

**SIMPSON COLLEGE FACULTY HANDBOOK**  
**PART V: INFORMATION** *(revised 03/28/12)*

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**SIMPSON COLLEGE FACULTY HANDBOOK**  
**PART V: INFORMATION-072010**

**NOTE:** The items in this section are provided for informational purposes only. Additions, amendments and deletions may be made by the office or agency responsible. Items are informational in nature and should not be considered contractual.

**SECTION 1: CURRICULUM ISSUES**

**1.1.0 Authority of the Faculty**—Faculty Constitution, Article III, Section 1

Matters concerning additions, deletions, or modifications in the college curriculum are considered by the faculty committee on educational policy and curriculum (EPCC). Final decision and action rests with the faculty.

**1.2.0 Course Numbering**—Academic Dean

Course numbers should generally correspond to the level of the content in the course. A 100 level course is generally thought to be an introductory course. A 200 level course may be more focused and require some prerequisite experience. A 300 level course will typically be for students with extensive knowledge of the subject. All courses are expected to be academically rigorous.

**1.3.0 Overload Exemption**—Academic Dean *(added 07/14/11)*

The normal course load for students in a semester is four 4-credit courses. Students are allowed to take an additional three credits of coursework for a maximum of 19 credits per semester without incurring an overload charge. Students wishing to take a fifth 4-credit course would be charged the full tuition for the four credits as overload. A small number of courses, mostly music lessons are overload exempt, as these courses carry an additional fee for the lesson.

**SECTION 2: ORGANIZATIONAL ISSUES**

**2.1.0 Academic Advisors**—Academic Dean *(revised 06/14/11)*

Freshman advisees are assigned an advisor who is the faculty member they have chosen as their Simpson Colloquium instructor. This faculty member remains the new student's advisor until the student selects a major field of concentration. At that time, the student chooses or is assigned to an advisor in that field. Students must have a departmental advisor in each major. Students should contact the department chair in the department of the major to learn how advisors are assigned in that department. Normally, full-time students will transition from their Simpson Colloquium instructor to their major advisor by the end of their second semester.

**2.2.0 Dean's Advisory Council**—Academic Dean *(revised 06/14/11)*

The dean's advisory council consists of the five division heads, the dean's cabinet, and the directors of faculty development, Simpson Colloquium, Writing Across the Curriculum, Culver Center, general education program and the Hawley Academic Resource Center. It meets monthly.

### **2.3.0 Dean’s Cabinet—Academic Dean** *(revised 10/14/09)*

The dean’s cabinet consists of the college librarian, registrar, director of international education, director of Hawley Academic Resource Center and the associate vice president for academic affairs. It meets monthly.

### **2.4.0 Faculty Meetings—Described in Faculty Constitution Article V Section 1, and By-Laws Article I Section 1**

The corporate faculty meets prior to the beginning of the academic year at the end of August and monthly thereafter on dates to be determined by the President of the College. It may also meet as often otherwise as necessary to transact business and communicate important information. Classes are not to be held at the time of faculty meetings and all faculty members are obliged to participate. Any classes scheduled for that time should be rescheduled for an open period during the week.

### **2.5.0 Hawley Academic Resource Center—Academic Dean**

The Hawley Academic Resource Center is designed to assist students to improve their educational skills. Whenever an entrance test or a faculty member ascertains a student’s use of English and/or mathematics is not proficient, he/she should refer the student’s name with supporting documents to the resource center.

Students should seek help from Hawley if they feel the need for improvement in study and communication skills.

### **2.6.0 Statement on the Academic Divisions of Simpson College** *(added 2/18/11)*

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.

