

Academic Administrative Policies

NOTE: Items in this section do not require faculty action: information is changed as it is supplied by the designated office. Items are informational in nature and should not be considered contractual.

1.0 General Information and Policies

1.1 Faculty Development- Professional Travel Grants

1.1.1 Faculty Professional Travel Fund and Guidelines

Steve Griffith, Vice President, Dean for Academic Affairs 3/19/10

It is important for all faculty members to keep current in their disciplines and in the development of pedagogy. Because the college recognizes it shares this responsibility, the Dean's Office provides funding for faculty who attend discipline and other professional meetings. Travel funds are currently administered by the faculty development office. See:

<http://www.simpson.edu/academicdean/resources/travelgrants.html> for more information.

1.1.2 Faculty Professional Development Fund

Steve Griffith, Vice President, Dean for Academic Affairs 3/19/10

Eligibility

Eligibility for funding is determined by contract type. Faculty holding the following contracts are eligible for funding

Tenure-Track

Tenured

Purpose

This fund provides support for faculty to enhance their professional development. This includes attendance at workshops, travel to libraries, supplies needed for presenting art work, etc.

Funding may be used to participate in faculty development activities. Up to 100% college reimbursement of the costs limited to travel, conference registration, meals and lodging. Seminars and workshops for which grants can be made are those which focus on:

- A. International education and internationalizing the curriculum and campus
- B. Diversity issues
- C. Pedagogical concerns

Grant recipients may be asked to make a presentation to the college community upon their return.

Applications

Funding is available throughout the year. Requests should include the nature of the event, and its particular applicability to teaching, professional development and/or its importance to Simpson College. Requests should be made to the academic dean. Funds are limited.

1.1.3 Professional Education Grants

Steve Griffith, Vice President, Dean for Academic Affairs 7/22/06

Normally, faculty members hired at Simpson College are expected to have the appropriate terminal degree completed before they begin teaching at the college. In special cases, faculty may apply to the Dean for funding for the purpose of terminal degree completion, or for the purpose of entering a new field of study which will benefit the college. The determination of appropriateness and benefit will be at the sole discretion of the college. Professional Education Grants may be considered taxable income for IRS withholding and reporting purposes.

1.1.4 Professional Research Grants

Steve Griffith, Vice President, Dean for Academic Affairs 7/22/06

Normally, faculty members hired at Simpson College will not be paid to conduct research during the summer, or other times during the year, unless the expected product of the research has direct benefit to the college. The determination of appropriateness and

benefit will be at the sole discretion of the college. Professional Research Grants may be considered taxable income for IRS withholding and reporting purposes.

1.2.0 Faculty Sabbatical Policy

1.2.1 Faculty Replacement During Leaves of Absence

Steve Griffith, Vice President, Dean for Academic Affairs 7/22/06

The issue of sabbatical replacements is separate from the issue of a faculty member's eligibility for a leave. Replacements will be arranged between the department and the Dean of the Faculty. Generally speaking, small departments and programs will be more likely to have full faculty replacement since it would be more difficult for other members of a small department or program to cover for the colleague on leave. Faculty taking year leaves will be more likely to be replaced than those taking half-year leaves. It is the responsibility of the department and the Dean of the Faculty to consider the most cost-effective ways of handling leaves in balance with the college's program needs.

1.3.0 Course Development and Enrichment Grants

1.3.1 May Term Enrichment Grants

Steve Griffith, Vice President, Dean for Academic Affairs 7/22/06

A limited amount of funding is available to take advantage of the special experiential opportunities available during May Term. Appropriate uses for these funds include but are not limited to guest speakers, travel by van to local museums, businesses, service agencies, and equipment to be used to increase the interactive nature of the class. May Term Enrichment Grants are not to take the place of appropriate course fees.

All faculty teaching in May Term are eligible to apply. Preference will be given to first-time proposals that are interdisciplinary, bring students in contact with diverse communities, involve more than one class, and are likely to have campus-wide impact. Faculty members are encouraged to work together and submit joint, or inter-related proposals.

