2. Course Evaluation

a. For tenure-track faculty with a one-year appointment and non-tenure-track faculty in their first three one-year appointments at WWU

   i. Each course must be evaluated by students each time the course is taught.

   ii. One course per academic year must be evaluated by a peer. The same course may be selected for both peer and student evaluation.

b. For tenure-track faculty with a three-year appointment or permanent tenure and non-tenure-track faculty after their first three one-year appointments at WWU

   i. Three courses per academic year must be evaluated by students.

   ii. Regular peer evaluation is encouraged through processes established within departments or schools.

   iii. If a faculty performance evaluation indicates that performance is below expectation in the area of responsibilities to students, the chair or dean may designate specific courses for evaluation and may designate specific evaluative methods.

3. Scholarship

Faculty scholarship plays a key role in the scholarly life of Walla Walla University (see Responsibilities to Students [47] and Responsibilities to the academic community [47] above). Faculty, in pursuing inquiry and creativity in their respective disciplines, model for students the mission of the university as “a community of faith and discovery.” While teaching is the primary focus of the faculty, the teaching and learning taking place in the institution are kept fresh and growing by a commitment to “teaching undergirded by scholarship.” The standards for faculty scholarship at each level of rank reflect an expectation of maturation and maintenance of scholarly activities. Faculty teaching in graduate programs are expected to consistently model a level of scholarship and publication appropriate to the objectives of graduate study; they receive loading to help provide for this work. The institution aids faculty scholarship and publication through modest faculty research grants, sabbaticals, funding for conference attendance and presentations, and support for grant-writing activities.

Faculty scholarship is evaluated periodically through the performance evaluation and Rank and Tenure processes. Definitions and evaluation standards for scholarship activity are found in Section G.3, “Definitions And Evaluation of Scholarship Activity” [139].

3.1.5.5. Rank And Tenure

(Charter)

The rank and tenure processes of the University are designed to encourage and recognize the professional and personal growth of faculty, enhance the educational experience of students, ensure academic freedom, and provide a stable employment environment.

1. Definitions

   **Rank**
   
   Academic rank is a title assigned by the Rank and Tenure process based on a faculty member’s scholastic achievement, teaching success, years of experience, and professional involvement. Academic titles, from Instructor to Emeritus Professor, are conferred by the university through ongoing evaluation of a faculty member’s contributions to students, the university and the wider community.

   **Tenure**
   
   Tenure is the status of holding a faculty position on a secure basis granted in consideration of contribution to departmental and university goals. Tenure protects academic freedom and provides a sufficient degree of economic security to make the profession attractive to persons with appropriate qualifications and proven ability.
2. **Criteria**

Advancement in rank or tenure is based on consideration of a candidate’s professional and personal qualities outlined in Section 3.1.5.4, “Responsibilities” [47].

Advancement in rank or tenure is not automatic and is not solely determined by the number of years of teaching experience or university employment. Neither does administrative position or responsibility automatically bestow rank or tenure.

3. **Documents**

For all rank and tenure reviews, except for one-year appointments and Emeritus Professor advancements, faculty are required to submit dossiers for Rank and Tenure evaluation. For advancement to Emeritus Professor, the department chair or representative provides a letter of nomination to the Rank and Tenure Committee.

A complete dossier is composed of a vitae, self-assessment, and departmental recommendation, as well as evaluations from the department chair/school dean, peers, and students. Forms for dossier submission are authorized and maintained by the Rank and Tenure Committee. (Appendix G, *Rank And Tenure Forms And Scholarship Guidelines* [137]) Course evaluation forms are authorized and maintained by the Chief Academic Officer. (Section G.2, “Sample Evaluation Form Request” [137]) Definitions of scholarship activity and criteria for evaluating scholarship are approved by the faculty and maintained by the Rank and Tenure Committee (Section G.3, “Definitions And Evaluation of Scholarship Activity” [139]).

Each tenure-track faculty member is to evaluate at least three courses per year and have the results sent to the department chair and the chief academic officer. See Section 3.1.5.4, “Responsibilities” [47].

In cases where a department chair or school dean is reviewed for academic rank and/or tenure, the Chief Academic Officer, in consultation with the department, conducts the evaluation and provides the written departmental recommendation.

For candidates advancing through one-year appointments, see Section 3.1.5.7, “Procedure for the Continuation of Appointments” [55].

4. **Confidentiality**

The review process for rank or tenure consideration is confidential. Officers and committee members associated with the rank or tenure process make every reasonable effort to ensure that a candidate’s confidentiality is protected.

Submissions and comments to the Rank and Tenure Committee are not provided to the candidate if access has been waived by the candidate.

5. **Rights and Responsibilities**

Throughout all rank and tenure processes, the faculty member has a right to fair and equitable treatment. Formal processes for handling grievances are outlined in Section 1.8, “Grievances” [11].

