanying student groups is to be considered an essential cost of the activity and will be charged to whatever fund is paying for that activity.

## **O. Faculty Offices and Hours**

Faculty members' offices are listed in the annual campus directory. All faculty members are expected to have regular office hours and to post notices to that effect.

All part-time faculty are required to maintain office hours so as to be available to students outside of the class period. Offices may be shared by part-time faculty, or another designated area may be selected as a location before or after class when students can meet with Faculty.

Keys required for offices, laboratories, and buildings may be ordered through the Division Chair and are signed out in the Business Office. Please refer to Appendix 7 of the *Employee Handbook* for additional information. All buildings will be locked after closing hours. If the faculty member uses the office in periods when the building is closed to students, the building should remain locked.

## **P. Classrooms**

The instructor is responsible for seeing that lights are turned off and windows closed before leaving the room. Deficiencies in cleaning the rooms or general maintenance should be reported to the Business Office. Information on requesting Audio-Visual equipment can be found in Chapter VI, Paragraph B of this *Handbook*.

## **Q. Book Orders**

Faculty members are required to enter book and teaching materials orders into SONISWEB by **March 15** of each year for the next summer session, fall semester, and spring semester. This ensures compliance with Section 133 of the Higher Education Opportunity Act, which requires that textbook information be made available to students at the point of registration. Section 133 of the Higher Education Opportunity Act of 2008 requires institutions receiving Federal financial assistance to disclose the ISBN and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes.

## **R. Instructor Absence**

Each member of the teaching faculty is responsible for meeting with his/her class at the hour and place designated on the schedule. When illness or other circumstances prevent an instructor from meeting with the class, the instructor should contact the Provost's Office and the Division Chair as early as possible so that notification can be given or other appropriate arrangements can be made.

Evening or early morning messages may be left on the Provost's Office answering machine at 309-467-6301.

## **S. The Writing Program**

Eureka College takes writing seriously. Therefore, to promote consistent excellence in communication through writing, the College has created opportunities for intensive writing instruction in its Writing Program.

This program takes two forms: courses already part of a student's individual program of study that emphasizes writing, and a Writing Center (see the Learning Center, detailed in the following section). All matriculating students are required to complete a total of four (4) writing intensive ("W") courses. Requirements for transfer students are determined by the semester hours of transfer credit accepted at the time of enrollment.

Writing-intensive courses should include both writing-to-learn and learning-to write components, and require students to produce at least twenty (20) pages of polished, drafted writing. In these courses students can expect to be evaluated on writing quality as well as content knowledge. Many courses not designated as "W" courses also have extensive writing assignments.

## **T. When to Refer Students to Other Resources**

Section 1. **Academic Adviser:** Each student is assigned a faculty adviser who assists the student in academic program and career awareness planning. The student has primary responsibility for his or her academic program management.

Processing enrollment forms and add/drop slips require adviser signatures. After classes begin for a term, the instructor's signature is required when a student adds, drops, or withdraws from a course.

If there is a concern about a student's course performance, the faculty adviser may be able to provide useful information and counsel. The Records Office can provide the name of an adviser for a particular student.

Section 2. **The Learning Center:** Located on the residential side of the campus in Alumni Hall, the Learning Center provides programs and services to Faculty, Staff, and students to meet the mission of the College and help students achieve academic success. Some of the Center's resources include:

- The Director of the Learning Center works individually with students who have documented disabilities and develops a plan for required accommodations.
- The writing tutors provide assistance on all aspects of writing, whether academic or personal, creative or technical. Faculty should encourage any student struggling with a writing assignment to seek assistance through the Learning Center.
- The Math Lab provides assistance to all students, but primarily to those enrolled in lower level math courses.
- The Director of the Learning Center works individually with students who need academic assistance and coaching, to help them improve study skills, such as note taking, test preparation, and critical reading.
- Peer tutors for specific courses

Section 3. **The Chaplain's Office:** If you perceive a student's need for personal counseling, please encourage the student to contact the College Chaplain. You should also feel free to discuss the area of concern personally with the Chaplain.

Section 4. **Title IX Coordinator:** If you believe or become aware of an alleged or known case of sexual discrimination involving a student, encourage the student to contact

the Title IX Coordinator immediately. As an employee you also have an obligation to report to the Title IX Coordinator any information about an alleged or known case of sexual discrimination within 24 hours of witnessing it or being notified.

**U. Requests for Alternative Methods of Meeting Requirements Due to Disabilities**

The College has a policy concerning student requests for alternative methods of meeting course requirements due to disabilities, stated in Chapter VII, Paragraph E. Such alternative methods of meeting requirements can only affect courses enrolled in subsequent to the date the alternative is approved. For more clarification, contact the Director of the Learning Center.



## **V. Student Complaints or Grade Appeals**

Students who voice complaints to the Provost are instructed to take up any problems with the individual instructor first and then with the Division Chair. If a situation is not handled to the satisfaction of the student by the instructor or Chair, the student can then direct his/her concern to the Provost in writing and a conference will then be scheduled. Should a hearing be requested, the College's Academic Standards and Policies Committee will be the hearing body.

A request may be made by the Provost for the instructor to provide additional information for use in considering the appeal, even when such appeal is filed after a part-time instructor's completion of his/her teaching commitment to the College.

Detailed procedures for student appeals can be found in Chapter VII, Paragraph D.

## **W. Academic Dishonesty**

Eureka College strives to instill individual responsibility and integrity in its students, and expects its students to behave with integrity throughout their time at the College. Any giving or receiving of unpermitted aid on tests or assignments is considered cheating. If a student is uncertain about how to document sources or incorporate materials into a paper, it is his or her responsibility to seek help by speaking to the faculty member, another professor, or a writing tutor.

Section 1. **Definition of Academic Dishonesty:** Academic dishonesty includes the deliberate passing off of another's ideas as one's own; any attempt to gain information about a test or exam prior to the test or exam date without the instructor's consent; and providing unauthorized assistance on a test, exam, paper, or other assignment to another student. Specific examples of academic dishonesty include, but are not limited to, the following:

- Copying any portion of a paper off of the Internet or from another source, published or unpublished, without proper attribution.
- Paraphrasing any text found on the Internet or in another source, published or unpublished, without proper attribution.
- Claiming another's idea as one's own, regardless of the language in which that idea is expressed.
- Copying from another student's paper, communicating with another during a test, or giving unauthorized help to another student during a test.

- Sharing, using, obtaining, or trying to obtain a test or any part of a test before the test period.
- Employing any unapproved methods in coursework or preparation for a test.
- Obtaining or distributing examination materials prior to the scheduled exam without the consent of the instructor.
- Using a computer program or website to help with an assignment when the instructor has explicitly forbidden its use.
- Attempting to change answers after an exam has been submitted.
- Allowing someone or paying someone to write a paper for you.
- Purchasing a pre-written paper.

## Section 2.

### **Academic Dishonesty: Procedures for Reaching an Informal Resolution:**

Academic dishonesty represents a serious breach of the College's policies and ethos. When such dishonesty can be demonstrated to have occurred, it will be dealt with seriously, and all demonstrated cases of academic dishonesty must incur an appropriate penalty (see Section 3, below, for specific penalties).

A dispute resolution is considered "informal" when it is arranged without going before the Judicial Board, although students do have recourse to the Board should they disagree with the outcome of the informal resolution (see e, below, and Chapter VII, Paragraph D). Cases of academic dishonesty initially should be dealt with according to the following procedure:

- a. If the instructor suspects a student of academic dishonesty, he or she should do whatever is reasonably possible to find evidence of plagiarism or cheating. Such measures might include locating plagiarized passages on the Internet, in course books, or in a classmate's paper. In some cases, it may be difficult to trace direct evidence of academic dishonesty, but any materials that are discovered should be carefully documented and copies made for the student to examine. It is also recommended that Faculty include a statement in their syllabi that advises students to document their own work process—e.g. keeping early drafts of papers—in order to clarify cases of suspected academic dishonesty (see Section 4, below).
- b. If the faculty member has established a reasonable basis for suspecting a student of academic dishonesty, a meeting between the faculty member and

the student should be called as soon as possible. Should such a meeting be impossible—e.g. the student has left campus for the summer—the discussion between the faculty member and the student can occur over the phone or through email. If the student does not respond to the faculty member's attempts to set up a meeting, then the faculty member may take the actions defined below (establishing a penalty and placing a letter in the student's file) without meeting with the student. Every reasonable effort should be made to reach the student. The student should be informed in a letter sent to the student's home of the actions to be taken; an additional email sent from the faculty member's Eureka account to the student's Eureka account may also be appropriate.

- c. At this meeting, the faculty member will give the student an opportunity to respond to the charges made against the student and show the student any evidence the faculty member has amassed. Upon the conclusion of the student's defense, should the faculty member remain convinced that academic dishonesty has occurred, he or she must inform the student of the following: the penalty that the student will incur (see Section 4, below), that a letter will be placed in the student's file (see d, below), and of the appeal system that the student may follow if he or she wishes (see e, below).
- d. Upon conclusion of the meeting, the faculty member will write a letter that documents the incident, reports the important details of the conversation with the student, and describes the penalty that the student has incurred. Copies of this letter will be sent to the student, to his or her advisor, and to the Provost's office. (See Section 5, below, for a lengthier explanation of how these letters will be used by the Provost's office.)
- e. Should the student wish to contest the faculty member's decision, he or she should first schedule a meeting with the faculty member's Division Chair. If the student remains unsatisfied after meeting with the Chair, he or she may speak to the Provost. If the student decides to pursue this course of action, the faculty member will share the evidence of academic dishonesty against the student with the Division Chair and, if necessary, the Provost. If, after meeting with the Provost, the student remains dissatisfied with either the charge of academic dishonesty or the punishment meted out, and an informal resolution of the problem is not possible, then he or she should initiate procedures for a Student Academic Appeal (as described in Chapter VII, Section D). The student will be informed of these options in his or her meeting with the faculty member (described in b, above).

Section 3. **Penalties for Academic Dishonesty:** Punitive measures taken for academic dishonesty are, within reason, ultimately up to each individual faculty member. Given the serious nature of the offense, however, it is recommended that faculty

members deal seriously with such cases. In order to ensure consistency of expectations, all demonstrated cases of academic dishonesty could be met with one of the following penalties. Faculty should include a statement on their syllabi detailing how they will address cases of academic dishonesty, and students are responsible for reading and understanding these statements (see Section 4, below). Possible penalties are described below.

- a. Failing grade for the course. If the dishonesty is clearly demonstrated and appears to be intentional or if the syllabus states that it will result in an F for the course, then a failing grade for the course will be issued to the student. Examples of cases in which a failing grade for the course would be appropriate include: a student's copying from or paraphrasing a website without attribution in a paper; students sharing information during a test; a student's writing part of a paper for another student; and a student's texting answers to exam questions to a classmate. In these instances, the student will not be allowed to withdraw from the course, regardless of whether the withdrawal date has passed.
- b. Failing grade for the assignment. In some cases, it may be appropriate to give the student a "0" for the particular assignment but to allow him or her to continue in the course. This measure should only be taken when the faculty member feels that the student may not have understood the requirement to document all sources, or where the intention to cheat is not clearly present. Such a case might include an instance in which a student writes the bulk of the paper him or herself, but knowingly paraphrases an idea from a textbook in one paragraph without proper attribution.
- c. Opportunity to rewrite the assignment with the possibility of an established penalty. If the plagiarism is very minor and clearly unintentional, the faculty member may allow the student to rewrite the assignment. The faculty member may also specify that the rewritten assignment will still incur a grade penalty (e.g. a one-letter-grade deduction, or the grade on the rewritten assignment will be averaged with "0" given to the plagiarized assignment.) This option would be appropriate in the case of, for example, a student's reproducing what he or she thought to be "common knowledge" without proper attribution, but where the main argument of the paper is the student's original work. Directly copying another student's paper or exam or acquiring answers to a test prior to the test date would not appropriately fall under this category.

Section 4. **Stated Course Policies Regarding Academic Dishonesty:** Faculty members should include a statement on each syllabus that explains his or her policy on academic dishonesty and its consequences. A sample statement is below:

“Academic dishonesty constitutes a major breach of the trust that exists between the instructor and the student. It includes passing off another’s ideas as one’s own, any attempt to gain information about a test or exam prior to the test or exam date without the instructor’s consent, and providing unauthorized assistance on a test, exam, paper, or other assignment to another student. Cheating on a test, exam, quiz, paper, or other assignment will result in a failing grade for the course. Students who fail for academic dishonesty will not have the option of withdrawing from the course. If you are in doubt about what plagiarism means, or about how to appropriately document sources in your work, please contact me; I will be happy to help.”

Section V. **Disciplinary Letters and Multiple Infractions:** All letters sent to the Provost’s office regarding cases of academic dishonesty will be kept on file for the duration of the student’s enrollment at Eureka College. If a student receives two (2) letters testifying to academic dishonesty, the Provost will review his or her case and determine whether the letters provide evidence of a pattern of dishonest behavior that should be dealt with more seriously. If the Provost decides that the student’s case warrants more attention, then it will be brought before the Judicial Board. The Judicial Board will then determine whether the student’s case warrants academic suspension or another punitive measure.

## CHAPTER AMENDMENTS

Amendments to the chapter may be made by the Administration. Consultation with the Faculty in whole or in part is expected to precede amendments.

## CHAPTER IV

### FACULTY CONDITIONS OF SERVICE

All full-time faculty receive annual contracts (the traditional offering of contracts to tenured faculty in no way contradicts the AAUP's definition of tenure as noted in Chapter IV, Paragraph D.). Part-time faculty may receive letters of agreement. Each contract or letter of agreement shall specify the faculty position to which the named individual is appointed. If it is anticipated that the individual will be teaching in a subject area or areas not indicated in the contract, those teaching responsibilities shall be indicated in an addendum to the contract. Likewise, if it is anticipated that the named individual shall have major responsibility for a co-curricular activity, that responsibility will be indicated in an addendum to the contract. It is possible that, in an addendum, the time period and responsibility for a teaching area and/or co-curricular activity may be different from those indicated for the faculty position named on the face of the contract. In any case the individual will not be expected to teach in a subject area or have responsibility for co-curricular area that is outside the qualifications of the individual. Once a contract, addendum, or letter of agreement is signed by all parties its provisions may be amended only by mutual agreement. A copy of the *Faculty Handbook* shall be presented to each new faculty member by the administration.

#### A. Academic Freedom

Eureka College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In particular, academic freedom and artistic expression are practiced within the context of the purpose and goals of Eureka College. Free expression and responsible community membership are indispensable to the attainment of these goals. The responsibility of community membership to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community.

Section 1. **Definitions:** The Professor, in the classroom and in conference with students, is allowed the freedom of discussion, inquiry, and expression. Expression is understood to cover not just verbal and written expression, but artistic expression as well. Such freedom is imperative in the interchange between student and faculty within an academic community. As a teacher, the faculty member is entitled to freedom in planning presentations and discussions of his/her field of competence. Such freedoms are fundamental for the protection of the rights, individually and collectively, to freedom in learning. Thereto, the faculty member, in the classroom environment, has the right, within the guidelines of established college policy, to set attendance requirements, scholastic standards for classroom performance and grading, and, when necessary, guidelines of decorum,

and to take such action, pending academic or disciplinary appeal, to insure such.

Section 2. **Guidelines for Faculty:** To maintain an environment in which the above freedoms and responsibilities are respected, the following guidelines exist:

- a. The teacher is entitled to freedom in research, artistic products and performances, and in the publication of the results, subject to the adequate performance of his or her other academic duties, but research for individual pecuniary return should be based upon both an understanding with and authorization by the College, excepting royalties and the sale of works.
- b. Teachers are entitled to freedom in the classroom in discussing their subjects, but they should avoid intruding material which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the College shall be clearly stated in writing at the time of the appointment.
- c. Each instructor is allowed to use his or her own discretion in the selection of textbooks, except in cases where the Curriculum Committee or Division Chair have specified a cooperative plan of text selection, particularly in cases where the same course is taught by more than one instructor.
- d. As faculty and student presentations (both academic and artistic) to the public are integral to teaching, learning, and scholarship, these presentations merit no less protection. The College is obliged to ensure that regulations and procedures do not impair freedom of expression or discourage creativity by subjecting academic and artistic work to tests of propriety or ideology.
- e. Public presentations at the College encourage learning, creativity, expression, and appreciation of diverse views. By allowing these presentations, the College does not thereby endorse any specific view within the presentations, nor do the presentations necessarily represent the College. This principle of institutional neutrality does not relieve the College of general responsibility for maintaining professional and educational standards, but it does mean that the College is not responsible for the views or the attitudes expressed in specific presentations any more than it would be for the content of any other form of instruction or scholarly publication.
- f. When the College offers presentations, exhibitions or performances to the public, it shall ensure those who choose to view an exhibition or attend a performance may do so without interference. Mere presentation in a public place does not create a "captive audience." The College may reasonably designate specific places as generally available or unavailable for presentations, exhibitions, or performances.

- g. The teacher is a citizen, a member of a learned profession, and a representative of an educational institution. When faculty members speak or write as citizens, they should be free from institutional censorship or discipline; at the same time, their position within the academic community imposes special obligations not to make defamatory statements to the public at large regarding the purposes or policies of the College. The public may judge a faculty member as representative of his/her profession and the College by public utterances. Hence Faculty agree to be accurate and precise and to exercise appropriate restraint. In addition, Faculty agree to respect the opinions of others and to indicate that they are not speaking for the College when expressing personal opinions.
- h. Public funding for presentations and for academic institutions does not diminish (and indeed may heighten) the responsibility of the college community to ensure academic freedom and of the public to respect the integrity of the academic institution. Tests of propriety, ideology, or religion are acts of censorship which impermissibly deny the academic freedom to explore, to teach, and to learn.

## **B. Hiring of Faculty Members**

Ordinarily, faculty members with rank of assistant professor or higher at Eureka College enter on the track toward a tenured position. However, certain positions, even though they carry faculty status, do not lead to tenure. When an individual is hired, the contract and initial letter of employment will indicate whether the position is a tenure or non-tenure track position. Voting faculty are determined by rank and service as noted in Chapters II. Paragraph C and IV. Paragraph E of the *Faculty Handbook*.

### **Section 1. Types of Faculty Hires:**

#### **a) Tenure-track**

- (i) These Faculty follow the guidelines in Chapter IV. Paragraphs C, D, & E for evaluation, tenure, and promotion. They receive a yearly contract noting rank, salary, and terms of employment.
- (ii). Doctoral/Terminal Degree Requirement: The doctoral/terminal degree is a separate and distinct criterion of evaluation for tenure and promotion. An earned doctorate or accepted terminal degree will normally be required prior to the awarding of tenure. Terminal degrees include: Ph.D., MBA, J.D., Psy.D., Ed.D., Ed.S., MFA, DMA, MA/MS with National Board



## Certification, D.Min., Th.D, S.T.D

b) Full-time, non-tenured

- (i) These Faculty follow the guidelines in Chapter IV. Paragraphs C, D, & E for evaluation and promotion. The full-time, non-tenured faculty member will receive a yearly contract noting rank, salary, and terms of employment until the end of their sixth year probationary period. After the sixth year, the division may recommend to the Faculty Status and Development Committee and the Provost that the individual be given a three-year contract. If both the Faculty Status and Development Committee and the Provost agree, then the individual will be given the three-year contract, renewable given the timely fulfillment of the equivalent of post-tenure review.
- (ii) This includes librarians, full-time faculty who also coach or hold other administrative roles, and all other faculty who are hired on a non-tenure track basis.
- (iii) Degree Requirement: Ideally, such personnel would have the terminal degree in their disciplines. However, frequently the combination of the appropriate Masters degree and experience in the field will be sufficient for consideration.
- (iv) In addition to the benefits described in the Employee Handbook, full-time faculty who receive a 12 month annual contract are eligible for paid vacation as it is defined in the Staff Handbook.

c) Part-time, non-tenured

- (i) These Faculty follow the guidelines in Chapter IV. Paragraphs C & D for evaluation. They receive a yearly contract noting rank, salary, and terms of employment.
- (ii) Degree Requirement: Ideally, such personnel would have at least a degree in their disciplines. However, frequently the combination of the appropriate Masters degree and experience in the field will be sufficient for consideration.

d) Adjunct

- (i) These Faculty follow the guidelines in Chapter IV. Paragraphs C & D for evaluation. Each semester, they receive a contract for their services with a

per credit hour stipend.