### **2.7.0 The Divisions and Academic Departments** *(revised 06/14/11)*

- 2.7.1 Humanities: English, World Language & Culture Studies, History, Philosophy and Religion
- 2.7.2 Education and Social Science: Social Science, Education, Sports Science & Health Education and Psychology
- 2.7.3 Natural Science: Biology, Chemistry & Physics, Computer Science and Mathematics
- 2.7.4 Policy Studies: Communication Studies, Business Administration & Economics and Political Science
- 2.7.5 Visual and Performing Arts: Art, Music and Theatre

### **2.8.0 Divisional Head** *(added 2/18/11)*

#### 2.8.1 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.

### 2.8.2 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.

### 2.8.3 Duties

The Division Head shall,

- a. Serve as an advocate for the division.
- b. Serve to advise the Dean on matters of academic policy, personnel and budget.
- c. Foster communication between the administration of the college and the faculty.
- d. Serve as part of the personnel review process as described in the Faculty Handbook.
- e. Serve as part of the budget development process.
- f. Convene the voting members of the division as necessary to discuss matters of importance, hold elections, and for other reasons as she or he determines to be beneficial.
- g. Serve on the committee for faculty searches within the division.
- h. 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.
- i. Bring faculty within a division together to discuss and explore common efforts to improve pedagogy, improve facilities, expand opportunities, and other divisional needs.

## SECTION 3: FACULTY ISSUES

### 3.1.0 Emeritus Status—Academic Dean *(revised 02/02/10)*

Professor emeriti are accorded the following privileges:

- Free admission to campus events to which regular faculty members are admitted free of charge;
- Use of college stationery and limited secretarial service as available;
- Office space when available;
- Use of athletic facilities in accordance with arrangements made for regular faculty members;
- Being kept on college email and mailing lists, including those for the alumni newsletter, the president's reports and other similar publications;
- Invitation to all college events to which all regular faculty members are invited (for example: convocations, commencement, homecoming events, holiday and wellness events, etc.);
- Continuation of library privileges

### **3.2.0 Faculty Office Hours—Academic Dean**

Each faculty member should establish six or more hours per week that he/she will keep free insofar as possible and during which time he/she will be available in his/her office to students who seek help, guidance, information, etc. It is most helpful to the students if not all of the office hours occur on the same day of the week nor at the same time of day through the week.

### **3.3.0 Faculty Participation in College Events**

All full-time faculty members are expected to participate in academic procession for Opening Convocation, Honors Convocation, and May commencement.

### **3.4.0 Payment for Independent Studies, Course by Arrangement and Internships** (added 6/24/11)

Full-time faculty members supervise independent studies, course by arrangement and internships during the regular academic year as part of their regular full-time contract. Evening, Weekend and Graduate Programs compensate faculty for supervision of summer studies.

During the summer, independent studies, course by arrangement and internships will be paid on a per student basis up to three per faculty. During the summer, faculty members are paid per four credit course by arrangement/independent study. A faculty member teaching more than three students the same course by arrangement or internship in the summer must list the course on the schedule and offer it as a course. Faculty may request exceptions for Co-op 319 internships. However, total stipends are capped at the rate for a single four credit course.

#### **3.4.1. Independent Studies, Course by Arrangement and Internships Offered By Part-Time Faculty** (added 10/05/11)

Normally, part-time faculty members do not supervise independent study, courses by arrangement and internships. In order to supervise an independent study, course by arrangement, or internship, a part-time faculty member must be approved by the academic department and receive a formal contract from the college to cover such supervision. The contract will specify the duties of the supervision and what compensation, if any, is offered.

### **3.5.0 Adjunct Stipends and Overload Stipends-Academic Dean** (revised 3/28/12)

The amount the college pays per course for teaching in its academic programs may vary by program (undergraduate/graduate) and by person dependent upon the market, the education level of the individual, and his or her contract status. The actual dollar amount per course is set annually by the administration and is not related to the compensation paid to full-time faculty. Although the college hopes to be competitive with the stipend it pays its adjunct faculty and full-time faculty teaching over the normally assigned load, it is ultimately an individual decision whether the amount the college offers is sufficient for the work it expects.

The following adjunct and overload stipend rates will apply beginning August 23, 2011 and will continue until changed by the college administration:

### **3.5.1. Undergraduate Program** (*revised 3/28/12*)

#### Category I

##### A. Individuals with Masters or PhD and no prior Simpson College teaching experience

Base Course Stipend \$2,573 for four credit course

(Note: The base course stipend is not dependent on discipline, the number of in-class hours, or the number of days the class meets. Stipends for courses less than four credit courses will be determined on a pro-rata basis.)