The department chair has the right to review the faculty member’s current rank and tenure dossier.

The institution has the right to initiate review or dismissal proceedings in accordance with board-approved policies (See Section 3.1.5.8, “Review of Tenured Faculty” [55]).

6. **Initial Placement**

The department chair recommends initial placement of rank and tenure (or non-tenured rank) for a new faculty member to the Rank and Tenure Committee. If the new faculty member is entering as department chair, the Chief Academic Officer recommends the placement. The Rank and Tenure Committee then recommends the placement to the President. In consultation with the Chief Academic Officer, the President makes a formal appointment subject to confirmation by the Board of Trustees.

7. **Submission and Review Schedule**

By December 1 of each year, the Rank and Tenure Committee (see Section 3.2.17, “Rank And Tenure” [87]) notifies all faculty members of their current rank and tenure status and eligibility to apply for advancement. Response forms, indicating a faculty member’s intent to submit a dossier for advancement in rank or tenure consid-
eration, are due by December 15 of each year. Complete dossiers must be submitted by the following July 1. The Rank and Tenure Committee is responsible for reviewing dossiers within one year of submission. Promotions take effect at the beginning of the next fiscal year. (see Section 3.2.17, “Rank And Tenure” [87]).

8. Consideration, Notification and Records
After reviewing each dossier (or letter for a one-year appointment and Emeritus Professor advancement), the Rank and Tenure Committee submits its recommendations to the President.

Subsequently, the President, in consultation with the Chief Academic Officer, recommends candidates for advancement to the Board of Trustees for ratification. Following board action, the Chief Academic Officer informs each candidate, in writing, of the board’s action and schedules a conference to share the recommendations of the Rank and Tenure Committee.

For one-year appointment reviews, see Section 3.1.5.7, “Procedure for the Continuation of Appointments” [55].

Recommendations for advancement to three-year appointments, advancement to permanent tenure, and all advancements in rank require action by the board of trustees. Post tenure reviews of tenured faculty are not submitted to the board.

Following review by the President, the Chief Academic Officer presents the committee’s recommendations to the faculty member in a scheduled conference.

The Chief Academic Officer’s written summary of the post-review conference goes to the candidate, the department chair, the candidate’s permanent file in the academic administration office, and becomes a part of the faculty member's next dossier submission. Any written response to the summary by the faculty member or chair is filed in the candidate’s permanent file.

3.1.5.6. Eligibility Standards For Rank

Faculty are not required to apply for advancement in rank. To be considered for advancement, except for Emeritus Professor, faculty must apply and submit a complete dossier. Prior requirements apply for each advancement in rank.

1. Rank for Tenure Track Faculty
The University recognizes the following ranks with standards for eligibility. Degrees must be appropriate to a teacher’s discipline and earned from an institution accredited by a recognized accrediting body. The number of years taken to reach eligibility for progression through the ranks is not generally shortened, as an en cultures to the University requires time and experience.

a. Instructor
Faculty will demonstrate promise for teaching and professional involvement in their discipline, as well as contributions to the University and community. Involvement in the discipline includes regular convention attendance, professional memberships, appropriate professional certification or licensure and scholarly activity. They will also meet one of the following requirements:

• Master’s degree, or

• Bachelor’s degree with relevant experience, graduate study, credentials, registration, or licensure as required by the department.

b. Assistant Professor
Faculty will demonstrate ability in teaching and must show evidence of engagement in scholarly activity in the candidate's discipline, as well as evidence of contributions to the University and community. They will also meet one of the following requirements:

• Doctoral degree, or
• Master’s degree and two years of additional full-time graduate study and one year of successful college or university teaching experience, or

• Master’s degree and one year of additional full-time graduate study and two years of successful college or university teaching experience, or

• Master’s degree and four years of successful college or university teaching experience.

c. Associate Professor
Faculty will demonstrate significant achievement in teaching must show evidence of continuing scholarly activity in the candidate's discipline since becoming an Assistant Professor, as well as evidence of contributions to the University and community. They will also meet one of the following requirements:

• Doctoral degree and four years of successful college or university teaching as an assistant professor, or

• Completion of all academic requirements for a doctoral degree except the dissertation, and five years of successful college or university teaching as an assistant professor.

d. Professor
Faculty will demonstrate exceptional contribution in teaching, show evidence of continuing scholarly achievement in the candidate's discipline since becoming an Associate Professor, as well as evidence of contributions to the University and community. They will also meet the following requirement:

• Doctoral degree and four years of successful college or university teaching as an associate professor.

e. Emeritus Professor
Upon retirement from full-time employment, emeriti faculty will have achieved the rank of professor and will have demonstrated meritorious service in teaching and professional involvement, as well as contributions to the University and community. They will also meet one of the following requirements:

• Fifteen years employment with the University, or

• Ten years teaching experience as a professor at the University, five of which are immediately prior to retirement.