- (ii) Degree Requirement: Ideally, such personnel would have the terminal degree in their disciplines. However, frequently the combination of the appropriate degree and experience in the field will be sufficient for consideration.

**Section 2. Procedure for Faculty Hiring:**

- a) Full-time faculty, including librarians and faculty who also coach, will be hired using the procedure set out in Chapter II. Paragraph G. Section 8.
- b) On hiring an academic Dean or Provost, the President, with the concurrence of the Faculty Status and Development Committee, may award up to four (4) years of credit for tenure and promotion or award a qualified candidate tenure upon hire.
- c) Adjunct personnel will be hired on an ad hoc, as-needed basis, with input from relevant members of the division as well as the Division Chair.
- d) All hiring must first begin with a fully signed Approval to Search form before advertisements can be placed. Once a candidate is selected and made an offer, then the Approval to Hire material must be filled out with appropriate signatures and sent to the Human Resources Office.

*(Change approved by faculty September 10, 2014.)*

**Section 3. Faculty Ranks:**

- a) Full Professor
- b) Associate Professor
- c) Assistant Professor
- d) Instructor
- e) Lecturer

**Section 4. Credit toward Rank and Tenure:**

- a) Upon hiring, the Provost, with the consultation of the Faculty Status and Development Committee, can award up to three (3) years credit for tenure and promotion.

**C. Faculty Evaluation Criteria and Sources**

The faculty member has a responsibility to review his/her file and to ensure completeness of a record of professional growth to be maintained in the Provost's Office. The faculty member will also prepare a professional portfolio of additional tenure and promotional materials as needed to further illuminate accomplishments. Assistance from the Division Chair should be expected, and

it is suggested that an annual review of each untenured faculty member's file with the Division Chair will be fruitful and instructive to both parties.

Section 1. **Evaluation Criteria:** The basic criteria for evaluating nontenured and tenured faculty are teaching performance, scholarship, professional activities, and service to students, College, and community. The primary consideration is given to teaching effectiveness; however, professional development and service are factors as well.

Section 2. **Evaluators:** Faculty are evaluated by

- a) Students
- b) Division Chair
- c) Provost
- d) Colleagues
- e) Self

Section 3. **Location of Materials:** Procedures for securing information to be used as a basis for evaluation should be clearly identified and understood by those evaluated and by those responsible for evaluation. While there are five (5) basic sources for information gathering, it is assumed there may be others that would be appropriate and acceptable. Faculty members are invited and encouraged to provide additional information in support of their evaluation.

The shared responsibility for assembling the first year teacher's record of professional development during the first year belongs to the faculty member and to the Division Chair. However, since the individual faculty member has the obligation of supporting his or her case for tenure and/or for promotion, in succeeding years the individual faculty member assumes primary responsibility for seeing that files are kept current. One file is kept in the office of the Division Chair and another in the Provost's Office. These files are available to the faculty member for inspection. It is recommended that the faculty member also keep a file for personal use. When the faculty member is a Division Chair, the same evaluation procedures shall be followed, except that the Division Chair will work with the Provost.

Section 4. **Class Visitation Guidelines:** Observing in classes will serve as one of the sources for information. The number of class visitations may vary, but at least one (1) during the first year, the midpoint tenure year, promotion year, tenure year and post tenure evaluation years. Visitation may be made by the Provost, division chair, midpoint Advisory team members, and members of the Faculty Status and Development committee. In addition to the above, the faculty member may invite any other colleague to observe.

An appropriate form will be developed by the Provost and the Division Chair for

use in reporting comments and observations, and the Faculty shall confirm its support for the form. This form should be available for use, also, by any others who conduct visitations. It is expected that reports on visitations will be provided to the faculty member and placed in the file.

- Section 5. **Evaluation by Students:** Students are a creditable source of information to support faculty evaluation. Credibility is enhanced, however, by frequency of response from an appropriate cross section of the student body. The faculty affected shall be consulted as to the form of a questionnaire. The questionnaire shall be administered to all students electronically. The Provost's Office will establish procedures for collating the data and reporting to the faculty member. Reports will be stored electronically. A faculty member can request a paper copy of the course evaluation questionnaire for their file or portfolio.
- Section 6. **Review of Instructional Material:** Each faculty member is expected to assist in maintaining up-dated files for each course taught. Material included in these files will consist of course outlines or syllabi with identification of primary source materials (texts, etc.), other specific references, and bibliography. These files will be available from the Provost's Office for review in support of the instructor's evaluation.
- Section 7. **Analysis of Work Load, Professional Growth, and Community Service:** Through use of an instrument to facilitate reporting, the Provost shall secure from each faculty member a comprehensive report on professional growth and involvement in college and community service efforts. Forms and reports will be completed at the fall faculty retreat each year.

#### **D. Evaluation and Tenure Policy Procedures for Faculty with Rank of Instructor or Higher**

It is absolutely essential that the College and the faculty member make certain that tenure is in the best interest of all concerned. The American Association of University Professors (AAUP) defines tenure as "a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society." The AAUP statement on tenure also notes that "[a]fter the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies." [see termination exceptions as determined in H. 1]. A complete list of causes for termination can be found in Paragraph H, Section 1 of this chapter. Fundamental faculty responsibilities incident to tenure include

performance of assigned duties in a professionally competent manner, consistent with professional ethics, integrity, and avoidance of conflict of interest.

Section 1. **Tenure Policy Procedures:** The "Tenure Policy Procedures" were developed with the following assumptions in mind:

- a) All non-tenured faculty will have early evaluations on mutually understood criteria, so that they will know what is expected of them and can express their needs and their expectations of Eureka College. Each person would know if his or her performance is considered to be satisfactory and if not, what kinds of improvements are desired long before the year in which the tenure decision is made. The process of evaluation and growth until the tenure decision is made will normally require a period of six (6) years of continual review.
- b) No rigid quotas for tenured faculty exist.
- c) All systems of evaluation require opportunities not only for periodic evaluation but also for mutual growth.
- d) The relationship between the individual faculty member and the college is one of common purpose; i.e. providing the best academic environment for the student.

Section 2. **Introduction to the Evaluation Procedure for Tenured and Tenure-Track Faculty:**

- a) Informational meeting: Within the first weeks of the academic year, the Provost and the Chair of the Faculty Status and Development Committee shall call an open meeting to discuss Mid-Point Reviews and Promotion and Tenure applications. In this meeting, sample applications, professional portfolios, supporting material, and suggested formats will be discussed.
- b) A process calendar will also be distributed; this calendar contains deadlines for applications and for reviews by the Division and Division Chair, the Faculty Status and Development Committee, the Provost, and the President, and for the sending of recommendations to the Board of Trustees. The Board of Trustees makes all final promotion and tenure decisions only in response to those recommendations
- c) Personnel folder. The personnel folder is located in the Provost's Office. It includes contracts, correspondence, curriculum vitae, transcripts, record of professional activity, samples of professional activity, and classroom visit reports. It is maintained by the Provost. Faculty may request to view their personnel folders at any time.

- d) Professional Portfolio. Tenure-track and tenured faculty should maintain a folder documenting all materials that may be relevant to the tenure process, the promotion process, and post-tenure review. These materials may include but are not limited to teaching and course evaluations; copies of student handouts; syllabi; publications; reviewers' comments on publications; evidence of service with student or community organizations; evidence of service to the College; evidence of awards or honors, either from the College or from academic or other organizations.

Section 3. **Tenure Track Years 1-6:**

- a. The First Year, First Semester Orientation: When a new tenure-track faculty member is hired, the faculty member and the Provost will meet to discuss matters such as the following:
1. Clarifying the teaching and non-teaching duties of the faculty member;
  2. Introducing the faculty member to the structures and policies of the College and the division;
  3. Acquainting the faculty member with academic procedures such as grading and class attendance;
  4. Characterizing the student body, their expectations for a college education, their skills, their general attitudes and beliefs which affect their responses to learning;
  5. Discussing the faculty member's perceptions of his or her role as a teacher;
  6. Creating some reasonable goals for the first year, such as developing lectures and tests for an important course that the faculty member will be teaching on a regular basis, making progress toward a degree, or attending a specific professional meeting;
  7. Informing the new teacher of the rationale and the procedures for building a professional portfolio and the reasons for the procedure; and
  8. Discussing arrangements for the Division Chair and one other member of the division, preferably from the same discipline, to visit the professor's class at least once during the semester. Other members of the division should be involved in classroom visitations as appropriate.
- b. Second Semester Review: Early in the second semester, the new faculty member and the Division Chair will meet with the Provost for the purpose of discussing mutual expectations and goals. During this session the following

specific data should be provided by the faculty member: a summary of student evaluation forms, a summary evaluation made by the Division Chair after visiting the professor's classes, and specific information regarding progress toward professional development. The Provost should be prepared to share with the faculty member any perceptions, evaluative data, commendations or complaints which have been made by students or other faculty members. A written summary of the meeting will be prepared by the Division Chair and placed in the personnel folder of the faculty member; a copy of this summary will also be sent to the faculty member. If he or she wishes, the faculty member may write a response to the summary and request that it be placed in the personnel folder, as well.

- c. Second Year - Fifth Year: The faculty member, the Division Chair, and the Provost will meet if determined after the first year or as needed for the following purposes:
  1. Discussing student evaluations from the preceding year.
  2. Discussing divisional perceptions of the faculty member. These perceptions should be solicited by the Provost and should be based on classroom visitation or other direct observation.
  3. Discussing the faculty member's perceptions, ideas, and feelings about his or her performance during the preceding years.
  4. Setting some reasonably specific goals for the coming year. These goals should be designed to improve the teacher's classroom performance, competence, or knowledge. They may be directed toward perceived weaknesses, toward skills which are average and could be improved, toward the acquisition of new skills, or toward the reinforcement of strengths.
  5. Discussing the meaning of tenure at Eureka College. The Division Chair will write a summary statement of each such evaluation session within one (1) month of the meeting. The faculty member will be given an opportunity to read the summary and to make mutually agreeable additions or corrections. These summary statements will be placed in the faculty member's personnel file. Following these conferences the faculty member will be notified in writing as to his or her status with the College by the deadlines established in Chapter IV, Paragraphs C, D, & E of the *Faculty Handbook*.
- d. Mid-Point Review: The Mid-Point Review Process is initiated by the faculty

member no later than March 15 of his or her second academic year. It is initiated by the faculty member's appointment of a two-member Advisory Team. This Review shall normally occur during the third year of service. A candidate arriving with two or three years' faculty credit shall have the Mid-Point Review during his or her second year at Eureka College. A candidate with one year's faculty credit shall have the Mid-Point Review during his or her third year at Eureka College. At least one member of the Advisory Team shall be tenured; one shall agree to serve as convener/guide/mentor through the process; and one shall be from outside the faculty member's Division. A faculty colleague has the right to decline appointment to an Advisory Team.

1. Tenure-track faculty members shall provide their Advisory Teams with a preliminary professional portfolio containing evidence based on the criteria listed below by March 15 of the year before their Mid-Point Review (normally the second year of the faculty member's employment). The Advisory Team members then visit the faculty member's classes, examine publications and evidence of professional activity, familiarize themselves with the portfolio, and make suggestions for improvement.
2. The candidate's Division shall meet prior to mid-October of the Review year (normally the third year of the candidate's employment) to evaluate the candidate's progress using any available information, including the candidate's professional portfolio. A summary of the Divisional evaluation shall be submitted by the Division Chair to the Provost by late October. By early November the Division Chair and Provost shall meet with the candidate to assess the candidate's progress. To help the candidate respond to the assessment concerns of the Division, Division Chair, and Provost, the content of this meeting will also be made available to the Advisory Team upon consent of the candidate.
3. By December 1 of the same year, the Advisory Team shall submit a report to the Division Chair and the candidate assessing the candidate's progress. The report is based on the following criteria:
  - a. Classroom teaching, assessed based on all student evaluations and observation of classes by Team members, invited faculty colleagues, the Division Chair, and the Provost;
  - b. Related materials that the candidate wishes to present, such as evidence of participation in innovative teaching experiments, the development of new courses or instructional material, or other pedagogical study;
  - c. Scholarship, creative work, performance, editorial responsibilities, presentations at professional conferences, successful grant proposals;



- d. Service to the profession through professional academic organizations;
  - e. Service to one's academic program, Division, the College, and our geographic area, as evidenced by committee work, outreach activity, consultantships, or work for area schools, businesses, or organizations which calls on the faculty member's professional skill and ability to work productively with others;
  - f. Student service, including academic advising, supervision of student research, advising of student clubs, activities, or organizations, or any other related service;
  - g. Testimonial letters of reference, by, for example, College or off-campus colleagues and current or former students.
4. The work of the Advisory Team shall be declared complete at the end of the first semester, following the Mid-Point Review of the candidate.
  5. Following Mid-Point Reviews, the Division Chair and Provost shall discuss an action plan with the faculty member in response to the identified areas of concern or noted professional deficiencies.
  6. Candidates for tenure and/or promotion shall continue to update their professional portfolios and call attention to new supporting evidence provided since the Mid-Point Review.
- e. Sixth Year: A faculty member in a tenure track position shall undergo tenure review during his or her sixth year, or subsequent to fulfillment of Chapter IV, Paragraph D Section 1. If the candidate is the Provost or Academic Dean, the role of the Provost as described in the following paragraphs will be filled by the Faculty President.

*(Change approved by faculty September 10, 2014.)*

- i. The Provost will notify Division Chairs and the Faculty Status and Development Committee Chair of each person's candidacy and of the responsibilities of each Chair.
- ii. By late October, the candidate will submit a professional portfolio to the Provost, the Division Chair, and the Faculty Status and Development Committee. This file will contain summary statements of all growth activities and evaluation sessions from the preceding five (5) years. All the material in the portfolio based on the established criteria should be

clearly documented.

- iii. By December 1, the Provost will conduct a conference with the faculty member for the purpose of reviewing the professional portfolio.
- iv. By December 1, each Division Chair will forward to the Provost and the Faculty Status and Development Committee the recommendation of the Division with regard to their group decision on the tenure candidacy.
- v. During December, the Faculty Status and Development Committee will interview each candidate in preparation of its report regarding each individual's status.
- vi. By the end of the fall semester, the Chair of the Faculty Status and Development Committee will submit to the Provost the Committee's recommendation regarding the tenure status of each candidate. Tenure evaluators (Faculty Status and Development Committee, Provost, and President) will consider positive or negative events, or information that emerges after the tenure application has been submitted.
- vii. By January 15, the Provost will submit final recommendations regarding tenure to the President.
- f. By March 15, candidates for tenure will be notified of the outcome of their bids for tenure. Either they will be retained on a tenure contract for the following year, or they will be notified that their contracts will be terminated in accordance with the standards established in Chapter IV, Section F of the *Faculty Handbook*.

Section 4. **Tenured faculty:** Once tenure is received, both the tenured faculty member and the College recognize that this relationship requires a long-term commitment to excellence and development on both parts. The tenured faculty member recognizes his/her responsibility to continued improvement in teaching, scholarship and service; and the College recognizes its responsibility to support faculty development adequately in these areas.

All tenured faculty members should have a post-tenure review every seven years. Tenured faculty members who feel they need help in any of the above areas may request a post-tenure review at any time.

The faculty member undergoing review will submit to the Chair of the Faculty Status and Development Committee an essay (3-5 pages) which evaluates the faculty member's accomplishments and contributions over the previous six and one-half (6.5) years, or since the most recent review. The faculty member should

cite teaching evaluations from students and peers, previously expressed goals and success in meeting those goals, any significant publications or other evidence of scholarly achievement, and evidence of service to the community. The faculty member could ask for letters of support from students and peers, both within the College community and from external sources (if appropriate). It is also appropriate to include information on future goals. The essay should be presented before the end of the first semester of the seventh year, or in the academic year in which post-tenure review will take place. This essay gives the faculty member an opportunity to reflect on and evaluate his/her craft and goals.

Normally, classroom visits will be performed concurrently with the writing of the essay. Such visits will be done by a peer and by a member of the Faculty Status and Development Committee, both invited by the candidate. At the end of the first semester of the seventh year, or in the academic year in which post-tenure review will take place, a conference will then be scheduled by the faculty member between the faculty member and the Faculty Status and Development Committee to discuss this review. The Faculty Status and Development Committee will compose a report of this conference and present it to the faculty member. The faculty member under review will then prepare a response, consisting primarily of a plan for development over the next seven (7) years. The plan will be given to the Faculty Status and Development Committee, the Provost, and the Division Chair.

The College is responsible for ensuring that sufficient development resources are available to the faculty member to allow him/her to reach these developmental goals.

## **E. Promotion**

Section 1. **Procedure:** Promotion is an earned privilege and not a right. A recommendation for promotion normally is initiated by the Chair of the Division in which the individual teaches or by the Director of the Library in the case of librarians. Other members of the division may suggest candidates for promotion to the Chairs. In the case of faculty members who are eligible for promotion but serve as Division Chair, the Provost will initiate the promotion process.

The recommendation for promotion, together with appropriate supporting material is taken by the Provost to the Faculty Status and Development Committee. That committee shall review the recommendation and supporting material in order to advise and counsel the Provost. This review will be aimed at determining the candidate's abilities and performance in terms of the criteria

mentioned below. The Provost shall review all pertinent data and carry a recommendation to the President of the College.

The President, after consulting with the Provost, shall submit a recommendation through the Provost to the Educational Policies Committee of the Board of Trustees. That committee will present the recommendation to the Board of Trustees which makes the final decision concerning the promotion. This decision shall be reported to the candidate and the Division Chair by the Provost.

Section 2. **Criteria for Promotion:** Length of service: A maximum of three (3) years may be transferred from other institutions of higher education. (In exceptional cases the awarding of such credit may occur at the issuance of the second contract by Eureka College to the Faculty Member.)

- a. An individual at the rank of instructor must serve a minimum of three (3) years at this rank before promotion to the rank of assistant professor is possible. The individual may be recommended for promotion during his or her third year at the rank of instructor, and promotion may be considered during the third year at that rank. If promotion is approved, it becomes effective at the beginning of the next contract following approval. Notwithstanding the foregoing, an individual who begins teaching at Eureka College at the rank of instructor because he or she does not hold a doctorate may be eligible for promotion to the rank of assistant professor upon earning the doctorate, even if he or she has not served three (3) years.
  - b. An individual at the rank of assistant professor must serve a minimum of five (5) years at that rank before promotion to the rank of associate professor is possible. The individual may be recommended for promotion during his or her fifth year at the rank of assistant professor, and promotion may be considered during the fifth year at that rank. If promotion is approved, it becomes effective at the beginning of the next contract following approval.
  - c. An individual at the rank of associate professor must serve a minimum of five (5) years at this rank before promotion to the rank of professor is possible. The individual may be recommended for promotion during his or her fifth year at the rank of associate professor, and promotion may be considered during the fifth year at that rank. If promotion is approved, it becomes effective at the beginning of the next contract following approval.
1. Degree requirements: An earned doctorate or the equivalent degree will normally be required prior to the awarding promotion to professor; in lieu of a doctorate/terminal degree, outstanding evidence of professional achievement, may be considered. Terminal degrees include: Ph.D., MBA, J.D., Psy.D., Ed.D., Ed.S., MFA, DMA, MA/MS with National Board

Certification, D.Min., Th.D, S.T.D.

