

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 7/22/06

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 faculty development office administers funds for faculty who attend discipline and other professional meetings.

Eligibility

Eligibility for funding is determined by contract type and length of service. Faculty holding the following contracts are eligible for funding:

Tenure-Track

Tenured

Faculty on leave are eligible. The eligibility of faculty on joint appointments will be determined by specific contractual arrangements made with the dean of the college.

Expenses for faculty travel to attend professional conferences and/or performances and presentations will only be reimbursed to the maximum appropriate (\$500 per year, plus up to an additional \$500) above the expenses covered by any honorarium or stipend received by the traveler. The amount of the honorarium should be subtracted from the total costs of the trip at the time of the request for reimbursement. For example, a faculty member agrees to be the keynote speaker at a conference and is paid \$500. The trip costs a total of \$1200. The maximum reimbursement is \$700 (\$500 regular funds and \$200 in presentation funds.)

Regular Funds

Eligible faculty may be reimbursed up to \$500 for expenses related to professional travel each year (beginning on June 1). Unspent funds may accumulate to a maximum of \$500. These accumulated funds may be added to the regular \$500 allotment in a given year to a total of \$1000. No more than \$500 may carry over from year to year. Travel to conventions, workshops, or meetings directly related to professional activities represent

appropriate use of these funds. Normally, regular funds may not be used for professional expenses other than conference attendance and travel.

Supplemental Funds for Presenting Papers, Chairing Sessions, Etc.

Faculty who are presenting scholarly papers, chairing sessions or presenting creative work at professional meetings may apply for up to \$500 PER YEAR in additional funding, if needed. Funds allocated but not used will be returned to the faculty travel fund for use by other faculty. Regular travel funds must be used first. Preference will be given to papers read at meetings of regional or national professional organizations where peer review is used to select papers. Chairing sessions or reading papers at state or local conferences will be given lower priority.

Supplemental Funds for Presenting at an International Conference

Faculty who are presenting scholarly papers or presenting creative work at professional meetings held outside of the U.S. may apply for up to \$400 in additional funding to help with increased expenses (money changing, visa application, increased travel costs, etc.) if needed. Up to five faculty travel supplements per fiscal year will be funded from this account. Funding will be provided from this fund only when the location of the presentation is germane to the paper topic or when a convincing case can be made that presenting at a particular international conference is critical for remaining actively engaged in one's professional discipline.

International conference funds are supplemental to the regular professional funds available to faculty. Regular faculty travel funds must be used first. Funds allocated but not used will be returned to the international travel fund for use by other faculty.

Three awards will be made for conferences that occur during the period June 1-December 31, with an application deadline of May 1. Two awards will be made for conferences that occur during the period January 1-May 31 with an application deadline of November 1. Applications should be submitted to the faculty development office when the proposal to present is submitted to the conference. Applicants seeking international travel funds must make a specific case for the additional funds (e.g. the cost of a travel visa, the expenses related to changing currency, etc.).

Application

Request for funding must be submitted well in advance of travel and on the form provided by the faculty development office. Approval for reimbursement must be granted before expenses are incurred. Travelers should submit expense reports, receipts and requests for reimbursement to the faculty development office within one month after traveling. Reimbursement cannot be guaranteed if requests are made after expenses are incurred or later than one month from the date of the trip.

1.1.2 Faculty Professional Development Fund

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

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 for a limited number of faculty to attend faculty development events (conferences, seminars, workshops, etc.) outside of their disciplines. This includes:

I. The Collaboration for the Advancement of Teaching Workshops. Held in Bloomington, MN in November and February. Topics announced annually. Up to 100% reimbursement by the College.

II. Campus Impact Grants

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

Campus Impact Grant recipients may be asked to make a presentation to the college community upon their return. Campus Impact Grants are normally not to be used for attendance at discipline-based professional association meetings and workshops.

Applications

Deadlines for type I funding will be announced throughout the year. Requests for type II funding should include the nature of the event, and its particular applicability to your teaching and/or its importance to Simpson College. 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.

Credit for Sabbatical Leave

Steve Griffith, Vice President, Dean for Academic Affairs 4/30/07

A faculty member on a one-semester leave receives 9-12 credits reduction in a 24 credit hour normal teaching load. According to the Faculty Handbook, one semester leave should count as no more than 12 credit hours. A faculty member requesting May Term to be a part of her or his sabbatical will teach 12 credits in one semester, receive a 9 credit leave for a second semester and then a three credit leave for May Term.

Course Development and Enrichment Grants

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. Not all proposals are likely to be funded, but all faculty who have an idea are encouraged to apply. For more information, contact the faculty development 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 or during 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. Upon the completion of the terminal degree, the faculty member's rank may be adjusted by the dean to assistant professor. 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 first year of service will receive the promotion from instructor to assistant professor at the time of degree completion. However, 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 Course Fees Policy

Steve Griffith, Vice President for Academic Affairs 1/22/08

The cost of attendance at Simpson College includes billed expenses such as tuition, fees, room and board and also allowances for expenses that are not billed by Simpson. Normally, Simpson College tuition will cover all expenses related to coursework. In specific instances additional fees may be charged to cover the cost of materials, supplies, attendance at required events, individual lessons, etc. Additional course fees will normally be billed to the students by the business office. In some cases (i.e. music lessons) fees are set annually by the institution and students are charged based on enrollment in the courses. In other cases (art supplies, event tickets, lab supplies, etc.), the amount of the fee may vary from semester to semester. Faculty members who wish to collect fees for a course must have them approved by the academic dean and should work with the business office so that students can be billed directly. Students should be notified on the first day that a course fee will be charged by including a statement in the syllabus and discussing the fee in class. If a student drops the course, a pro-rated refund will be granted at the discretion of the college based on the point in the semester when the course was dropped.

The business office will set deadlines each year for the submission of requests for fees. In some cases and with the permission of the academic dean, faculty members may collect the fees for course-related expenses, rather than having the student billed for the charge. In these limited cases, the fees collected and related expenses should be accounted for through departmental budget accounts. Faculty should not be collecting the fees personally and paying for expenses from personal funds.

1.7.0. Temporary Replacement Policy for Faculty

Steve Griffith, Vice President for Academic Affairs 1/8/08

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 for a three-credit course. Stipends for classes with labs will be negotiated based on the number of lab hours. Courses with labs will be prorated. 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, World Languages and Cultures, History, Philosophy, and Religion

2.1.2 Education and Social Science: Social Science, Education, Physical Education, and Psychology

2.1.3 Natural Science: Biology, Chemistry & Physics, 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.