2. Rank for Librarians
Librarians must have an earned American Library Association-accredited master’s degree. To advance in rank, librarians will perform at a high professional level (professional practice) in areas contributing to the educational and research mission of the University, such as reference service, collection development, and bibliographic organization and control. The University recognizes the following levels of rank with standards for eligibility:

a. Assistant Librarian, Level 1
Librarians will demonstrate promise for professional practice and professional involvement in the discipline, as well as contributions to the University and community. Involvement in the discipline includes regular convention attendance, professional memberships, appropriate professional calcifications or licensure and scholarly activity.

b. Assistant Librarian, Level 2
Librarians will demonstrate ability in professional practice must show evidence of engagement in scholarly activity in the discipline, as well as evidence of contributions to the University and community. They will also meet the following requirement:

i. Four years of successful college or university experience as an Assistant Librarian, Level 1.

c. Associate Librarian
Librarians will demonstrate significant achievement in professional practice must show evidence of continuing scholarly activity in the discipline since becoming an Assistant Librarian, as well as evidence of contributions to the University and community. They will also meet one of the following requirements:

- A second master’s degree, and four years of successful experience as a college or university Assistant Librarian, Level 2, or
- Seven years of successful experience as a college or university Assistant Librarian, Level 2.

d. Librarian
Librarians will demonstrate exceptional contribution in professional practice show evidence of continuing scholarly activity in the discipline since becoming an Associate Librarian, as well as evidence of contributions to the University and community. They will also meet one of the following requirements:

- A second master’s degree and four years of successful experience as a college or university Associate Librarian, or
- Seven years of successful experience as a college or university Associate Librarian

e. Emeritus Librarian
Upon retirement from full-time employment, emeriti librarians will have achieved the rank of Librarian and will have demonstrated meritorious service in professional involvement as well as contributions to the University and community. They will also meet one of the following requirements:

- Fifteen years employment with the University, or
- Ten years of library experience as librarian at the University, five of which are immediately prior to retirement.

3. Rank for Non-Tenure-Track Employees
Full-time, salaried, non-tenure-track faculty member of the University may be eligible for academic rank when sponsored by an academic department.

4. Temporary Appointments
Temporary appointments may be made at any rank with a title indicating the temporary nature of the appointment, such as acting instructor, lecturer, visiting professor, or visiting lecturer. The University may employ retired faculty members on a yearly basis, continuing at their last rank. For all such faculty members, the temporary nature of the appointment must be clearly indicated in the written statements of terms of employment.

5. Alternate Qualifications
Recommendations for advancement in rank may be made on the basis of alternate qualifications if one of the following conditions is met:

- The candidate has the highest available degree in the particular field of expertise or has a terminal degree as recognized by the institution.
- The candidate has completed graduate work comparable to the prescribed degree or has extensive training in the relevant professional area.
- The candidate has qualifications such as recognized expertise in the particular academic or professional area, or has made outstanding contributions to the advancement and betterment of the department, the University, the discipline, and/or higher education.

Adequate supporting data must be provided, demonstrating that the qualifications are generally recognized in academic circles.
3.1.5.7. Procedure for the Continuation of Appointments

(Chart)

To be eligible for a continuing appointment, the candidate must hold a regular faculty appointment and have a minimum of a master’s degree or have completed all academic requirements for the doctorate degree except the dissertation. To be eligible for a continuing tenure-track appointment, the candidate must be a member of the Seventh-day Adventist church.

The standard sequence of tenure-track appointments is as follows: One-year appointments granted annually upon review for three years, a three-year appointment granted after completion of the one-year appointments, and a tenure appointment granted after successful completion of the three-year appointment and subsequently reviewed every five years.

Non-tenure-track faculty receive one-year appointments granted annually upon review.

When scheduled, reviews of appointments are mandatory in order to continue employment at the University.

1. Initial Appointment

   a. A tenure-track faculty member entering as an instructor, or assistant professor, or assistant librarian initially receives a one-year appointment.

   b. A tenure-track faculty member entering as an associate professor or associate librarian may be granted a three-year appointment.

   c. A tenure-track faculty member entering as a professor or librarian, or whose record includes at least six years of successful academic experience at a regionally accredited institution of higher learning, may be granted tenure.

2. One-Year Appointments (Tenure-Track and Non-Tenure-Track)

   During each one-year appointment the department chair or school dean, in consultation with the Chief Academic Officer (CAO), is primarily responsible for assisting in a faculty member’s professional development and evaluating his or her performance in relation to departmental goals (See Appendix G, Rank And Tenure Forms And Scholarship Guidelines [137]). Annually, by the end of winter quarter, the chair or dean collects departmental input and provides the CAO with a written departmental evaluation of the candidate’s performance, including a recommendation for renewal or non-renewal of the candidate’s appointment for the following year. The CAO then presents the departmental recommendation, including rationale, to the Rank and Tenure Committee for confidential review prior to forwarding the departmental review to the President.