- d. Other Criteria Evaluated at All Promotional Levels: Beyond the preceding, the following shall also serve as criteria for promotion; they are given in their order of importance:
  - 1. Teaching performance.
  - 2. Scholarship and professional growth.
  - 3. Service to students, college, and community.
- e. Promotion criteria for library faculty parallel those established for other faculty:
  - 1. Competent librarianship and teaching performance.
  - 2. Scholarship and professional growth.
  - 3. Service to students, college, community, and to library resource sharing alliances.

Section 3. **Promotion to Full Professor:** Eureka College, in conferring the rank of full professor, recognizes the faculty member not only as an exemplary teacher and contributor to the community, but also as a productive scholar professing his or her field of study. Thus, there should be strong and continuing evidence of intellectual growth in one's discipline or in interdisciplinary studies, demonstrated before one's peers in the larger community. Financial assistance and/or modification of workload are appropriate to encourage such productivity.

## **F. Non-Reappointment of Non-Tenured Faculty**

The non-reappointment of a non-tenured faculty member, whether probationary or non-tenure-track, does not require that reasons be given. However, notice of non-reappointment must be given in accordance with the following standards:

- Section 1. **Year One:** Not later than March 1 of the first academic year of service if the appointment expires at the end of that academic year; or, if an initial one-year appointment terminates during an academic year, at least three (3) months in advance of its termination;
- Section 2. **Year Two:** Not later than December 15 of the second academic year of service, if the appointment expires at the end of that academic year; or, if an initial two-year appointment terminates during an academic year, at least six (6) months in advance of its termination;

- Section 3. **Year Three and Beyond:** Expiration of an appointment is to mean the date in the contract for completion of assigned duties, except in the case of a three-year contract. Non-tenured faculty members with a three-year contract will have twelve (12) months from the notice of non-reappointment before separation from the College.  
*(Change approved by faculty January 28, 2015.)*

## **G. Complaint Procedures**

- Section 1. **Procedure for Written Warnings and Reprimands:** Before written warnings or reprimands are placed in the permanent personnel file, the faculty member will be informed and invited to confer with the Provost about the matters of concern, including the necessity of such a written record. If the Provost determines that a written statement should be placed in the permanent personnel file, the faculty member has the right to have his or her written record placed in the file as well. A faculty member shall always be sent a copy of any negative statement placed in the personnel file(s) at the time it is so placed. However, faculty members have no right to confront or cross-examine students about negative statements made on Student Evaluation Questionnaires even if by some mischance the identity of the student(s) making the statements becomes known.
- Section 2. **Procedures for a Complaint:** Procedures for a complaint can be found at Chapter VII, Paragraph B. This complaint procedure has been designed and implemented to cover the sensitive and important issue of allegations of improper faculty conduct. The College also wishes by adopting these procedures to prevent an atmosphere of intimidation relating to complaints. In all matters of this sort the seeking of the services of the College Ombudsman is advised and encouraged.

## **H. Termination**

- Section 1. **Reasons for Termination:** Adequate cause for termination of a continuous appointment or dismissal of a faculty member prior to the expiration of a term appointment includes, but is not limited to, any of the following reasons:
- a. The discontinuing of a teaching field in whole or in part.
  - b. The deterioration, beyond reasonable expectations, of the intellectual or physical capacity of the faculty member.
  - c. Conduct involving moral turpitude.

- d. Unlawful discrimination or harassment.
- e. Failure to comply with reasonable directives of an administrative officer functioning in his official capacity.
- f. Teaching or action contrary to the stated mission and goals of the College.
- g. Financial exigency. Termination of a continuous appointment because of financial exigency shall be demonstrably bona fide. If any appointment is terminated before the end of the period of appointment, because of financial exigency, the released faculty member's place will not be filled by a replacement within a period of two (2) years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.
- h. Faculty members not on continuous appointment who are dismissed for reasons not involving moral turpitude shall receive their salaries for at least one (1) year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

Section 2. **Termination for Cause:** Termination for reasons delineated in Section 1 above, and/or dismissal of a faculty member previous to the expiration of a term appointment, should, if possible, be considered by both the Faculty Status and Development Committee and the Board of Trustees of Eureka College. In all cases where the facts are in dispute, accused faculty shall be mailed or otherwise provided with notice at least two (2) weeks before a scheduled hearing (See Section 4. b. below).

Section 3. **Suspension of the Faculty Member:** Suspension of the faculty member during any phase of these proceedings involving him or her is justified when, in the judgment of an administrative officer, immediate harm to the individual or other's is threatened by continuance. Unless legal considerations forbid, any such suspension shall be with pay.

Section 4. **Procedures for Termination of Tenured Faculty or for Termination within a Term Appointment:**  
Preliminary Proceedings Concerning the Fitness of a Faculty Member: When reason arises to question the fitness of a Eureka College faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officer(s) in consultation with the Faculty President should discuss the matter with the individual in a personal conference. The matter may be resolved by mutual consent at this point, but if an adjustment does not result, the Faculty Status and Development Committee should informally inquire into the situation, to effect an adjustment if possible, and if none is effected, to determine whether or not to go

forward to formal proceedings to consider whether the faculty member should be dismissed.

If the Committee recommends that such proceedings should begin, or if an administrative officer, even after considering a recommendation of the Committee favorable to the faculty member, expresses his or her conviction that a proceeding should be undertaken, action shall be commenced under the procedures which follow. Except where there is disagreement, a statement with reasonable particularity of the grounds proposed for the dismissal shall then be jointly formulated by the administrative officer and the Faculty Status and Development Committee; if there is disagreement, the administrative officer or his or her designated representative should formulate the statement.

- a. Commencement of Formal Proceedings: Formal proceedings shall be commenced by a mailing or otherwise provided notice addressed to the faculty member by the Faculty President and appropriate administrative officer informing the faculty member of the statement formulated and informing him or her that, if the faculty member so requests, a hearing to determine whether he or she should be removed from the faculty position on the stated grounds will be conducted by the Faculty Status and Development Committee at a specified time and place. In setting the date of the hearing sufficient time, not to exceed ten (10) working days, should be allowed the faculty member to prepare his or her defense. The faculty member shall be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded to him or her. The faculty member must answer not less than one (1) week before the date set for the hearing.
- b. Committee Proceedings: The Faculty Status and Development Committee shall proceed by considering the statement of grounds for dismissal, and the faculty member's written response as designated in "a." above.

If the faculty member has not requested a hearing, the Committee may consider the case on the obtainable information and decide whether the faculty member should be removed or to let the decision stand; otherwise, the hearing shall go forward.

If any facts are in dispute, the testimony of witnesses and any other evidence concerning the matter set forth in the Faculty President's/administrative officer's letter to the faculty member should be received and heard.

The administrative officer recommending termination shall appear at the hearing concerning the issues. This officer may designate an appropriate representative to assist in developing the case, but the Committee will conduct the order of proof, normally conduct the questioning of witnesses and, if



necessary, should secure the presentation of evidence important to the case.

The faculty member should have the option of assistance by counsel retained by him or her, whose duties shall be similar to those of the representative chosen by the administrative officer.

The faculty member shall have the aid of the Committee, when needed, in securing the attendance of witnesses.

The faculty member or his or her counsel and a representative designated by the administrative officer shall have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member should have the opportunity to be confronted by all witnesses adverse to him or her. Where unusual and urgent reasons move the Committee to withhold this privilege, or where the witness cannot or does not wish to appear, the witness' statements shall nevertheless be disclosed to the faculty member. All of the evidence shall be duly recorded.

- c. Consideration by Hearing Committee: Upon the conclusion of the hearing, the Committee shall reach its decision in closed session, on the basis of the hearing.

It shall make explicit findings with respect to each of the grounds for removal presented. The Provost and/or other administrative officer and the faculty member shall be notified of the decision in writing and should be given a copy of the record of the hearing. Should the faculty member be dissatisfied with the decision, he/she may move the matter to the processes of the Grievance Committee. Publicity concerning the Committee's decision should properly be withheld until consideration has been given to the case by the Board of Trustees of the College.

- d. Consideration by the College Board of Trustees: The administrative officer participating in the hearing should transmit to the Executive Committee of the Board of Trustees the full report of the Faculty Status and Development Committee stating its action. On the assumption that the Board of Trustees has accepted the principle of the Faculty Status and Development Committee, acceptance of the committee's decision would normally be expected. If the Board of Trustees chooses to review the case, its review should be based on the record of the previous hearing, accompanied by the opportunity for argument, oral, written, or both, by the principals at the hearing or their representatives. The decision of the Faculty Status and Development Committee should either be sustained or the proceedings be returned to the Faculty Status and Development Committee with objections specified. In such a case, the Committee should reconsider, taking account of the stated

objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the Committee's reconsideration shall the Board of Trustees make a final decision.

- e. Publicity: Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers should be avoided.

## **CHAPTER AMENDMENTS**

Amendments to this Chapter may be initiated by members of the Faculty or the Board of Trustees. Final approval of such amendments must come from the Board of Trustees. If an amendment is proposed by the Board of Trustees, the recommendation of the Faculty as a whole shall be sought. Any proposed amendment must be distributed to the Faculty at a regularly scheduled meeting prior to the regularly scheduled meeting at which action is to be taken.

## **CHAPTER V**

### **CONDITIONS OF ANNUAL CONTRACTS AND RELATED MATTERS**

#### **A. Salaries**

Salaries are paid twice each month of the calendar year for the period described in the contract. Deductions are made for federal and state withholding taxes, Social Security, pension, and other such deductions involved in individual arrangements.

#### **B. Professional Development Stipends**

The College encourages professional growth through support of attendance at professional meetings. Each faculty member is urged to attend at least one meeting a year in the field of his or her specialization. Funds for such travel are administered by the Provost with the advice and approval of the Faculty Status and Development Committee.

#### **C. Leaves of Absence**

Section 1. **General Leave:** An unpaid general Leave of Absence may be granted to those faculty holding the rank of Instructor or higher upon the recommendation of the Division Chair and approval of the Provost. Except under emergency circumstances, leaves are only granted to applicants who have completed three (3) academic years of service to the College. A request must be submitted in writing to the appropriate Chair and, if approved, shall not be for more than one (1) year. Failure to notify one's Chair and the Provost by February 15 (October 15, if the leave is to end at mid-year) of the intent to return shall be considered a resignation.

The leave period shall count toward the continuous service at the College measured for promotion and tenure consideration. During the leave, a faculty member may utilize College services, as while on sabbatical, but the College shall assume no financial responsibility for him or her. Pension funds shall remain intact; insurance coverage shall terminate at the end of the month when the faculty member ceases to be paid. It shall be the faculty member's responsibility

to purchase insurance coverage, if needed. COBRA continuation coverage is not applicable in cases of general leave of absence.

## Section 2. **Sabbatical Leave**

- a. **Purpose:** The purpose of sabbatical leave is to provide opportunities for study, research, creative effort, or improvement of instructional or public service capabilities and methods which will contribute to the recipient's professional effectiveness in order that the quality of each recipient's service to the College may be enhanced. It is not intended that such leave shall be used for teaching at another institution.
- b. **Eligibility:**
  - "Qualified applicants" includes two groups: tenured faculty members and full-time faculty serving in non-tenurable positions who meet the following requirements for time and service. Both sets of applicants must have served the College for a minimum of seven (7) years of full-time service.
  - Faculty members may apply in the Fall Semester, beginning in their seventh year of service, for a sabbatical leave to occur in the subsequent year. Time and service at another institution that is counted toward promotion or tenure at the College does not count toward the minimum seven years of service.
  - Time spent on any type of leave of absence is not counted as full-time service.
  - After completing a sabbatical leave, a qualified applicant shall not be eligible to apply for another sabbatical leave until the seventh (7<sup>th</sup>) subsequent year.
- c. **Conditions Governing the Granting of Sabbatical Leave:**
  - Applications for sabbaticals are considered on a competitive basis; the quality of a proposal will be the most important aspect in determining who will be awarded sabbaticals by the Provost. The first criterion by which sabbatical applications are judged is the merit of the project(s) proposed by the faculty member. Additional criteria are, in order of application: number of years of service at the College without a sabbatical and total years of service at the College.
  - The pursuit of degrees and/or certifications will not be approved as a sabbatical project. Courses, workshops, seminars, etc. that are critical to the completion of a sabbatical project are acceptable.

**d. Sabbatical Review Process:**

- Sabbatical leave are considered once each year by the end of the first semester.
- Sabbatical leave applications must be received by the Provost by November 15.
- Applicants for sabbatical leave must notify his/her direct supervisor or department chair/director as early as possible or, in any case, at least one (1) week before the application deadline of November 15.
- The applicant for sabbatical leave will forward the application to the Division Chair, Faculty Status and Development Committee, and the Provost for review and endorsement.
- Final sabbatical leave candidate(s) will be determined in January by the Provost who will notify the President of the College and the Board of Trustees.

**e. Compensation:**

- A faculty member on sabbatical leave shall receive either one-half (1/2) of the academic year on full salary and full benefits or a full academic year on half salary and full benefits.
- In an effort to encourage more ambitious sabbatical proposals, a faculty member on sabbatical leave is still eligible for non-sabbatical faculty development funds, i.e. traditional conference attendance/travel support or the *President's Fund for the Advancement of Excellence in Learning, Service, and Leadership*

**f. Obligations of the Faculty Member:**

- An applicant for sabbatical leave shall submit in writing a detailed plan of the activity that he/she proposes to follow. The plan, as approved, will represent the faculty member's assignment during the sabbatical leave period. The approved plan shall not be modified without the written consent of the Provost.
- In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he/she is aware of and agrees to all conditions of the leave as specified therein.

- While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the Provost. Fellowships, grants, assistantships, and similar stipends shall not be considered remunerative employment.
- A faculty member is obligated to return for a full contract year of service upon completion of the leave. Failure to return will obligate the faculty member to reimburse in full the College for salary and benefits received during the period of the leave.
- Cancellation of sabbatical leave should be made by letter and routed through original signatories for their approval.
- Upon completion of the sabbatical leave, the recipient shall file a written report of his/her scholarly activity with the Provost and make arrangements to present his/her research to the College community.

**g. Obligations of the College:**

- When there are qualified candidates, the College will offer, when possible, a minimum of one (1) sabbatical per year.
- The College will assist with publicity and promotion of the recipient's research as appropriate.

Section 3. **Sick Leave and Disability:** Matters relating to sick leave are handled on an individual basis and are coordinated with the Disability Provisions in the Pension Fund. Each regular full-time faculty member may be allowed thirty (30) days of sick leave at full pay for the first year. Additional sick leave may accumulate at fifteen (15) days per year up to a total of ninety (90) days. These days accumulate for sick leave only and the College does not pay for unused sick leave upon exit.

A regular full-time faculty member whose disability lasts less than two (2) years shall be reinstated to the position held prior to the disability providing there is no evidence of impairment of teaching ability and professional competence. The position may be secured for an additional year if medical prognosis indicates that the faculty member will be able to return to work within one (1) year's time.

Section 4. **Personal Leaves:** Each regular, full-time faculty member may be granted four (4) days absence annually at the discretion of the President or the Provost at full pay for personal or religious reasons. An advance notice for such an absence should be given unless extenuating circumstances make it impossible.

Regularly appointed faculty members shall be granted leave to serve on jury duty. Such absence shall not be counted as sick leave or absence for personal or religious reasons.

Maternity leaves, leaves for personal health, and other leaves of absence may be granted without pay upon recommendation of the President and with approval of the Board. In the case of a leave designated as FMLA, accrued sick leave and vacation must be used prior to requesting the leave of absence without pay. Combined sick leave, vacation, and leave of absence will not exceed one hundred eighty (180) days unless the employee's physician certifies need in writing.

Section 5. **FMLA Leaves:** Please refer to pages 7-9 of the *Employee Handbook* for information on FMLA.

#### **D. Retirement**

The College is interested in assisting faculty who are planning for retirement. In order to give adequate assistance with the final steps of retirement planning, it is helpful to have notice of intention to retire by the second half of the faculty member's final academic year. Most faculty privileges, such as use of the library and other campus facilities, continue in retirement.

#### **E. Campus Events**

Employees and families are invited to all lectures, musicals, plays, athletic events, etc., on campus. Entrance into events is usually free with the exception of a small fee for theater performances. Reagan Gym facilities are also available at no charge.

#### **F. Faculty Identification Cards**

Members of the faculty may obtain cards identifying them as members of the College faculty through the Office of Student Life. Cards may also be obtained for spouses and dependent children by request through the Office of Student Life.. This card enables the holder to attend, without charge, home athletic events and certain student activities, use of recreational facilities, and to have library privileges. Identification cards are not transferable and must be surrendered to the Business Office when the employee leaves the College.



**G.     Housing**

The College owns a limited amount of housing which it rents at regular rates. Preference is given to faculty members. New faculty members are given assistance in finding homes.

**CHAPTER AMENDMENTS**

Amendments to this chapter may be made with or without the concurrence of the Faculty as a whole provided that such amendments are announced before the signing of annual contracts for the next school year and that such amendments go into effect for the next school year and not before.

## CHAPTER VI

### MISCELLANEOUS INFORMATION

#### A. Library

Library policies are posted on the Melick Library web page. This web page also describes the resources and services available in the library and provides links to the library's networked online resources.

Melick Library is an open-stacks library and catalogs its holdings under the Dewey Decimal system. The selection of the materials for the stacks is largely the responsibility of the Faculty. Each year funds from the library budget are allocated to faculty to purchase materials for the stacks. It is the responsibility of the library staff to make the selections for the Reference and Periodicals collection, however interested Faculty are encouraged to make recommendations as well. All library acquisitions must be in accordance with the Books and Materials Selection Policy, the Gift Policy, or the Periodicals Selection Policy. The Technical Services Librarian is in charge of Acquisitions and will place faculty orders for materials from September through February. Orders submitted after February 1 will be held until the next budget year.

The Faculty is responsible for encouraging student use of the library. Tours of the Library facilities and/or an introduction to available resources can be arranged through the Director or the Public Services Librarian. Incoming freshmen are normally introduced to the services and resources available in Melick Library during Freshman Seminar. Transfer students are provided with an introduction to the library before they begin classes. Subject-specific Information Literacy Instruction is requested directly through the Public Services Librarian and may include hands-on search exercises and demonstrations to promote active learning. Ideally these will be conducted in the Information Literacy Lab (Computer Study Center) and would be tailored to the needs of a particular course or major. Individual instruction is regularly provided by librarians giving assistance at the Reference Desk during normal Library Service Hours (8:30—4:30) and Sunday through Thursday evenings from 6:00-9:00.

Eureka College ID cards have a library barcode on the back of the card and serve as your library card. I-SHARE membership entitles Faculty (as well as staff and students) to borrowing privileges at other member institutions, such as Bradley University, both in person and through interlibrary loan. Eureka College faculty are not assessed fines for items overdue at Melick Library, however this privilege applies to Melick Library materials only. Interlibrary loans and reciprocally borrowed materials are subject to the fine policies of the loaning library.

Faculty may place items on reserve by filling out a *Reserve Request Form* and a *Fair Use Checklist* form for each item that is to be restricted to reserve circulation. These forms are available at the Circulation Desk where the items will be held on reserve.

