TRINITY UNIVERSITY

FACULTY HANDBOOK
2026-2027

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Chapter 0: Definitions of Key Terms

ARTICLE I: FACULTY RANKS

The **Academic Faculty** consists of all tenured and tenure-track members of the faculty, including all administrators holding faculty rank within a department. These faculty hold the rank of Assistant Professor, Associate Professor, or Professor (in addition to any administrative position they may hold).

Contingent Faculty includes all full-time and part-time, non-tenure track faculty. These faculty hold the rank of Professor of Practice, Lecturer, Senior Lecturer, Visiting Faculty, Part-time Faculty, or Teaching Staff.

A **Professor of Practice** is a part-time or full-time faculty member who is appointed without tenure on the basis of substantial professional experience and expertise.

A **Lecturer** or **Senior Lecturer** is a full-time faculty member who is appointed without tenure to fulfill a long-term need within a department or program.

A **Visiting Faculty** member (usually, Visiting Assistant Professor or Visiting Instructor) is a full-time faculty member who is appointed without tenure to fulfill a temporary need within a department. (A Visiting Instructor is a Visiting Faculty member without a terminal degree in the discipline in which they teach.)

A **Part-time Faculty** member is appointed to teach specific courses on a per-course basis.

Teaching Staff are full-time staff members who teach on a part-time basis. Teaching Staff are included in the definition of part-time faculty member.

ARTICLE II: OTHER KEY TERMS

A **Faculty Assembly** is a formally convened meeting of the faculty. Voting members of the Faculty Assembly include Academic Faculty, Lecturers, Senior Lecturers, and Professors of Practice.

Librarianship refers to activities associated with work in the library to support the teaching, learning, and research mission of the library and the university community. Areas of focus in librarianship may include, but are not limited to: collection development; the preservation, organization, or dissemination of knowledge; reference services; instruction; systems; or management.

For the purposes of Conflict-of-Interest policies, a **relative** is a spouse, domestic partner, parent or parent-in-law, child or step-child, or sibling or sibling-in-law.

Chapter 1: Faculty Governance Structure

(1A) CONSTITUTION OF THE FACULTY ORGANIZATION

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

ARTICLE I: PURPOSE OF THE FACULTY ORGANIZATION

In order to fulfill the responsibilities of the faculty in the areas of academic life and governance of Trinity University, the Faculty Organization at Trinity University is established according to the provisions of this Constitution as adopted by the Faculty and ratified by the Board of Trustees.

ARTICLE II: THE ACADEMIC FACULTY

(Note: In all cases involving library faculty, "teacher" will be construed to mean *librarian*; "teaching" to mean *librarianship*; "department," "departmental," and "appropriate department" to mean *library*; and "Department Chair" or "Chair" to mean *the supervisor to whom the relevant faculty member directly reports*.)

A. Membership

Membership of the Academic Faculty shall consist of all full-time members of the faculty whose primary responsibility is teaching and research, plus all administrative personnel holding faculty rank within a department.

B. Officers

1. The President of the University shall be the President of the Academic Faculty, and shall preside over the meetings of the Academic Faculty Assembly.
2. The Provost of the University shall be the Vice President of the Academic Faculty, and in the absence of the President shall preside over the meetings of the Academic Faculty Assembly.
3. The Academic Faculty shall elect annually from its members a Secretary and a Parliamentarian of the Academic Faculty Assembly.

C. Meetings of the Academic Faculty Assembly

1. There shall be at least four stated meetings of the Academic Faculty Assembly during each academic year: two in the fall semester and two in the spring semester.

2. Called meetings of the Assembly shall be held at the request of the President, or of the Provost, or of the Faculty Senate, or by petition signed by no less than 10% of the members of the Academic Faculty.

3. One hundred (100) members of the Academic Faculty shall constitute a quorum for meetings of the Assembly.

4. Meetings of the Assembly held during the Summer Session shall not consider or vote on matters of amendment of the *Constitution of the Faculty Organization at Trinity University* or changes in general policies of the University.

5. A simple majority of those present and voting at a given meeting shall be sufficient to carry all motions, unless otherwise specified in this document or in the rules of procedure.

6. Academic Faculty members holding administrative positions above the rank of departmental Chair shall have voice and vote at meetings of the Assembly, with the following exceptions:

    a. They shall be ineligible to serve on the Hearing and Investigating Committees.

    b. With the exception of the Provost, who serves as an *ex officio* non-voting member, they shall be ineligible to serve on the Commission on Promotion and Tenure.

7. An eligible voting member of the Faculty may attend remotely with the following stipulations:

    a. Faculty who wish to attend remotely must email the Secretary of the Assembly to request the meeting link at least 24 hours before the beginning of the Assembly.

    b. Remote attendees do not count towards the 100 members required for a quorum.

    c. Remote attendees must remain muted, and cannot ask questions, request information be repeated, or introduce motions to the floor.

    d. Remote attendees may not participate in voice votes or request paper ballots.

    e. If a paper ballot is used, the Secretary will provide remote attendees with a method of casting a ballot (e.g., an online poll).

    f. In the case of an executive session, remote participation will be paused.

    g. These rules will be reviewed by the Faculty Senate one year after their adoption.

8. Notice of any stated or called meeting shall be circulated in writing to all the members of the Academic Faculty at least one week prior to the date of the meeting. Such notice shall include a docket of the business to come before the meeting, and its preparation and distribution shall be the responsibility of the Provost.

9. Meetings of the Faculty Assembly shall be open to all members of the University community. The Office of Academic Affairs shall routinely send a copy of the agenda to the Student Government Association. If there is an item of business on the agenda to which any non-faculty member of the University community would like to speak, permission from the President should be obtained in advance of the meeting. The Faculty Assembly reserves the right to exclude students and other observers when, by majority vote, it decides to go into executive session.

D. Duties of the Faculty Assembly

1. The Academic Faculty Assembly shall be responsible for setting the requirements for academic degrees through approval of the actions of the University Curriculum Council and Commission on Graduate Studies, and for certifying those candidates who have met said requirements.

2. The Academic Faculty Assembly shall approve, either directly or through delegation, the granting of honorary degrees.

3. The Academic Faculty Assembly shall receive the minutes and approve the actions of the University Curriculum Council. Reception of the minutes shall be by individual distribution to all members of the Academic Faculty. Approval of the Council's actions shall take place either by formal action or by consent.

    a. Approval shall take place by formal action when the materials to be approved and appropriate documentation are transmitted on the Council's Discussion Agenda and distributed to all Academic Faculty members at least fourteen (14) days before the meeting of the Academic Faculty at which they are to be considered and are placed on the agenda of the Assembly. Substantial amendments to items on the Discussion Agenda (amendments extending beyond minor revisions, or amendments that propose multiple or complex changes to a single piece of legislation) will be in order only if they have been distributed to the Academic Faculty at least seven (7) days prior to an Assembly vote.

    b. Approval shall be effective by consent fifteen days following distribution on the Council's Consent Agenda unless within the fifteen days a member of the Academic Faculty notifies the Provost that the member requests a specified item be considered at the next meeting of the Academic Faculty Assembly. The Provost shall notify the Academic Faculty of the transfer of the item to the Discussion Agenda and shall place the specified item or items on the agenda of the next meeting.

4. The Academic Faculty Assembly shall be the electing body for members of the Hearing and Investigating Committees.

5. The Academic Faculty Assembly shall receive all reports and act upon all recommendations which require reception and/or action by the Academic Faculty. Legislation that requires a vote will be circulated to the Academic Faculty at least fourteen (14) days before the meeting of the Faculty Assembly. Substantial amendments to proposed legislation (amendments extending beyond minor revisions or multiple amendments to a single piece of legislation) should be submitted in writing to the Academic Faculty at least seven (7) days prior to an Assembly vote.

E. Rules of Procedure

Except on points otherwise specifically stated in this document or in the Bylaws of the Faculty Organization, the latest edition of *Robert's Rules of Order* shall be the parliamentary authority for procedure at all meetings of the Academic Faculty Assembly.

ARTICLE III: THE UNIVERSITY CURRICULUM COUNCIL

A. Authority

The University Curriculum Council will be the agency of the Faculty exercising the Faculty's authority and responsibility in the area of curriculum and academic policy. Actions of the Council will be subject to approval by the Academic Faculty and, where appropriate, by the Board of Trustees.

B. Membership

The basis for membership of the University Curriculum Council will be determined by act of the Academic Faculty Assembly, although proposals may originate from the University Curriculum Council, the Faculty Senate, or the Administration. If persons other than members of the Academic Faculty are to be included as members of the Council, the overall basis for membership will be subject to approval by the President.

ARTICLE IV: THE FACULTY SENATE

A. Membership

The Faculty Senate shall be composed of twenty-one members of the Academic Faculty who do not hold administrative positions above the rank of departmental Chair, who, at the time of election, are completing at least their second academic year on the faculty of Trinity University.

The Faculty Senate shall include a Chair and a Vice Chair/Chair-elect. The Vice Chair/Chair-elect shall be elected at large and will succeed to Chair of the Faculty Senate after completing a two-year term. To be eligible for this position, a faculty member must, at the time of election, have tenure and have served on the faculty at Trinity University for at least five years.

Six members shall be elected at large from those faculty members holding the rank of professor for the following academic year.

Six members shall be elected at large from those faculty members holding the rank of associate professor for the following academic year.

Six members shall be elected at large from those faculty members holding the rank of assistant professor for the following academic year.

One member shall be elected at large from faculty members holding the rank of Lecturer, Senior Lecturer, or Full-Time Professor of Practice.

B. Terms of Office

Senate elections will be held each year. The normal term of office for members of the Senate shall be three years. Following election, the Vice Chair/Chair-elect will serve in that office for a term of two years, followed by a two-year term as Chair (for a total of four years). If an elected Vice Chair/Chair-elect is not available to succeed to the office of Chair, an election at large will be held to fill both the office of Vice Chair/Chair-elect and the office of Chair.

At the conclusion of a regular three-year term on the Senate, or at the conclusion of any consecutive terms which extend longer than two years, a member is ineligible for re-election for one year. Neither may the Chair succeed to a second term without an interval of at least one year. However, a currently sitting member of the Senate may, in any year of the term, be a candidate for the office of Vice Chair/Chair-elect. Consequently, that member could serve as many as seven consecutive years on the Senate.

C. Nomination

Immediately after the annual announcement of promotion and tenure decisions, the Faculty Senate shall distribute lists of the Academic Faculty members who are eligible to hold membership in the Senate. Listing shall be by rank for the following academic year as supplied by the Office of the Provost.

Nominations for filling vacancies in the Senate, other than that of the Vice Chair/Chair-elect, shall be by petition in writing and bearing signatures of two members of the Academic Faculty of the same rank as the nominee for the current academic year. Nominations for filling the Lecturer, Senior Lecturer, or Full-Time Professor of Practice vacancy may be made from any of these ranks.

Nominations for the position of Vice Chair/Chair-elect of the Faculty Senate may be made by petition to the Senate in writing and bearing the signatures of two voting members of the Academic Faculty.

These signed petitions shall be in the hands of the Senate within two weeks following original distribution.

D. Election

By one week after receipt of the nominations, the Faculty Senate shall distribute ballots to members of the Academic Faculty. The ballot shall bear the names of all the nominees, categorized by rank. Each Academic Faculty member may vote for a number of nominees within each rank equaling the number of vacancies in each rank. When within any single rank terms of different length are being filled, the nominees for all vacancies within the rank shall be listed together on a single slate, and the terms awarded according to the order of total votes received.

Elections shall be by plurality, except in the case of the Vice Chair/Chair-elect. If a tie should occur, the Senate shall conduct a runoff election. If a second tie should occur, the Senate shall determine the outcome by lot. To be valid, ballots must be returned to the Senate not later than four class meeting days following distribution. Ballots shall be counted and results posted immediately after the elections.

Election of the Vice Chair/Chair-elect shall be by majority. If no candidate receives a majority on the first ballot, the Senate shall conduct a runoff election with the names of the leading candidates whose combined votes constitute a majority of the votes cast. This process shall be repeated, if necessary, until one candidate has received a majority of the votes cast.

Senate elections will be completed in time for report at the last Faculty Assembly of the academic year. The terms commence at the conclusion of the spring semester.

E. Vacancies of Unexpired Terms

Vacancies of unexpired terms on the Faculty Senate shall be filled by the Senate. A person named to fill a vacancy shall have the same rank as the member being replaced, and shall serve until the next stated election, when the unexpired term, if any, shall be filled by the regular nomination and election procedure. If the Lecturer/Senior Lecturer/Full-Time Professor of Practice position is vacant, the Faculty Senate may appoint a person from any of these ranks.

F. Change in Rank

In the event that a member of the Faculty Senate changes rank before the expiration of the term of membership, that Senator shall complete the unexpired term at the new rank. Adjustments in the Senate membership necessary to comply with the proper distribution by rank shall be made, to the extent possible, as vacancies are filled at the time of the next regular election.

G. Duties

1. The Faculty Senate represents the faculty of Trinity University in all matters of professional concern. The Faculty Senate is empowered to consider, make recommendations, and pass resolutions concerning matters of general university interest, including all academic and research endeavors; and policies governing faculty hiring, tenure, promotion, and due process for faculty dismissal and non-reappointment.

2. The Senate may recommend standards for academic freedom and academic responsibility.

3. The Senate will consider any communications brought to it by committees, constituent groups, or individuals within the University.

4. The Senate will have general responsibility for recommendations concerning the committee structure of the University.

a. The Senate will receive and consider reports from standing and *ad hoc* committees of the University. These reports will be posted to the Senate's internal website.

b. The Senate may recommend to the President of the University the creation, elimination or combination of committees, or a change in their responsibilities or composition.

c. The Senate may make recommendations concerning the appropriate category and consequent mode of selection of faculty representation for all standing committees of the University.

5. The Faculty Senate has general responsibility for the representation of faculty interests across the university, by electing or appointing faculty to relevant offices, committees, or other positions.

a. The Senate will supervise the annual nominations and elections of its own membership, and that of any other offices or committees that require representation elected by the faculty.

b. The Senate will appoint faculty members to any body which requires representation appointed by the faculty.

c. When requested, the Senate will recommend faculty members to fill places in other bodies whose membership is to be appointed by the administration or by student governance organizations.

d. In the event that a faculty member serving in any position elected by the faculty or appointed by the Senate is unable to continue their duties, the Senate will appoint a replacement to serve until the next election for that position. If the faculty member is to be absent on leave for not more than one year during the course of a term extending beyond their expected return, they will be temporarily replaced without vacating the term, unless they request to resign from their position. The Senate will appoint the temporary replacement, who will have full membership rights for the period of the leave. Permanent or temporary replacement members appointed under either of these provisions shall meet whatever formal qualifications were met by the member being replaced.

e. Nothing in this or the preceding paragraphs shall be construed to prohibit the establishment and appointment of committees responsible for specific elements of academic programs, either by the administration or by the curricular governance councils. However, the Senate may make recommendations concerning the structure or the concerns of such committees. When the administration establishes or appoints faculty to such committees, it will seek nominations or approval from the Senate insofar as the faculty as a constituent group rather than specific academic programs or narrowly defined expertise is the basis for representation.