3. Three-Year Appointment (Tenure-Track)

   At the conclusion of the second one-year appointment, the candidate submits a complete dossier to the Rank and Tenure Committee in anticipation of advancement to the three-year appointment. If there are significant concerns, the committee may recommend an extension of one or two additional one-year appointment(s) to the standard sequence of tenure-track appointments, with a scheduled submission of an updated dossier.

4. Tenured Appointment

   At the conclusion of the second year of the three-year appointment, a candidate submits a complete dossier to the Rank and Tenure Committee and requests tenure. If tenure is granted, the candidate receives an indefinite appointment subject to the criteria given in Section 3.1.5.9, “Termination Of Service” [56].

3.1.5.8. Review of Tenured Faculty

(Chart)

After receiving tenure, a faculty member is reviewed by the Rank and Tenure Committee every four years. If, in the opinion of the faculty member's chair or dean, a tenured faculty member's performance is significantly below expectation for two consecutive performance evaluations, he or she will be required to participate in an immediate tenure review. Upon notification, each faculty member submits a complete dossier to the Rank and Tenure Committee.
The Rank and Tenure Committee seeks to encourage faculty development by reviewing each tenured faculty member using its regular processes. The review can lead to two possible results

1. **Standard Performance**
   Defined as performance comparable to that expected of other tenured faculty members at the same rank. If the Rank and Tenure Committee finds that the faculty member is maintaining a standard performance, the Chief Academic Officer (CAO) communicates the results of the committee’s deliberations to the faculty member according to regular process.

2. **Sub-Standard Performance**
   Defined as performance lacking in those qualities deemed essential for tenured faculty. If the Rank and Tenure Committee finds that the faculty member’s performance has been sub-standard,
   a. The committee prepares a formal list of concerns. The CAO holds a conference with the faculty member and his or her chair or dean to discuss the committee's concerns. The CAO follows up with a written summary of the conference, which will include the formal list of concerns.
   b. In consultation with the CAO and department chair or school dean the faculty member develops specific steps for improvement in a Professional Growth Plan. The Rank and Tenure Committee may recommend another faculty member to provide assistance. A preliminary plan noting intensive short-term steps towards remediation is to be submitted to the chair or dean and to the CAO within one month of the conference.
   c. The faculty member is then reviewed by the committee the following year. If the faculty member’s performance has progressed to the standard level, no further action is taken and the faculty member restarts the regular four-year review cycle. If the faculty member's performance has not progressed to the standard level, further action is taken in accordance with the policy for termination.

### 3.1.5.9. Termination Of Service

All tenure-track faculty and their departments are protected by the guidelines regarding the six-year process leading to full tenure as specified in Section 3.1.5.5, “Rank And Tenure” [50] and Section 3.1.5.7, “Procedure for the Continuation of Appointments” [55]. According to the Governance Handbook (Section 1.8, “Grievances” [11]), all faculty have access to the University grievance process.

#### 3.1.5.9.1. Reason for Termination

Except for a faculty member’s first three tenure-track years, when termination can be made without cause tenure and tenure-track appointment may be terminated only for (A) adequate cause, (B) retirement, (C) resignation, or (D) extraordinary circumstances.

**A. Adequate Cause**

Upon the recommendation of the President, a member of the faculty may be dismissed by the Board of Trustees (Board) for adequate cause which shall include: (1) termination of membership in the Seventh-day Adventist Church; (2) serious or continuing violation of policies or procedures of the University; or (3) continuing substandard performance in academic duty as defined by Rank and Tenure policies. (See Section 3.1.5.4, “Responsibilities” [47] and Section 3.1.5.8, “Review of Tenured Faculty” [55])

1. Before action is taken by the Board to terminate the services of a faculty member, the Chief Academic Officer (CAO) informs the faculty member in writing of the charges. If the faculty member feels that the charges are unfair, unethical, or discriminatory, he or she may initiate the grievance process outlined in Section 1.8, “Grievances” [11].
II. In cases involving academic matters, the department chair and the Rank and Tenure Committee advise the CAO.

B. Retirement

I. Appointment with faculty status is on an at-will basis after retirement.

II. Notice of retirement is given by the faculty member in writing to the CAO not later than nine months before the effective date of retirement.

III. Notice of retirement and commendations for service are given in writing by the Board.

C. Resignation

In consideration for the Board, which must approve a successor, a faculty member who wishes to resign or decline reappointment has the responsibility to notify the CAO not later than four months before the effective date of termination.