Materials not owned by our library may be borrowed through an interlibrary loan arranged through I-Share or WorldCat. The Public Services Librarian supervises all interlibrary loan transactions. All interlibrary loans are processed by the Public Services staff. There are computers available for research purposes in the Reference area of Melick Library. Licensed databases such as EBSCOHost, JSTOR, FirstSearch, and Lexis-Nexis are available both on and off campus to faculty, staff, or students with a valid network login. Laptops are available at the Circulation Desk for in-library use only.

Melick Library includes the following facilities and services:

- Photocopiers and printers—available on the main floor of the library. Color *copying* (but not printing) and duplexing are available on the WCP2128 Printer/Copier. A networked printer is also available in the Computer Study Center. Color *printing* is only available in the SPS office.
- The Gammon Room—primarily a place for students to study and relax. Priority for scheduling goes to Honors and Seminar presentations, lectures, and other special events highlighting scholarly achievement. The Gammon Room also hosts limited hours for use by Writing Lab tutors. It may not be scheduled for regular classes. Reservations must be made through the Cerf Center Office. The Gammon Room may only be scheduled during normal library hours.
- Seminar and A/V room(s)—normally scheduled for regular classes, but may also be reserved for informal discussion by groups, presentation “workshops” etc. when not otherwise scheduled. Reservations must be made through the Cerf Center Office.
- Computer Study Center (CSC)—includes sixteen workstations and networked printing for use by all members of the campus community. The CSC is not available for scheduling through the Cerf Center Office. Hands-on Information Literacy sessions for classes may be arranged through the Public Services Librarian.
- Community Borrowing privileges—by arrangement with the Eureka Public Library District, limited borrowing privileges are available to those cardholders upon request. Limited access to public computers is also available upon request.

## **B. Multimedia Services**

The library purchases, maintains, and schedules much of the Multimedia Services (formerly AV) equipment for campus use. Equipment available includes data-video, film, opaque, overhead, and slide projectors, CD players, tape recorders, VCRs, DVD players, and digital video cameras. The Multimedia services department also handles requests for laptop setups.

Requests for multimedia equipment maintained by the library must be submitted 24 hours before the equipment is required. Requests may be submitted by phone, e-mail at [avrequest@eureka.edu](mailto:avrequest@eureka.edu), or by filling out an *AV Request Form*. Forms are available at the Circulation Desk or in the CSC. Conference room requests made through the Cerf Center Office should include any equipment requirements, and those will be communicated to Multimedia Services by the Cerf Center Office.

Some campus audio-visual and multimedia equipment was purchased for specific classroom use or student activities and is only available through the division, department, or office that purchased this equipment. For example: the Cerf Center maintains equipment for use in that building. Scheduling equipment for events or classes in Cerf Center is done by contacting the office of the Director of Cerf Center.

## **C. Computer Labs**

Five computer labs are available for student use. The PC Lab and the Programmers Lab in Vennum-Binkley Hall and Burgess Hall-Room 204 (Smart Classroom) can be reserved for various classes otherwise, these labs are available for general use. The Computer Study Center in Melick Library and the Ben Major Lab are general purpose labs and classes are not held in these facilities. The Computer Study Center is available and staffed whenever the library is open. The Ben Major Lab is available 24 hours a day (keys may be needed when classes are not in session and may be obtained in the Office of Student Life). Refer also to Appendix 4 of the *Employee Handbook*.

## **D. Budgets**

Annual budgets are prepared in the following manner:

- Division/Departmental and program budgets are prepared by the faculty members of the program. The Division Chairs submit them to the Provost. If necessary, Chairs may modify the division's budget after consultation with the members of the departments affected.
- Faculty members for whom there is no separate item in the budget and who anticipate

major expenses should make their needs known to the Division Chair, who will report them to the Provost.

- Additional operational and capital budget funding requests once approved by the Provost are presented by the Division Chair to the Finance Committee during the annual budget process, typically scheduled in February and March.

**E. Purchasing**

The Comptroller is the purchasing agent for the College. Faculty members who have budgets and who wish to purchase or rent materials must first create and submit a purchase requisition to the Division Chairs for approval. Once the Division Chair approves the requisition, it will be sent to the Comptroller. The requisition is then approved or rejected and returned to the Division Chair and faculty member who submitted the requisition.

**F. Student Assistants**

The need for students to serve as assistants to instructors should be approved by the Division Chair and a request made known to the Human Resources Office.

**G. Secretarial Services**

The Printshop and Mailroom, located in the Cerf Center, is available for typing, duplicating, and otherwise preparing materials such as tests, syllabi, and professional correspondence. It is expected that such work will be scheduled in advance as stipulated by the Printshop and Mailroom Manager.

**H. Office Supplies**

Materials such as grade books and exam blue books needed by faculty to conduct the regular functions of their position are requisitioned through the Business Office. College stationery can be obtained from the Printshop and Mailroom. Other supplies can be purchased at the College Bookstore.

**I. Guest Speakers**

Permission to bring guest speakers to campus should be obtained from the office of the Cerf Center Director and/or the Provost. If you would like to use a room other than your regularly scheduled classroom, you must calendar the event through the Cerf Center Office. Payment of any honoraria must be requested through the Business Office.

**J. Mail Services**

Faculty members are provided with locked boxes free of charge. They are located outside the Office of Student Life and are accessible at any time the Cerf College Center is open. For additional information and guidelines see Appendix 7 of the *Employee Handbook*.

**K. Catalog Revision**

The *Eureka College Catalog* is published annually. Curriculum and editorial changes and revisions for the next catalog should be sent to the Registrar no later than April 30 each year.

**L. Faculty Speaking Engagements**

The Media Relations Coordinator should be informed about faculty speaking engagements for publicity purposes.

**M. Campus Master Calendar**

A master calendar for College events is kept in the Office of the Director of Cerf College Center and Student Activities. To avoid conflicts, all campus-related activities must be calendared, whether they are held on campus or off campus. Only members of the Faculty, members of the administrative staff, recognized campus organizations, and residence hall councils are permitted to calendar events.

Certain annual events are planned and coordinated at specific times each year. Any other events during those times must be approved by the respective event coordinator. Those events and their coordinators are:

- Homecoming Week: Director of Student Activities
- Reagan Scholars Interview Weekend: Director of Reagan Scholarship Program
- Spring Honors Weekend: Dean of Students
- Graduation Weekend: Provost and Dean of Students

To avoid conflicts and ensure the success of your scheduled event, you may also want to give conflict consideration to these events: the weeks\weekends of the plays, musicals, and the Madrigals; athletic events; and Rush Week. These events are posted on the master calendar.

For calendaring procedures, please refer to page 17 of the *Employee Handbook*.

## **N. Flowers**

The Chaplain is authorized to send flowers on behalf of the faculty when a member is ill or when there is a death in the immediate family of a faculty member.

## **O. Alumni Association**

Members of the Faculty are recognized as ex-officio members of the Alumni Association, entitled to all privileges of membership, during their terms of service at Eureka College.

## **CHAPTER AMENDMENTS**

It is the responsibility of the administration to keep the information in this chapter up-to-date.

## **CHAPTER VII**

### **SPECIAL PROCEDURES AND POLICIES FOR GRIEVANCES, COMPLAINTS, AND APPEALS**

#### **A. Procedures in a Faculty Grievance Case**

- Section 1. The process begins when a petition is submitted to the Grievance Committee containing factual or other data the petitioner deems pertinent to his or her case. Submission of the petition will not automatically entail investigation or detailed consideration thereof. After examining the petition, the Committee will decide whether or not to accept the case based on its merits and will conduct further investigation if necessary. If the Committee accepts the case, the chair or the Committee as a whole may seek to bring about a settlement of the issue satisfactory to both sides. Since the Committee operates on an informal basis, attempting to reconcile aggrieved parties, it may, if it chooses, keep only enough written records of its deliberations to show that it adequately investigated and considered the matter. However, all documents given to the committee by the aggrieved party or by those responding to the aggrieved party shall be retained until the case is closed.
- Section 2. If a solution satisfactory to all parties to the grievance is achieved, the committee may declare the case closed without further procedures. If a satisfactory solution is not achieved after both parties have presented their concerns to the Committee and engaged in negotiations, the Committee will report in writing its findings and recommendations to the parties concerned and to the President. If the committee has discovered matters that it deems need attention by the faculty as a whole, such as procedures or policies that should be changed, the committee shall also present a report to the faculty. An attempt should be made at this point to preserve the confidentiality of individuals.
- Section 3. If the Grievance Committee has ruled against the petitioner, the case is normally considered closed once the above-mentioned reports have been made. If the Grievance Committee has ruled in favor of the aggrieved party, the grievance may be taken by the aggrieved party to the Hearing Committee, if the grievance remains unresolved. Despite a ruling or recommendation of the Grievance Committee against the petitioner, the petitioner has the right to a formal hearing by the Hearing Committee if the case involves either or both of the following: (1) termination of a tenured faculty member or (2) termination before the expiration of a term appointment. If a formal hearing is to be held, the chair of the Grievance Committee will forward to the Hearing Committee all records, reports



and documents relevant to the case. If the Hearing Committee's finds in favor of the petitioner and the problem is still not resolved, the petitioner has the option of a hearing by the entire faculty, in which case all documents pertaining to the case shall be made available to the faculty at least a week in advance of the hearing.

- Section 4. When the Faculty is functioning as a hearing committee of the whole, the Faculty President shall be the parliamentarian unless he or she is a principal, in which case the Faculty shall elect its own chair. The hearing shall commence with oral presentations from both sides. A stenographer shall be provided and the transcript made available to all principals. Following the presentations, questions may be asked. Then all principals and the stenographer shall leave while the Faculty deliberates. A recommendation and/or report shall be made available by the faculty secretary to all principals. Failure to utilize the option of a hearing by the entire faculty will in no way be prejudicial to the case of the petitioner. Further appeal to Trustees is available.
- Section 5. If ninety (90) days after the reports have been made by the Grievance Committee, the committee chair has received no written request from the administrator or other College representative, the Hearing Committee, the petitioner (or a delegated representative), or the charged party (or a delegated representative), for the written materials pertaining to the case, the case will be considered closed.

## **B. Procedures in Complaints regarding Faculty Conduct**

- Section 1. **Objectives and Nature of Complaint:** A formal written complaint is distinctly different from both routine faculty evaluation procedures and the casual expression of personal opinion. Minor problems or personal disputes should not be resolved through this process. A student desiring a grade change normally should follow the grade appeals procedure described in the student handbook, not this procedure. Each complaint will be addressed on a case-by-case basis using the procedures set forth below. In all situations, however, the sensitive nature of the matter requires all parties involved, including witnesses and/or those believed to have relevant information, to be especially aware of the need to respect the privacy and integrity of both the complainant and the accused party. All individuals, especially those in positions of authority, are required to observe such rights and exhibit sensitivity to needs relating thereto in any part they may play in an investigation. To that end, every effort should be made to keep the matter as confidential as possible while still fully investigating the facts. Cases of violation of this policy will be dealt with by invoking appropriate disciplinary action and shall be applicable to all classes of faculty, staff, and students. (Disciplinary procedures for staff and students are delineated in the *Staff Handbook* and in the *Student Handbook*.)

Section 2. Any individual in the College believing him/herself to be the victim of improper faculty conduct related to sexual discrimination of any kind should initiate a formal complaint with the College's Title IX Coordinator. Any individual in the College honestly believing him/herself to be the victim of improper faculty conduct of any other kind must initiate the formal complaint process outlined in sections 4 through 6 below. The process may, but does not have to, culminate, in filing a formal written complaint. Penalties for the accused, if found guilty, may include one or more of the following:

- a. enclosure of the complaint and/or a written reprimand in the personnel folder of the person found guilty of improper conduct;
- b. withholding of an annual salary increase or some increment thereof; and/or
- c. termination of employment. (See Chapter IV, Paragraph H)

Section 3. By adoption of this procedure by the Faculty, each faculty member's contract with the College (if any) shall be deemed to have included and adopted this procedure and each individual so affected shall be deemed to have accepted as part thereof the procedure set forth herein, including the assessment of penalties set forth hereunder, should guilt be determined, provided, however, that appeal rights, including resort to the applicable grievance procedure, may be employed to attempt to eliminate, modify or (in certain circumstances) establish such penalties.

Any member of the College community may file a complaint against a faculty member. No complaint shall become a final part of the faculty member's personnel file unless and until a final determination is made that the individual committed improper conduct. If an individual makes a complaint that is vexatious, malicious, and/or contains spurious or false accusations, a record of that complaint (without mentioning the faculty member's name) shall be placed in the complainant's file and the complainant shall be subject to appropriate disciplinary action.

Section 4. **Pre-complaint Consideration:** A prospective complainant may seek an initial confidential meeting to obtain advice and counsel on how to handle the concerns. Faculty complainants should choose a suitable confidant such as the Ombudsman, the Division Chair, or the Provost. Staff complainants should normally contact the Chief Financial Officer. Student complainants should normally contact the Division Chair or the Student Programs and Services staff. One result of the initial conference may be to request that the appropriate contact person discuss the concerns informally with the faculty member with no record made and no action taken.

A written complaint is a serious matter. Before the prospective complainant files a written complaint, the appropriate contact person should ascertain in the meeting whether the problem may really be a matter of a misunderstanding rather than one of improper conduct. The appropriate contact person should also explain to the prospective complainant before s/he files that 1) a penalty will not be assessed without testimony and written statements from knowledgeable individuals, and 2) that the accused faculty member will have the right to confront the accuser(s) and defend against allegation(s) later in the investigation. No formal written complaints can be made based only on hearsay; therefore, if the prospective complainant was not present when the alleged actions took place or the alleged statements were made, he or she cannot file a formal written complaint..

A prospective complainant who is not a witness may request an investigation into the matter during a confidential meeting with one of the suitable confidants mentioned above. The confidant can refer the matter to the Provost if s/he concludes that there is enough information to warrant an investigation. The Provost can then initiate an investigation, which may result in a formal written complaint being filed the prospective complainant or by the Provost. The Provost may act based on witness statements written by eyewitnesses or summarized by the Provost with their accuracy endorsed by witness signatures.

Faculty members need not be informed of student complaints withdrawn at the stage of pre-complaint consideration. Such comments will not be retained and no action will be based on them. The Provost may inform the faculty member about the issue at his/her sole discretion and with consideration that retaliation will not be a factor.

**Section 5. Contents of Written Complaint:** If, after the initial pre-complaint conference, the prospective complainant decides to pursue the matter further, s/he would make a formal written complaint. In the written complaint, the complainant should 1) state the charges clearly; 2) describe what was said and/or done in the presence of the complainant by the accused faculty member; and 3) indicate the time and place of the alleged actions and/or statements. The complainant must include all pertinent and important facts and make a reasonable effort to check the accuracy of the facts s/he presents. If other persons were present at the time of the alleged statement or action, their names should be included in the written complaint.

Section 6. **Filing the Complaint:** Written complaints from a faculty member about another faculty member should be submitted directly to the Provost. Complaints from staff members about faculty members should normally be filed with the Provost through the Chief Financial Officer. If the Provost is the accused party, the complaint is to be filed with the President who will then undertake the investigation. A complaint directed against the President should be filed with and investigated by the Ombudsman. A complaint about the Ombudsman shall be filed with and investigated by the President.

Student complaints against a teaching faculty member should be submitted in writing to the appropriate Division Chair. A student complaint that is submitted by the student directly to the Provost will be forwarded to Division Chair, except when the complaint is directed at a Division Chair. In the case of a student complaint against a Division Chair only, the complaint should be submitted directly to the Provost.

The Division Chair will meet with the accused faculty member. At the meeting, the Division Chair will discuss the complaint with the faculty member and give him/her an opportunity to respond. If the Division Chair determines, after the meeting, that the complaint is substantive, s/he will attempt to resolve the matter to the satisfaction of the complainant. If the Division Chair cannot resolve it, s/he will refer the complainant to the Provost. The Provost is not obligated to make a full investigation of all student complaints but will normally do so whenever one has been referred by a Division Chair.

Normally the complaint is to be filed within sixty (60) days of the alleged actions and/or statements. (Unless otherwise expressly stated, for the purpose of the remaining explanation of this policy, only the noun "the Provost" shall be used; however, that should be read as "President" or "Ombudsman" if the allegations dictate.) Failure to file within that length of time shall result in the complaint's being neither considered nor retained, unless in the case of a serious offense there are reasons deemed valid by the Provost.

Section 7. **Investigation of Complaint:** Upon receipt of a formal written complaint, the Provost will schedule a private conference with the complainant to discuss the complaint and explain the complaint procedures. In cases of complaints signed by more than one person, the Provost shall initially confer with each person separately. The Provost shall direct the complaint(s) to preserve the confidentiality of the investigation to the degree possible. (This paragraph is not applicable to complaints initiated by the Provost.) After meeting(s) with the complainant(s), the Provost will determine whether or not to proceed with the investigation.

If the Provost considers the allegations unfounded, the investigation will end and no record of the complaint will be retained in the accused faculty member's personnel file.

If the Provost chooses to go forward with the matter, s/he will meet privately with the accused faculty member to discuss the complaint. If the Provost is satisfied with the explanation of the accused faculty member, determines that the problem results from a misunderstanding, the investigation will normally be discontinued. In such a case, the Provost will inform the complainant that the interview has taken place and explain his/her conclusion. If the Provost deems it appropriate, and if doing so does not violate the privacy of the accused, the Provost may summarize part or all of the accused faculty member's explanation, for the complainant. The Provost will assure both the complainant and the accused faculty member the fact of the allegations will not serve as a basis for any adverse action to be taken against either of them.

If the Provost concludes that improper conduct may have occurred but that the accused faculty member did not engage intentionally, but negligently, in the activity, the accused faculty member shall be given the opportunity to recant his/her actions. The matter will be deemed resolved when the accused faculty member agrees to cease, and not resume, the behavior described in the complaint, and assures the complainant and the Provost that s/he will not retaliate against the complainant. Repeated negligence will result in appropriate disciplinary action. If the accused faculty member denies the improper conduct, the complaint procedures shall continue.

If the Provost believes that the activity complained of may have occurred and the accused faculty member may have intentionally engaged in such activity or may have been so grossly negligent in acting as to willfully disregard the legitimate rights and expectations of others, then the Provost shall provide the accused and the complainant each with a copy of the allegations. Names of the complainant and any witnesses shall normally be provided. In cases initiated by the Provost, the names of witnesses may be withheld, if in his/her opinion the sensitive nature of the accusations so warrants, until and unless witness names and statements are demanded in the grievance procedure. Every reasonable effort shall be made to protect the complainant and witnesses from retaliation.

Written complaints under investigation are not to be kept in regular personnel files but separately with their pending status clearly indicated. Faculty members at all times have the right to examine their personnel files.

Section 8. **Meeting of Complainant and Accused:** If the Provost determines that the activity described in the complaint may have been intentional, then the Provost will notify the accused faculty member that s/he has at least twenty (20) calendar

days to gather evidence in his/her defense. The accused faculty member may request, however, to waive the waiting period.

Section 9. **Resolution:** At the informal meeting referenced in the preceding paragraph, the Provost will make every effort to resolve the problem in a manner acceptable to all. Resolution may involve withdrawal of the complaint or agreement of the accused to accept one or more of the penalties set forth in Section 2 above. Withdrawal of a complaint does not imply admission that it was false. Agreement to accept a penalty does not imply admission of guilt. A faculty member agreeing to accept a penalty has the right to attach a rebuttal statement to the complaint before it is placed in the personnel file. Because of the sensitive nature of such allegations, except in the case of disciplinary action, a record of which shall be placed in the personnel file, all records and documents of such investigations shall be kept private and apart from any other employment records.