6. In cases in which faculty members contest decisions concerning matters of tenure, academic freedom, due process, and conditions of employment, the Chair of the Faculty Senate is responsible for directing the case to the appropriate committee and for maintaining general supervision of procedures. These procedures may be employed only after normal administrative channels of appeal, as described in the *Trinity University Policy Statement on Academic Freedom, Responsibility, and Employment of Faculty*, have been exhausted.

a. The Senate shall be responsible for the establishment each year of two standing committees to deal with matters relating to academic freedom, tenure, due process, and conditions of employment of members of the faculty. One of these shall be the Investigating Committee, responsible for initial investigations. The second, a Hearing Committee, shall be responsible for formal hearings on matters of academic freedom, tenure, due process, and conditions of employment recommended for a hearing by the Investigating Committee and referred to the Hearing Committee by the Chair of the Senate. The Investigating Committee shall consist of three members and three alternate members. The Hearing Committee shall consist of five members and five alternate members. Alternate members of these committees will serve in case of vacancy, challenge during the process of an investigation or hearing, or if the investigation or hearing involves a faculty member with whom a committee member shares a conflict of interest, including a relative of a committee member, a member of the same department of a committee member, or another relationship a reasonable person would likely interpret as a conflict of interest. All materials and other information gathered in the work of the Investigating and Hearing Committees will remain confidential.

b. Members of the Investigating and Hearing Committees shall be elected before the last Faculty Assembly of the academic year, and shall ordinarily serve three-year terms. All voting members of the Faculty Assembly who are completing one academic year at Trinity University will be eligible to vote in the election of these committees.

The faculty will be advised by a committee of the Senate of the responsibilities of each committee, and will be provided with ballots listing all eligible faculty members. Those members of the Academic Faculty, excluding members of the Senate, members of the Commission on Promotion and Tenure, and members holding administrative positions above the rank of departmental Chair, who are completing at least two years at Trinity University will be eligible for membership on these committees. Members of the Investigating and Hearing Committees should have the qualifications of competence to render unbiased opinions, objectivity in weighing evidence, and independence of pressures from colleagues or administrators, and in support of these qualifications it is advisable that they have tenure.

c. Each eligible voter shall cast one vote for each vacancy in each committee election. According to the number of places open in a given year, the candidates who receive the highest number of votes shall be considered elected to the respective committee. Candidates not elected will serve as alternates, in order of their number of votes, if and when needed. Ties will be settled by lot. Those members of the faculty who are elected as members or alternates on one of these committees shall be ineligible to serve on the other committee during their terms of service. Terms of service for alternates shall be one year. All terms of service shall begin and end at the beginning of the following fall semester.

7. The Faculty Senate by a two-thirds vote of its membership may call meetings of the faculty to seek advice and counsel on matters of faculty concern. The announcement of the meeting should include the general purpose for which the meeting is called. The Senate may also, for the purpose of seeking advice and counsel, call caucuses of the faculty grouped either by rank or in units corresponding to academic organization. The Chair of the Faculty Senate shall preside at these called meetings and caucuses.

8. The Faculty Senate may establish whatever bylaws and standing or *ad hoc* committees it deems necessary to fulfill its responsibilities.

9. The Faculty Senate will distribute its approved minutes to the faculty by posting the minutes on the Senate's internal website.

ARTICLE V: THE COMMISSION ON PROMOTION AND TENURE

A. Duties

1. The Commission on Promotion and Tenure shall have both an evaluation role and an oversight role. The primary oversight function is that the Commission will participate, jointly with the Administration, in the review of departmental and library promotion and tenure criteria and procedures.

2. The Commission on Promotion and Tenure shall review every candidate for promotion and/or tenure and make a recommendation to the President of the University. In making its review and formulating its recommendations, the Commission shall have as its primary concern the maintenance of fair and objective standards for peer-review decisions across the University.

3. The Commission on Promotion and Tenure shall hold an open meeting late in the spring semester of each academic year for the purpose of reviewing promotion and tenure policies and procedures, as well as reviewing the nature and extent of the documentation to be submitted.

4. The Commission on Promotion and Tenure shall present an annual report to the President of the University and to the Faculty Senate representing its periodic review of policies and procedures for promotion and tenure, and suggesting to the Senate any changes it may deem necessary in the *Constitution* and/or the *Policy Statements*. At the same time the Commission shall also report the results of its scheduled reviews of departmental and library criteria, undertaken jointly by the Commission and the Provost.

B. Composition

1. The voting members shall be seven tenured members of the Academic Faculty who hold the rank of Associate Professor or Professor. Each one of the following disciplinary groups shall elect to the Commission one of its own members:

Group 1: Classical Studies, History, Modern Languages and Literatures
Group 2: English, Philosophy, Religion
Group 3: Art and Art History, Communication, Human Communication and Theatre, Library, Music
Group 4: Biology, Chemistry, Earth and Environmental Geosciences, Physics and Astronomy
Group 5: Computer Science, Engineering, Mathematics
Group 6: Education, Political Science, Psychology, Sociology and Anthropology
Group 7: Accounting, Business Administration, Finance and Business Analytics, Economics, Health Care Administration

2. The non-voting Chair will be the Provost, serving *ex officio*.

3. With the exception of the Provost, Academic Faculty members who hold administrative positions above the rank of Chair shall not be eligible to serve on the Commission.

C. Nominations and Elections

1. When places on the Commission need to be filled, the Faculty Senate shall call for nominations after February 15 in the spring semester of the year preceding the commencement of the term.

2. Nominations shall be by petition to the Senate in writing and bearing the signatures of two members of the Academic Faculty who belong to the relevant disciplinary group. Each member of the Faculty shall nominate no more than one candidate.

3. Faculty members who have been granted a leave during the academic year following the election shall be ineligible for nomination to the Commission until the leave is completed. Faculty members who anticipate a leave occurring during the term of service are requested to consider postponing their nomination until after the leave is completed.

4. The Faculty Senate shall distribute ballots to Academic Faculty members in the relevant disciplinary group within one week after the close of the nomination process. Election shall be by majority of the total ballots received. If no candidate receives a majority on the first ballot, the Senate shall conduct a runoff election with the names of the leading candidates whose combined votes constitute a majority of the ballots cast. This process shall be repeated if necessary, or in case of a tie. If the second runoff does not produce a candidate with a majority of the votes, the Senate shall determine the outcome by plurality, or in case of a tie, the outcome shall be decided by lot.

5. Only tenured or tenure-track faculty members who have completed one academic year at Trinity University shall be eligible to vote in the election of Commission members.

6. All elections will be completed in time for report at the last Faculty Assembly of the academic year. The terms commence at the beginning of the fall semester.

7. When a vacancy occurs outside the normal schedule of nominations and elections (for instance, when a member of the Commission resigns during the Fall semester), the Faculty Senate, in consultation with the department chairs within the relevant disciplinary group, will appoint an eligible Academic Faculty member from that group to serve on the Commission until the vacancy can be filled by election in the Spring semester.

D. Terms of Office

The normal term of office on the Commission shall be three years. At the time of the initial organization of the Commission, the members shall be divided by lot into three classes: three with three-year terms, two with two-year terms, and two with one-year terms. Thereafter, each member shall be replaced after expiration of their term in the manner of election described above. After serving a regular, three-year term, a member shall be ineligible for reelection for one year.

E. Mandatory Resignation

Any member of the Commission who is to be reviewed for promotion during the current year must resign from the Commission by the first meeting of the Academic Faculty in the fall semester. The remainder of the unexpired term will be filled following the procedure described in C.7 above.

F. Disqualification

A member of the Commission shall be disqualified from participating in decisions concerning:

1. Promotion or tenure of a member of their own department;
2. Promotion or tenure of a relative.

Should a member of the Commission be disqualified under either of these conditions from participating in a decision, a member of the alternate pool shall be chosen by the Faculty Senate to participate in the decision that brought about the disqualification.

G. Rules for Senate Appointments of Alternate Members

When it falls upon the Faculty Senate to appoint alternate members of the Commission, that is, in cases of unexpired terms of members who are disqualified from participating in a particular decision of the Commission because the decision concerns a spouse, relative or departmental colleague, then the Senate shall observe the following guidelines:

a) Alternates must have served previously on the Commission.

b) An alternate should not be selected from a department already represented on the Commission.

c) If alternates are required for two or more cases in the same department, whenever possible one person should be appointed for all cases.

d) Selection preference whenever possible will be given to the former commissioner in the target disciplinary group who has most recently served on the Commission. If this individual refuses the appointment, the Senate will then consider the next most recent commissioner from the target disciplinary group until a willing individual is found. If no such alternate is available from the target disciplinary group, then preference will be given to the next most recent commissioner belonging to the same set of allied disciplinary groups as the target group. The allied sets consist of groups 1,2,3 groups 4,5, and groups 6,7.

Disciplinary groups as currently constituted are:

Group 1: Classical Studies, History, Modern Languages and Literatures
Group 2: English, Philosophy, Religion
Group 3: Art and Art History, Communication, Human Communication and Theatre, Library, Music
Group 4: Biology, Chemistry, Earth and Environmental Geosciences, Physics and Astronomy
Group 5: Computer Science, Engineering, Mathematics
Group 6: Education, Political Science, Psychology, Sociology and Anthropology Group 7: Accounting, Business Administration, Finance and Business Analytics, Economics, Health Care Administration

If still no alternate is available, the choice shall be made by lot from the list of former commissioners.

H. Abstention and Required Majority

Abstentions shall count as negative votes, and a clear majority of positive votes (i.e., four votes) shall be necessary to carry a recommendation for tenure and/or promotion.

I. Confidentiality

The confidentiality of all evaluations, discussions, and recommendations shall be strictly maintained by members of the Commission on Promotion and Tenure.

ARTICLE VI: IMPLEMENTATION AND AMENDMENT

A. Implementation

This *Constitution* shall go into effect when approved by a two-thirds majority of those present and voting at a properly constituted meeting of the Academic Faculty Assembly, and after ratification by the Board of Trustees.

B. Amendment

Proposed amendments to this *Constitution* shall be circulated in writing to the Academic Faculty at least fourteen (14) days prior to the stated meeting of the Academic Faculty Assembly at which they will be considered. They shall become effective if passed by a two-thirds majority of those present and voting at that meeting, and subsequently ratified by the Board of Trustees.

(1B) UNIVERSITY CURRICULUM COUNCIL BYLAWS

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

ARTICLE I: AUTHORITY

The University Curriculum Council [is] the agency of the Faculty exercising the Faculty's authority and responsibility in the area of curriculum and academic policy. Actions of the Council will be subject to approval by the Academic Faculty and, where appropriate, by the Board of Trustees. (Quoted from the *Constitution of the Faculty Organization, Article III.A*.)

ARTICLE II: MEMBERSHIP

A. Constitutional Provision

The basis for membership of the University Curriculum Council will be determined by act of the Academic Faculty Assembly, although proposals may originate from the University Curriculum Council, the Faculty Senate, or the Administration. If persons other than members of the Academic Faculty are to be included as members of the Council, the overall basis for membership will be subject to approval by the President. (Quoted from the *Constitution of the Faculty Organization, Article III.B*.)

B. Composition and Election According to Act of Academic Faculty Assembly

1. Composition

The University Curriculum Council consists of eleven voting and six non-voting members. Of the voting members, ten are representatives of the faculty, with nine elected from the academic schools listed below, one elected at large, and one is a member of the Student Government Association.

Carlos Alvarez School of Arts and Humanities = 3 members

D. R. Semmes School of Science = 2 members

School of Social Science and Civic Engagement = 2 members

Neidorff School of Business = 2 members

The six non-voting members are a secretary appointed by the Provost, the Registrar, a representative from the office of the Provost, a representative from the Library, the Director of Academic Advising, and a student alternate appointed by the Student Government Association. The student alternate shall vote in the absence of the voting student member.

None of the ten faculty representatives on the Council shall hold an administrative position above that of departmental Chair. No faculty member is eligible to serve on the Council until they have completed three full years of service in a tenure-track or tenured position at Trinity University. No more than one member of a department shall serve on the Council at the same time. The one faculty member who is elected at large shall hold the rank of Associate Professor or higher by the beginning of their term.

2. Election and Terms of Service

The term of faculty membership is three years. At the conclusion of a three-year term, a member is ineligible for reelection to the University Curriculum Council for one year. Faculty members who anticipate a leave occurring during the term of service on this council are requested to consider postponing their nomination until after the leave is completed. Alternatively, they may recruit a faculty member to serve for them during their leave, in consultation with the Executive Committee.

The faculty representative for each school is elected by the Academic Faculty members of that school. The at-large faculty representative is elected by the entire Academic Faculty. Elections will be on a staggered basis in order to retain continuity of the Council. The Executive Committee of the University Curriculum Council conducts the election of Council members. Every five years, the University Curriculum Council will review faculty numbers and propose needed readjustments in school membership.

After February 15, the Executive Committee shall call for nominations to fill the vacancies on the University Curriculum Council. Nominations shall be by petition to the Committee in writing and bearing the signatures of two members of the Academic Faculty. Each member of the Faculty may nominate only one candidate for each of the vacancies.

The Executive Committee shall distribute ballots to members of the Academic Faculty within one week after receiving the nominations. Each Academic Faculty member may vote once for each full term vacancy. Election shall be by majority of the total ballots received. If no candidate receives a majority on the first ballot, the Committee shall conduct a runoff election with the names of the leading candidates whose combined votes constitute a majority of the ballots cast. This process shall be repeated if necessary, or in case of a tie. If the second runoff does not produce a candidate with a majority of the votes, the Committee shall determine the outcome by plurality, or in case of a tie, the outcome shall be decided by lot.

Should an election be necessary to fill replacement positions of shorter than a full term, these elections will occur after the full term elections have been completed. These procedures will occur in a fashion similar to the full term elections but shall include only one runoff. Candidates nominated for full terms may choose to enter these elections without repeating the nomination process. Vacancies of equal term length will appear on the same ballot. Vacancies of unequal term will be filled by consecutive elections, occurring in decreasing order of term length.

The school elections will occur after the at-large elections have been completed. All elections will be completed in time for report at the last Faculty Assembly of the academic year. The terms commence at the conclusion of the spring semester.

C. Resignations and Replacements

A faculty member who wishes to resign from the University Curriculum Council will submit a letter of resignation to the Chair of the Council. The Executive Committee will immediately conduct an election to fill the unexpired term at the earliest possible date. The same replacement procedure will apply in the event of vacancies caused by death or departure from the university. A faculty member may withdraw from the Council during a period of leave or temporary disability without forfeiting the position. A temporary replacement will be selected by the Executive Committee in such cases.

D. Organization of the Council

The Chair and the Vice Chair will be elected from the faculty membership of the University Curriculum Council. The Vice Chair will be elected each year from the first- or second-year faculty members and will succeed to the Chair in the following year. Should it happen that the Vice Chair becomes unavailable to succeed the Chair in the following year, the Council may elect any one of its faculty members to the Chair at the same time that it elects a new Vice Chair. No one may serve as Chair for more than one year during a single term of membership on the Council.

1. **The Chair**, in consultation with the Vice Chair and the Secretary, sets the agenda for council meetings. The Chair calls and conducts the Council's meetings, and normally presents the recommendations of the Council to the Academic Faculty Assembly.
2. **The Vice Chair** performs the functions of the Chair in the latter's absence.
3. **The Secretary**, who is assigned to the Council by the Provost, performs such duties as the following in accordance with instructions from the Chair: receives proposals from the Faculty, issues the agenda and other notices before meetings of the Council, prepares and circulates the Consent and Discussion agendas and related documentation to the Academic Faculty before meetings of the Academic Faculty Assembly, records the minutes of Council meetings and circulates them to the Academic Faculty, and maintains the Council's files.
4. The **Executive Committee** is composed of the Chair, Vice Chair and Secretary.

E. Committees

The University Curriculum Council may establish such committees and task forces as its responsibilities and needs may dictate. The Council may appoint members of the Academic Faculty to these groups. It may also request the Student Government Association and the Administration to appoint members when the Council deems this appropriate.

ARTICLE III: MEETINGS

A. Schedule

The University Curriculum Council sets its own meeting schedule.

B. Quorum

Seven voting members of the University Curriculum Council (including the student alternate if the voting student member is not present) constitute a quorum.