Proposals, including a brief description of the need, a rationale that addresses one or more of the criteria above, and the signature of the department chair, should be sent to the dean's office by March 1, 2006. Not all proposals are likely to be funded, but all faculty who have an idea are encouraged to apply. For more information, contact the dean's office.

1.4.0. Degree Completion

1.4.1. Degree Completion, Promotion and Compensation

Steve Griffith, Vice President and Dean for Academic Affairs 8/22/06

Normally, faculty members at Simpson College are expected to have a terminal degree completed by the start of the contract period. The faculty member's original letter of hire and original contract will state both the starting rank and the starting salary. If the

completion of the degree is expected before the start of the first year of employment, the letter of offer and the original contract will also include the rank and the compensation to be given the faculty member upon the completion of the degree.

Typically, a person not likely to have a terminal degree in hand at the start of the contract will be hired at the rank of Instructor. If the completion of the terminal degree happens before the beginning of the contract year, the faculty member's rank may be adjusted by the Dean to Assistant Professor upon consultation with the Faculty Personnel Committee. If an increase in salary upon completion of the degree has been included in the original hiring contract, it will be applied to the base-salary in pay period following the receipt by the college of official notice that all requirements for the degree have been completed. This may be in the form of an official transcript, or a letter from an appropriate college official. The salary increase will be pro-rated over the remaining pay-periods in the life of the contract.

A faculty member who completes the terminal degree after the beginning of the first year of service will receive the promotion from Instructor to Assistant Professor in the academic year following the completion of the degree. An increase in salary for completing the degree after the first year of service will only be awarded if so stated in the current year's contract.

1.5.0. Compensation for Professional Development

1.5.1. Compensation for Workshop Attendance

Steve Griffith, Vice President and Dean for Academic Affairs 5/08/06

The enhancement of professional skills is considered to be among the normal professional duties of fulltime faculty members. Normally, faculty members will not be compensated beyond their regular annual salary for such activity.

On occasion, faculty members will be invited to participate in various pedagogy, general education, and advising workshops during the academic year. In addition sometimes faculty are asked to attend workshops or to take on special responsibilities that fall outside of the regular school calendar. Possible compensation for participation in all workshops or events should be made clear at the time of the invitation.

Generally any stipend offered is not meant to be an adequate measure of the value of faculty professional work but a simple recognition of faculty time. Typically, faculty will receive no more than \$100 per day in such recognition. Additional compensation may be available should the activity be ongoing or if there is an expectation of a significant work product. Such stipends may be considered IRS taxable income for withholding and reporting purposes.

1.5.2. Compensation for Course Development

Steve Griffith, Vice President and Dean for Academic Affairs 5/8/06

The development of new courses and the continuing enhancement of existing courses is considered to be among the normal professional duties of fulltime faculty members. Normally, faculty members will not be compensated beyond their regular annual salary for such activity.

On occasion, faculty members will be invited to develop specific courses to serve the needs of the curriculum. Possible compensation for the development of such courses should be made clear at the time of the invitation.

Generally any stipend offered for such course development is not meant to be an adequate measure of the value of faculty professional work but a simple recognition of faculty time. Adequate compensation for developing a specific course will be determined by the department making the invitation. Such stipends may be considered IRS taxable income for withholding and reporting purposes.

1.6.0. Temporary Replacement Policy for Faculty Steve Griffith, 1/08/08

In the case of short-term absence of teaching faculty due to illness, family emergency or other unforeseen circumstances, generally faculty members within the department will be asked to fill-in for the absent instructor as a professional courtesy. Normally, these departmental colleagues will not be paid for their service. A short-term absence is defined as an absence that lasts less than two weeks. Should the need for such a leave of absence arise, the affected faculty member should immediately contact her or his department chair to make arrangements. One option is to temporarily cancel class sessions until the faculty member can return. Another option is to ask departmental colleagues to take the affected classes. If it is not possible for faculty colleagues to take the class, or if the absence is longer than two weeks, the department chair will negotiate with the academic dean to pay for a replacement faculty member. Normally, such payment will begin after the second week and continue for the length of the absence. The stipend for such replacement will be at the rate of \$50 per class hour, up to a maximum of \$150 per class per week. The replacement faculty member may be someone from the department, someone from another department, or someone brought in from off-campus. The agreement between the college and the replacement faculty member will be stated in a letter of agreement signed by both parties.