Within fourteen (14) days of the resolution meeting, the Provost will send written notification of the resolution, including penalty assessment if any, to the complainant and the accused. The accused has the option of filing a grievance. The complainant, if a faculty member, also has that option. Such filing must take place within fourteen (14) days of notification. Deadlines in these procedures may be altered only by mutual consent. Failure to file a grievance within fourteen (14) days shall constitute acceptance of the Provost's actions as final and binding. Once a resolution has been made, further action against the same person for the same offense shall not be taken unless new information emerges.

Resignation or withdrawal from the College community of the individual adversely affected by the Provost's actions shall preclude any penalty except such as provided in the aforesaid Section B 2a, and shall bring to a halt any committee involvement.

Within fourteen (14) days of the resolution meeting, the Provost will send written notification of the resolution, including penalty assessment if any, to the complainant and the accused. The accused has the option of filing a grievance. The complainant, if a faculty member, also has that option. Such filing must take place within fourteen (14) days of notification. Deadlines in these procedures may be altered only by mutual consent. Failure to file a grievance within fourteen (14) days shall constitute acceptance of the Provost's actions as final and binding. Once a resolution has been made, further action against the same person for the same offense shall not be taken unless new information emerges.

Resignation or withdrawal from the College community of the individual adversely affected by the Provost's actions shall preclude any penalty except such as provided in the aforesaid Paragraph B Section 2(a) and shall bring to a halt any committee involvement.

Section 10. **Intent of Procedures:** The procedures for handling formal written complaints are not intended to limit free expression of personal opinion or to prevent the Provost from using such opinions as a basis for discussion with the faculty involved. Free interchange of thought and constructive criticism are necessary and beneficial to any community of higher learning. In this light, opinions unsupported by facts, even if negative and shared by more than one person, are not sufficient basis for penalty assessment. Additionally, this section should not be interpreted as implying that faculty evaluation is or should be based in any large part on a single formal written complaint. (For information on faculty evaluation, see Chapter IV, Sections C and D.)

### **C. Rules of Procedure in Student Social Judicial Matters (Judicial Board)**

Eureka College recognizes the student's right as a citizen of the United States of America to respect and consideration and the constitutionally-guaranteed freedoms of speech, assembly, and association. The College further recognizes the student's right within the institution to freedom of inquiry, and to the reasonable use of the services and facilities of the College which are intended for the student's education.

The College has the responsibility and authority to establish specific standards and regulations that clarify its expectations of personal behavior. Since it is not intended to mimic or replace the criminal law code, the Expectations and Standards in a Community of Learning is not to be construed as an exhaustive or all-inclusive list of prohibited behavior. Similarly, the College has the responsibility and authority to establish judicial bodies and procedures that affirm its values, remediate offenses, and assist in the resolution of disputes. These bodies and their procedures represent a commitment to treat all individuals with equal fairness and dignity.

Appropriate due process safeguards have been built into the judicial procedures so that no permanent or recorded penalty shall be meted out until the student accused shall have a fair chance to be heard. An appeals procedure is also established to allow the student an opportunity for review of his or her case in situations where the student believes the decision to have been reached in violation of due process.

#### Outline of Social Judicial Process

- I. Complaint Filed
- II. Preliminary Investigation
- III. Informal Disposition
- IV. Temporary Suspension
- V. Formal Procedures and Disposition
- VI. Record of Hearing
- VII. The Right of Appeal
- VIII. Status During Appeal

## IX. Sanctions

### **Section 1: Filing a Complaint**

The Office of Student Life, acting through the Dean of Students and staff, is responsible for the administration of discipline for conduct that is unacceptable or involves an infraction of College rules and regulations. The Dean of Students, or an authorized representative, will initiate disciplinary action in accordance with these regulations. The Title IX Coordinator is responsible for adjudicating violations involving sexual discrimination and any related complaint will be addressed in accordance with the College's Title IX Policy. Any student, administrative official, faculty, or staff member of the College Community may file a complaint against a student of the College for violation of the student code of conduct.

### **Section 2: Preliminary Procedures and Investigation**

The Dean of Students, or an authorized representative, shall investigate any reported student misconduct before initiating an official opportunity for the accused student to present a personal version of the incident or occurrence. The Dean of Students or an authorized representative may discuss, consult and advise in person with any student, whose conduct is called into question, and the student shall attend consultations as requested. The Title IX Coordinator shall oversee the investigation of any reported misconduct related to sexual discrimination. Please refer to the College's Title IX Policy for a detailed explanation of this process.

### **Section 3: Informal Disposition**

An informal disposition occurs in order to address the complaint without a formal hearing. This occurs in order to provide adequate intervention to the student (in case of mental health) or to streamline the process. The Dean of Students or Judicial Officer, after investigation, shall have the authority to impose appropriate discipline. It should be noted, however, that the Dean of Students may forgo the informal disposition and refer cases to the Judicial Board. The "official" complainant may request that a case be referred directly to the Judicial Board.

Should a student fail to respond to the request by the Dean of Students for conference, discussion, or for hearing of a judicial matter, the Dean of Students has the right to initiate informal disposition, at which a plea of "not responsible without comment", shall be registered on behalf of the student. Prior notice of an intent to hold such a hearing shall be forwarded to the student, when the student has failed to respond to reasonable requests for a conference or interview, defining a specific time and date of such a decision.

A student may appeal the decision from an informal disposition (to the College Provost) using the process stated below in Section 7: Right to Appeal.

### **Section 4: Temporary Suspension**

The Dean of Students, in consultation with the Provost, may temporarily suspend a student or deny re-admission to the College pending formal procedures when it is believed from substantial information coming to his/her attention that the presence of the student on campus would seriously disrupt the College community or constitute a danger to the health, safety, or welfare of



the College or the student. The Judicial Chair, at the direction of the Judicial Officer, may be asked to convene the Judicial Board after a temporary suspension to determine if the student shall remain on temporary suspension pending the judicial hearing (if there is a hearing).

### **Section 5: Formal Procedures and Disposition**

- A. Judicial Board:** (1) The Judicial Board shall consist of five members: two students, two faculty members, and one member of the staff. An alternate is selected for each position. Faculty members, one named as Chair, are elected to alternating two year terms by the Faculty from nominations made by the Faculty Cabinet; staff members are chosen by and serve at the pleasure of the President of the College; student members are elected by the Student Senate to alternating two year terms. (2) Alternates will be called by the Chair of the Judicial Board to hear a case only if needed because of absence or disqualification of a regular member. The student accused has the ability to substitute in an alternate member of the Board if they have a close relationship with someone on the Board. A Board member also has the ability to substitute in an alternate on their behalf if they have a close relationship with the student accused. The student accused and the Board members will be notified of the names of those that will be present at the hearing at least 48 hours in advance and must immediately notify the Chair of the Board to arrange an alternate. All parties must make a conscious effort to avoid contact before the Hearing. Board members must be present for the entire hearing in order to rule on a specific case. (3) A quorum of two faculty members and one student must be present to hear a judicial case. (4) During vacation periods, this Board may be comprised of three faculty or staff members available, appointed to hear a pending case by the College President or Provost.
- B. General Statement of Procedures:** The procedures set forth below shall be interpreted and administered to accomplish fairness and due process, and shall provide prompt consideration of student conduct cases. Judicial proceedings are not to be construed as judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein.
- C. Notice of Hearing:** The Judicial Officer shall initiate judicial hearing by arranging with the Chair of the Judicial Board and by giving written notice of that hearing to the student charged. This notice of hearing shall include the statement of charges, as well as the time and place for the hearing. Notice of hearing shall be given to the student at least 72 hours before the hearing. At this time a copy of this notice shall also be presented to the academic advisor and the Chair of the Judicial Board. Judicial hearings will not be scheduled to conflict with academic commitments. Except for good cause shown, any witness to be used by either party must be identified no later than 48 hours prior to the hearing so that he/she may be contacted and his/her attendance mandated by the Judicial Officer. Copies of any documents that the Judicial Board is expected to use to base a decision must be approved by the Judicial Chair no later than 48 hours prior to the hearing as well.

Any request for continuance shall be made in writing to the Chair, who shall have the

authority at his/her discretion to continue the hearing if it is determined the request is timely and made for good cause. The Chair shall notify the Judicial Officer of the new date for the hearing, and the Judicial Officer will notify all parties involved.

After receiving notice of the charges and being informed of the possible sanctions if found in violation of the Code of Conduct, students accused of misconduct may admit responsibility in writing to the Chair, thereby waiving a hearing except to establish sanctions. The Chair may agree to convene the Board in executive session to determine sanctions, or may decide to submit the admission to the Board members for consideration. In the latter case, the Board will determine by a majority vote whether a hearing is necessary to fulfill its responsibility of affirming community standards of behavior.

- D. Conduct of the Hearing:** All Judicial Hearings shall be closed to the public. The Chair shall preside at the hearing, call the roll of the Board in attendance, ascertain the presence of the Judicial Officer, and ascertain the presence or absence of the accused student and the complainant. (If the charges are being brought solely by the complainant, and he/she is not present at this time, the complaint will be dismissed.) If the student accused is not present, the hearing shall proceed without them. Witnesses for both the College, (and/or the complainant) and the accused student will be identified at this time. All other visitors shall be identified and only if these individuals have a vested immediate interest in the outcome of the hearing (e.g. the student's faculty advisor) as determined by the Chair, may these individuals remain. The accused student may be accompanied at the hearing by an advisor. However, this individual may not participate in the hearing.

The following procedures shall be followed thereafter:

- (1) The Chair will ask the Judicial Officer to read the charges against the accused student(s). (If more than one student is charged with the same offense, it shall be at the discretion of the Judicial Officer and the Chair of the Judicial Board to determine whether in the interest of fair play to the accused and the College, the cases should be heard separately or together.)
- (2) The Chair will ask the student to plead responsible or not responsible to each charge presented by the Judicial Officer.
- (3) The accused student(s) and the complainant will both be given opportunity to present his/her version of the incident to the Board.
- (4) The Chair will then call for the testimony of the witnesses identified through the presentation.
- (5) The Chair will then call for the witnesses identified by the student accused.
- (6) The Chair will then ask for questions from the Board. (However, the Board may ask questions prior to this time of those presenting information or having already presented information to the Board). Questions may be asked of any participant in the room by any Board member.
- (7) The Chair shall then ask for summary statements from the student.

- (8) The Chair shall then ask for summary statements from the Judicial Officer or the student in complaint.
- (9) The Chair shall then clear the room and the Board shall begin its deliberations.

**E. Rights of the Judicial Board:** The Judicial Board shall not be bound by the rules of evidence applicable in court proceedings, but shall exclude immaterial, irrelevant, or unduly repetitious information or testimony.

If any Board member is involved in an incident or hearing before the Board, he/she must recuse himself/herself from the case. Board members will be expected to excuse themselves where a conflict of interest or the appearance of one is present.

The Board through the Chair may dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chair or the Board. Such shall be considered a judicial offense which may result in immediate judicial action, which may include suspension from the College, initiated by the Judicial Board.

**F. Rights of the Student upon Hearing:** A student appearing before the Judicial Board may have an advisor of the student's choosing to examine evidence presented and to consult with during the hearing. However, only the student may question witnesses present and testify before the Board.

To further ensure fairness and impartiality, both the Initiator and Respondent will have the uncontested right to substitute as many as two alternates for original Board members; the composition of the Board (two faculty, two students, one staff member) is to be unchanged. This request must be made in writing to the Chair not less than three calendar days before the hearing is scheduled to take place.

The student may make any statement to the Board in explanation of his/her conduct. He/she may also present evidence by witnesses.

The student has the right to appeal any decision reached by the Judicial Board if they feel the decision was based on a process that did not follow policy (Section 7: Right of Appeal).

**G. Determination:** After all testimony is heard, the Judicial Board shall deliberate in Executive Session. Only members of the Judicial Board may be present, unless the Board invites individuals back for clarifying statements. At such time, the Judicial Officer is also to be present. No penalty shall be imposed on the student unless a majority of the Board present is reasonably convinced by the evidence that the student has committed the violation as charged and should be disciplined.

**H. Official Report of Findings:** The Board shall return from Executive Session and make known its findings. If the student is found not responsible, the decision shall be

communicated orally to all parties. The Judicial Officer shall officially communicate the Board's findings in writing thereafter to the student.

If the student is found responsible for the charges, the following procedure will be initiated.

- (1) The Chair shall read the findings of the Board
- (2) The Judicial Officer shall be requested to provide the following information:
  - a. The student's prior judicial history (positive or negative) and any sanctions given;
  - b. Damage done to property, restitution made, and;
  - c. Other factors which the Judicial Officer thinks will assist the Board in defining the student's relationship with the Eureka College Community.
- (3) The student may present information and/or witnesses he/she feels will assist the Board in adjudicating sanctions.
- (4) The Board will return to Executive Session for determination of sanctions to be assessed. The Board may, at its discretion, invite individuals to assist in this Executive Session (e.g. the Dean of Students, the Student's Academic Advisor, etc.)
- (5) On the completion of this determination, the Judicial Chair will communicate to the Judicial Officer the Board's findings.
- (6) The Judicial Officer will communicate the official findings of the Board in writing to the student and the student's academic advisor, and copy of such notice to the Chair of the Judicial Board. This should be done within 24 hours after the hearing is adjourned.
- (7) Thereafter, the Judicial Officer must insure that sanctions assessed by the Board are fulfilled, reporting back to the Board periodically the status of these cases, if requested.

## **Section 6: Record of Hearing**

The Judicial Chair shall tape record all student judicial hearings, except the Board's Executive Sessions. The tapes will be kept for purposes of review in case of appeal. If the case is not appealed, the tapes shall be immediately erased. The Judicial Officer shall keep a file for each student against whom judicial action has been taken. This record shall include all written communications, statements of findings, and any appeals which are initiated. This file will be available for the student's inspection and will be kept on hand for a minimum of seven years.

## **Section 7: The Right of Appeal**

The student accused, the student in complaint, the Judicial Officer, the Dean of Students, or any member of the Judicial Board may appeal any decision reached through the formal procedures of the Judicial Board by filing a written notice of appeal with the College Provost within 48 (weekday) hours after notification of the decision. The appeal notice shall be specific as to that which is to be appealed; the basis for the appeal; and the evidence cited in support of said appeal. Decisions may be appealed only if (1) judicial

procedures were not adhered to, and (2) the deviation in procedures prevented the student's ability to refute the finding of guilt and/or (3) the degree of penalties assessed is not commensurate with the degree and extent of wrongdoing. A copy of the letter of appeal shall be given by the person appealing to the Judicial Officer who will forward a copy to the Chair of the Judicial Board and to the Provost.

Upon receipt of the letter of appeal the Provost shall review the basis of appeal and determine if the person appealing has adequately and reasonably presented evidence to justify a review of the case. If the appeal is judged to be inadequate, the decision of the Dean of Students or the Judicial Board shall be considered affirmed by the Provost.

If the basis for the letter of appeal is judged to be valid, the Provost shall review the records of the case. He/she may affirm, reverse or lessen the decisions of the Dean of the Students or the Judicial Board. However, if the Provost determines that the previous decisions were not commensurate to the severity of the case, the Provost may impose more severe judicial sanctions. In cases where the Provost desires more deliberation, discussion or investigation, he/she may stay any decision until a specified time to allow further consideration of the matter.

The decision of the College Provost is final. Notification of this decision shall be given to the student, the Judicial Officer, Dean of Students, the Faculty Advisor, and the Chair of the Judicial Board.

### **Section 8: Status during Appeal**

In cases of suspension or dismissal where Notice of Appeal is filed within the required time, the student may petition the Provost in writing to attend classes pending final determination of the appeal. The Provost may or may not permit a student to continue in school. The Provost's decision will take into account whether or not the student's presence would seriously disrupt the College or constitute a danger to the health, safety or welfare of the College or its students. However, with the exception of suspension or dismissal, any judicial action taken will be waived until the appeal process has been concluded.

### **Section 9: Sanctions (Individual and Group)**

Students are notified in writing of sanctions imposed as a result of judicial action. One copy will be provided to the student found in violation of college policy and the other copy will be placed in the student's permanent file. Failure to satisfy a sanction will result in the case being returned to the Chair of the Judicial Board.

Students may be subject to the following sanctions for violations of College policy:

- Warning: A notice in writing to the student that the student violated institutional regulations.
- Loss of privileges: Denial of specified privileges for a designated period of time.

- Fines: Previously established and published fines may be imposed.
- Restitution: Compensation for loss, damage, or injury to individuals or property, taking the form of monetary or material compensation.
- Mandated counseling and/or alcohol and/or drug awareness educational sessions.
- No Contact or No Trespass: The student is required to have no contact with another student, faculty or staff member. With a no trespass restriction, a student may be limited to designated portions of the campus.
- Judicial probation for one semester or up to his/her remainder of time at Eureka College. While a student is on probation, any further infraction of regulations may result in immediate suspension or dismissal.
- Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Residence Hall Expulsion: Permanent separation of the student from the residence halls.
- College Suspension: Separation of the student from the College for a definite period of time, after which the student is eligible to apply for re-admission. Conditions for readmission may be specified.
- College Expulsion: Permanent separation of the student from the College.
- Other sanctions are possible as deemed appropriate by the Judicial Board.

More than one sanction may be imposed for any single violation.

The College also reserves the right to discipline student groups and organizations for violations of college policies. Such violations may result in one or more of the sanctions listed above. In addition, the following collective sanctions may be imposed:

- Probation: The group may continue to act as such under conditions established by the Board. One condition that may be applied is that the group may be partially or completely restricted from representing the College in any capacity. Probation is for a designated period of time and includes the probability of more severe judicial sanctions if the group is found to be violating any institutional regulations during the probationary period.
- Deactivation: Loss of all privileges including College recognition, for a specified period of time, after which the organization is eligible to reapply for College recognition. Conditions for recognition may be specified.

A College recognized group or organization will be held collectively responsible when:

- Actions which lead to the misuse of persons, property, or College funds have received the tacit or overt consent or encouragement of the group or of the organization's officers;

- In the course of its activities, an incident is the result of the failure on the part of the group or its officers to take reasonable precautions against the misuse of persons, property, or College funds;
- A policy or practice of a group is directly responsible for a violation.

*Approved by the Eureka College Faculty, 8/2012*

#### **D. Procedures in Student Academic Appeals**

- Section 1. A student who has a grievance related to academic problems (other than academic suspension or dismissal from the College for which procedures are listed in the *Student Handbook*, Article VI) shall have the right of appeal.
- Section 2. A student who wishes to appeal shall confer with the Provost of the College.
- Section 3. An aggrieved student shall file an appeal with the Provost of the College within thirty (30) days after receiving notification of the decision from which appeal is taken. The Ombudsman is available to assist the student in the appeals process.
- Section 4. The appeal shall be in writing and shall include a summary of the factors for which the student asks reconsideration in the appeal process.
- Section 5. In the event of a prolonged absence of the Provost, the student may exercise these privileges in consultation with the President or other executive officers of the College who can properly act to refer the appeal.
- Section 6. All appeals shall be referred to the Academic Standards and Policies Committee for a hearing which will be held promptly but no later than thirty days after the appeal has been filed. The Provost may confer with the student directly or ask the appropriate division chair to investigate the matter being appealed.
- Section 7. After all inquiries have been completed, appeals shall be referred to the Academic Standards and Policies Committee for a hearing at the next available meeting of the Committee. Appeals filed in the summer may need to be heard in the first semester of the following academic year.
- Section 8. A time and place for a hearing shall be set and notice given to the student.