C. Docket and Disposition of Business

1. Types of Business

a. Proposals initiated by the University Curriculum Council. The Council may initiate, discuss and bring to the Faculty for adoption proposals on any matters within its area of competence.

b. Curriculum proposals. Any department, or program, may bring business before the University Curriculum Council. Proposals relating to courses, departments, and programs will be circulated for review to other departments as determined by the school associated with the proposing party. Proposals having a substantive impact on more than one school should also be reviewed by relevant departments.

c. Pathways requirements and University degree requirements. Proposals regarding general University degree requirements including the Pathways curriculum may be brought to the Council by any member of the Academic Faculty or by the Administration.

d. Academic policy proposals. Matters of policy relating to curriculum may be brought to the Council by any member of the Academic Faculty or by the Administration.

2. Disposition of Business

a. No fewer than seven days before each meeting of the Council, the Secretary will circulate to the Academic Faculty an agenda showing the time and place of the meeting and a list of the specific items of business to be brought before the Council. A copy of the documentation provided for members of the University Curriculum Council will be placed on the University Learning Management System.

b. Although all business brought to the Council must be in writing, the originating person, department, or program, may ask for time to present the proposal orally.

c. Upon deliberation, the Council may dispose of a proposal in various ways, including the following:

1. The Council may allow for Expedited Review of a proposal. Under Expedited Review, a proposal that (a) involves minor changes and (b) does not impact other departments or programs without their consent may be approved by the UCC Executive Committee without review by the full Council. The following items could be considered under Expedited Review: delete a course, revise a program, revise existing course titles, minor revision to existing course description, adding or deleting instructor course content, and making COSB corrections. Any member of the UCC may request to move a proposal from the Executive Review Agenda to the UCC Agenda for the purpose of discussion.

2. The Council may approve a proposal and recommend it to the Academic Faculty on either the consent agenda or the discussion agenda.

3. The Council may defer a proposal pending further study by the members, or refer it to a committee or task force for further study and recommendations.

4. The Council may remand a proposal to the originating person or body with suggestions, questions, or recommendations for possible re-submission.

5. The Council may reject a proposal. In this case, the originating person or body may exercise the right of appeal by taking the proposition directly to the floor of the Academic Faculty Assembly, using established procedures for placing matters on the Assembly agenda.

3. Executive Session

The Council by two-thirds vote may decide to go into Executive Session.

4. Participation of Nonmembers

In addition to the provisions regarding opportunity to present their case for sponsors of proposals and for departments affected by substantive proposals of a type likely to go on the Discussion Agenda, the Council by majority vote or consent may invite or permit nonmembers to address the Council. Invitation of specific persons may also be applied to the whole or to a limited part of an executive session.

5. Reporting to the Faculty

After each meeting of the University Curriculum Council the Secretary will circulate to the Academic Faculty a list of the propositions to be approved by consent (cf. *Article IV.A: The Consent Agenda*) or to appear on the agenda of a meeting of the Academic Faculty Assembly (cf. *Article IV.B: The Discussion Agenda*). The Secretary will send one copy of the documentation for both the consent and discussion agendas to all departmental Chairs, and program Chairs, to the President, and to the Student Government Association. Such documentation will be available to interested students and faculty. For proposals on the Discussion Agenda either the complete documentation or an abbreviated form of it prepared by the Council will also be circulated to all members of the Academic Faculty.

Ordinarily the consent and discussion agendas will be circulated along with the minutes of the meeting at which the action was taken. However, consent or discussion agenda items may be submitted to the Academic Faculty immediately following action by the Council when the Council deems such submission desirable. Documentation will be distributed as described above.

A minimum of fourteen (14) days must elapse between distribution of the proposals and documentation to the Academic Faculty and the meeting at which they are to be discussed. Substantial amendments to items on the Discussion Agenda (amendments extending beyond minor revisions, or amendments that propose multiple or complex changes to a single piece of legislation) will be in order only if they have been distributed to the Academic Faculty at least seven (7) days prior to an Assembly vote. (*Article III.C.5: Reporting to the Faculty* is based on and in large part quoted from *Article II.D.3* of the *Constitution of the Faculty Organization*.)

ARTICLE IV: CONSENT AND DISCUSSION AGENDAS

The Academic Faculty must approve all proposals from the University Curriculum Council concerning curriculum and curricular policy. These proposals will be presented to the faculty in the form of a consent agenda or a discussion agenda item.

Items on the Consent Agenda, if not challenged within fifteen days, will stand approved. If any item on a consent agenda should be challenged by any member of the faculty, then this item will be transferred to the Discussion Agenda. Items on the Discussion Agenda will be presented to the faculty as motions from the Council for deliberation and vote at a meeting of the Academic Faculty Assembly.

A. The Consent Agenda

The Consent Agenda is intended for items of the following kind:

1. Course additions, changes and deletions;
2. Course changes in the Pathways curriculum;
3. Changes in major requirements;
4. Other minor program changes that do not significantly affect the requirements for graduation;
5. Amendments to the *University Curriculum Council Bylaws* other than proposals affecting the basis of membership or other constitutional provisions.

B. The Discussion Agenda

The Discussion Agenda is intended for items of a substantial curricular nature, such as the following:

1. Changes in academic policy;
2. Changes in University requirements, such as graduation or Pathways requirements;

3. Amendments to grading policies or course scheduling;

4. Addition and deletion of degree programs.

ARTICLE V: EFFECTIVE DATES OF COUNCIL AND FACULTY ACTIONS

An action involving an addition, deletion, or change in title of a major or degree becomes effective with the academic year of the bulletin in which the change is first published. An action involving a change in degree requirements becomes effective permissively in the semester following the one in which the action is approved by the Council and the Academic Faculty and becomes mandatory for students entering under the first bulletin in which the changed requirements are published. Unless otherwise specified in the action, curriculum changes are effective the semester following approval and other actions are effective immediately upon approval.

ARTICLE VI: CREDIT HOUR POLICY

One credit hour represents a minimum of three hours of student academic work per week for approximately fifteen weeks for one semester, or an equivalent amount of student academic work distributed over a different time period. Student academic work may include lectures, seminars, tutorials, applied and studio instruction, laboratories, or supervised fieldwork, as well as reading, writing, homework, research, community-engaged experiences, practice, rehearsals, and performances.

The nature of the three hours of expected academic work and the way in which that work will be evaluated by faculty will be documented in proposals to the University Curriculum Council for new or revised courses, and will be included in all course syllabi.

In determining the credit hours for any given course, the University Curriculum Council shall consider both the amount of direct faculty instruction and the amount of expected out-of-class student academic work as reflected in sample syllabi, examinations, assignments, and other course materials. The University Curriculum Council may also require a department or program to conduct a periodic assessment of actual student achievement in order to demonstrate that its courses provide an appropriately rigorous learning experience.

In determining the credit hours for any given course, the University Curriculum Council shall be guided by the norms of the relevant discipline and of higher education more generally.

As with all other curricular proposals, the University Curriculum Council's determinations regarding credit hours will be submitted to the faculty for approval as consent agenda or discussion agenda items.

ARTICLE VII: CURRICULAR GUIDELINES

To encourage students to experience a broad range of educational experiences, the University maintains the following guidelines:

- To earn a bachelor's degree from Trinity University, a student must successfully complete at least 3 credit hours from each of 10 different academic disciplines.*
- No course that has been approved for one Approach may be approved for another. No course may be approved for more than two Capacities, or for more than one Capacity if it is also approved for an Approach.
- The First-Year Experience (FYE) may not be used to satisfy any other graduation requirement.
- A minimum of 24 credit hours must be earned outside the major department and major requirements (n.b., only Engineering Science majors may include the FYE).

*An academic discipline is designated by a particular three- or four-letter subject code, such as "ART" or "ARTH," and excludes "PHED."

The following guidelines are intended to assist the University Curriculum Council in the work of implementing and assessing the Pathways curriculum.

CURRICULAR ELEMENT I: THE FIRST-YEAR EXPERIENCE

A. Learning Outcomes

Upon successful completion of the First-Year Experience (FYE), students will have demonstrated the ability to analyze and interpret sophisticated texts and ideas through:

- analytical and argumentative writing.
- reasoned discussion of substantive issues.
- oral presentations.
- locating and evaluating diverse information sources to enhance their understanding of course materials.

B. Course Requirements

To be designated as fulfilling the First-Year Experience (FYE) requirement, a course will:

- consist of at least two sections, in the fall semester, linked by a common syllabus and a weekly common learning experience for students and faculty.
- include substantial instruction in written and oral communication.
- address a topic of widespread or enduring significance.
- articulate the official Learning Outcomes (see above) in the course syllabus.

C. Student Requirements

To receive credit for successful completion of a First-Year Experience (FYE) course, students will:

- discuss reading and lecture material in both subsections as a preliminary to writing essays.
- read an average of at least six hours of sophisticated texts each week.

- engage in researching, writing, and revising at least 40 double-spaced pages of academic prose.
- demonstrate mastery of the course material in a midterm and a final assessment.
- give at least two oral presentations, with visual media support if appropriate.
- locate and evaluate diverse sources of information.

D. Additional Notes

- Students will receive one grade for the course, to be determined by the two faculty members in consultation with each other.
- First-year experience courses will be taught in the fall semester.
- Course materials are expected to draw on a variety of disciplines.
- The 40 pages of academic prose required of the students will be divided between the two subsections of the course. The topics of response papers may be developed for longer essays.
- Students will receive extensive critical commentary on both shorter and longer essays. This commentary will emphasize the development of writing skills in the following areas:
    - a focused introduction that establishes the terms of the argument.
    - a thesis, including a claim worth arguing, clearly defined terms, and a significant discursive context to be addressed.
    - logical structure in progressively unfolding paragraphs.
    - examples from the primary material and secondary sources in support of the thesis.
    - attention to relevant counter-arguments.
    - closure in the form of a balanced relation between summative conclusion and the issue(s) raised in the introduction.
    - well-formed paragraphs, with directive topic/transitional sentences, appropriate secondary sourcing and exemplification, and concluding sentences that prepare the way for the subsequent paragraph.
    - clear, unambiguous sentences based predominantly on active verbs.
    - citations, correctly formatted, where appropriate.

CURRICULAR ELEMENT II: THE CAPACITIES

Written Communication (WC)

A. Learning Outcomes

Upon successful completion of a Written Communication (WC) course, students will have demonstrated the ability to:

Either:

- write a sustained academic work with appropriate use of evidence and developed reasoning to support an argument.
- improve their writing in response to feedback.
- craft prose that conforms to the conventions of the relevant discipline.

Or, if satisfying part of the Written Communication (WC) requirement with a creative writing course, understood to include creative nonfiction, fiction, journalism, playwriting, poetry, screenwriting, etc.:

- write a sustained piece of original artistic work in a literary genre.
- improve their writing in response to feedback.
- use techniques and methods of the relevant genre or practice.

B. Course Requirements

To be designated as fulfilling the Written Communication (WC) requirement, a course will:

- provide substantive and explicit instruction in the skills necessary for creating a sustained piece of writing as described in the Learning Outcomes. The nature of this instruction must be specified in the syllabus.
- provide multiple opportunities for students to employ and improve these skills, whether through several distinct written assignments or drafts of a single assignment.
- provide substantive written critical comments on students' written work aimed at helping students improve their writing.
- be designed so that at least 20% of the course grade is determined by Written Communication (WC) curricular elements.
- articulate the official Learning Outcomes (see above) in the course syllabus.

C. Student Requirements

To receive credit for successful completion of a Written Communication (WC) course, students will:

- Compose sustained original written text(s) developed throughout the semester as described in the Learning Outcomes.

D. Additional Notes

Ideally, Written Communication courses will have no more than 15 students, since providing substantive written critical comments is time-consuming.

Oral and Visual Communication (OVC)

A. Learning Outcomes

Upon successful completion of an Oral and Visual Communication (OVC) course, students will have demonstrated the ability to:

- identify and use the elements of effective oral and visual communication.
- create and deliver effectively structured oral presentations using language correctly and appropriately.
- use visual media that are effective, appropriate, and well integrated into the presentation.
- analyze and critique oral and visual components of presentations.
- respond effectively to questions and comments from audience members.

B. Course Requirements

To be designated as fulfilling the Oral and Visual Communication (OVC) requirement, a course will:

- provide substantial instruction in effective oral and visual communication.
- require students to create, analyze, and critique presentations that include oral and visual components that are suited to a purpose and context.
- enable students to a) learn the principles, models, and resources of oral and visual communication that distinguish it from written communication and b) develop an awareness of how people rhetorically construct themselves.
- be designed so that at least 20% of the course grade is determined by Oral and Visual Communication (OVC) curricular elements.
- articulate the official Learning Outcomes (see above) in the course syllabus.

C. Student Requirements

To receive credit for successful completion of an Oral and Visual Communication (OVC) course, students will:

- complete substantial presentations or other projects.
- complete both oral and visual communication self-evaluations and critiques of others.
- complete at least one presentation that incorporates feedback from self-evaluations and critiques from an earlier presentation.

D. Additional Notes

One of the courses may be satisfied by an intensive, assessed experience such as successfully delivering a presentation that has oral and visual components at a national conference or in a student research symposium, provided that preparation for such a presentation has been overseen by a faculty member and included substantial critique and revision of prior versions of the presentation. Credit for such presentations will be awarded only with the approval of the faculty mentor. To receive credit for such an experience the student must submit an OVC Credit form to the registrar with the signature of the faculty member who oversaw the presentation.

Digital Literacy (DL)

A. Learning Outcomes

Upon successful completion of a Digital Literacy (DL) course, students will have demonstrated the ability to:

- manipulate digital information by programming, scripting, or executing structured sequences of software commands, to solve problems or engage in artistic expression.

B. Course Requirements

To be designated as fulfilling the Digital Literacy (DL) requirement, a course will:

- provide instruction both in the theory and the techniques necessary to complete a digital work using at least one appropriate technology, with the focus on developing the technical facility (Students must learn "how" to complete a digital work using at least one appropriate technology, not just "about" it).
- provide appropriate instruction about how software tools work to make it easier to learn and use new tools over time.
- enable students to apply their learning in the creation of a digital artifact.
- enable students to explore at least three of the student learning outcomes, as specified in the syllabus.
- be designed so that at least 20% of the course grade is determined by Digital Literacy (DL) curricular elements.
- articulate the official Learning Outcomes (see above) in the course syllabus.

C. Student Requirements

To receive credit for successful completion of a Digital Literacy (DL) course, students will:

- use digital technologies to achieve three or more of the student learning outcomes stated above.
- engage in advanced usage of software tools to produce a digital artifact of the work done in the class.

- demonstrate a critical understanding of how digital technologies impact our world in class discussions, in written essay form and/or in their creative or artistic work.

D. Additional Notes

It is recommended that the course provide evidence in the syllabus of at least two instructional models for supporting student learning, i.e., online tutorials and/or instructional videos as well as conceptual explanations or additional instructional support in the form of a senior/advanced student, another faculty member, or staff technology consultant.

Global Awareness (GA)

A. Learning Outcomes

Upon successful completion of a Global Awareness (GA) course, students will have demonstrated the ability to:

- identify and articulate the perspectives or values of peoples, groups, institutions, or cultures outside the United States.
- gather and evaluate information from scholarly sources concerning the perspectives and values of peoples, groups, institutions, or cultures outside the United States.

B. Course Requirements

To be designated as fulfilling the Global Awareness (GA) requirement, a course will:

- provide substantial instruction concerning the perspectives and values of the peoples, groups, institutions, or cultures outside the United States.
- involve the study of one region only, the comparative study of two or more regions, or the study of the relations among two or more regions outside the United States.
- articulate the official Learning Outcomes (see above) in the course syllabus.