2.0.0 Statement on the Academic Divisions of Simpson College Steve Griffith, Vice President and Dean for Academic Affairs 9/8/06

The academic divisions of Simpson College are a creation of the administration of the college and exist to support the academic goals of the institution. The organization of the departments into divisions is similarly at the discretion of the Academic Dean.

2.1.0 The Divisions and Academic Departments

- 2.1.1. Humanities: English, Foreign Language, History, Philosophy & Religion
- 2.1.2 Education and Social Science: Social Science, Education, Physical Education, and Psychology
- 2.1.3 Natural Science: Biology, Chemistry, Computer Science, and Mathematics
- 2.1.4 Policy Studies: Communication, Business Administration & Economics and Political Science
- 2.1.5 Visual and Performing Arts: Art, Music, and Theatre.

2.20 Divisional Head

2.2.1 Appointment

The appointment of Division Head is at the discretion of the Academic Dean upon consultation with the faculty members of the division, members of the administration and other members of the campus community as appropriate.

2.2.2 Term of Office

Division Heads will normally be appointed to a term of five years. The terms will be staggered so that normally one Division Head is appointed each year. A limited-term appointment can be made to temporarily replace a Divisional Head on one-semester, or two-semester sabbatical or other leave. Should a more permanent vacancy (retirement, resignation, termination, etc.) occur once a 5-year term has begun, a replacement will normally be made for the remaining years of the five-year term. Division Heads may be reappointed for successive terms.

2.2.3 Duties

The Division Head shall,

2.2.3.1. Serve as an advocate for the division

2.2.3.2. Serve to advise the Dean on matters of academic policy, personnel and budget

2.2.3.3. Foster communication between the administration of the college and the faculty

2.2.3.4. Serve as part of the personnel review process as described in the Faculty Handbook

2.2.3.5. Serve as part of the budget development process

2.2.3.6. Convene the voting members of the division as necessary to discuss matters of importance, hold elections, and for other reasons as she or he determine to be beneficial.

2.2.3.7. Serve on the committee for faculty searches within the division

2.2.3.8. Promote, coordinate and support cross department activities within a division such as research efforts, funding possibilities, joint symposia, divisional speaker series, and other divisional activities.

2.2.3.9. Bring faculty within a division together to discuss and explore common efforts to improve pedagogy, improve facilities, expand opportunities, and other divisional needs.

3.0.0. Field Trip Transportation Policy

Steve Griffith, Vice President and Dean for Academic Affairs, 3/19/10

Many faculty members include off-campus experiential activity (service-learning, field, trips, etc.) in their courses and require all students in the class to attend.

Faculty members who require students to participate as a group in class-related off-campus experiential activity should arrange and offer college-funded transportation. At the discretion of the instructor, individual students may be permitted to use their own transportation to and from the experiential activity site. In this case, the college will not pay for reimbursement for personal transportation, nor does it assume any liability when students travel on their own.

Normally, the cost of the college-sponsored transportation will be borne by the student travel budget within the academic department. Should this not be possible, transportation costs may be paid by assessing all students in the class a transportation fee at the beginning of the semester. Faculty should contact the college controller for information about options for charging a transportation fee.

4.0.0. Overload Policy for May Term

Steve Griffith, Vice President and Dean for Academic Affairs 3/25/10

Full-time faculty members who teach in May Term will normally do so as part of their normal course load and within the expectations of their full-time contract. A faculty member seeking to be paid to teach in May Term as a paid overload must first receive the approval of their department chair, and then seek approval of the Academic Dean. The course will not be listed in the May Term catalog until approvals from the department chair and the Academic Dean have been received.