- Section 9. Any member of the Academic Standards and Policies Committee who has served as advisor to the student or has served as a member of a committee having acted on the decision being appealed shall not participate in deliberative portions of the hearing procedure or vote in the decision by the Academic Standards and Policies Committee.
- Section 10. The student shall have an opportunity to present a defense at such hearing and may be represented by counsel.
- Section 11. A fair procedure for the hearing shall be established by the Committee, but it shall not be a full adversary proceeding. There shall be no right to cross-examination. However, the student may request the chair to direct questions to a witness. An orderly procedure shall be maintained by the chair of the committee, who has full authority over the proceedings.
- Section 12. It shall not be required that a complete stenographic report of the proceedings be made or preserved, but a written report in summary of the evidence presented shall be prepared by the Academic Standards and Policies Committee and such summary together with a written statement of the findings and decision of the committee shall be presented to the student.
- Section 13. The committee may, if it wishes, continue its deliberations without the presence of the parties to the dispute after all appropriate information and clarification have been received.

The decisions of the Academic Standards and Policies Committee shall be final.



### **E. Requests for Course Accommodations Due to Documented Disabilities**

Students with learning and other disabilities should submit to the Director of the Learning Center documents from qualified professionals that verify the disability and indicate the accommodations required. The Director of the Learning Center will maintain files for students with disabilities. The Director of the Learning Center will work with the Instructor and Division Chair to arrange the required accommodations and will oversee any arrangements made for alternative methods of meeting requirements.

Any accommodation cannot work to the disadvantage of any other student or unduly burden staff or faculty. Other than as required by law, expenses in accommodation such as, but not limited to, special aids, tutors, equipment or modifications to the physical structure must be paid for by or on behalf of the individual and will not necessarily be borne by the College. The alternative methods of meeting requirements can only affect courses enrolled in subsequent to the date the alternative is approved. The Academic Standards and Policies Committee will hear any appeals on decisions of the Provost and decisions of the Committee will be final.

### **F. Policy on Co-Curricular and Extra-Curricular Activities**

[Students are made aware of the following policy regarding co-curricular and extra-curricular activities. This policy appears in the Student Handbook, which is available for review at [ww2.eureka.edu](http://ww2.eureka.edu).]

Eureka College recognizes that a well-rounded college education is made up of challenging experiences both in and out of the classroom. Co-curricular and extra-curricular opportunities will likely be an important part of your college life. As a basic rule, you must realize that the time for anything that is not directly related to a credit course must come from your leisure time and not as a reduction in the time and effort you spend on academic work. When conflicts arise, you have some responsibilities in making sure that the conflicts are resolved to the satisfaction of everyone concerned. Your responsibilities, as a student, are as follows:

1. You must inform your professors, at the earliest time possible, that you have a conflict between a sanctioned activity and the professor's class. This is the best time to work out the arrangements for the conflict. It is also a good idea to again remind the professor immediately prior to the event.
2. Where possible, you should complete any work for the class in advance of the date when the conflict occurs. This allows the professor the best opportunity to make sure you miss as little as possible because of the conflict.
3. You must realize that attendance at a sanctioned event is still a class missed and does not give you an additional absence if the professor has allowed a certain number of absences from the course.

4. You should investigate attendance in another section of the same course if that is a feasible way to make up the absence. Also, try to be aware of event and activity schedules when you choose courses and sections so that conflicts can be avoided by good planning.

Other parties also have responsibilities when a conflict occurs between a sanctioned activity and a class. Professors have a responsibility to give serious consideration to accommodating approved program absences and to try to avoid scheduled events when planning quizzes or tests. They should also try to avoid sanctioned events when planning out-of-class exercises or trips. Professors should also avoid putting you in the middle of a conflict with a sponsor of a sanctioned event or activity.

Sponsors of events and activities have a responsibility to schedule as early as possible and to publicize their schedule of events to everyone affected.

The bottom line is that it is your responsibility, as a student, to make sure that extra-curricular and co-curricular activities do not interfere with the academic portion of your college education.

Appendices Follow

Appendix I

**COPY OF CHARTER OF EUREKA COLLEGE  
GRANTED BY THE ILLINOIS STATE LEGISLATURE,  
FEBRUARY 6, 1855**

.....

AN ACT

To Incorporate Eureka College

Section 1. Be it enacted by the people of the State of Illinois, represented in the General Assembly, that Elijha Dickinson, William H. Davenport, Elias B. Myers, John Darst, Jon Lindsey, Abishai M. Myers, John Major, William H. Davenport, Benjamin J. Radford, David Deweese, Robert M. Clark, William Atterberry, William T. Major, Sr., Christopher O. Neville, John McManus, Bushrod W. Henry, Stephen T. Logan, Peter C. Redding, Henry Grove and John W. Taylor and Their Successors be, and they hereby are, created a body politic and corporate, by the name and style of "The Trustees of Eureka College," and by that style and name to remain and have perpetual succession. The number of trustees shall not exceed twenty-four\*, exclusive of the president or presiding officer of the college, who shall be "ex-officio" a member of the Board of Trustees, any seven\* of whom shall constitute a quorum.

Section 2. Eureka College shall be at or near the place where the Walnut Grove Academy is now situated, in Woodford County.

Section 3. Said corporation shall have power to sue and be sued, plead and be impleaded; to acquire, hold and convey property, real and personal or mixed, in all lawful ways; to have, use and alter at pleasure a common seal, to fill all and every vacancy or vacancies occasioned in their body by death or resignation or otherwise.

Section 4. Said trustees shall have power to make, alter, and establish from time to time, such constitutions, rules, by-laws and regulations as they may deem necessary for the good government of said corporation and the proper management of the institution under their control: Provided such constitutions, rules, by-laws or regulations be not inconsistent with the constitution or laws of this state or of the United States.

Section 5. The trustees of Eureka College shall have authority from time to time to prescribe and regulate the course of studies to be pursued in said college and in the preparatory department attached thereof; to fix the rates of tuition, room rent and other necessary expenses; to appoint instructors and such other officers and agents as may be needful in the

management of the institution; to define their powers, duties and employments, to fix their compensation, to displace or remove either of the instructors, officers or agents, or all of them, as said trustees shall deem the interest of the college requires; to fill all vacancies among said instructors, officers and agents; to erect suitable buildings; to purchase chemical and philosophical apparatus and other suitable means of instruction; to put into operation all proper and suitable means for the health, comfort, and advancement of the students in the various branches of a literary and scientific education, and to make rules for the general management of the affairs of the institution and for the regulation of the conduct of the students.

Section 6. The trustees shall faithfully apply all funds collected by them according to the best of their judgment in erecting suitable buildings, in supporting the necessary instructors, officers and agents, the procuring of books, maps, charts, globes and all philosophical and chemical apparatus to aid and promote sound learning in the institution; PROVIDED, that in case any donation, devise or bequest shall be made for particular purposes accordant with the objects of the institution, and the trustees shall accept the same, every such donation, devise or bequest shall be applied in conformity with the express condition of the donor or deviser: PROVIDED, also, that if the donation be in real estate the lands be sold within ten years from the date of said donation, and the value thereof be applied as specified by the donor.

Section 7. The president of said college, by and with the consent of said trustees, shall have power from time to time to ordain, regulate and establish course and mode of instruction and education to be pursued in said college, and, together with such professors, instructors and tutors as the corporation may designate shall be styled "The Faculty of Eureka College" and shall have power to adopt and enforce such rules as may be deemed expedient for the good government of the institution; which rules and regulations shall not be inconsistent with the constitution and laws of the State nor of the United States, nor inconsistent with the laws and ordinances of said corporation, and shall be in full force until disapproved of by the trustees, or a quorum of them, and no longer.

Section 8. The said trustees shall have power to establish departments for the study of any and all of the learned and liberal professions and to confer such degrees as are usually conferred in similar institutions in the United States and in the learned arts and sciences. The trustees may also attach to said college an academical or preparatory department, and when a common school department shall be in operation agreeably to the common school law of this State, the trustees shall be entitled to draw their proportion of the township, school, college, and seminary fund for such scholars as live in the township where the college is located.

Section 9. The trustees, or a quorum of them, shall have authority to meet at such times as they shall deem necessary for the examination of candidates for literary degrees; and they are hereby authorized and empowered, upon recommendation of the faculty, to confer such degrees on such person as in their judgments shall merit the same in as ample a manner as any similar institution can do, and under their common seal to grant testimonials thereof, signed by the faculty of the college.

Section 10. The trustees, or a quorum of them, shall elect a treasurer (whom they may remove at pleasure) who shall give bonds, with approved security, payable to the trustees by their names aforesaid, and their successors, faithfully to discharge the duties of his said office, and shall render an account of all moneys, goods, and chattels received and expended by him on account of, and for the use of said college, and on failure or refusal to do so, shall be subject to like proceedings as are prescribed by law in cases of county treasurers of the State: PROVIDED, that no appropriation, payment or disbursements shall at any time be made by the treasurer but such as shall be in pursuance of the directions or orders of the trustees.

Section 11. Not less than seven\* trustees shall form a quorum to do business, but a less number shall be a quorum to fill vacancies in the office of trustees; PROVIDED, that on sixty days' notice, published in the newspaper, a full quorum cannot be obtained.

Section 12. Whenever the trustees of the Walnut Grove Academy, or a quorum of them, shall execute and deliver to the clerk of the circuit court of Woodford County, their written consent to this act and the same has been duly recorded, all the property, real and personal, and all debts due to said Walnut Grove Academy shall be vested in the corporation hereby created; and all the acts of the said trustees of Walnut Grove Academy are hereby declared to be legal and valid, notwithstanding any irregularity therein.

Section 13. The tract of land now owned by the trustees of Walnut Grove Academy shall, when transferred to the corporation hereby established, together with the library, apparatus and other property of said corporation, be exempt from all State and County taxes.

Section 14. The said trustees, or a full quorum of them, shall have power to remove or suspend the president or any of the professors, instructors and tutors at any time; and when there shall be a vacancy in said Board of Trustees, occasioned by death, removal, resignation, or refusal to act, the remaining trustees, or a quorum of them shall supply the vacancy. The president with concurrence of two of the trustees, or any three of the trustees, shall have power to call special meetings of the board.

Section 15. Whenever any trustee shall absent himself for three successive annual meetings of the board, without assigning a sufficient reason at the fourth, the trustees of the college, or a quorum of them, shall have the power, by entry or their minutes, to declare his seat vacant, and may elect a new trustee to supply such vacancy.

Section 16. There shall be an annual meeting of said trustees, the day of meeting to be fixed by themselves.

Section 17. That the said Board of Trustees shall never be less than twelve (12) nor more than twenty-four (24)\*.

Approved February 6, 1855.

\*amended 1983.

## AN ACT

### To Amend the Act to Incorporate Eureka College

Section 1. Be it enacted by the people of the State of Illinois, represented in the General Assembly, that so much of Section Eight (8) as entitles the trustees to draw their proportion of the township, school, college and seminary funds, to be distributed in proportion, for such scholars as live in the township where such college is located, be and the same is hereby repealed.

Section 2. The trustees of said college shall be entitled to draw their proportion of the township, school, college and seminary fund for each scholar residing in the district and adjoining the district where such college is located, and attending school therein.

Section 3. That the word "Tract," in Section Thirteen (13) of the act to which this is an amendment, be amended so as to read "tracts."

Approved February 9, 1855

AN ACT  
To Amend Sections, 1, 11 and 17  
of  
“An Act to Incorporate Eureka College,”  
approved February 6, 1855  
as amended.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 1. Sections 1, 11 and 17 of “An Act to Incorporate Eureka College,” approved February 6, 1855, as amended, are amended to read as follows:

Section 1. Elijah Dickinson, William Davenport, Elias B. Myers, John Darst, John Lindsey, Abisha M. Myers, John Major, William H. Davenport, Benjamin J. Radford, David Deweese, Robert M. Clark, William Atterberry, William T. Major, Sr., Christopher O. Neville, John Bennett, William M. Brown, John T. Jones, William S. Pickerell, George McManus, Bushrod W. Henry, Stephen T. Logan, Peter C. Redding, Henry Grove and John W. Taylor and their successors be, and they hereby are created a body politic and corporate, by the name and style of “The Trustees of Eureka College,” and by that style and name to remain and have perpetual succession. The number of trustees shall not exceed thirty (30) exclusive of the president or the presiding officer of the college, who shall be ex officio a member of the board of trustees, any ten (10) of who shall constitute a quorum.

\*\*\*

Section 11. Not less than ten (10) trustees shall form a quorum to do business, but a less number shall be a quorum to fill vacancies in the office of trustees; PROVIDED, that on 60 days notice, published in the nearest newspaper, a full quorum cannot be obtained.

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Section 17. That the said Board of Trustees shall never be less than twelve (12) or more than thirty (30).

Approved, September, 1983, effective January 1, 1984.

Appendix II

**BYLAWS  
OF  
EUREKA COLLEGE As**

**Amended and Restated  
February 2008**

**ARTICLE I.  
NAME**

- 1.01 Name. The name of the corporation shall be Eureka College (the “College”).

**ARTICLE II.  
OFFICE**

2.01 Principal Office. The principal office of the College shall be located on the College campus in Eureka, Illinois. The principal office shall be specifically located at 300 East College Avenue, Eureka, Illinois, unless circumstances warrant relocating the office to another location on the College campus.

2.02 Registered Office and Agent. The College shall have and continuously maintain in the State of Illinois a registered office and a registered agent, as required by the Illinois General Not For Profit Corporation Act of 1986, as amended. The College’s registered office may be, but need not be, identical to the College’s principal office in the State of Illinois, and the name of the registered agent and the address of the registered office may be changed from time to time by the Board of Trustees.

**ARTICLE III.  
PURPOSE**

3.01 Purposes. The College is organized and operated exclusively for charitable, educational, religious, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), as an institution of higher learning. The College is associated with The Christian Church (Disciples of Christ). None of the College’s rights and powers shall include the right and power to carry on a business for profit.

3.02 Powers. The College shall also have those powers reasonably necessary to accomplish its stated purposes and which are not contrary to law and to engage in any lawful business or activities related thereto and for which corporations may be organized under the Illinois General Not For Profit Corporation Act of 1986, as amended, including the power to do everything necessary, proper, advisable, or convenient for the accomplishment of any of the purposes set forth herein, provided the same not be forbidden by the laws of the State of Illinois.



#### **ARTICLE IV.** **LIMITATIONS**

4.01 Private Inurement and Influencing Legislation. No part of the net earnings of the College shall inure to the benefit of, or be distributable to its Trustees, officers, or other private persons, except that the College shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws. No substantial part of the activities of the College shall be the carrying on of propaganda, or otherwise attempting to influence legislation; and the College shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Bylaws, the College shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax pursuant to Code Section 501(c)(3) (or the corresponding section of any future Internal Revenue law); or (b) a corporation contributions to which are deductible under Code Section 170(c)(2) (or the corresponding section of any future Internal Revenue law).

4.02 Dissolution. Upon dissolution of the College, the Board of Trustees shall, after paying or making provision for the payment of all liabilities of the College, distribute, transfer, convey, deliver, and pay over any of the assets of the College received and held by the College subject to limitations permitting their use only for charitable, educational, and similar purposes to any other organization which qualifies to preserve the College's nonprofit tax status under Section 501(c)(3) of the Code. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction for the county in which the principal office of the College is located, exclusively for such purposes or to such organization or organizations as the court shall determine most closely meet the stated purposes of the College.

#### **ARTICLE V.** **MEMBERS**

5.01 Members. The College shall not have members.

#### **ARTICLE VI.** **BOARD OF TRUSTEES**

6.01 Number. The affairs of the College shall be managed by a Board of Trustees consisting of the President of the College (who shall be a voting, ex officio member of the Board of Trustees) and at least fifteen (15) but not more than thirty-six (36) elected Trustees. The exact number of elected Trustees shall be determined by the Board of Trustees by resolution adopted by the Board of Trustees.

6.02 Election of Trustees. The Board of Trustees shall, by affirmative vote of a majority of the Trustees present at a regular or special meeting of the Board, elect persons to fill existing vacancies and to fill the positions of the Trustees whose terms are expiring. Such positions shall be filled from a slate of nominees submitted by the Committee on Trustees or

nominated at such meeting by any member of the Board of Trustees.

6.03 Terms. The Board of Trustees shall be divided into classes, elected as hereinafter provided to terms of six (6) years each. No Trustee who is completing a full term, or a partial term of more than three (3) full years, shall be eligible for reelection until one (1) year has lapsed. The term limitation may be suspended by the Board of Trustees by a resolution adopted by a majority vote of the Board of Trustees attending the meeting of the Board of Trustees at which such resolution is presented for adoption by the Committee on Trustees, provided a quorum is present at such meeting. The term of office of the President of the College as a Trustee shall coincide with the President's term as President of the College.

6.04 Responsibilities. The Board of Trustees shall oversee the general policies of the College, as well as provide guidance and support to ensure the continued long-term strength of the College. The Board of Trustees shall establish the goals of the College, and shall set forth both the short and long-range plans requisite to accomplishing such goals.

6.05 Removal. The Board of Trustees reserves the right at any time to remove for cause, by a two-thirds (2/3) vote of the members of the Board of Trustees then in office, any member of the Board of Trustees. Cause may include, but not be limited to, the failure by any member of the Board of Trustees to attend three (3) consecutive regular meetings without reasonable excuse.

#### 6.06 Honorary Trustees and Advisory Board.

(A) The Board of Trustees may, from time to time and in its discretion, appoint distinguished individuals to serve as honorary members of the College's Board of Trustees. All such honorary Trustees shall enjoy all of the rights and privileges associated with membership on the Board of Trustees, with the exception that no honorary Trustee shall have the right to vote on any matter coming before the Board of Trustees. Honorary Trustees shall be elected to such terms as the Board shall consider appropriate and shall be subject to removal upon a two-thirds (2/3) vote of the members of the Board of Trustees then in office.

(B) The Board of Trustees may, from time to time and in its discretion, create an Advisory Board to assist and advise the Board of Trustees.

## **ARTICLE VII. OFFICERS**

7.01 Officers of the Board of Trustees. The officers of the Board of Trustees shall be a Chair, Vice Chair, Secretary, and Treasurer (hereinafter identified by those titles), each of whom shall be a member of the Board of Trustees. These offices shall be held by separate individuals. The officers shall serve as officers for a term of one (1) year and may be reelected to up to three (3) consecutive terms. The Board of Trustees may, in its discretion, allow an officer of the Board of Trustees to serve an additional term or terms beyond this three (3) year limit.

7.02 Duties of Chair. The Chair shall preside at all Board of Trustees meetings. The

Chair shall perform such additional duties as may be so assigned from time to time by the Board of Trustees.

7.03 Duties of Vice Chair. In the absence or disability of the Chair, the Vice Chair shall discharge the duties of the Chair, including, but not limited to, presiding at meetings of the Board of Trustees. The Vice Chair shall perform such additional duties as may be so assigned from time to time by the Chair or the Board of Trustees.

7.04 Duties of Secretary. The Secretary shall attend meetings of the Board of Trustees, and shall ensure that minutes of the meetings are taken, kept in books to be maintained for that purpose, and delivered to the Assistant Secretary. The Secretary shall perform such additional duties as may be so assigned from time to time by the Board of Trustees.

7.05 Duties of Treasurer.

(A) The Treasurer shall see that proper books of account are maintained to set forth fully the financial condition of the College. The Treasurer shall ensure that (a) the financial affairs of the College are properly supervised, (b) systems are installed to reflect the prompt collection and receipt of all money arising from any source due the College, and (c) general supervision is exercised over all accounts of officers or employees that relate to receipts or disbursement of funds. The Treasurer shall arrange for a regular report to the Board of Trustees. The Treasurer shall be required to serve as a member of the Finance Committee and the Audit Committee.