C. Student Requirements

To receive credit for successful completion of a Global Awareness (GA) course, students will:

- read scholarly works concerning the perspectives and values of peoples, groups, institutions, or cultures of the regions in question.
- complete at least one major presentation, paper, or research project focusing on the perspectives and values of the peoples, groups, institutions, or cultures of the regions in question.

Understanding Diversity (UD)

A. Learning Outcomes

Upon successful completion of an Understanding Diversity (UD) course, students will have demonstrated the ability to:

- identify and articulate the diverse human experiences, identities, or cultures in the United States.
- analyze how social or cultural systems adapt to changing historical circumstances.
- analyze differences in power and privilege among groups and how these differences may lead to the domination, exploitation, or exclusion of some groups by others.
- gather and evaluate information from scholarly sources concerning diversity.

B. Course Requirements

To be designated as fulfilling the Understanding Diversity (UD) requirement, a course will:

- provide substantial instruction in the social, political, cultural, or historical dimensions of one or more enduring social or cultural divisions in the United States, such as race, ethnicity, ability, linguistic difference, social class, gender, religion, or sexuality.
- demonstrate how scholars in one or more academic disciplines study enduring social or cultural divisions.
- explore how social or cultural divisions help define groups and their relation to power, privilege, and oppression.
- articulate the official Learning Outcomes (see above) in the course syllabus.

C. Student Requirements

To receive credit for successful completion of an Understanding Diversity (UD) course, students will:

- read scholarly works concerning diversity.
- complete at least one major presentation, paper, or research project focusing on a diversity topic.

D. Additional Notes

- A student may also fulfill the Understanding Diversity requirement by successfully completing an approved independent study or internship that meets all the requirements, objectives, and outcomes listed above.
- Ideally, students will explore means of communicating cross-culturally and interacting effectively in a diverse society.

Historical Perspective (HP)

A. Learning Outcomes

Upon successful completion of a Historical Perspective (HP) course, students will have demonstrated the ability to:

- analyze major historical events, contexts or processes.
- use these events, contexts and processes to better understand the unique character of cultures, institutions or ideas.

B. Course Requirements

To be designated as fulfilling the Historical Perspective (HP) requirement, a course will:

- provide substantial instruction concerning the history of cultures, institutions, or ideas.
- involve primarily the study of events, contexts or processes that occurred in the past.
- articulate the official Learning Outcomes (see above) in the course syllabus.

C. Student Requirements

To receive credit for successful completion of a Historical Perspective (HP) course, students will:

- read scholarly works concerning the history of the cultures, institutions or ideas in question.
- complete at least one major presentation, paper, or research project focusing on the history of a culture, institution or idea.

Ancient or Modern Language (AML)

A. Learning Outcomes

Upon successful completion of an intermediate Ancient or Modern Language course, students will have demonstrated the ability to:

- read texts at the appropriate level of the course.
- write texts using appropriate vocabulary and grammar.
- understand the spoken language at the appropriate level of the course.
- speak at an appropriate level for the course. For ancient languages, students should read aloud with accurate pronunciation, phrase grouping, and inflection.
- articulate general knowledge of the foreign cultural tradition(s) associated with their language of study, including historical and contemporary traditions and values.

B. Course Requirements

To be designated as fulfilling the Ancient or Modern Language requirement, a course will:

- provide substantial instruction in the acquisition of communication skills in a modern or ancient language.
- provide opportunities for students to participate in conversations, and to read and write texts of the appropriate level of difficulty, using appropriate vocabulary and grammar.
- articulate the official Learning Outcomes (see above) in the course syllabus.

C. Additional Notes

A student fulfills the Ancient or Modern Language (AML) requirement by successfully completing an intermediate level I course in a language sequence in an ancient or modern language other than English taught at Trinity, or demonstrating equivalent proficiency by examination.

Fitness Education (FE)

Students should possess basic knowledge, understanding, or skills that will help them to make good decisions relating to health throughout life. The premise underlying this objective is that students will be more likely to engage in a healthy lifestyle of exercise and physical activity throughout their lives if they:

- possess the necessary skills to participate in a lifetime sport or activity, or
- understand fitness and its importance, or
- understand exercise and physical activity, and their importance.

This requirement may be satisfied by successfully completing one approved course or by participating in one full season of an NCAA sport at Trinity.

CURRICULAR ELEMENT III: APPROACHES TO CREATION AND ANALYSIS

Humanities

A. Learning Outcomes

Upon successful completion of a Humanities course, students will have demonstrated the ability to:

- discuss the significance of ideas, texts, performances, or cultural artifacts within an appropriate intellectual or historical framework.
- apply the interpretive or analytical methods that characterize at least one of the humanistic disciplines.

B. Course Requirements

To be designated as fulfilling the Humanities requirement, a course will:

- enable students to understand the human condition through the study of the arts, literature, history, philosophy, religion, or related disciplines (humanities).
- provide substantial instruction, direction, and/or modeling in the themes and content of the relevant discipline or disciplines.
- introduce students to the critical approaches and methodologies of the relevant discipline or disciplines.
- articulate the official Learning Outcomes (see above) in the course syllabus.
- include a warning to students on the syllabus that if the course is approved for both an Approach and an Interdisciplinary Cluster, completion of the course will satisfy only one of the two requirements.

C. Student Requirements

To receive credit for successful completion of a Humanities course, students will:

- produce written work or other artifacts that demonstrate competence in the learning outcomes stated above.

Creative Expression (CE)

A. Learning Outcomes

Upon successful completion of a Creative Expression (CE) course, students will have demonstrated the ability to:

- create an aesthetic artifact or performance that demonstrates an understanding of disciplinary techniques.
- reflect on and critically assess their creative work.

B. Course Requirements

To be designated as fulfilling the Creative Expression (CE) requirement, a course will:

- provide substantial instruction about the creative process.
- engage students practically in the making of aesthetic artifacts or performances.
- offer students the opportunity to reflect on and critically assess the process and products of their creative work.
- articulate the official Learning Outcomes (see above) in the course syllabus.
- include a warning to students in the syllabus that if the course is approved for both an Approach and an Interdisciplinary Cluster, completion of the course will satisfy only one of the two requirements.

C. Student Requirements

To receive credit for successful completion of a Creative Expression (CE) course, stu dents will:

- create at least one aesthetic artifact or performance that is a substantial and primary part of the course.

- reflect on and critically assess their creative work, either in class discussions, meetings with the instructor, and/or through written assignments.

Social and Behavioral Sciences

A. Learning Outcomes

Upon successful completion of a Social and Behavioral Sciences (SBS) course, stu dents will have demonstrated the ability to:

- identify and articulate the major concepts and approaches utilized in one of the social or behavioral sciences.
- evaluate and interpret relevant scientific or textual evidence and formulate conclusions based on that evidence.
- identify and articulate the limitations of the approaches (e.g., theories, models, methodologies) within one of the social or behavioral sciences.

B. Course Requirements

To be designated as fulfilling the Social and Behavioral Sciences requirement, a course will:

- provide substantial instruction in human behavior and social interactions.
- examine at least one of the basic theoretical, analytical, or methodological approaches of the social and behavioral sciences, elucidating the selected approach or approaches within the broader context of the social and behavioral sciences.
- utilize quantitative and/or qualitative methods (e.g., causal reasoning, hypothesis testing, experimental design, modeling, critical analysis, ethnography, fieldwork, interviewing) in the analysis of human behavior and social interactions.
- articulate the official Learning Outcomes (see above) in the course syllabus.
- include a warning to students in the syllabus that if the course is approved for both an Approach and an Interdisciplinary Cluster, completion of the course will satisfy only one of the two requirements.

C. Student Requirements

To receive credit for successful completion of the Social and Behavioral Sciences requirement, students will:

- demonstrate mastery of the learning outcomes through written assignments, exams, or projects, and oral presentations and/or class discussion.

- provide critiques which incorporate discussion of the shortcomings of theories, models and methods within one of the social and behavioral sciences.

Natural Sciences

A. Learning Outcomes

Upon successful completion of a Natural Sciences (NS) course, students will have demonstrated the ability to:

- identify and articulate the difficulties and choices related to data collection by either (a) planning and conducting data collection or (b) acquiring a "raw" (non processed) data set and investigating the methods by which it was collected (metadata).
- effectively use quantitative methods such as statistical analysis or model construction to interpret data.
- produce effective visual representations of scientific data (e.g., a graph) and communicate a scientifically valid interpretation of visually represented data.
- apply the results of scientific concepts and research to the natural world.

B. Course Requirements

To be designated as fulfilling the Natural Sciences requirement, a course will provide opportunities for students to:

- apply scientific reasoning to the collection and evaluation of data in order to solve problems within the context of an existing body of scientific knowledge.
- learn how scientific studies are designed and executed, and recognize the implications of design choices.
- apply quantitative reasoning techniques, such as statistics or model development, in the analysis and evaluation of scientific data.
- effectively communicate the data and results of scientific studies.
- find and critically analyze sources of scientific information.
- apply scientific concepts/research to the natural world.
- articulate the official Learning Outcomes (see above) in the course syllabus.
- include a warning to students in the syllabus that if the course is approved for both an Approach and an Interdisciplinary Cluster, completion of the course will satisfy only one of the two requirements.

C. Student Requirements

To receive credit for successful completion of a Natural Sciences course, students will:

- evaluate factors associated with the design of an experiment or challenges associated with the acquisition of raw data.
- find and critically analyze sources of scientific information.
- on multiple occasions (a) collect and analyze data (descriptive, experimental, or computational) or (b) investigate and analyze raw data sets collected by others.
- on multiple occasions, analyze and interpret data using quantitative methods such as statistical evaluation or model construction.
- on multiple occasions, produce an effective visual representation of scientific data and communicate a scientifically valid interpretation of that data.
- on multiple occasions, apply scientific concepts/results (e.g., data, recent scientific advances, laws, theories) in a broader context related to the natural world.

D. Additional Notes

The Student Requirements listed here are intended to provide artifacts that permit assessment of student achievement for all Learning Outcomes listed above. Assessment tools may include (but are not limited to) lab reports, problem sets, examinations, oral presentations, or research papers. A single assessment tool (e.g., a research paper) may fulfill multiple Student Requirements.

Quantitative Reasoning

A. Learning Outcomes

Upon successful completion of a Quantitative Reasoning (QR) course, student will have demonstrated the ability to:

- represent and solve a problem in a framework involving mathematics, statistics, computation, or symbolic logic.
- communicate their results.
- describe the significance and limitations of the quantitative approach.

B. Course Requirements

To be designated as fulfilling the Quantitative Reasoning (QR) requirement, a course will:

- enable students to represent and solve problems within a quantitative framework involving mathematics, statistics, computation, or symbolic logic.
- provide diverse opportunities for students to articulate both their process and communicate their results.

- be structured so that quantitative methods are the primary focus of the course.
- articulate the official Learning Outcomes (see above) in the course syllabus.
- include a warning to students in the syllabus that if the course is approved for both an Approach and an Interdisciplinary Cluster, completion of the course will satisfy only one of the two requirements.

C. Student Requirements

To receive credit for successful completion of the Quantitative Reasoning (QR) requirement, students must engage in appropriate learning activities to enable them to demonstrate the learning outcomes.

CURRICULAR ELEMENT IV: THE MAJOR

To receive a baccalaureate degree from Trinity University, a student must fulfill the requirements for a major in one of the departments or in one of the interdisciplinary programs listed in the *Courses of Study Bulletin*.

Each major consists of requirements that have been determined by the full-time faculty members within the relevant department or program.

The course requirements for a major must total no fewer than 30 credit hours. Each major must require no fewer than 18 credit hours of upper-division courses. The minimum number of credit hours for each major shall be listed in the *Courses of Study Bulletin*.

A proposal to create a new major (or a new minor) must be submitted to the University Curriculum Council as a Discussion Agenda item and, if recommended to the faculty by the UCC, must go to the Academic Faculty Assembly for a vote. The same procedure applies to a proposal to eliminate an existing major (or an existing minor).

The creation or elimination of a major must be reported to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as required by the SACSCOC substantive change policy.

CURRICULAR ELEMENT V: EXPERIENTIAL LEARNING

A. Learning Outcomes

Upon successful completion of an EXL course, students will have demonstrated the ability to:

- develop goals for and execute a specific project or experience that involves purposeful engagement with the local, national, or global community or the natural environment outside of the formal classroom*
- apply skills, theories, or methodologies gained through their coursework (in this course or more cumulatively) to solve problems or explore issues outside of the formal classroom* Additionally, some courses may have a more specific designation as follows:

- for a **service-learning course** designated EXL-SL: reflect how service experience with community partners connects to theories and concepts covered in class
- for an **internship**, designated EXL-INT: articulate how internship experience will improve knowledge and skills needed to achieve personal, academic, and professional goals
- for a **research project**, designated EXL-UGR: articulate how their scholarly activity makes a meaningful contribution to the discovery or interpretation of knowledge within the relevant discipline(s)
- for a **field study course**, designated EXL-FS: employ methodologies and make observations in the field that contribute to the discovery or interpretation of knowledge within the relevant discipline(s).
- for a **study abroad course**, designated EXL-SA: reflect meaningfully on the connections between their experiences abroad and the theories and concepts covered in class.

B. Course Requirements

To be designated an EXL course, the course will:

- require students to engage in at least one of the following:
  - significant interaction with a local, national, or global community, or the natural environment, or
  - project-based learning experiences beyond the classroom*, or
  - the creation of artifacts that will be presented to or evaluated by an outside audience
- be designed so that at least 20% of the course grade is determined by Experiential Learning (EXL) curricular elements

C. Additional Notes

*References in the above to "outside" or "beyond" the formal classroom attempt to distinguish the spirit of EXL activities from those recognized as a part of traditional lecture/lab coursework. The intention is to identify work that can only be completed by engaging in activities whose impacts transcend Trinity's campus, whether by interacting with the outside world or by contributing to a body of scholarly knowledge.

ARTICLE VIII: SUBSTANTIVE CHANGE PROCEDURE

A substantive change is a significant modification or expansion of the nature and scope of an accredited institution, including, but not limited to, adding or reopening a program, closing a program, changing program length, and changing the method of delivery for a program. The complete Substantive Change Policy and Procedures may be found *here*.

The University Curriculum Council will notify the University's Accreditation Liaison before implementing any changes that might qualify as substantive changes according to the Substantive Change Policy of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). If the change under consideration is determined to be a substantive change, the Accreditation Liaison will complete the required documentation, submit it to SACSCOC, and notify the University Curriculum Council when the process is complete.

Note that some changes only require notification to SACSCOC, in which case the change can be implemented once SACSCOC has been notified. However, some changes, such as adding a new program or changing program length, require approval (see policy for details), and the change cannot be implemented until after approval has been received.

ARTICLE IX: UNIVERSITY CURRICULUM COUNCIL STANDING COMMITTEES

A. Commission on Graduate Studies

1. Authority and Responsibility

By way of implementing its constitutionally delegated authority and responsibility for curriculum and academic policy, the University Curriculum Council establishes the Commission on Graduate Studies and delegates to it authority and responsibility for graduate studies. The authority and responsibility of the Commission shall be exercised in three areas: (1) areas where the Commission acts independently of the Council, (2) areas where the Commission reports its actions to the Council as information, and (3) areas where the Commission recommends actions to the Council.

a. In the area of exceptions to policy for graduate students and in any other areas that may be agreed upon by the Council, and the Commission, and the Academic Faculty Assembly, the Commission shall act independently of the Council and need not report its actions to the Council.

b. In the area of administrative policy relating exclusively to graduate studies, the Commission shall submit its recommendations directly to the Provost, the Associate Vice President for Academic Affairs: Student Success, and/or other administrative officers of the University, reporting such recommendations to the Council as information.

c. In the area of academic policy relating exclusively to graduate studies and in the area of exclusively graduate courses, requirements, and programs, the actions of the Commission shall be reported to the Council. The Council will forward such actions to the Academic Faculty on the Discussion or Consent Agenda as appropriate, and may at its discretion attach its own evaluation or recommendation.

d. In the area of academic policy involving both graduate and undergraduate studies and in the area of courses, requirements, and programs involving both graduate and undergraduate studies, advice of the Commission will be sought prior to formal action by the Council.