In courses determined by the college to need a specifically identified science lab, an additional sum will be added on to the base course stipend.

Additional weekly science lab hours will be compensated in two tiers, at the rate of up to two hours at 25% of a course (for fiscal year 2011-12 this is \$643 for 25%) and three hours or more at 50% of a course (or \$1,286 in 2011-12).

(Note: The science lab add-on is not based on academic credit assigned to the lab. Science labs do not carry academic credit. Credit for the science lab is embedded within the credit for the course. Stipends for lab recognize the added preparation time required of the instructor. Full-time faculty members are given "load" credit when they teach labs within their normally assigned teaching load.)

#### Category II

##### A. Full-time faculty teaching beyond regularly assigned full load

##### B. Adjunct faculty who have successfully taught 8 courses

Base Course Stipend \$2,783 for four credit course

(Note: The base course stipend is not dependent on discipline, the number of in-class hours, or the number of days the class meets. Stipends for courses less than four credits will be determined on a pro-rata basis.)

In courses determined by the college to need a specifically identified science lab, an additional sum will be added on to the base course stipend.

Additional weekly science lab hours will be compensated in two tiers, at the rate of up to two hours at 25% of a course (for fiscal year 2011-12 this is \$696 for 25%) and three hours or more at 50% of a course (or \$1,392 for fiscal year 2011-12).

(Note: The science lab add-on is not based on academic credit assigned to the science lab. Science labs do not carry academic credit. Credit for the science lab is embedded within the credit for the course. Stipends for science labs recognize the added

preparation time required of the instructor. Full-time faculty members are given “load” credit when they teach science labs within their normally assigned teaching load.)

In special circumstances and at its discretion, the college may pay individual instructors rates that exceed those listed in this policy.

Questions and concerns with regard to adjunct and overload stipends should be directed to the Associate Vice President for Academic Affairs, or Senior Vice President and Academic Dean.

### **3.5.2 Graduate Programs** *(added 8/24/11)*

#### **A. Doctorally-qualified faculty teaching a graduate only level course.**

Base Course Stipend \$3,885 for four credit course

(Note: The base course stipend is not dependent on discipline, the number of in-class hours, or the number of days the class meets. Stipends for courses less than four credits will be determined on a pro-rate basis.)

#### **B. Doctorally-qualified faculty teaching a combined undergraduate/graduate course.**

Base Course Stipend \$2,783 for a four credit course with a supplemental payment of \$80 for each graduate student enrolled at the graduate level. When an undergraduate/graduate course has 6 graduate level students enrolled the course will be paid at the higher graduate rate of \$3,885 with no additional stipend based on enrollment.

(Note: The base course stipend is not dependent on discipline, the number of in-class hours, or the number of days the class meets. Stipends for courses less than four credits will be determined on a pro-rate basis.)

### **3.5.3 Faculty Compensation for Teaching Graduate Courses** *(added 11/21/11)*

#### **A. Faculty will be compensated for overload graduate courses at a rate of \$3,885 based on a four- credit course (one credit is \$971.25).**

#### **B. For faculty who choose to teach graduate courses in their load, at a maximum of two of the 6/6 normal load, they will be assigned additional compensation at one credit per course, up to a maximum of two additional credits, in order to reflect the higher level of teaching, learning, scholarship and research for graduate level students. Faculty teaching in graduate programs are expected to participate in a wide range of scholarship, including direct research and publication in their field, research funded by grants, joint research together with graduate students and the scholarship of teaching.**

#### **C. In calculating and planning loads, this means that a faculty member will claim five credits for each graduate course in load up to two courses. If their 6/6 load contained two graduate courses, their credits would total 10 and their FTE would be 2.5 courses**

(for courses at four credit value) out of the normal six FTE load beginning in the fall of 2011. EWG budget will cover and administer the additional credit per course. The arrangement will be reviewed in light of impact on revenue in the summer of 2012.

- D. It is recognized that graduate level learning is at a higher level in terms of critical thinking with the expectation of sustained independent learning, analysis, evaluation and synthesis. Students are expected to engage in their own research projects and critique of existing research and are being prepared by faculty for leadership in their fields. It is also recognized that final projects, observations and graduate completion processes are time intensive for faculty.