D. Extraordinary Circumstances

Under extraordinary circumstances, the process used by the university for the termination of faculty, tenured and tenure-track, must be implemented in a manner that

I. Insures that decisions leading to the reduction of faculty are thoroughly studied and well documented and are in keeping with the mission and academic strategic plan of the university,

II. Honors the protection afforded to faculty by the university tenure system,

III. Demonstrates concern and respect by providing early notification to faculty at risk of termination and by allowing time to search for possible employment, and

IV. Allows affected schools, departments, and faculty the opportunity to provide information and/or alternative recommendations to the administration.

Extraordinary circumstances are defined as any one of the following:

1. reorganization or elimination of academic programs or departments necessitating reduction of faculty based on a strategy articulated by administration;

2. budgetary shortfalls necessitating reduction of faculty (in any department or the institution as a whole) as informed by the analysis and evaluation of departmental and institutional data;

3. financial exigency (a situation in which the continuing existence of the institution is threatened).

In case of extraordinary circumstances necessitating faculty reductions, any plan for resolution must address input from departments that may be affected by the plan, and from appropriate committees, as outlined in this policy. All measures other than faculty reductions shall be considered.

The time deadlines below represent the latest possible dates for completion of each step in the process to allow notification ("Notice") on or before March 1, except in cases of Financial Exigency. For Financial Exigency (Extraordinary Circumstance case 3) the process will be followed but under an expedited timeline as deemed necessary by the Administration in consultation with University Master Planning Committee.

Step 1. University Master Planning Committee (UMPC) Administration will notify UMPC of its determination that a reduction in faculty is deemed necessary and will provide rationale.

I. Notification of UMPC shall occur not later than the end of the fifth week of Autumn quarter for terminations effective the following September.

II. UMPC shall consider the effect of reductions in faculty on the viability of programs and departments.
III. The Administration and UMPC will seek alternative solutions, including reassignment of tenured faculty to other suitable positions within the institution.

IV. The UMPC chair will provide a written summary of the UMPC discussion and recommendations to the Administration within one week following the discussion.

Step 2. University Board

The Administration will present a preliminary written report explaining the need for faculty reduction to the Board.

I. The preliminary written report shall include a summary of the UMPC discussion and recommendations.

II. The report to the Board shall occur at the Board’s Autumn meeting for terminations effective the following September.

Step 3. University Senate

The Administration will notify University Senate that the policy for termination of tenured faculty due to “Extraordinary Circumstances” is in effect.

I. Notification of University Senate shall occur before the end of fall quarter for terminations effective the following September.

Step 4. Department Chair

The CAO will notify the department chairs of the specific departments being considered for reduction. The CAO will explain the reduction strategy and provide supporting data for the prior ten (10) years to the chairs. Examples of data to be included are history of staffing levels, numbers of majors and minors, and total student credit hours. Notification of department chairs shall occur not later than the end of the first full week of December for terminations effective the following September.

The department chair(s) shall then consult with all faculty members of the department and may consult with others as appropriate.

I. On the basis of this consultation the chair of the department shall submit a report to the CAO that contains the following:

- Confirmation that all members of the department were given an opportunity to discuss the issues.

- An analysis of the consequences of specific reductions in terms of the functions, programs and mission of the department. The report will also address the impact of specific reductions.

- The department chair may make specific recommendations regarding personnel or alternative personnel or budget cuts.

II. The departmental report shall be made available to all faculty members in the department at least seven days prior to its submission to the CAO.

III. Any faculty member or group of members may submit alternative formal reports to the CAO. If such reports are developed, they shall also be made available to the department chair not later than the time of their submission to the officer. The name(s) of the author(s) may be withheld from the chair at the request of the faculty member(s).
IV. All departmental reports must be submitted to the CAO by the end of the first week of Winter Quarter.

Step 5. Curriculum Committee

The CAO will notify Curriculum Committee of the proposed reduction in faculty. The CAO report will provide a rationale for the reduction and identify proposed changes to academic programs. The CAO will also provide the committee with the summary of any UMPC recommendations and the reports from the departments being considered for reduction.

I. Notification of Curriculum Committee shall occur not later than the end of the third full week of January for terminations effective the following September.

II. If Curriculum Committee determines that a proposed termination affects the viability of an academic program or department, they shall refer the matter to University Senate activating Step 7. In such instances, Steps 6 and 7 may be enacted simultaneously.

III. A written summary of the Curriculum Committee discussion and recommendation will be provided to the President (see Step 8) and in cases where Step 7 is activated, to University Senate.

Step 6. Rank and Tenure Committee

The CAO will consult with the Rank and Tenure Committee, providing to the Rank and Tenure Committee the departmental reports from the departments being considered for personnel reductions, with the CAO recommendations and rationale. The CAO will also provide the committee with a summary of any UMPC recommendations and, if complete, the written summary of the Curriculum Committee discussion and recommendations. The Rank and Tenure Committee shall have access to dossiers submitted to the Rank and Tenure Committee within the past six years by faculty members of the department.