2. Procedures

The Commission shall establish its own standing rules and procedures and shall elect its own officers.

3. Membership

Trinity University maintains the following graduate programs: Accounting, Health Care Administration, Health Care Administration Executive Program, School Leadership, School Psychology, and Teaching. The membership of the Commission shall consist of one faculty representative from each graduate program, one graduate student selected by the Graduate Student Association, the Registrar or their representative, and the Provost or their representative. The Provost or their representative shall serve in a non-voting capacity. Members shall be selected in April/May and shall serve one-year terms commencing June 1.

4. Approval of Actions

Actions of the Commission on Graduate Studies in the areas of academic policy and curriculum shall be subject to approval by the Academic Faculty Assembly in the same manner and according to the same principles distinguishing the Consent Agenda and Discussion Agenda as actions of the University Curriculum Council.

B. First-Year Experience Steering Committee

1. The First-Year Experience Steering Committee is established by and responsible to the University Curriculum Council. It is responsible for the coordination, evaluation and oversight of the First-Year Experience. The Steering Committee will carry out the functions of a department, insofar as appropriate, in the administration of the FYE. In its oversight role, the Steering Committee will bring recommendations for improvements in curriculum and policy to the Council.

Specific responsibilities of the Steering Committee include, but are not limited to, the following:

- Organizing and coordinating the FYE.
- Assisting in the recruitment of FYE faculty and peer tutors.
- Assisting in the organization of meetings of FYE faculty and peer tutors, workshops for faculty, and an orientation program for peer tutors.
- Reviewing proposed FYE topics and syllabi, discussing them with instructors as necessary, and maintaining a file of syllabi actually used in the FYE.
- Upholding the criteria for the FYE as established by the Faculty.

- Conducting evaluations of the FYE offerings, using a supplementary evaluation form distinct from the standard University course evaluation.
- Serving in the role of the department when students appeal grades according to established University procedures.
- Reviewing the operation of the FYE and forwarding recommendations regarding content or policies to the Council for consideration.

2. Membership

a. The membership of the Steering Committee shall consist of (i) six faculty members who generally represent the arts, humanities, social sciences, natural and mathematical sciences, and professional programs; (ii) the First-Year Experience Coordinator; and (iii) three non-voting members: one representative from the Collaborative for Learning and Teaching, one administrator from the Office of Academic Affairs, and the First-Year Experience Librarian.

b. The six faculty members shall be appointed by the University Curriculum Council and shall serve three-year terms. Their terms will be staggered for the purpose of continuous operation. The First-Year Experience Coordinator and the administrator from the Office of Academic Affairs shall be appointed by the Provost. The representative from the Collaborative for Learning and Teaching shall be appointed by the Director of the Collaborative.

c. The First-Year Experience Coordinator shall serve as chair of the Steering Committee.

3. Reporting to the University Curriculum Council

a. The Steering Committee will report to the Council on a regular periodic basis regarding the quality and operation of the FYE.

b. The Steering Committee shall forward to the Council any recommendations it may have regarding changes in the content or requirements of the FYE or the principal policies governing its operations. As with all business brought to it, the Council will determine what recommendations, if any, it will make to the faculty.

c. The Steering Committee shall review all proposed FYE topics and syllabus and shall forward these proposals to the Council, along with recommendations for or against approval. After a topic has been approved by the Council, the Steering Committee shall also work with FYE instructors to ensure that any feedback from the Council is incorporated into the final development of the FYE topic.

C. Committee for the Assessment of Pathways Elements

1. Mission

The Committee for the Assessment of Pathways Elements is established by and responsible to the University Curriculum Council. It is responsible for the creation of procedures for and coordination of the ongoing assessment of all elements of the Pathways curriculum except for departmental and interdisciplinary majors.

2. Membership

The membership of the committee shall consist of seven members to include one current member of the University Curriculum Council, three faculty members, one representative from the Office of Institutional Research, one representative from the Collaborative for Learning and Teaching, and one administrator from the Office of Academic Affairs. Faculty members will serve for three years and will be appointed by the UCC on a staggered basis in order to retain continuity on the committee.

3. Procedures

The committee shall elect its own officers and shall establish its own standing rules and procedures.

4. Reporting to the University Curriculum Council

The committee will report to the Council on a regular basis regarding the assessment of the Pathways curriculum and shall forward to the Council any recommendations it may have regarding changes in the content or requirements of the curriculum or the policies governing it. As with all business brought to it, the Council will determine what recommendations, if any, will be recommended to the faculty for its consideration.

D. Interdisciplinary Second Major Committee

1. Authority and Responsibility

a. The Interdisciplinary Second Major Committee is established by and responsible to the University Curriculum Council. It is responsible for the coordination, evaluation, and oversight of the Interdisciplinary Second Major. The Committee will carry out the functions of a department, insofar as they are appropriate, in the administration of the major. In its oversight role, the Committee will bring recommendations to the University Curriculum Council regarding changes in requirements for the major and policies governing the Committee.

b. The general purpose of the Committee is to assist students who wish to declare an Interdisciplinary Second Major and faculty involved in such a major, and to ensure the quality of such majors.

2. Membership

a. The Committee will consist of (i) five faculty members who generally represent the arts, humanities, social sciences, natural and mathematical sciences, and professional programs, and (ii) two non-voting members: an Associate Vice President for Academic Affairs and a student.

b. Faculty members will be appointed by the University Curriculum Council, and will serve for three years. Their terms will be staggered for the purpose of continuous operation. The Associate Vice President will be appointed by the Office of Academic Affairs. The student member will be appointed by the Student Government Association.

c. The Committee will elect one of its members as chair.

3. Procedures

a. The Committee shall establish its own standing rules and procedures.

b. The Committee shall consider any student proposal for an interdisciplinary second major.

c. Upon approval, the Committee shall recommend a student's proposal to the University Curriculum Council for approval, providing the proposal meets the requirements set out in the *Courses of Study Bulletin*.

4. Reporting to the University Curriculum Council

a. The Committee will report to the Council on a regular basis regarding (i) its operations, (ii) the employment of the Interdisciplinary Second Major by students, and (iii) the completion of Interdisciplinary Second Majors.

B. The Committee will forward to the Council any recommendations it has regarding (i) changes in the requirements for the major or (ii) the principal policies governing the Committee's operations.

c. The Committee will make recommendations to the Council for approval of student proposals for Interdisciplinary Second Majors.

ARTICLE X: ADJUNCT BODIES

Certain other standing committees of the University with responsibility for academic programs, activities, or requirements are established by and report to the Provost. Insofar as their actions or recommendations affect matters of policy or requirements for which the University Curriculum Council has responsibility, their actions and recommendations should be submitted to the Council for approval. These committees include the Council on Teacher Education, the Committee on Academic Standing, committees for area studies and interdisciplinary studies programs, the Committee on Study Abroad, the Health Professions Advisory Committee, and the Prelaw Advisory Committee.

ARTICLE XI: PROCEDURES

Robert's Rules of Order (latest edition) will be used for all matters not covered in the *Bylaws*. The University Curriculum Council meetings, except those of Executive Session, are open to all Trinity University faculty, students, and administrators.

ARTICLE XII: AMENDMENTS

With the exception of the provisions quoted from or otherwise controlled by the *Constitution of the Faculty Organization*, amendments to these *Bylaws* may be approved by a majority vote of the University Curriculum Council, provided that any proposed amendment has been distributed in writing to all members of the Council at least seven days prior to the meeting at which the proposed amendment is to be considered. Amendments approved by the Council shall be forwarded to the Academic Faculty, normally on the Consent Agenda. Any proposed change in conflict with provisions of the *Faculty Constitution* must be accompanied or preceded by a proposed constitutional amendment submitted in accordance with the *Constitution*'s amendment procedures *(Article VI)*. The Council, the Faculty Senate, or any member of the Academic Faculty may propose such amendments. Changes regarding the basis of membership must be submitted to the Academic Faculty Assembly in accordance with the constitutional provision (*University Curriculum Council Bylaws Article II.A*; *Constitution of the Faculty Organization Article III.B*).

(1C) FACULTY SENATE BYLAWS

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

ARTICLE I: OFFICERS

A. Election

Officers shall consist of a Chair, a Vice Chair, and a Secretary. The Vice Chair/Chair-elect shall be elected for a term of two years followed by a two-year term in the Chair position as provided for under *Article IV* of the *Constitution of the Faculty Organization*. The Secretary will serve a term of one year and will be elected by the Senate at the first meeting after the annual election of the senators. The outgoing Chair will preside until their successor is elected.

B. Duties of the Chair

1. To convene and preside over meetings of the Senate.
2. To prepare and distribute the call for agenda items and the agenda of meetings of the Senate.
3. To schedule any called meetings of the Senate.
4. To serve as *ex officio* member of all Senate committees.
5. To represent the Senate whenever such representation is called for.

C. Duties of the Vice Chair

1. To assume the duties of the Chair in the absence, or at the request of, the Chair. Should the office of Chair become vacant before expiration of the Chair's term, the Vice Chair shall become Chair.
2. To assume such other duties as may be requested by the Chair of the Senate.

D. Duties of the Secretary

1. To be responsible for recording all proceedings of the Senate; for maintaining the minutes, correspondence, and other necessary records; and for making appropriate distribution of the minutes.
2. To receive and preserve reports from Senate committees.
3. To assume such other duties as may be requested by the Chair of the Senate.

E. Replacement of Officers

1. In the event that an officer of the Senate resigns their office, or resigns from the Senate, or is otherwise prevented from exercising the duties of their office, the Senate shall elect, from within its membership, a replacement for that office to serve the remainder of the term.

2. The Senate may, by a majority vote of its entire membership, remove from office any officer of the Senate, provided that written notice of such proposed action shall have been given to the officer and to all other members of the Senate at least one week prior to the meeting at which the removal is to be proposed.

ARTICLE II: MEETINGS AND AGENDA

A schedule of stated meetings shall be adopted by the Senate at its first meeting of the fall semester.

A call for items of business for the agenda shall be distributed in writing to all members of the Senate at least four calendar days prior to each stated meeting.

A copy of the agenda proposed by the Chair shall be distributed in writing to all members of the Senate at least two calendar days prior to each stated meeting.

Written notice of all called meetings of the Senate, together with information regarding the items of business to be conducted at such called meetings, shall be distributed to all members of the Senate at least two calendar days prior to the meeting at which such recommendations are to be voted upon.

All meetings of the Senate shall be open to all members of the Faculty except when the Senate, by a two-thirds vote of those senators present, decides to go into Executive Session.

A quorum of the Senate shall consist of ten members.

Robert Rules of Order (latest edition) shall govern the proceedings of the Senate.

ARTICLE III: COMMITTEES

A. Executive Committee

1. *Membership*

The Executive Committee shall be composed of the Chair, the Vice Chair, and the Secretary of the Senate.

2. *Duties*

The Executive Committee will set the agenda for Senate meetings and will oversee the implementation, continuation, and/or completion of Senate activities. In addition, the committee shall perform other duties as assigned.

B. Committee on Faculty Representation and Elections

1. *Membership*

The Committee on Faculty Representation and Elections shall be composed of a Chair and four other members of the Senate who shall be appointed by the Senate for a term of one year. Insofar as is practicable, membership on this Committee shall be drawn from the various academic ranks and there shall be a reasonable degree of continuity from year to year in its membership. The Center for Learning and Technology Instructional Support Manager will assist the Committee's use of technology in the completion of its duties.

2. *Duties*

The Committee on Faculty Representation and Elections shall nominate and present to the Senate for approval the names of the members of the Academic Faculty to fill appointments on all Standing Committees of the University (see *Standing Committees of the University*) and other bodies requiring representation from the Faculty as provided in the *Constitution of the Faculty Organization at Trinity University*. It shall, under the direction of the Senate, supervise elections involving the Academic Faculty, such as the election of the Chair of the Senate, the annual election of members of the Senate, of the Investigating and Hearing Committees, and of the Commission on Promotion and Tenure, as provided in the *Constitution* (*Article IV.G.6.a*). The Committee shall also provide oversight for all Standing Committees of the University and other bodies requiring representation from the Faculty as provided in the Constitution of the Faculty Organization at Trinity University. Oversight duties will include the collection of yearly reports from standing committees and regular evaluations of committee effectiveness. Finally, it shall assume such other duties and responsibilities as shall be determined by the Senate. With the exception of the Committee Chair, members of this Committee shall also be expected to be active participants of a Senate working committee.

C. Budget Advisory Committee

1. *Membership*

The Budget Advisory Committee shall be composed of a Chair, at least one other member of the Senate who shall be elected by the Senate, and one additional member of the Academic Faculty who shall be appointed by the Senate for a term of one year. Insofar as is practicable, there shall be a reasonable degree of continuity from year to year in its membership.

2. *Duties*

The Budget Advisory Committee shall, on the basics of continuing consultations with administrative officers of the University, report to the Senate relevant and appropriate information regarding both the budget-making processes and the content of the annual budget of the University at all major stages of its development, during the year of its effectiveness, and at the conclusion of the fiscal year. In cooperation with the Administration and subject to approval by the Senate, it shall develop and oversee procedures for ensuring timely and significant Faculty participation in the University's budget-making process. It shall assume such other duties and responsibilities as shall be determined by the Senate. With the exception of the Committee Chair, the other Senate member(s) of this Committee is (are) expected to be active participant(s) of a Senate working committee.

D. Outreach Committee

1. *Membership*

The Outreach Committee shall be composed of a Chair and at least three other members of the Senate.

2. *Duties*

The Outreach Committee will coordinate various outreach efforts for the Senate. The Committee will identify communication needs and opportunities related to faculty issues and will organize social events accordingly. Duties will also include the oversight of constituent group assignments.

E. Handbook Committee

1. *Membership*

The Handbook Committee shall be composed of a Chair, at least one other member of the Senate, at least one other member of the faculty who shall be appointed by the Senate for a term of two years, and a member of the Office of Academic Affairs. The second Senate member of the committee shall prepare to assume the position of Chair when the current Chair rotates off the Senate.

2. *Duties*

The Handbook Committee shall monitor all changes to documents in the *Faculty and Contract Staff Handbook* that pertain to faculty concerns. When the Faculty Senate considers any proposal that involves changes to the handbook, the Handbook Committee shall suggest any revisions needed to preserve consistency and economy in policy documents. The Handbook Committee may also ask other committees to review the handbook documents that are relevant to their work.

F. Contingent Faculty Committee

1. *Membership*

The Contingent Faculty Committee shall be composed of a Chair, at least one other member of the Senate, and at least two members of the Contingent Faculty who shall be appointed by the Senate for a term of two years. The second Senate member of the committee shall prepare to assume the position of Chair when the current Chair rotates off the Senate.

2. *Duties*

The Contingent Faculty Committee shall identify and represent the interests, needs, and concerns of Trinity's Contingent Faculty. The Contingent Faculty Committee will solicit the Contingent Faculty regularly to try to identify issues of concern, and then suggest policy changes to address these concerns. The Contingent Faculty Committee shall be in regular communication with Academic Affairs and the Academic Deans to work together to support Contingent Faculty in the vital role they play within the university.

G. Working Committees

The Senate shall set up such working committees as may be necessary to carry out its duties.