(B) The Treasurer shall perform such additional duties as may be so assigned from time to time by the Board of Trustees. In the absence or disability of the Treasurer, the duties of the Treasurer shall be discharged by the Chair of the Finance Committee, Assistant Treasurer, Chief Financial Officer, or Comptroller.

7.06 Officers of the College. The Officers of the College shall be a President, Assistant Treasurer (who shall also be the Chief Financial Officer of the College), and one (1) or more Assistant Secretaries.

7.07 Duties of the President. The President of the College shall be the chief executive officer of the College and shall perform all duties ordinarily belonging to the chief executive officer of a college. The President shall perform such other duties as may be so assigned from time to time by the Board of Trustees.

7.08 Duties of Assistant Treasurer. In the absence or disability of the Treasurer, the Assistant Treasurer shall discharge the duties of the Treasurer. The Assistant Treasurer shall be responsible for keeping the books of the College. The Assistant Treasurer shall perform such additional duties as may be so assigned from time to time by the Board of Trustees.

7.09 Duties of Assistant Secretary. In the absence or disability of the Secretary, the Assistant Secretary shall discharge the duties of the Secretary. The Assistant Secretary shall affix the College seal to all diplomas. The Assistant Secretary shall perform such additional

duties as may be so assigned from time to time by the Board of Trustees.

7.10 Election and Term of Officers. The Board of Trustees shall, by the affirmative vote of a majority of the Trustees present at a regular or special meeting of the Board at which a quorum is present, elect individual(s) to fill the office of President and/or any officer of the Board of Trustees which is vacant or being vacated by death, resignation, retirement, disqualification, removal, or any other cause. The positions shall be filled from a slate of nominees submitted by the Committee on Trustees or nominated at such meeting by any member of the Board of Trustees. If election is not complete after the second ballot, the nominee or nominees receiving the fewest votes shall be dropped on each later ballot until election is complete. The President shall appoint individuals to fill any other Officer of the College positions which are vacant or being vacated by death, resignation, retirement, disqualification, removal, or any other cause and shall also have the right to remove any such Officer of the College. All Officers of the College shall serve at the pleasure of the Board of Trustees. Newly-elected officers shall take office following the adjournment of the meeting at which the vote was taken and shall serve until their successors take office.

7.11 Compensation. The officers of the Board of Trustees shall serve in their capacities as Board officers without compensation.

7.12 Removal. Subject to the terms and conditions of any written employment contract, the President and any Officer of the College shall be subject to removal, with or without cause, at any time by the affirmative vote of a majority of the Trustees then in office.

## **ARTICLE VIII. MEETINGS**

8.01 Meetings. The Board of Trustees shall hold three (3) regular meetings each year as to matters on which action is required to be taken by the full Board of Trustees to be held in fall, winter, and spring. Special meetings of the Board of Trustees may be called by the Chair of the Board of Trustees or the President. The President shall be required to call a special meeting of the Board of Trustees upon the written request of one-third (1/3) or more of the members of the Board of Trustees then in office. Special meetings shall be held at the place, time, and date designated in the notice of the special meeting. Upon the affirmative vote of one-half (1/2) of the members of the Board of Trustees present at any meeting of the Board of Trustees or committee or task force thereof, the Board of Trustees shall be authorized to meet without the presence of the President.

8.02 Notice of Meetings. Notice of all meetings of the Board of Trustees shall be given by mailing the same at least seven (7) days in advance of said meeting, or by telegraphing, electronic mailing, telephoning, or faxing the same at least three (3) days in advance of said meeting. Such notice may be waived by any Trustee in writing, which written waiver must be signed by such Trustee and filed with the minutes of the meeting or in the College records. A Trustee's attendance at, or participation in, a meeting also constitutes a waiver of any required notice of the meeting, unless the Trustee, upon arriving at the meeting or prior to the vote on any matter as to which proper notice was not given, objects to the lack of notice and does not vote for

or assent to the action as to which the Trustee asserts lack of required notice. Any business may be transacted at any meeting of the Board of Trustees.

8.03 Quorum. The presence of one-third (1/3) members of the Board of Trustees then in office in person or via teleconference shall constitute a quorum. Each Trustee (not including vacancies) shall be entitled to one (1) vote. Except as otherwise provided by the Illinois General Not For Profit Corporation Act of 1986, as amended, the College's Charter, or these Bylaws, any vote shall require a majority of the Trustees present.

8.04 Action Without Meeting. Any action required or permitted by these Bylaws or otherwise to be taken at any meeting of the Board of Trustees or any committee established by the Board of Trustees may be taken without a meeting, if written consent setting forth the action so taken shall be signed by a majority of the Trustees or members of the committee, and such written consent is filed with the minutes of Board of Trustees or committee, as appropriate.

8.05 Participation Via Teleconference. Members of the Board of Trustees may participate in a meeting of such Board by means of teleconference by which all persons participating in the meeting can hear each other. Participation in any meeting pursuant to this Section 8.05 shall constitute presence in person of such meeting.

8.06 Actions of the Board of Trustees. Unless otherwise specified herein, all actions taken by the Board of Trustees shall be by a majority of the Trustees present at any meeting at which a quorum is present.

## **ARTICLE IX.** **COMMITTEES**

### 9.01 Executive Committee.

(A) In order to allow decisions with respect to policy and management of the College to be made when the Board of Trustees is not meeting, there shall be constituted an Executive Committee consisting of not fewer than seven (7) members of the Board of Trustees. The Chair, Vice Chair, Secretary, and Treasurer of the Board of Trustees and the President shall serve on the Executive Committee by virtue of such offices, together with such other members of the Board of Trustees as the Board of Trustees may from time to time elect to serve on the Executive Committee.

(B) The Executive Committee shall have the authority to act on behalf of the College between the regular meetings of the Board of Trustees. The Executive Committee shall report on acts of the Executive Committee to the Board of Trustees. The Chair shall be the chair of the Executive Committee.

(C) The Executive Committee shall not have the authority to dissolve the College, merge the College into another entity, amend these Bylaws, distribute the assets of the College, or discharge the President of the College.

## 9.02 Standing Committees.

(A) The Board of Trustees may from time to time designate and appoint one (1) or more standing committees, in addition to the Executive Committee and those committees described in this Section 9.02, as it deems necessary. All standing committees shall have and exercise such prescribed authority as is designated by the Board of Trustees. All standing committees (with the exception of the Executive Committee) shall be advisory to the Board of Trustees unless otherwise authorized by the Board of Trustees.

(B) The Chair, in consultation with the President of the College and officers of the Board, shall appoint the chair and members of the following standing committees on an annual basis:

Facilities Committee	Finance Committee
Admissions & Marketing Committee	Student Life Committee
Educational Policies Committee	Development Committee
Audit Committee	Committee on Trustees

The Executive Committee also shall constitute a standing committee of the Board of Trustees.

(C) The Chair and Vice Chair shall be voting, ex-officio members of all standing committees. The President shall be a voting, ex officio member of all standing committees, except the Audit Committee (to which the President shall not be a member). As described in Section 8.01, upon the affirmative vote of one-half (1/2) of the members of the Board of Trustees present at any committee or task force meeting, the committee or task force shall be authorized to meet without the presence of the President.

9.03 Committee on Trustees. The Committee on Trustees shall be composed of the Chair of the Board of Trustees, the President of the College, and at least three (3) Trustees, one (1) of whom shall be the Chair of the Committee on Trustees.

9.04 Duties of Standing Committees. Unless otherwise provided herein, the duties of the standing committees shall be established by the Board of Trustees and shall be outlined in the Board of Trustees Handbook.

## 9.05 Composition of Standing Committees.

(A) Each standing committee, except the Executive Committee and the Committee on Trustees, shall be composed of a chair to be appointed by the Chair of the Board of Trustees from the members of the Board, at least three (3) Trustees to be appointed by the Chair of the Board of Trustees, at least one (1) member of the President's senior staff designated by the President, one (1) alumnus to be appointed by the Alumni Board or similar body, one (1) student to be appointed by the Student Senate or similar body, and one (1) faculty member to be selected by the Faculty. Each committee member shall be a voting member of said committee. Upon the affirmative vote of the majority of the Trustees present at any standing committee meeting, the chair of the standing committee shall be authorized (for matters of personnel and

legal issues) to call an executive session of the Trustee members of the standing committee, together with such other persons as are needed to have a voice on the matter in question.

(B) With the exception of the Executive Committee and the Committee on Trustees, the Chair of the Board of Trustees shall have the discretion to appoint non-Trustees, additional faculty members, employees of the College, community members, and other such individuals to serve as members of the standing committees as deemed necessary.

9.06 Actions of Standing Committees. With the exception of the Executive Committee, all actions of standing committees shall be approved by the Executive Committee or the Board of Trustees.

9.07 Committee Chairs. With the exception of the Executive Committee, the chair of a standing committee shall serve a term of one (1) year and may be reelected to up to three (3) consecutive terms. The Board of Trustees may, in its discretion, allow a committee chair to serve additional terms beyond this three (3) year limit. Except in special circumstances, to be eligible to serve as a committee chair, the chair must have served on the committee in question for one (1) year previously.

9.08 Quorum. Two (2) members of the Board of Trustees present at a committee meeting shall constitute a quorum, except for the Executive Committee which requires the presence of a majority of the then-current members to constitute a quorum.

9.09 Task Forces. The Chair of the Board of Trustees shall have the authority to create task forces to address specific areas of need facing the College, as deemed necessary. Task forces may be composed of members and non-members of the Board of Trustees.

9.10 Committee Meeting Minutes and Agendas. Copies of the minutes of all committee meetings shall be sent to all Trustees within two (2) weeks after each committee meeting. Agendas for any committee meeting shall be sent to each committee member at least one (1) week prior to the committee meeting.

## **ARTICLE X.**

### **FISCAL PROVISIONS**

10.01 Fiscal Year. The College's fiscal year shall begin on July 1 of each year and shall end on June 30 of the following year.

## **ARTICLE XI.**

### **DEPOSITS, CHECKS, FUNDS, AND CONTRACTS**

11.01 Scope of Authority. The Board of Trustees may authorize any officer, agent, or management employee of the College to enter into any contract or execute and deliver any instrument in the name of and on behalf of the College. Such authority may be general or confined to specific instances, not incompatible with the College's Charter or Bylaws.

11.02 Signatures. All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of the College shall be signed by any officer, agent, or management employee of the College and in such manner as shall from time to time be determined by resolution of the Board of Trustees. In the absence of such determination of the Board of Trustees, the Treasurer or Assistant Treasurer shall sign such instruments.

11.03 Deposits. Funds of the College shall be deposited from time to time to the credit of the College in such banks, trust companies, or other depositories as the Board of Trustees may select.

11.04 Loans. No loan or extension of credit shall be contracted for on behalf of the College except and to the extent that the same has been authorized by the Board of Trustees, which authorization may be general or limited to specific instances. No asset or property of the College may be pledged or encumbered to collateralize any loan made to the College unless the same is specifically authorized by the Board of Trustees.

## **ARTICLE XII.**

### **INDEMNIFICATION AND INSURANCE**

#### 12.01 Liabilities Covered.

(A) The College shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the College, by reason of the fact that the person is or was a Trustee or officer or, at the request of the College and in addition to the person's service as a Trustee or officer, is or was serving as a trustee, director, officer, employee or agent of another College, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees and expenses), judgments, fines and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit or proceeding, to the full extent and under the circumstances permitted by law; provided, however, that the College shall have no obligation to pay any amounts hereunder with respect to any settlement to which it has not previously agreed in writing.

(B) In addition, the College may (but shall not be obligated to) indemnify any person who was or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the College, by reason of the fact that the person is or was an employee or agent of the College or is or was serving at the request of the College as a trustee, officer, employee or agent of another College, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees and expenses), judgments, fines and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit or proceedings, to the full extent and under the circumstances permitted by law; provided, however, that the College shall have no obligation to pay any amounts hereunder with respect to any settlement to which it has not previously agreed in writing.

(C) Indemnification under Sections 12.01(A) and 12.01(B) shall or may (as the



case may be) be provided hereunder only if the conduct of the person to be indemnified is finally adjudged to have been performed in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the College, and with respect to any criminal actions or proceedings, the person had no reasonable cause to believe that the person's conduct was unlawful.

(D) Notwithstanding anything set forth herein, no indemnity shall be paid by the College in respect of remuneration paid to any person if it shall be determined by a final judgment or other final adjudication that such remuneration was in violation of law.

12.02 Procedures for Indemnification. Any indemnification under Section 12.01(A) of this Article XII (unless ordered by a court) shall be made by the College unless a determination is reasonably and promptly made that indemnification is not proper in the circumstances because the person to be indemnified has not satisfied the conditions set forth in such Section 12.01(A). Any indemnification under Section 12.01(B) of this Article XII (unless ordered by a court) shall be made as authorized in a specified case upon a determination that indemnification is proper in the circumstances because the person to be indemnified has satisfied the conditions set forth in such Section 12.01(B). Any such determination shall be made (i) by the Board of Trustees by a majority vote of a quorum consisting of Trustees who were not parties to such action, suit or proceeding, or (ii) if such a quorum is not obtainable, or even if obtainable a quorum of disinterested Trustees so directs, by independent legal counsel in a written opinion.

#### 12.03 Advance Payment of Expenses.

(A) With respect to any person entitled to be indemnified under Section 12.01(A) of this Article XII, expenses incurred in defending a civil or criminal action, suit or proceeding shall be paid by the College in advance of the final disposition of the action, suit or proceeding upon receipt of an undertaking by or on behalf of the person seeking such advance to repay such amount if it shall ultimately be determined that such person is not entitled to be indemnified by the College as authorized in this Article XII.

(B) With respect to any person who may be indemnified under section 12.01(B) of this Article XII, expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the College in advance of the final disposition of the action, suit or proceeding as authorized by the Board of Trustees in a specific case upon receipt of an undertaking by or on behalf of the person seeking such indemnification to repay such amount unless it shall ultimately be determined that the person is entitled to be indemnified by the College as authorized in this Article XII.

12.04 Extent of Rights Hereunder. The foregoing rights of indemnification shall not be deemed exclusive of any other rights to which a person seeking indemnification may be entitled under the College's Charter, Bylaws, or any agreement, vote of members or disinterested Trustees or otherwise, both as to action in the person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Trustee, officer, employee or other agent and shall inure to the benefit of the heirs, executors and administrators of such person.

12.05 Purchase of Insurance. The Board of Trustees may authorize, to the extent permitted by the Illinois General Not For Profit Corporation Act of 1986, as amended, as in effect and applicable from time to time, the purchase and maintenance of insurance on behalf of any person who is or was a Trustee, officer, employee or agent of the College or is or was serving at the request of the College as a Trustee, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit College, partnership, joint venture, trust, employee benefit plan or other enterprise against any liability asserted against the person or incurred by the person in such capacity or arising out of the person's status as such, whether or not the College would have the power to indemnify the person against such liability under the provisions of the Illinois General Not For Profit Corporation Act of 1986, as amended.

### **ARTICLE XIII. CONFLICTS OF INTEREST**

13.01 Conflicts of Interest Policy. The Board of Trustees shall adopt a conflicts of interest policy that shall be signed and accepted by each Trustee. Such conflicts of interest policy shall be reviewed by the Board of Trustees, or committee or task force thereof, at least annually.

### **ARTICLE XIV. AMENDMENTS**

14.01 Amendments. The Board of Trustees shall have the power to alter, amend, or repeal these Bylaws or adopt new bylaws by two-thirds (2/3) vote of those present at any regular meeting of the Board of Trustees at which a quorum is present or at any special meeting thereof regularly called at which a quorum is present; provided, however that the notice of such meeting must include notice of the intention to consider the amendment of the Bylaws.

### **ARTICLE XV. CONSTRUCTION**

15.01 Miscellaneous. In referring herein to any officer or Trustee, the use of the singular shall include the plural, the plural shall include the singular, and any gender shall include the other gender, as appropriate in the context and under the circumstances.

15.02 Headings. Article and Section titles for convenience of reference only and shall not control or alter the meaning of these Bylaws as set forth in the text hereof.

15.03 Conflict with Charter. To the extent that these Bylaws conflict with the College's Charter, the provisions of the College's Charter shall govern.

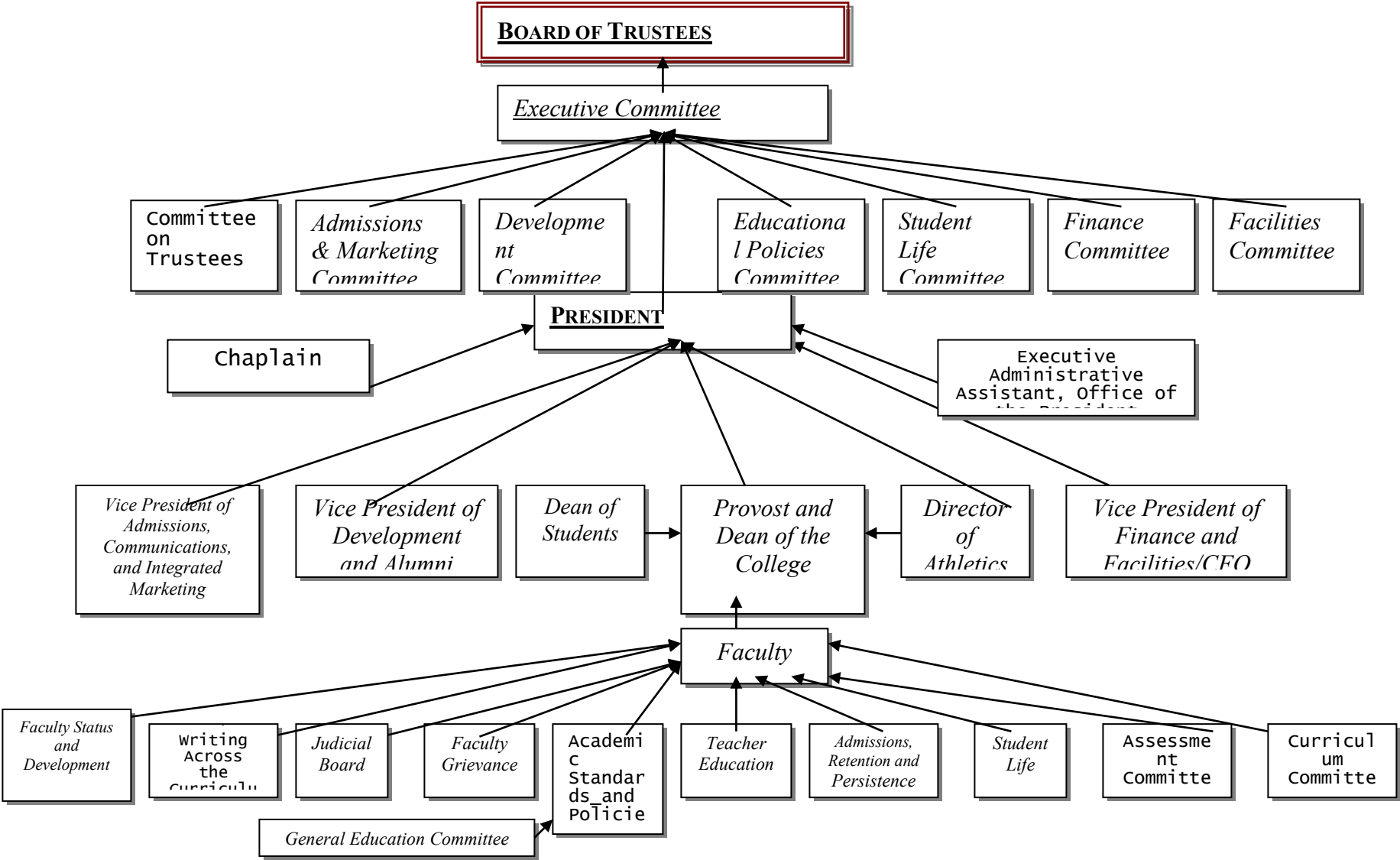
I hereby certify that the foregoing Bylaws, as amended and restated, were duly adopted with appropriate notice by the Board of Trustees of the College on this 9th day of February, 2008.