### **3.6.0 Overload Maximum for Full-Time Faculty** *(added 9/29/11)*

Normally, full-time faculty will not be contracted to teach more than one four-credit course over their regular full-time course per fall and spring semester. This maximum includes courses in the day program and courses in the EWG program. Exceptions may be granted by the academic dean, by request of the faculty member and will normally have the approval of the department chair in which the faculty member resides. This maximum does not apply to courses taught during the EWG summer sessions.

### **3.7.0 Sabbatical Eligibility** *(added 11/10/11)*

Eligibility for sabbatical leave is governed by Part II, Section 13.1.0 and Part III, Section 8.1.0 of the Faculty Handbook. As indicated in these sections, faculty members are eligible for sabbatical after serving “at least six years of service” at the college. In the case of a faculty member applying for a sabbatical for the first time, application is normally made in the sixth year of full-time service and the sabbatical is taken in the seventh year. For most faculty, this pattern is repeated throughout her or his career. The clock resets at the beginning of the following academic year. Full-time service, for the purpose of sabbatical eligibility, is defined as teaching a normal load (currently six courses) during fall/spring/May Term in any given academic year. Partial semesters of service, consisting of 50% or greater (for example, a faculty member is replaced partway through a semester due to health or other reason) will normally count as part of the six years required for sabbatical eligibility. Semesters where the faculty member does not provide any full-time service (unpaid leave of absence, paid leave of absence, or FMLA leave) will not count towards sabbatical eligibility or towards the required one year of service normally required after a sabbatical.

## **SECTION 4: ACADEMIC OPERATION ISSUES**

### **4.1.0 Institutional Review Board—Academic Dean** *(revised 12/14/07)*

Download an **Application** for Approval of Research Involving Human Participants

The Simpson College Institutional Review Board (IRB) was established in September, 2002. The board’s mission is to ensure that research involving human participants at Simpson College is conducted in an ethical manner that minimizes risks to participants. Simpson College requires research projects covered by this policy to be approved by the IRB before the research begins. Projects are approved for a period of up to one year. Annual reports are required for projects lasting longer than one year. The IRB is expected

to act on proposals in a timely manner. If concerns are raised during a review, the IRB will provide guidance to the investigator so the proposal can be revised and approved.

The following research activities require IRB approval:

- 1) Research utilizing human participants and conducted with the intent or expectation of presenting or publishing the results.
- 2) Research utilizing human participants that is conducted by undergraduate or graduate students.
- 3) Data collected outside of the classroom.

Not all research is covered by the IRB policy. The following research activities do not require IRB approval:

- 1) Research that does not utilize human participants.
- 2) Research a Simpson College instructor might conduct within his or her own classes to evaluate the effectiveness of various learning tools or methods of instruction.
- 3) Research conducted as an educational activity during a regularly scheduled class and directly supervised by a Simpson College instructor.
- 4) Journalistic reporting.

The Simpson College IRB is composed of six (6) members to be appointed by the dean of academic affairs. Additional members may be added if the board is acting on a proposal that will be submitted for federal funding. Federal guidelines require at least one member from outside the college and one member from a non-science discipline.

The board utilizes a review plan that is consistent with federal guidelines for research involving human participants, Title 45, Code of Federal Regulations, Part 46. These guidelines permit the initial screening and classification proposals into two categories based on the level of risk to the potential participants.

Category 1: Studies in Category 1 are judged to provide no more than a minimal risk to the participants and are referred for an expedited review. The proposed study will be reviewed by a designated board member and returned to the board chair with a recommendation. If the evaluator recommends approval, the chair will send an approval letter to the investigator. In the unlikely event the evaluator does not recommend approval, the proposal will be submitted for a full review. Estimated turnaround time 1 week.

Category 2: Studies in Category 2 are judged to be of more than minimal risk to participants or involve special populations such as minors. Copies of the proposal will be distributed to all board members and the proposal will be discussed at a meeting of the full

board. Investigators will be invited to attend the meeting to answer questions about their study. Following the meeting, the board chair will inform the investigator in writing of the board's decision. Estimated turnaround time is 2 weeks.