ARTICLE IV: AMENDMENTS

Proposed amendments to these *Bylaws* shall be circulated in writing to the members of the Faculty Senate at least fourteen (14) days prior to the stated meeting of the Senate at which they will be considered. They shall become effective if passed by a two-thirds majority of the membership. Amendments approved by the Senate shall be forwarded to the Academic Faculty in writing within fourteen (14) days after Senate approval.

(1D) STANDING COMMITTEES OF THE UNIVERSITY

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

I. OVERVIEW

In the establishment, organization, and composition of standing committees of the university, the President, the Faculty Senate, the Student Government Association, and the executive committee and council of the Graduate Student Association have participated in accordance with provisions of, respectively, the *Constitution of the Faculty Organization at Trinity University*, the *Constitution of the Association of Student Representatives*, and the Bylaws of the Graduate Student Association.

The standing committees are divided into categories which reflect differences in the organizations and/or individuals that are responsible for establishing the committees and to whom the committees are expected to report. University committees represent the interests of the faculty, staff, administration, and students; they are established by the Faculty Senate, the President of the University (or their designee), and the Student Government Association and/or the Graduate Student Association. Faculty Committees primarily represent the interests of the faculty; they are established by and report to the Faculty Senate. Administrative Committees primarily represent administrative interests and they are established by and report to the President of the University (or their designee). Student Committees represent student interests; they are established by and report to the Student Government Association and/or the Graduate Student Association.

A. Membership

Faculty membership on any standing committee shall ordinarily be for three-year terms, arranged so that one-third of the terms expire annually. Members are eligible for reappointment, but due consideration should be given both to the principle of rotation of membership and to the principle of continuity.

Ordinarily, no standing committee should have more than one faculty member from any one academic department, nor should any faculty member serve as a voting member of more than one standing committee. Nominations or appointments to committees should preferably not include members of the Faculty Senate.

Student representatives on standing committees are nominated and/or appointed by the governing bodies of the Student Government Association and the Graduate Student Association. When the Student Government Association or the Graduate Student Association makes a final appointment to a standing committee (generally, without a nomination going through the Office of the President of the University or through the Faculty Senate), a written statement of appointment, signed by the chief executive of the appointing organization, will be sent immediately to the committee Chair, and this statement will include the appointee's name and contact information. Whenever possible, student members of standing committees should be named by the end of the spring semester. Faculty and administration appointments should be completed by June 15.

Specific guidelines for the determination of membership are listed separately for each of the major categories of committees.

B. Rules of Procedure

All members of committees are voting members except those specifically designated as nonvoting.

Committees shall be called to meet during the first month of the fall semester and elect a Chair from among its members. In most cases, the Chair of the committee should be a faculty member who does not hold an administrative position above that of department chair. The Chair elected by each committee shall report this election to the organizations and/or individuals responsible for establishing the committees and to whom the committees are expected to report not later than September 30.

The Chair shall preside at meetings of the committee and shall perform the duties usually expected of a presiding officer. The Chair shall appoint, with the approval of the committee, such sub-committees as deemed necessary to carry out the affairs of the committee.

Minutes shall be taken at all meetings.

A tentative calendar of meetings shall be agreed upon by the committee at its first meeting.

Each standing committee will prepare an annual report at the end of the academic year. That annual report should be sent to each of the organizations or individuals to whom the committee is to report. In preparing the annual report, the committee members should review the purposes, intended and actual accomplishments, and structure of the committee. In cases where the annual report indicates that the committee accomplished very little or experienced difficulties in carrying out its charge, the annual report should contain recommendations for change. Recommendations could include a proposal for eliminating the committee, a request for changing the size or structure or membership of the committee, a request for a more specific charge from organizations and/or individuals that are responsible for establishing the committee and to whom the committee is to report, or any other changes deemed appropriate by the committee. Such a recommendation should, when necessary, be accompanied by a proposed amendment to any policy statement or other chapter found within this *Handbook* that creates the committee and defines its function and its membership.

In addition to recommendations contained in annual reports, suggestions are always in order for improvements in committee structure and functioning. Such suggestions, as approved by committee action, should go immediately to the organizations and/or individuals to whom the committee reports. For University Committees, recommendations for change must be approved by the Faculty Senate, the President of the University (or their designee), and the Student Government Association and/or the Graduate Student Association; for Faculty Committees, to the Faculty Senate; for Administrative Committees, to the President of the University (or their designee to whom the committee reports).

II. UNIVERSITY COMMITTEES

Standing University Committees have responsibilities assigned to them which relate to important aspects of university affairs. University Committees have members representing at least two of four general constituencies (faculty, staff, administration, or students).

The number of members and the ratio of membership for each committee are determined in negotiation among the administration, the Faculty Senate, and the Student Government Association and/or the Graduate Student Association. Faculty members are appointed by the President of the University (or their designee) as recommended by the Faculty Senate; student members are appointed by the President of the University (or their designee) as recommended by the Student Government Association and/or the Graduate Student Association; administrative and staff members are appointed by the President of the University (or their designee). An alternative basis for membership must be approved by the Faculty Senate, the President (or their designee), and the Student Government Association and/or the Graduate Student Association.

A. Admissions, Scholarships, and Financial Aid

Reporting: The committee serves as an advisory committee to the Offices of Admission and Financial Aid.

Purview: The committee meets at least once each semester to discuss enrollment goals, recruitment strategies, decision-making, admission statistics, and financial aid policies. Committee members introduce concerns and issues that influence the admissions process and the awarding of financial aid and may make recommendations to the Provost.

Membership:

- three faculty members, recommended by the Faculty Senate to serve three-year staggered terms;
- four students, to include one graduate student, recommended by the Student Government Association and the Graduate Student Association to serve one-year terms; and
- *ex officio*, the Vice President for Enrollment Management, the Dean of Admissions, the Director of Financial Aid, the Vice President for Student Affairs.

Leadership: The Vice President for Enrollment Management (or their designee) convenes the committee meetings; a faculty member serves as chair.

B. Advising and Registration

Reporting: The committee will report to the Associate Provost for Student Success.

Purview: The committee reviews the academic advising and registration process. The committee assesses the advising and registration process, including first-year advising, to suggest possible improvements.

Membership:

- three faculty members, recommended by the Faculty Senate to serve three-year terms;
- two undergraduate students, appointed by the Student Government Association; and
- the Registrar.

Leadership: The Associate Provost for Student Success or their designee shall convene the committee.

C. Board of Campus Publications

Reporting: The board reports to the President of the University.

Purview: The board operates in accordance with its 1993 charter, as amended, and provisions of the *Statement on Student Rights and Responsibilities*. Acting as sole publisher of the student-edited newspaper and yearbook, as well as any other publication begun or adopted by the Board or assigned to it by the President of the University, the board will approve annual budgets and requests for student activity fee funds, have general responsibility for financial stability of the publications, select (and for proper and stated causes, by orderly procedures, remove) editors and other key executives, and determine general editorial, business, and advertising policies. The board oversees the hiring of the Adviser of Campus Publications.

Membership:

- three faculty members, appointed by the Faculty Senate to serve three-year terms (with preference for one representative to come from the Department of Communication);
- one administrative representative, appointed by the Provost;
- four students, recommended by the Student Government Association; and
- *ex officio* (non-voting), the Adviser of Campus Publications.

Leadership: The board selects a chair from its members each academic year.

D. Diversity and Inclusion Committee

The primary function of the committee is to promote diversity in the University as it is essential to the health of an academic community. The committee may propose, advocate, and assist in the implementation of policies and programs designed to celebrate and increase diversity in every aspect of university life. In consultation with appropriate groups, the committee may annually choose to focus on issues such as, but not limited to, student admissions and retention, faculty and staff recruitment and retention, professional development, campus environment, and invited distinguished speakers. In addition, the Diversity and Inclusion Committee is responsible for selecting Trinity University's annual MLK, Jr., Commemorative Lecturer, coordinating the University's participation in San Antonio's MLK, Jr., March and Commemorative Program, and planning other related activities.

The committee is composed of three faculty members recommended by the Faculty Senate to serve staggered three-year renewable appointments, the Provost or their designee, the Director for Diversity and Inclusion (co-chair), a representative from the Office of Strategic Communications and Marketing, the President of the Black Student Union, and one additional student recommended by the Student Government Association. The three faculty members will in turn elect from among themselves a co-chair.

E. Employee Health and Welfare Plans

Reporting: The committee reports to the President of the University.

Purview: The committee has the responsibility, as delegated by the Board of Trustees, to oversee the university's Health and Welfare plans, serve as the ERISA plan administrator, and make recommendations to the President so the President can make informed business decisions regarding the plans.

The committee's jurisdiction extends to the following plans: medical plan, dental plan, vision plan, life insurance plan, long-term disability plan, flexible benefits plan, any other health or welfare plan subject to ERISA, and any other non-ERISA health or welfare plan, program or agreement about which the President requests the Committee's recommendations. The committee's authority does not include plan investments to the extent such investment authority has been otherwise delegated by the Board of Trustees. The committee has the authority to meet as needed with outside benefits consultants and planners.

Membership: After consultation with the Faculty Senate and the Trinity Staff Engagement Council, the Vice President for Finance and Administration and the Chief Human Resources Officer are responsible for making faculty and staff appointments to the committee, to include:

- three faculty members, recommended by the Faculty Senate for three-year terms;
- three exempt staff, recommended by the Trinity Staff Engagement Council to serve three-year terms;
- three non-exempt staff, recommended by the Trinity Staff Engagement Council to serve three-year terms;
- the Vice President for Finance and Administration (or designee); and
- the Chief Human Resources Officer.

Leadership: A faculty member will chair the committee.

F. Healthy Behaviors Committee

Reporting: The committee reports to the Vice President for Student Affairs.

Purview: The committee is responsible for:

- reviewing data concerning student alcohol and other drug use (AOD), hazing, sexual assault, and dating violence;
- coordinating regular reviews of policies and programs related to AOD, hazing, and sexual respect;
- coordinating compliance with federal, state, and local mandates including but not limited to the Drug Free Schools and Communities Act, the Clery Act, the Stop Campus Hazing Act, Section 37.151 of the Texas Education Code, and the NCAA Drug-Testing Program;

- developing objectives and evaluating progress toward them in order to inform strategic plans;
- reporting annually to the Vice President for Student Affairs and the Faculty Senate.

Membership:

- the Director of Student Engagement and Development;
- the Assistant Director of Wellness Services;
- the Assistant Director for Parent Communication and Student Conduct;
- the Assistant Director Residential Life;
- the Assistant Police Chief;
- the Director of Title IX Compliance;
- the Corporal Admin Compliance Assistant;
- the Associate Director of Athletics for Compliance;
- one faculty representative, appointed by the Faculty Senate to serve a three-year term
- one representative from the Student Wellness Advisory Board;
- one representative from the Student Athlete Advisory Council;
- one representative from Greek Council; and
- one Resident Assistant.

Leadership: The Assistant Director of Wellness Services and Assistant Director for Parent Communication and Student Conduct serve as co-chairs.

G. Research and Creative Activities Committee

Reporting: The committee reports to the Provost and the Faculty Senate.

Purview: The committee will:

1. Work with executive leadership and faculty to formulate, implement, and interpret the university strategy regarding faculty research and creative activities.
2. Monitor and recommend improvements so that faculty members have the necessary resources, incentives, and professional development opportunities to deliver, sustain, communicate, and enhance their scholarship in a way that aligns with the university's strategic goals.
3. Review university policies related to research and creative activities.
4. Analyze and make recommendations regarding (i) supporting faculty in securing and managing external funding (ii) ensuring compliance with regulatory requirements.
5. Collaborate with the Provost to cultivate an institutional culture in which decisions about research and creative activities are not made in a vacuum and where faculty members are partners in strategic decision making that concerns research and creative activities.

6. Analyze and provide feedback on research and creative activities-related issues brought to the committee when an opinion or position of the Trinity faculty as a whole is required.

The committee will provide a minimum of one report per semester to the Faculty Senate. The committee's recommendations will be sent as they are made to the Senate for review and deliberation. The Senate may request more information from the committee as needed. If the Senate votes to support a committee recommendation, it will be sent as a formal Senate recommendation directly to the Provost.

Membership:

- five faculty members, recommended by the Faculty Senate to serve two- to three-year terms, with one from each school and the library, and with strong preference to have at least one faculty member at each rank;
- the Senior Director for Research and Sponsored Programs; and
- the Director of Foundation Relations.

Leadership: The Senior Director for Research and Sponsored Programs will convene the committee.

H. Safety, Security, and Health

Reporting: The committee reports to the President.

Purview: The committee reviews and recommends policies to enhance the safety and welfare of university employees, students, and visitors. This includes the development and evaluation of comprehensive plans, regulations, procedures and programs to provide for the personal health and safety of persons and the security of property and records in accordance with federal, state and local codes and university policies. The committee's areas of concern include but are not limited to security, health, injuries, facilities, vehicles, air quality and fire safety.

Membership:

- one faculty member appointed by the Faculty Senate to serve a three-year term;
- administrative and staff members appointed by the President; and
- two undergraduate representatives nominated by the Student Government Association.

Leadership: The University Police Chief shall coordinate the activities of the committee.

I. Student Accessibility Services Advisory Committee

Reporting: The committee reports to the Provost, the Faculty Senate, and the Student Government Association.

Purview: Faculty members on the committee serve as a resource for other faculty members by learning from SAS how specific accommodations work and by representing the faculty experience of delivering specific accommodations. Accordingly, the committee should maintain regular communication with the faculty and provide a yearly report to the Faculty Senate. The Committee will meet at least twice a semester.

Membership:

- five faculty members, recommended by the Faculty Senate to serve three-year terms, preferably one from each school and the library;
- two students, recommended by the Student Government Association; and
- the Director of Student Accessibility Services.

Leadership: The Director of Student Accessibility Services convenes the committee.

J. Sustainability Committee

Reporting: The committee reports to the President, the Faculty Senate, and the Student Government Association.

Purview: The committee provides leadership for sustainability in University activities. It evaluates University practices and policies and makes recommendations to promote sustainability in operations. The committee evaluates and makes recommendations for sustainability in the curriculum and academic research, and for sustainable practices in co-curricular activities.

Membership:

- three faculty members recommended by the Faculty Senate to serve three-year staggered terms, one of whom is appointed as chair;
- two students recommended by the Student Government Association to serve two-year staggered terms; and
- *ex officio*: the Executive Director of Campus Operations or their designee; a representative of the Office of Strategic Communications and Marketing; the Associate Vice President for Finance; the Director of Dining Services; and the Director of Residential Life/Dean of Students, or their representatives.

Leadership: One of the three appointed faculty members serves as chair.

K. Teaching and Learning Support Committee

Reporting: The committee reports to the Provost and the Faculty Senate.

Purview: The committee provides guidance and advice on programs, practices, and operations related to the university's intellectual and pedagogical resources, particularly those managed by the Collaborative for Learning and Teaching. It works with the Director of the Collaborative to shape and facilitate programming that advances the mission of the Collaborative, and also serves as part of a selection committee for faculty and staff proposals connected with specific Collaborative initiatives.

Membership:

- six faculty members, with at least one faculty representative from each school, appointed by the Faculty Senate in consultation with the Director of the Collaborative to serve three-year terms;
- one faculty or staff member from the Coates Library;
- the Director of the Collaborative;
- two staff members from the division of Academic Affairs, appointed by the Director of the Collaborative; and
- two staff representatives from divisions other than Academic Affairs, appointed by the Director of the Collaborative.

Leadership: The committee is convened by the Director of the Collaborative for Learning and Teaching.

L. Traffic and Parking

Reporting: The committee reports to the Vice President for Finance and Administration.

Purview: The committee makes university traffic and parking recommendations to the Vice President for Finance and Administration related to strategic planning, regulations, parking rates, and citations. The committee also serves as the hearing body for persons appealing citations.