I. The Rank and Tenure Committee will review the recommendations and rationale provided by the CAO, and a record of its findings along with a summary of Rank and Tenure discussion will be provided to the CAO by January 31 for terminations effective the following September.

II. Any member of the Committee whose department is under consideration or who has any other conflict of interest, shall be recused from the discussion.

Step 7. University Senate

this step is activated in terminations resulting from reorganization or elimination of academic programs (Extraordinary Circumstance case 1) or as requested by Curriculum Committee in Step 5.

The CAO will provide a rationale and recommendation to University Senate regarding the need for the reorganization or elimination of academic programs or departments necessitating reduction of faculty

I. The CAO will provide a summary of the recommendations by UMPC, the departments, and Curriculum Committee.

II. University Senate will vote on the recommendation. A written summary of the discussion and vote will be provided to Administration no later than February 15.
Step 8. President

After considering the departmental reports, the analyses of the Rank and Tenure Committee, and the rationale criteria stated in Section 3.1.5.9.3, “Criteria” [61], the CAO shall submit a report to the President indicating the financial and programmatic impact of the reductions.

I. The CAO report shall be submitted to the President on or before February 5 for terminations effective the following September.

II. The report shall state the recommendation of the officer concerning the department members to be terminated and the criteria and rationale used to arrive at the recommendation.

III. The report shall also append copies of the report from the department chair and other formal reports from other faculty members. Reports and recommendations from the UMPC, Curriculum Committee, and the Rank and Tenure Committee shall also be included. In cases where Step 7 is activated, the report and vote of University Senate shall also be included.

IV. If the recommendation of the CAO differs from a recommendation of the Rank and Tenure Committee, the rationale for a different recommendation shall be stated in the CAO’s report to the President.

V. At the time of the full report’s submission to the President, the recommendation and rationale portion of this report shall also be provided, in writing, to the department chairs and to the faculty members designated for termination. The faculty members designated for termination are then given ten days to respond in writing to the President.

Step 9. University Board

After considering the reports and input from the faculty members, the President shall submit a recommendation concerning those faculty designated for termination along with a summary of recommendations of UMPC, the departmental reports, Curriculum Committee, Rank and Tenure Committee, and in cases where Step 7 is activated the University Senate, to the Board for final decision.

I. The recommendation shall be submitted at the Winter Board meeting for terminations effective the following September. If the Board meeting has already taken place, the President shall submit the recommendation and summary of committee actions to the executive committee of the Board on or before February 28 for terminations effective the following September.

II. The President's recommendation shall be provided in writing to the department chairs and to the faculty members designated for termination in advance of its submission to the Board.

Step 10. Notice and Termination

The President will notify faculty members designated for termination in writing of the Board action (“Notice”).

I. Faculty identified for termination must receive official notification (“Notice”) on or before March 1 for termination in September of the same calendar year. Notification after March 1 requires that the effective termination date will become September of the following calendar year. Terminations outside the timeline of this policy may be made in cases
of Financial Exigency or with the express written consent of the faculty
to be terminated and the Administration.

Reinstatement

If the University opens a similar position within two years after the notifica-
tion of termination of a tenured or tenure-track faculty member’s employ-
ment, the University will make its best efforts to notify the individual of the
opportunity to reapply for the position and to be considered for reinsta-
ment at the same rank and tenure status. First consideration will be offered
this individual provided the individual demonstrates continued interest in
and suitability for the academic discipline and the university.

3.1.5.9.2. Severance

(Chart)

Severance pay and benefits are provided to faculty members in the months following termination due to extraordinary
circumstances as defined in the Faculty Termination Policy (See Reasons for Termination - Extraordinary Circum-
stances p. 45) with the intention of assisting in the professional and personal transition.

The stated understanding of university administration and faculty is that severance pay and benefits for terminated
tenured faculty are intended to provide reasonable financial assistance and benefits for one year following the date
of termination.

Specific terms of faculty severance pay and benefits, consistent with the policies outlined in this Faculty Termination
Policy, are provided in Appendix O, Faculty Severance Pay And Benefits [187] of this Handbook.

Changes to Appendix O, Faculty Severance Pay And Benefits [187] are authorized by the President in consultation
with Human Resources and presented to University Senate for review and recommendation prior to inclusion in the
Governance Handbook.

3.1.5.9.3. Criteria

(Chart)

When academic departments are designated for personnel reductions due to financial reasons, the following consid-
erations will be made. The primary consideration will be reviewed before moving on to secondary considerations.
Only if department members appear to be essentially equal with regard to the primary consideration will the secondary
considerations be reviewed.