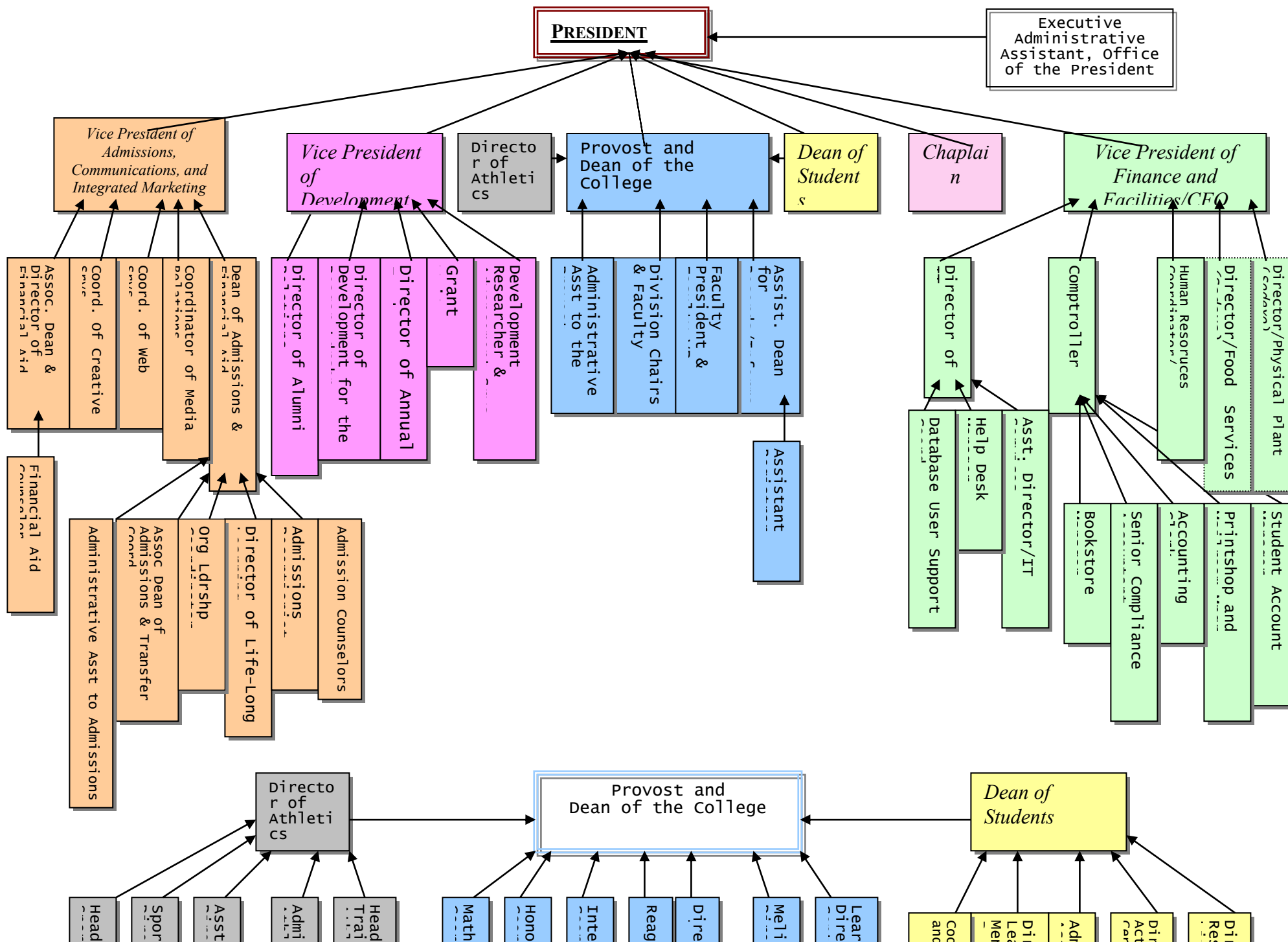
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Sarah E. Gohl Isabel, Secretary

[COLLEGE SEAL]

Appendix III





Appendix IV

## A COVENANT BETWEEN THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST) AND EUREKA COLLEGE

Church-related institutions of higher education have had and should continue to have a crucial role in the Church's mission. The Christian Church (Disciples of Christ), desiring to reaffirm its commitment to the role of higher education in the fulfillment of its total mission, and this institution of higher education related to the Christian Church (Disciples of Christ), desiring to reaffirm its role and relationship in the Church's total mission, do voluntarily enter into covenant as follows:

- | <u>Church</u>   | <u>Institution</u>   |
|---|--|
| 1. The Church will be a learning and informed Church, which encourages the pursuit of understanding, knowledge and wisdom.  | 1. The Institution will focus the learning experience upon the total person through continual inquiry, scholarship, and research among its staff, faculty and students.                                  |
| 2. The Church will reinforce and advocate the purpose of the academic institution in promoting open exploration of ideas and the responsible use of scholarship in develop their individuality and to the pursuit of truth for the betterment of individuals and society. | 2. The Institution will maintain educational standards of excellence with accreditation by appropriate bodies while preparing persons to make responsible use of their knowledge, skills, and abilities. |
| 3. The Church will recognize the right, desirability and necessity of the institution to be under the independent control of its own governing board and not that of the individual, the state or of the Church.  | 3. The institution will reflect the Judeo-Christian tradition in its leadership consistent with its charter and the laws of the land.  |
| 4. The Church will join as a partner with the institution in dialogue between faith and knowledge and in support of academic freedom.   | 4. The Institution will provide within the framework of academic freedom on-campus curricular opportunities for religious understanding, including Biblical studies.                                     |
| 5. The Church will serve as a resource in recruitment and referral of qualified administrators and faculty personnel.   | 5. The Institution will use the personnel services of the Church particularly its Board of Higher Education, as a resource for locate-prospective administrators, faculty and trustees.                  |

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|---|--|
| <p>6. The Church will assist the institution when appropriate in those matters which relate to the pastoral concerns of its students, faculty, administration and staff</p>   | <p>6. The Institution will provide on-campus opportunities for voluntary worship and other means for the moral and ethical development of persons within its collegiate community.</p>   |
| <p>7. The Church will provide supportive services to the institution through the Board of Higher Education and other general administrative units and manifestations of the Church.</p>   | <p>7. The Institution will cultivate a service relationship by offering to congregations, regions, and general administrative units of the Church the resources of higher education – personnel, programs, and facilities.</p>   |
| <p>8. The Church will encourage periodic official and unofficial campus visits by Church personnel to further the understanding of the institution and to discover ways in which common goals and purpose can be attained.</p>                        | <p>8. The Institution will seek to understand the Church's concerns, aware that the Church and the institution hold in common the development of persons to their highest potential and the shapings of a society beneficial to all.</p>                               |
| <p>9. The Church will acknowledge the formative nature and on-going worth of higher education in the past, present, and future of the Christian Church (Disciples of Christ).</p>   | <p>9. The Institution will include in its structure a means of preserving its Christian Church (Disciples of Christ) heritage and will pursue the vital relationships, goals and purposes common to the institution and the Church.</p>                                |
| <p>10. The Church will encourage and assist its congregations in making qualified students aware of the available educational opportunities at the institution and will share in financial aid to the students</p>                                    | <p>10. The Institution will give due consideration to admitting qualified students recruited by congregations and will seek to help applicants through counseling and financial aid, irrespective of race, creed or national origin.</p>                               |
| <p>11. The Church will make a financial commitment to the institution consistent with the established procedures for financial support from the Christian Church (Disciples of Christ) and will assist in donor solicitation and funding raising.</p> | <p>11. The Institution will abide by the funding procedures and disciplines established for organizations receiving financial support from the Christian Church (Disciples of Christ) and will administer itself in a responsible manner with financial integrity.</p> |

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|--|--|
| 12. The Church will state in its Year Book and Directory and other appropriate documents and literature its relationship with the institution. | 12. The Institution will state in its catalog and other appropriate documents and literature its relationship with the Christian Church (Disciples of Christ). |
|--|--|

The Christian Church (Disciples of Christ) and Eureka College hereby agree and covenant with each other in accordance with the above and foregoing.

August 25, 1977  
Date

August 29, 1977  
Date

/s/ Kenneth L. Teegarden  
General Minister and President  
General Assembly of the Christian  
Church (Disciples of Christ), Inc.

/s/ Daniel D. Gilbert  
President, Eureka College



## Appendix V

**ACADEMIC PROCESSIONALS****A. History**

Academic ceremonies represent one of the oldest formal rituals of human history, going back to around 1284 when Cambridge first instituted the academic ceremony. Since that time the process has evolved and the procedures used at Eureka College are based both in this historic tradition of academic ceremony and spectacle and on the procedures set forth under the Intercollegiate Code, the Intercollegiate Bureau of Academic Wear, and the American Council on Education. The ceremonies at Eureka reflect not only this historic tradition and generally accepted regulations, but also seek to convey and to utilize such elements of Eureka College as its heritage and tradition, its small size, Christian orientation, personal attention and pride in individual students, the beauty of the campus, and pride in its faculty.

**B. Ranking**

The standard academic ranking is used in all academic processions and recessions, with the holder of Bachelor's degrees marching first:

Bachelor's:	B.A., B.S.
Bachelor's:	B.D., other advanced Bachelor's degrees
Master's:	M.A., M.S., holders of Engineering degrees
Doctors:	Honoraries, first; Earned last.
	Post-Doctorates are normally honored by marching at the rear of the "Earned."

Academic honors are not terminable with time. "Hours earned toward" have no bearing upon rank. Length of service at Eureka College usually decides the difference in ranking between holders of the same degree; those with greatest length of tenure marching at the rear of each group.

**C. Order for Processions and Recessions**

The following order is customarily used at Eureka College:

- |   |  |
|---|--|
| 1. Bagpiper (not used on Founders Day).   | 7. Dean of Admissions (Opening Convocation) or Assistant Dean/Records (Commencement) |
| 2. Color Guard  | 8. Trustees  |
| 3. Faculty Marshal  | 9. Faculty Emeriti   |
| 4. College Chaplain   | 10. Faculty (Honors Coordinator, Division Chairs lead at Commencement only)          |
| 5. President and Guests (including speaker and/or candidates for honorary degree) | 11. Candidates for degrees, led by Honors students                                   |
| 6. Dean of the College  |  |

Groups shall leave in that order for recessional. At Commencement, the Ivy Ceremony shall follow the Benediction to close the ceremony, and there will be no recessional.

#### **D. Marshal**

The Faculty Marshal shall assume responsibility for planning all academic ceremonies in correct detail as set forth in the annual, and is responsible for correct academic ranking. The position of Faculty Marshal is an honor; rank and length of service are to be taken into consideration in making the selection. The Marshal is to be nominated by the Faculty Cabinet and is to be elected by the Faculty. It is expected that the Marshal holds this position for a period of three years.

The Faculty is to be led by the Dean of the College, who will act as the Marshal for this group. At Commencement, the Honors Coordinator and Division Chairs shall lead the faculty.

#### **E. Conferring Degrees**

Faculty participating in the awarding of degrees and recipients of degrees shall wear their caps during this part of the ceremony. (Men remove caps and replace them as indicated by the presiding officer, except as indicated above for those conferring or receiving degrees.)

1. Earned Degrees: Candidates shall be seated by discipline in the following order:

Academic Honors Program  
Education Division  
Fine & Performing Arts Division  
Humanities Division  
Science & Mathematics Division  
Social Science & Business Division

The Associate Dean of the College for Academic Records and Information will call for the candidates to rise by reading the preliminary charge. The Dean of the College will then present the candidates to the President, who confers the degrees of Bachelor of Arts and Bachelor of Science.

Presentation of medallions for completion of the Academic Honors Program shall precede the awarding of diplomas. Names of those candidates shall be read by the Coordinator of the Academic Honors Program, and the President shall bestow the Honors medallion. Those students shall then take their places with the other candidates for graduation in their respective divisions. Names of each candidate and the degree conferred shall be read by the appropriate Division Chair. The Associate Dean for Records hands each diploma to the President, and the President presents the diploma to the graduate.

2. Honorary Degrees

Honorary degrees vary in salutation. Humor can be used. Presentation of

honorary degrees is far more ceremonious than other degrees. The Dean of the College will call the candidate to position. The candidate is joined at this point by the Faculty members who will perform the hooding. The Dean of the College will read the salutary citation and present the candidate. The candidate will move forward, and the President will read the conferring salutation. The Faculty members will hood the candidate and the President will present the diploma. Academic salutes are used during any honorary when either the President or the candidate is being addressed. The hooding committee should be of equal rank to the degree being conferred or of a correlative discipline.

### 3. Alternate Plans

An alternate plan, complete in all detail, is to be prepared in advance in case the scheduled ceremony may be subject to inclement weather.

[updated October 2001]

## Appendix VI FACULTY LOADS

A load of twenty-four hours per academic year constitutes a full-time load for faculty. In most cases, they receive 1.0 hour of load for every 1.0 semester hour of classroom instruction, with a faculty-student contact time of 1200 minutes per credit hour per semester. However, some courses vary from this rule. In addition, faculty are given load credit for additional assignments as part of their contract for an academic year.

[updated for 2008-09 academic year]

INSTRUCTIONAL METHOD OR ADDITIONAL ASSIGNMENT	STUDENT CREDIT HOURS	FACULTY LOAD CREDIT
Division Chair		6.0
Lecture-Discussion	3.0	3.0
Art - Lecture and Activity	3.0	3.0
Science courses with two labs	4.0	6.0
Science courses with one lab	4.0	4.5
Computer Science course w/ lab	3.0	3.5
Coordinator of Writing Center		6.0
Coordinator of Mathematics Lab		12.0
Coordinator of International Studies Program		3.0
Director of Reagan Leadership Program		N/A
Director of Academic Honors Program		3.0
Director of Teacher Education	8.0	12.0
Director of Elementary Ed	8.0	15.0
Director of Field Experiences	1.0 per course	15.0
Teacher Education: Student Teaching Supervision in Elementary Schools	11.0	1.0 per student
Teacher Education: Student Teaching Supervision in Secondary Schools	11.0	1.0 per student

INSTRUCTIONAL METHOD OR ADDITIONAL ASSIGNMENT	STUDENT CREDIT HOURS	FACULTY LOAD CREDIT
Senior Seminar	3.0	3.0
Freshman Seminar	1.0	1.0
Theatre Lectures	3.0	3.0
Theatre Production		3.0
Independent Study	varies	0.0
Internship Supervision	varies	0.0
Music Lectures	3.0	3.0
Music Performance: Chorale/Chamber Singers	1.0	12.0
Music Performance: Private Lessons	0.5	0.33 per student s.h.
Faculty Fellowship		3.0

ATHLETIC DEPARTMENT COACHING AND ADMINISTRATIVE ASSIGNMENTS	STUDENT CREDIT HOURS	FACULTY LOAD CREDIT
Assistant Athletic Director		3.0
Head Athletic Trainer		12.0
Intramural Director		4.0
Head Football	0.0 or 0.5	16.0
Assistant Football		8.0
Head Men's Basketball	0.0 or 0.5	12.0
Assistant Men's Basketball		6.0
Head Women's Basketball	0.0 or 0.5	12.0
Assistant Women's Basketball		6.0
Head Volleyball	0.0 or 0.5	10.0
Assistant Volleyball		5.0
Head Baseball	0.0 or 0.5	10.0
Assistant Baseball		5.0
Head Softball	0.0 or 0.5	10.0
Assistant Softball		5.0
Head Men/Women's Golf	0.0 or 0.5	4.0
Head Men/Women's Tennis	0.0 or 0.5	4.0
Aquatics Director & Head Men/Women's Swimming	0.0 or 0.5	5.0
Head Track	0.0 or 0.5	4.0
Head Men/Women's Cross Country	0.0 or 0.5	4.0

## Appendix VII

# Syllabus Components

Course prefix and number:

Instructor:

Important Information to be included:

Required:

- \_\_\_\_\_ Name
- \_\_\_\_\_ Office Room Number
- \_\_\_\_\_ Office Telephone Number
- \_\_\_\_\_ Office Hours (specific & “by appointment”)
- \_\_\_\_\_ E-mail address
- \_\_\_\_\_ Course number
- \_\_\_\_\_ Course title
- \_\_\_\_\_ Semester and Year of Course
- \_\_\_\_\_ Textbook, materials used
- \_\_\_\_\_ Course description
- \_\_\_\_\_ Course’s learning objectives
- \_\_\_\_\_ Grading Practices (include all activities for this course)
  - \_\_\_\_\_ Specifics on how the grade is determined (what constitutes an A...)
  - \_\_\_\_\_ Clear description of attendance policy
  - \_\_\_\_\_ Assignments and points for each (how many exams worth \_\_\_ points, etc.)
  - \_\_\_\_\_ Number of exams
  - \_\_\_\_\_ Comprehensive Final (specify if there will be one or not)
  - \_\_\_\_\_ Quizzes announced or unannounced
  - \_\_\_\_\_ Team projects
  - \_\_\_\_\_ Writing course expectations, if it’s a “W” course
  - \_\_\_\_\_ Late papers policy
  - \_\_\_\_\_ Make-up assignment/quiz/exam policy
  - \_\_\_\_\_ Extra credit policy
  - \_\_\_\_\_ Participation policy
- \_\_\_\_\_ ADA Statement: *Any Eureka College student with a disability or other special circumstances requiring accommodations or other consideration in order to successfully complete the requirements of this course is requested to identify himself/herself to the instructor and discuss the matter privately. This disclosure should be made within the first week of the course so proper accommodations can be made.*

Optional Items (or things to be discussed in first class period)

- \_\_\_\_\_ Other information about reaching an instructor (Home phone, Business phone, etc.)
- \_\_\_\_\_ Number of credit hours
- \_\_\_\_\_ Course prerequisites
- \_\_\_\_\_ Semester offered
- \_\_\_\_\_ Class location

- \_\_\_\_\_ Time of class
- \_\_\_\_\_ Method(s) of instruction (lecture, cases, lab exercises, guest speakers, field trips, etc.)
- \_\_\_\_\_ Topics covered
- \_\_\_\_\_ Day-by-day (or week-by-week) schedule of topics, reading assignments
- \_\_\_\_\_ Type of exams (essays, multiple choice, problems, etc.)
- \_\_\_\_\_ Test dates
- \_\_\_\_\_ Specific instructions on assignments
- \_\_\_\_\_ Instructions on how papers are to be written
- \_\_\_\_\_ Due dates on assignments/papers
- \_\_\_\_\_ Important dates (holiday's withdrawal dates)
- \_\_\_\_\_ Clear description of tardiness policy
- \_\_\_\_\_ Eureka's academic honesty policy
- \_\_\_\_\_ Classroom behavior policy
- \_\_\_\_\_ Learning Center Info: *The Learning Center, located on the first floor of Alumni Hall, provides academic services to all Eureka College students. Consultations are available in the areas of math and writing. Study groups, individual academic counseling and course-specific tutoring are also available by contacting Jason Zimmerman at x6520 or [jzimmerman@eureka.edu](mailto:jzimmerman@eureka.edu)*