Membership:

- one faculty member, recommended by the Faculty Senate to serve a three-year term;
- three administrative representatives, including the Trinity Chief of Police or their designee; and
- one student member, recommended by the Student Government Association.

Leadership: The Chief of Police of their designee convenes the committee.

M. Visiting Lecturers Committee

Reporting: The committee reports to the Provost.

Purview: The committee is responsible for the administration of funds budgeted by the university or from other sources to help departments and groups of departments bring outside speakers to campus. It will give due consideration to the interests of students, faculty, and the community and will work within the accepted Facilities Use Policy.

Membership:

- three faculty members appointed by the Faculty Senate to serve three-year terms, with no more than one faculty member from a particular school or the library;
- one administrative representative from the Office of the Provost;
- two undergraduate students recommended by the Student Government Association; and
- one graduate student, recommended by the Graduate Student Association.

Leadership: The committee is convened by the administrative representative from the Office of the Provost.

III. FACULTY COMMITTEES

The number of members and the ratio of membership (for faculty, students, and administrative representatives) for each committee is determined by the Faculty Senate in consultation with the administration and the Student Government Association and/or the Graduate Student Association. Unless an alternative basis for membership has been approved by the Faculty Senate, faculty members will be appointed by the Faculty Senate; administrative and staff members will be appointed by the President of the University (or their designee); and student members will be appointed by the President (or their designee) upon nomination by the Student Government Association and/or the Graduate Student Association. Unless an ongoing charge is specified in the committee description, the Faculty Senate will be responsible for providing the committee with a specific annual charge. These committees are described elsewhere in this handbook as noted.

A. Administrator Review Oversight Committee

Reporting:

Purview: The Administrator Review Oversight Committee (AROC) provides a mechanism for faculty to provide meaningful input into the evaluation of an administrator. This standing committee will undertake a regular review of policies and protocols related to the five-year reviews of those administrators interacting significantly with faculty, including the Provost, the Associate Provosts, Deans, and the Dean of the Library.

Membership:

- three faculty members, selected by the Faculty Senate to serve three-year terms; and
- one staff member assigned by the President.

A faculty member of AROC shall be recused from participating in reviews of administrators: 1) who are members of their department or school; 2) who are relatives; or 3) to whom they directly report. Should a member of AROC be recused under any of these conditions, an alternate will be chosen by the Faculty Senate.

B. Distinguished Professorship Committee

See Distinguished Professorships. [NOTE: the committee has no members, and has been recommended for elimination by the Faculty Senate, with concurrence of the University President; however, pending amendment of *Distinguished Professorships*, the elimination of this committee has not yet taken effect.]

C. Education and Research Technology Committee

Reporting: The committee reports to the Faculty Senate.

Purview: The committee serves in an advisory role to other Information Technology governance working groups. The committee will recommend long-term strategies regarding the implementation and maintenance of technology resources. It will review, on an annual basis, IT equipment requests for technologies used in classrooms, teaching and research labs, the Library, and production facilities. It will review and recommend or not recommend projects involving IT that impact education and research. It will make recommendations regarding equipment renewal cycles along with recommendations regarding relative funding priorities. The committee will oversee the maintenance and development of technical resources in direct support of teaching, learning, research, and scholarship. In addition, the committee will review and approve updates to existing systems, standards, policies, and procedures.

Membership:

- the Chief Information Officer or their designee (*ex officio*); and
- four faculty members, one from each allied set and one from the Department of Computer Science or with significant computational research experience.

D. Faculty Development Committee

See Statement on Faculty Development.

E. Faculty Grievance Committee

See Grievance Procedures.

F. Piper Professor Committee

Reporting: The committee reports to the Provost and the Faculty Senate.

Purview: It is the committee's responsibility to select Trinity University's nominee for the annual Piper Professor Award.

Membership:

- three faculty members appointed by the Faculty Senate. When possible, committee members will be former recipients of the Piper Professor Award. No more than one faculty member will be appointed from a particular school or the library.

Leadership: The Provost or their designee shall convene the committee.

IV. ELECTED FACULTY GOVERNANCE BODIES AND COMMITTEES (FACULTY CONSTITUTION)

A. Commission on Promotion and Tenure

See The Commission on Promotion and Tenure.

B. Faculty Senate

See The Faculty Senate and Faculty Senate Bylaws.

C. Hearing Committee

See Chapter 1A Article IV.G.6.a and Chapter 2A Article VI.D.

D. Investigating Committee

See Chapter 1A Article IV.G.6.a, and Chapter 2A Article VI.D.

E. University Curriculum Council

See The University Curriculum Council and University Curriculum Council Bylaws.

V. ADMINISTRATIVE COMMITTEES

The number of members and the ratio of membership (for faculty, student, and administrative, and staff representatives) for each committee are determined by the President of the University (or their designee) in consultation with the Faculty Senate and the Student Government Association and/or the Graduate Student Association. Unless an alternative basis for membership has been approved by the President (or their designee), administrative and staff members will be appointed by the President (or their designee); faculty members will be appointed by the President (or their designee) upon nomination by the Faculty Senate; and student members will be appointed by the President (or their designee) upon nomination by the Student Government Association and/or the Graduate Student Association.

The President of the University (or their designee) will be responsible for providing the committee with a specific annual charge, unless an ongoing charge has been specified in the committee description.

A. Animal Research

Reporting: The committee reports to the Provost via the Dean of the D. R. Semmes School of Science.

Purview: The committee is responsible for overseeing and evaluating the use of vertebrate animals in teaching and research at Trinity University according to the guidelines established in the Animal Welfare Act and by the Public Health Service policy on Humane Care and Use of Laboratory Animals. The committee employs as a basis of evaluation the standards published in *Guide for the Care and Use of Laboratory Animals*. Individuals desiring to use or house vertebrate animals for teaching or research in the designated animal facility or elsewhere must have the explicit permission of the Animal Research Committee. Petitioners who request to house animals in facilities other than the designated facility must provide evidence that the animals will be properly cared for and that adequate records of their use and final disposition will be kept. In accordance with federal guidelines, the chair and members of the Animal Research Committee are appointed annually by the President of the University.

Membership:

- at least three faculty members, nominated by the Faculty Senate to serve three-year terms, including at least one practicing scientist experienced in research involving animals and at least one member whose primary concerns are in a non-scientific area;
- a community member who does not have an affiliation with Trinity University; and
- a licensed veterinarian.

Leadership: One of the faculty members serves as chair. The person officially and legally responsible for the humane care and use of animals at Trinity University is the Institutional Official, the Provost.

B. Commencement and Convocation

Reporting: The committee reports to the President.

Purview: The committee is responsible for the scheduling and handling of all commencement exercises and convocations.

Membership:

- three faculty members, nominated by the Faculty Senate to serve three-year terms;
- three graduating seniors, nominated by the Student Government Association; and
- one graduate student, nominated by the Graduate Student Association.

Leadership: The president appoints all committee members, in consultation with the provost. The president delivers a charge to the committee each September at the initial meeting of the committee and appoints a chair of the committee from among its members.

C. Institutional Biological Safety

Reporting: The committee reports to the Provost via the Dean of the D. R. Semmes School of Science.

Purview: The committee is responsible for the establishment and sustainment of scientific procedures to ensure that research at Trinity University is conducted safely. It will ensure compliance with the intent and requirements of the Federal Department of Health and Human Services (HHS), National Institutes of Health (NIH), Office of Recombinant DNA Activities regulations, and National Science Foundation (NSF). The committee will be guided by both ethical and scientific principles and procedures in monitoring all scientific study supported by the university, in assessing potential hazards, and in establishing and implementing safety procedures. When proposals are submitted to NIH, NSF, or any other sponsor, faculty members whose projects have been determined by departmental chairs to be potentially hazardous shall notify the chair of the committee of the necessity for committee consideration. Forms for application for review by the committee are available in the Office of the Dean of the D. R. Semmes School of Science. Subsequent reviews of procedures are required when awards are received, and when modifications of experimentation are made.

Membership:

- three faculty members from the D. R. Semmes School of Science, nominated by the Faculty Senate to serve three-year terms;
- at least two persons with relevant expertise not affiliated with Trinity University;
- at least one member from the laboratory technical staff; and
- a Biological Safety Officer.

The committee may also include consultants who are particularly knowledgeable about institutional commitments and policies, applicable law, standards of professional conduct and practice, and environmental concerns.

Leadership: One of the faculty members serves as chair.

D. Institutional Review Board

Reporting: The Institutional Review Board (IRB) reports to the Provost.

Purview: The IRB, established in accordance with Department of Health and Human Services regulations, reviews research projects and activities to ensure that safeguards are present to protect human subjects' rights and welfare. Any research project involving the use of human subjects must be submitted to the IRB for review. Unless the project meets criteria to be exempt from review, it must have the approval of the chair or full IRB. For information, contact the Office of Academic Affairs; also see *Use of Human Subjects in Research*.

Membership: The IRB is appointed by the Provost and consists of:

- five faculty members, nominated by the Faculty Senate to serve three-year terms;
- one undergraduate student, nominated by the Student Government Association;
- two persons from the community with no affiliation with Trinity University; and
- a representative of the Office of Academic Affairs.

Leadership: A faculty member serves as chair, and provides information about the review process, maintains documentation for projects, and maintains records of IRB meetings. A representative of the Office of Academic Affairs serves as the Human Subjects Administrator, who is responsible for coordination of IRB activities and monitoring compliance with regulations approved by the IRB.

E. Intercollegiate Athletics

Reporting: The committee reports to the President.

Purview: The committee is designed to fulfill all the functions assigned to a "faculty committee" by the National Collegiate Athletic Association (NCAA). The committee is also responsible for reviewing team travel schedules and serving as a liaison between intercollegiate athletics, the administration, and the faculty.

Membership:

- one faculty member, appointed by the President to a six-year term as the committee's chair;
- one faculty member, appointed by the president to a six-year term as the university's NCAA Faculty Athletic Representative (FAR);
- at least two faculty members, nominated by the Faculty Senate to serve three-year terms;
- five administrative representatives, including the Vice President for Enrollment Management, the Director of Athletics, the Senior Women's Administrator, and the Associate Provost for Student Success; and
- two students, nominated by the Student Government Association.

Leadership: The faculty chair and NCAA FAR are appointed for six-year terms by the President in consultation with the Director of Athletics and the Vice President for Enrollment Management.

F. Major Scholarships and Fellowships

Reporting: The committee reports to the Provost.

Purview: The committee deals with issues pertaining to the selection and preparation of students for these competitions.

Membership: The committee consists of faculty who the provost or their designee has given responsibility for each of the external major scholarships and fellowships for which students from Trinity University routinely compete, including the Marshall, Rhodes, Mellon, Truman, Goldwater, Fulbright, and other similar awards.

Leadership: The committee is chaired by the provost (or their designee).

VI. ACADEMIC PROGRAMS AND ADVISING COMMITTEES

Academic Programs and Advising Committees, a subcategory of Standing Administrative Committees, are established by and report to the Provost. Members are appointed by the Provost or their designee.

A. Academic Standing

Reporting: The committee reports to the Provost or their designee.

Purview: The committee is charged with reviewing the status of undergraduate students who are subject to academic suspensions or dismissal and making recommendations to the provost regarding students' continued probationary status. The committee also reviews the record of any undergraduate student applying for readmission to the university and recommends action on the application.

Membership:

- six faculty members, appointed by the provost to serve three-year terms;
- the Associate Vice President for Student Affairs and Dean of Students;
- the Registrar; and
- the Associate Provost for Student Success.

Leadership: The Associate Provost for Student Success convenes the committee.

B. Council on Teacher Education

Reporting: The committee reports to the Provost or their designee.

Purview: The council is charged with primary review of all policies related to teacher education. The council also: (1) approves candidates for teacher education; (2) approves candidates for teaching certificates and/or endorsements; (3) approves standards for admission and certification; (4) recommends new education degree and certification programs; (5) advises the Department of Education regarding matters related to teacher education and certification; and (6) liaises between the Department of Education and the other departments and offices throughout the university.

Membership:

- twelve faculty members appointed by the person designated head of teacher education, after consultation with the Associate Provost for Student Success;
- the Director of Teacher Certification and Placement, Department of Education; and
- two faculty members from the Department of Education.

Leadership: The committee will elect a chair from among its members.

C. Health Professions Advisory Committee

Reporting: The Health Professions Advisory Committee (HPAC) reports to the Provost or their designee.

Purview: The committee provides close liaison between Trinity University and professional schools in the health care area. It is concerned with maintaining proper undergraduate programs, giving counsel and academic guidance, and recommending students for admission to medical, nursing, dental, veterinary science, and other schools in related fields.

Membership:

Executive Committee: This group will be responsible for setting meeting agendas, overseeing the composite letter process, and contributing to programmatic assessment

- one member will serve as the chair who will be appointed by the Provost or their designee;
- one member will serve as the associate chair who will be appointed by the chair; and
- at least one additional governing committee member.

Governing Committee: This group will be responsible for creating and reviewing HPAC policies, and will represent the program at admissions events. This committee will be comprised of:

- members of the executive committee;

- at least three faculty members appointed by the chair from academic departments that have an interest or programs related to pre-health professions;
- at least one representative from the Center for Experiential Learning and Career Success; and
- at least one representative from the Advising Office.

Members at Large: This group will contribute to advising health professions students and preparing evaluation and composite letters for students pursuing medical, dental and veterinary school. Members will participate in advising students on health professions related issues and will attend annual on-campus HPAC meetings.

- at least one faculty member from each of the following departments: Biology, Chemistry, Psychology and Physics, appointed by the HPAC chair.

Leadership: The committee's chair and associate chair are appointed by the Provost or their designee.

D. Interdisciplinary Study Committees

Reporting: Each committee reports to the director(s) of its respective program.

Purview: These committees administer the interdisciplinary programs of study in the areas named in the committee titles.

Membership and Leadership: The director(s) of each program appoint members and convene their respective committees.

E. International Programs

Reporting: The committee reports to the Provost or their designee.

Purview: The committee is responsible for policy relating to Trinity University students studying abroad under the auspices of other institutions. The committee is also responsible for hearing appeals from students with respect to decisions of the Director of Study Abroad regarding the disapproval of credit for specific programs or courses.

Membership:

- at least one faculty member from the Department of Modern Languages and Literatures and at least one from the International Studies Program, appointed by the provost.
- at least one faculty member with expertise in each world area (Europe, Latin America, Asia) in which quality study abroad programs are readily available; and
- *ex officio*, the Director of Study Abroad.

Leadership: The Director of Study Abroad convenes the committee.

F. Prelaw Advisory Committee

Reporting: The committee reports to the Associate Provost for Student Success.

Purview: The committee advises undergraduate students seeking to prepare themselves for law careers while attending Trinity University. The committee works with the Admissions Office recruiting prelaw students and reviews curricular programs to enhance prelaw education.

Membership:

- eleven faculty members appointed by the provost from academic departments that have an interest or programs related to legal studies;
- a representative from the Center for Experiential Learning and Career Success (CELCS); and
- *ex officio*, the Associate Provost for Student Success.

Leadership: One of the faculty members on the committee serves as chair and the CELCS representative serves as vice chair.

Chapter 2: Faculty Governance Policy

(2A) ACADEMIC FREEDOM, RESPONSIBILITY, AND EMPLOYMENT OF FACULTY

(Also known as the *Trinity University Policy Statement on Academic Freedom, Responsibility, Employment, Tenure, and Due Process for Members of the Academic Faculty*)

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

ARTICLE I: THE ACADEMIC AND THE CONTINGENT FACULTY

(Note: In all cases involving library faculty, "teacher" will be construed to mean librarian; "teaching" to mean *librarianship*; "department," "departmental," and "appropriate department" to mean *library*; and "Department Chair" or "Chair" to mean *the supervisor to whom the relevant faculty member directly reports*.)