#### **4.2.0 Petitions—Academic Dean**

In limited cases, students may be able to petition out of various academic requirements. Students seeking to file such petitions should contact the College Registrar for more information.

#### **4.3.0 Withdrawal from College—Academic Dean**

Students who wish to withdraw from the college, either during or at the end of any semester or term, should be referred to the office of the dean of students to initiate the process. Students are also urged to keep their records with the college active by filing a withdrawal in the registrar's office. When the withdrawal process has been completed, the registrar notifies the student's instructors, academic counselor, and appropriate administrative offices.

Students withdrawing from college prior to the completion of any final examinations receive the designation of "W" for each course in which they were enrolled. The "W" carries no credit or quality points.

#### **4.4.0 Epsilon Sigma**

Epsilon Sigma is the honorary scholastic fraternity at Simpson. Ten percent of the graduating class is elected each year. Incomplete grades may lower grade point averages that would otherwise make students eligible for election.

#### **4.5.0 Catalog—Academic Dean**

The official catalog of the college provides a general overview of college policy, although student handbooks, faculty actions, and administrative decisions supplement this from time to time. Academic policies can be found in the official catalog of the college, the Simpson College Faculty Handbook, Part IV and in other documents approved by the faculty. Students and faculty seeking assistance with college academic policy, should contact the College Registrar.

#### **4.6.0 Commencement—Academic Dean**

Commencement is a ceremonial event celebrating the conclusion of a course of study. Graduating seniors at Simpson College are expected to be present for commencement exercises. All full-time faculty members are likewise expected to attend the May commencement. Faculty members who will not attend are expected to contact the Academic Dean's Office. Faculty attendance at the December commencement is optional. College policy determines the requirements for students who will be permitted to participate in commencement. Although a student may participate in commencement, students will not graduate or receive their degree from the College until they have completed all appropriate requirements and the student's official college transcript reflects such completion.

**4.7.0 Opening Convocation and Honors Convocation—Academic Dean**

Fall Opening Convocation is held at the beginning of the fall semester. Honors Convocation is held at the end of spring semester. All faculty members are expected to attend and process in academic regalia. Faculty members who will not attend are expected to contact the Academic Dean's Office.

**4.8.0 Enrollment, Attendance, and Participation—Academic Dean** *(revised 03-06-12)*

A student must be officially enrolled at the college to register for classes and participate in college activities.

A student enrolled at the college with outstanding payments due the college will be prohibited from registering for classes. A student with outstanding payments due the college may seek a waiver for the purpose of conditional registration by contacting the Business Office. Student waiver requests will be reviewed by a committee comprised of a representative from the Business Office, Financial Aid Office and Student Development Office.

A student will not be allowed to attend class and participate in other class activities past the Drop/Add period, unless the student is officially registered in the course.

A student not attending at least one meeting for a class in which she or he is registered by the end of the Drop/Add period, will be dropped from the class roster by the College Registrar.

Based on the recommendation of the instructor, the Academic Actions Committee may withdraw a student from courses and the rolls of the college for cause, which includes but is not limited to, excessive absences impacting the academic progress of the student. If this action occurs after the last date to ADD/DROP courses but prior to the last date of withdrawal according to the college calendar, a grade of "W" is recorded. If this action occurs after the last date of withdrawal, the instructor(s) will assign the appropriate grade. In cases of extended illness or other emergency situations, the Academic Actions Committee may approve a grade entry of "W" on the transcript. The student will be notified by the registrar of the college of the action taken by the college. If a student wishes to appeal this decision, he or she may request a hearing before the Academic Appeals Committee. The student shall present to the registrar of the college within three days following the notification of the decision a written appeal stating clearly what is being appealed and the rationale.

Individuals must be enrolled at the college and be registered and regularly attend class to live in college housing and participate in the dining service board plan. Individuals who are not officially registered and attending class after the Drop/Add period will be required to vacate college housing.

## SECTION 5: OTHER POLICIES

**5.1.0 Administrative Policies Page**—[Click here for the policies web page](#) or <http://www.simpson.edu/faculty/governance/policies.html> (*link added 2/22/12*)