1. Primary Consideration

   Tenured faculty members with standard performance will be given priority over untenured faculty. (See Sec-
tion 3.1.5.8, “Review of Tenured Faculty” [55])

2. Secondary Considerations

   The following areas shall be considered while making decisions among faculty members with standard perfor-
ance.

   • Evidence of meritorious teaching.

   • Academic specialty, degrees, certification, and breadth in relation to departmental needs.

   • Academic rank.

   • Research, publication, and professional productivity.

   • Contributions to the University in non-teaching functions such as committee work and student advisement

   • Professional interactions within the department and the university as a whole.
• Demonstrated service to the Seventh-day Adventist Church and to the community (See Community contributions [47])

• Years of employment at Walla Walla University

• Years of denominational employment.

3.1.5.10. Memberships, Conventions, and Prof. Development

(Charter)

The University encourages professional development for its faculty. The University assists in covering the cost of the annual dues for all faculty members in one professional society of their choice. Institutional membership in organizations required for professional recognition of departments is financed from departmental budgets.

Convention attendance is a high priority professional growth experience and is subsidized by the University. All faculty are eligible to receive convention subsidy for convention attendance related to their teaching discipline.

(Bylaws)

The funding support for Memberships, Conventions and Professional Development is administered by the Chief Academic Officer in consultation with the Rank and Tenure Committee. The exercise of convention privileges is subject to the following provisions:

1. Faculty members may apply to attend a convention annually in the area of their academic discipline. Information on current funding limits is available from the Chief Academic Officer.

2. When a convention request is signed by the department chair and approved by the Chief Academic Officer, the University reimburses costs of convention fees, per diem, travel, and lodging up to the allocated convention reimbursement limit. Applications should be submitted to the Chief Academic Officer six weeks prior to departure.

3. A small honorarium is available for faculty who are presenting papers or take a major role in planning an academic conference. Notification of the Chief Academic Officer of such activities must be made as part of the convention request.

4. These privileges are not applicable to faculty members after they accept appointments to other institutions.

In addition to the above policy governing attendance at professional associations, certain faculty members of Seventh-day Adventist colleges and universities meet once every few years at a time and place designated by the General Conference Department of Education. Assistance for such events is made available as there is funding to support such attendance.

3.1.5.11. Sabbaticals And Leaves Of Absence

(Charter)

Purpose Faculty members are encouraged to pursue ongoing research and professional development activities such as planned programs of research, graduate study, writing, or travel. Such activities serve to enhance the academic, spiritual, and social life of the University. Faculty members may also seek leaves of absence in cases of illness or temporary outside employment.

Procedure Recommendations for sabbatical leaves are made to Administration by the Faculty Development Committee in consultation with the department chair and in accordance with procedures found in Guidelines p. 51. Recommendations for other leaves of absence are made to Administration by the Vice-President of Academic Administration in consultation with the department chair.
Exceptions Recommendations for exceptions to this policy are made to the Administration by the Faculty Devel-
opment Committee in consultation with the department chair.

3.1.5.11.1. Sabbatical

(Charter)

1. Eligibility
   a. A tenure-track teaching faculty member is eligible for one quarter of sabbatical leave following eleven quarters
      of employment, exclusive of other leaves.
   b. A tenure-track teaching faculty member with a newly completed terminal degree may apply for one quarter of
      sabbatical leave to take place following six quarters of service. The sabbatical is to continue a research program
      and to prepare papers for publication.
   c. Up to three quarters of sabbatical leave may be accumulated.
   d. Faculty will be notified annually of their service history and eligibility for sabbatical leave.
   e. Prior to the sabbatical, faculty should inform the chairs of the governance committees of which they are a
      member of the quarter they will be absent.

2. Conditions
   a. Sabbatical leaves will be granted for study, research, writing, or other experience of professional value.
   b. A faculty member may receive and is encouraged to seek supplementary grants or other awards while on
      sabbatical leave, though such additional grants or awards may be received only if the conditions for accepting
      the additional resources do not interfere with the Purpose [62] of the sabbatical leave.
   c. A faculty member must return to full-time teaching following the sabbatical leave.
   d. Summer sabbaticals are preferred and will be supported with a stipend.
      Non-summer sabbaticals will be granted without stipend subject to the departments’ ability to maintain its
      essential function. When the university is unable to accommodate the faculty member’s absence, the sabbatical
      will be deferred and service credit will accrue beyond the limit in (1)(c) above.

3.1.5.11.2. Extended Research Leaves of Absence

(Charter)

Extended research leaves of absence are granted for faculty with exceptional opportunities to contribute to their dis-
cipline and to the University. Normally the research leave may be granted for up to one year but may be granted for
a maximum of fifteen months, once every fifth year. In most cases the salary is fully or partially covered by non-Uni-
versity funds, although the University may grant up to full salary when external funds are not sufficient. In addition,
allocations for travel and other expenses may be granted.

3.1.5.11.3. Graduate Study Leaves of Absence

(Charter)

1. Leaves are usually taken during summer quarters. Extended leaves may be granted for those pursuing a terminal
degree. Among the determining factors in granting such leaves are the faculty member's interest in and capacity
for graduate study and the anticipated needs of the University for qualified teaching personnel.

2. Upon return from leave, a faculty member must provide the Chief Academic Officer an official transcript of the
graduate study.
3. Unless otherwise specified, faculty receive full salary during the period of graduate study and reasonable time for travel; tuition or travel expense, whichever is the greater; and other allowances according to the Section 3.1.5.12, “Financial Policies” [65].

4.

3.1.5.11.4. Other Leaves of Absence

(Charter)

1. Leaves for illness are granted by the Board of Trustees in harmony with the plan described in the North American Division Working Policy.

2. Faculty members who wish to enter temporary employment outside the University may apply for leaves without pay.

3.1.5.11.5. Guidelines

(Charter)

1. Each faculty member who receives a salaried leave will sign an agreement with the Chief Financial Officer specifying the terms of amortization. Salaried leaves of absence will be amortized according to the North American Division Working Policy.

2. For non-sabbatical leaves supported by non-university funds, Administration may reduce the salary paid by the University during the leave. Stipends for travel or extra living expenses for workshops, institutes, lectureships, and other professional activities will not result in reduction of faculty salaries.

(Procedures)

1. Proposals must be submitted to the Vice-President for Academic Administration by the first week of winter quarter for a sabbatical leave in the following summer or the next academic year.

2. A completed application form for a sabbatical leave consists of the following:
   • A cover letter of request for a sabbatical leave acknowledging an obligation to return to WWU for a minimum of one year at the conclusion of the leave.
   • A statement of the activities to be conducted during the leave period, including a description of how the proposed activities contribute to WWU and enhance the applicant's profession and/or professional development.
   • A copy of the applicant's current curriculum vitae
   • Where applicable, a copy of the report following the applicant's last sabbatical leave and/or any other statements describing the value of the last leave.
   • Supporting materials e.g., copies of invitations from host institutions and other letters of support.

3. The application must include a letter indicating departmental support for the prospective sabbatical. the proposal and departmental letter of support must contain evidence that ensures that the quality of their program offerings will not be affected by the absence of those faculty on sabbatical leave.

4. The Faculty Development Committee reviews all sabbatical applications and submits recommendations to the Administration.

5. Upon Administration's approval, the Vice-President for Academic Administration notifies candidates in writing regarding the final sabbatical decision.
6. A faculty member must inform the Vice-President for Academic Administration in writing of any changes in the proposed sabbatical project or funding after its initial acceptance. If such changes are substantial, the Vice-President for Academic Administration shall report to the Faculty Development Committee for possible reconsideration.

7. Within three months of completing the sabbatical, a faculty member must submit to the Vice-President for Academic Administration and the Faculty Development Committee a detailed written report outlining accomplishments during the leave. The faculty member shall also provide a University-wide presentation based on the accomplishments of the sabbatical.

3.1.5.12. Financial Policies
(Charter)

1. The Board of Trustees establishes from time to time, within the policy limits of the General Conference of Seventh-day Adventists, a salary schedule setting both maximum and minimum salaries for each rank.

2. The chief financial officer prepares and distributes annually to the faculty a statement describing the current implementation of the financial policies pertaining to faculty and staff. See Appendix D, *Faculty Salary And Allowance Schedule* [127]. For a statement of policies currently in effect, see Appendix C, *University Financial Policies For Faculty* [123]. The current statement includes policies concerning the following:

   a. Appendix D, *Faculty Salary And Allowance Schedule* [127] (maximum and minimum for each rank)

   b. Benefits

      i. Medical and related: Actual, Insurance, Adoption

      ii. Travel allowance: Milage rates, Lodging, Per diem

      iii. Tuition allowance: Children, Spouse

      iv. Retirement and sustentation plan

   v. Other benefits

3.2. Committees

3.2.1. University Master Planning
(Bylaws)

1. The University Master Planning Committee is responsible to the President. The committee submits reports to the President and the University Senate. The President or the Senate will direct significant recommendations to the faculty for evaluation and approval.

2. The committee consists of the following members:

   a. Chair

      The Chair is a faculty member who is at Professor or Associate Professor rank, who has had at least one year of experience on the University Master Planning Committee, and who is elected by the faculty from two names submitted by the President to the Nominating Committee. The Chair serves as a non-voting, ex-officio member of University Senate (see Section 3.2.4, “University Senate” [71]).

   b. Executive Secretary

      The Executive Secretary is selected from Administration by the President.