The Academic Faculty consists of all full-time employees of the University who (1) hold a tenured appointment with rank in an academic department or (2) have been appointed with rank in an academic department and with the expectation of a tenure review at a specified date. The primary responsibility for members of the Academic Faculty typically consists of teaching and research. The Academic Faculty also includes administrative personnel (including the President of the University) who hold faculty rank and tenure in an academic department but whose administrative appointment is not protected by tenure.

The Contingent Faculty consists of all full-time or part-time employees of the University who are formally responsible for academic instruction but who do not hold a tenured or tenure-track appointment with rank in an academic department. The Contingent Faculty includes staff members who are formally responsible for academic instruction on a part-time basis.

Policies governing Contingent Faculty may be found in *Chapter 3A*.

ARTICLE II: ACADEMIC FREEDOM

Trinity University seeks to provide conditions whereby members of the faculty may freely pursue scholarly inquiry, discussion, and publication. Academic freedom is essential to teaching, research and artistic creation. Freedom in research and artistic creation is fundamental to the advancement of knowledge and the arts. Freedom in teaching is fundamental to the pursuit and communication of knowledge.

Each Academic and Contingent Faculty member is entitled to full freedom in research and artistic creation and in the publication, display, or performance of the results; and in the exercise of professional responsibilities.

Each Academic and Contingent Faculty member has full freedom in the classroom in discussing the subject which they teach.

Each Academic and Contingent Faculty member is also a citizen of their community, state, and nation; and when they speak, write, or act as a citizen, they will be free from institutional censorship or discipline.

Academic freedom applies to all Academic and Contingent Faculty members, without regard to tenure status.

ARTICLE III: ACADEMIC RESPONSIBILITY

The guarantee of academic freedom for an Academic or Contingent Faculty member must be accompanied by an equal acceptance of responsibility.

The fundamental responsibility of an Academic or Contingent Faculty member as a teacher and scholar is the maintenance of professional competence as demonstrated in teaching, research, lectures, discussions, and publications, or other professional activities.

An Academic or Contingent Faculty member should avoid persistently intruding controversial material into a course which has no relation to the course's subject.

An Academic or Contingent Faculty member should recognize that the public may judge their profession and their institution by their statements and their actions. Therefore, they should strive to be accurate, to exercise appropriate restraint, to respect those with differing views, and to avoid creating the impression when they speak or act as a private person that they are speaking or acting for Trinity University.

As a matter of professional self-discipline, tenured members of the faculty are responsible to themselves and to their colleagues for continuing to meet all reasonable expectations of academic performance. Each department will undertake an academic program review no less frequently than every seven years to evaluate effectiveness in achieving educational goals, advancing scholarship, and serving the university community. The review process consists of two main components: a self-study prepared by the department members and an external review approved by the relevant dean. The Director of Assessment will provide guidelines for the self-study in consultation with the department. The findings and recommendations from the review will be documented in a report and shared with the department, Dean, and Academic Affairs. The process is intended to support continuous improvement, accountability, and informed decision-making.

ARTICLE IV: APPOINTMENT, REAPPOINTMENT, AND TENURE OF THE ACADEMIC FACULTY

(Note: In all cases involving library faculty, "teacher" will be construed to mean *librarian*; "teaching" to mean *librarianship*; "department," "departmental," or "appropriate department" to mean *library*; and "Department Chair" or "Chair" to mean the supervisor to whom the relevant faculty member directly reports.)

The objective of these principles and procedures for appointment, reappointment, and tenure is to enhance the quality of the University through continuing improvement of the intellectual quality of the faculty in teaching and scholarship. The procedures to be followed in reappointment and granting of tenure are the same; the process of evaluation has the same objective. Judgments should be based on high professional standards. Yet equity requires that each faculty member be judged individually on the basis of particular abilities to contribute to the intellectual and educational life of the department and the University. The administration and the faculty have a mutually supportive role which these principles and procedures seek to enhance.

Nothing in this section should abrogate rights currently enjoyed by members of the Academic

Faculty nor adversely affect the status of any tenure-track member appointed prior to its adoption.

A. Faculty Ranks

Faculty ranks to which faculty appointments are normally made are Assistant Professor, Associate Professor, and Professor (including Distinguished or Endowed Professor). Tenure and probationary status, where applicable, will be decided upon in each individual case. Persons employed to fill positions in contract or sponsored research projects will not ordinarily be given academic faculty ranks. The length of such appointment is determined by the duration of sponsorship of the project.

B. Categories of Appointment

The two categories of appointment to the Academic Faculty are (1) tenured appointments, and (2) tenure-track appointments.

1. Tenured appointments provide assurance to an Academic Faculty member that they may expect to continue in their academic position unless adequate cause for dismissal is demonstrated in a fair hearing, following established procedures or due process.

2. Tenure-track appointments are appointments under consideration for tenure in accordance with the criteria and evaluative procedures below. No one should be considered for a tenure-track appointment who does not possess the potential for continued reappointment and tenure.

Standards and descriptions for faculty appointment are provided in *Chapter 2A, Article X*.

C. Procedures for Establishing or Filling a Vacant Position

It is not to be assumed that any position is to be filled automatically or a search initiated prior to a review of the position and approval by the Provost. When the Provost approves the filling of the vacancy or the creation of a new position, dollars to fund the position must be budgeted. If funds are not in the budget for the position, it cannot be filled until the Provost has secured approval from the President to transfer funds from some other area of the budget.

After the Provost has approved the filling of the position, or the creation of the position, and funds are budgeted, they authorize the search for candidates. The description of the position to be filled must include the rank and any special requirements or conditions. The Provost will advise the search committee of special areas where recruitment should be undertaken which will reach the best pool of qualified candidates. Advertisement should be placed in the appropriate professional journals and in *The Chronicle of Higher Education*, if appropriate. After the search has been conducted, the search committee will bring to the Provost a summary of the recruitment process and a review of the applicants. It is the Provost's responsibility to assure that the advertising and recruitment process has been in compliance with Affirmative Action policies and that a sufficiently diverse group of applicants has been given opportunities to apply.

The Provost will authorize the search committee to invite several of the top candidates to visit the campus. On one-year-only appointments, the visit of three candidates would be excessive and expensive. A visit by a single candidate probably would be sufficient to fill a position for one year.

The appropriate department will take the initiative in selecting and recommending a candidate for a position. Specific procedures are left to the department but must involve the Chair and all tenured members of the department (or, in the case of the Library, must involve the Dean and all tenured librarians). The President or the Provost may initiate appointments, but the Chair and all tenured members of the appropriate department must be involved in the procedure unless a new program has begun for which there is no department.

Following the interviews of the candidates, the department shall submit a written evaluative summary of all finalists, which may include the department's recommendation, to the Academic Dean of the school in which the department is housed. The Dean shall forward this written evaluative summary to the Provost, along with any additional evaluative comments that the Dean wishes to provide. In consultation with the Department Chair and the Dean, the Provost shall make the final decision regarding which finalist will receive an offer of employment. If, during the consultation, the Provost does not agree with the department's recommendation for appointment, the Provost will provide a rationale and allow the Department Chair and Dean to respond before a decision is made.

In consultation with the Department Chair and the Dean, the Provost shall determine the initial terms and conditions of appointment, including rank, fringe benefits, moving expenses, departmental affiliation, compensation, credit for prior service, any other special conditions of employment, and effective dates. Any negotiated departure from these terms and conditions shall require explicit approval by the Provost.

D. Tenure-Track Appointments

The total period of full-time service prior to the acquisition of tenure, including previous full-time service in other institutions of higher learning, normally will not exceed seven years. The precise terms of appointment, including the years of prior service to be credited, shall be stated in writing within the initial contract.

Credit for prior service is optional if, by mutual agreement, at the time of the initial appointment, the appointee and the University stipulate in writing the years of prior service to be credited.

If the faculty member experiences a situation that necessitates a commitment of time and energy that delays adequate development of their teaching, research, or artistic endeavors during the normal probationary period, then they may request an extension of the probationary period.

As an exception to policy, a probationary faculty member may request that the total time to tenure be extended by not more than one year per qualifying event. The final date beyond which a request to extend the tenure clock cannot be made is the designated day and time of submission of the faculty member's tenure materials to the corresponding department as stated in the Administrative Calendar.

Qualifying events that might warrant a request for an extension are:

1. The faculty member undergoes treatment for or is recuperating from a serious health condition;

2. The faculty member devotes substantial time to a seriously ill spouse, domestic partner, child or parent;

3. The faculty member experiences the death of a spouse, domestic partner, or child;

4. The faculty member experiences a divorce or the dissolution of a domestic partnership;

5. The faculty member has been granted leave of absence for an extraordinary and unique professional opportunity that benefits the individual and the University.

The faculty member will notify Human Resources in writing of the intent to request an extension of the tenure clock by one year in the probationary period. Human Resources will notify the corresponding department chair and the Provost. Requests must include documentation of the circumstances involved, as well as justification for why the year in question was crucial to the faculty member's progress toward tenure and why additional time is needed. The review process for the request shall progress from the departmental Chair to the Provost and then to the President for a final decision.

The extension of the probationary period applies to faculty members making satisfactory progress toward tenure as determined by the tenured members of the department at the last formal or informal review.

There is one circumstance in which the probationary period will be automatically extended by one year: if the faculty member experiences the birth or adoption of a child or foster child during the probationary period. The eligible faculty member must alert Human Resources in writing regarding the birth or adoption of a child or foster child to receive the extension. Human Resources will notify the corresponding department chair and the Provost. The faculty member may choose to waive this automatic extension by submitting a request in writing to Human Resources no later than one year after the birth or adoption of a child or foster child.

Extending the probationary period as a result of a qualifying event will not in itself disadvantage the faculty member in their promotion, advancement, or compensation. The file will be evaluated without prejudice as if the work were done in the normal period of service.

E. Policy on Joint Appointments

When a tenured or tenure-track faculty member has substantial, explicit, long-term commitments to more than one academic unit, such commitments may be formalized by way of a joint appointment.

1. Memorandum of Understanding

In connection with every joint appointment, a Memorandum of Understanding (MOU) shall articulate rights, responsibilities, and expectations with respect to the faculty member's professional activities.

For every faculty member with a joint appointment, the MOU shall specify a primary, home department and any secondary departments or interdisciplinary programs. If expectations or responsibilities pertaining to teaching, advising, scholarship, service, voting, or leadership are distributed between or among those academic units, the MOU should clarify that distribution as precisely as possible.

If the relevant faculty member holds the rank of Assistant Professor or Associate Professor, the MOU shall specify procedures to be followed for reviews relating to tenure or promotion.

Whenever possible, the MOU articulating the details of a joint appointment should be finalized concurrently with the initial letter of appointment. Nonetheless, a tenured or tenure-track faculty member may negotiate a joint appointment after any length of full-time service at Trinity University. Insofar as the MOU addresses procedures associated with tenure or promotion, those procedural agreements shall be enforceable only if they are finalized at least six semesters in advance of the tenure or promotion review.

The MOU articulating the details of a joint appointment shall be prepared by the Office of Academic Affairs. It shall become fully executed when signed by the faculty member, the Chair of the primary department, the Chairs or Directors of any secondary departments or programs, the academic Dean (or Deans) of the school (or schools) in which the academic units are housed, and the Provost.

In negotiating the terms of the MOU, all parties are expected to consider the needs of the relevant academic units as well as the professional well-being of the individual faculty member.

2. Procedures for Promotion and Tenure in the Case of Joint Appointments

For the purposes of tenure or promotion, every joint appointment shall be classified as Type 1 (when at least 40 percent of the faculty member's annual teaching effort is allocated to the secondary academic unit) or Type 2 (when less than 40 percent of the annual teaching effort is allocated to the secondary academic unit).

For a Type 2 joint appointment, the MOU may authorize one tenured faculty member who does not belong to the primary department to participate in the tenure or promotion process on behalf of the secondary department or program. In such cases, the representative from the secondary academic unit shall have full voice and vote in the deliberations of the primary department.

For a Type 1 joint appointment, the MOU shall authorize one or more tenured faculty members who do not belong to the primary department to participate in the tenure or promotion process on behalf of the secondary department or program. In such cases, the MOU shall specify the number of participating representatives from the secondary academic unit. The representatives from the secondary unit shall have full voice and vote in the deliberations of the primary department. The purpose of including one or more representatives from the secondary academic unit is to ensure that the candidate's record is evaluated by faculty colleagues who are qualified, collectively, to recognize the full value of the candidate's academic work. This principle should guide all parties in determining the number of representatives from the secondary unit who are authorized to participate in the tenure or promotion process.

In all cases, the selection of representatives from the secondary academic unit is subject to approval by the Provost or their designee.

When a faculty member with a joint appointment is reviewed for tenure or promotion, no additional responsibility shall be imposed on the candidate or the primary department with respect to required documentation. The faculty member shall prepare only one dossier, and only one set of external evaluations shall be solicited.

Every effort should be made to identify a set of external reviewers who are qualified, collectively, to evaluate the full breadth of the candidate's scholarship. When appropriate, the MOU may authorize the participation of representatives from the secondary academic unit in the selection of external reviewers.

Statements regarding the tenure or promotion process in this policy apply also to any formal reviews of tenure-track candidates who hold joint appointments.

3. Procedures for Review of Joint Appointments

An MOU articulating the details of a joint appointment must be regularly reviewed. Such review shall occur whenever a faculty member who holds a joint appointment undergoes a formal review, a tenure or promotion review, or a triennial merit review.

In these contexts, the Chair of the faculty member's primary department shall initiate a consultation with the tenured members of the primary department, the Chairs or Directors of any secondary academic units, and the individual faculty member. The purpose of this consultation is to determine (1) whether the joint appointment continues to serve the needs of the relevant academic units and (2) whether the joint appointment continues to serve the professional well-being of the individual faculty member.

Following this consultation, the signatories may choose (1) to renew the MOU without amendments, (2) to renegotiate the terms of the MOU, or (3) to dissolve the joint appointment altogether. In the first two cases, a new MOU with new signatures should be finalized by the end of the academic year in which the review has occurred.

The decision to dissolve a joint appointment rests ultimately with the Provost, who may make this decision only after consulting with the individual faculty member, the Chair of the primary department, the Chair or Director of any secondary departments or programs, and the Dean (or Deans) of the school (or schools) in which the academic units are housed.

For a faculty member who holds a Type 1 joint appointment prior to their tenure review, the dissolution of the joint appointment may delay the adequate development of their teaching, research, or artistic endeavors during the normal probationary period. In such cases, the faculty member may request an extension of the probationary period, in keeping with *Chapter 2A, Article IV.D*.

The dissolution of a joint appointment shall not be used by any party as a reason to reduce compensation or to deny tenure, promotion, or any other form of professional advancement. Similarly, the dissolution of a joint appointment shall not alter the status of the individual faculty member with regard to rank, tenure, eligibility for tenure or promotion, or any other matter articulated in *Chapter 2A, Academic Freedom, Responsibility, and Employment of Faculty*.

4. Procedure for Policy Review

This policy should be reviewed on a regular basis to ensure that it continues to serve the needs of academic departments, interdisciplinary programs, and individual faculty members who have interdisciplinary commitments. To initiate a review, the Provost should consult with the academic Deans, the Chairs and Directors of all relevant academic units, and all individual faculty members who have held joint appointments under this policy in recent memory.

F. Evaluation of Tenure-Track Faculty

A tenure-track appointee will be evaluated or reviewed annually, prior to the appropriate date of notification of non-reappointment stated below. At least biennially (for example during the second, fourth and sixth years of an initial probationary appointment) the evaluation must involve the following procedure.

The departmental Chair will notify the tenure-track appointee of the forthcoming evaluation and confer with the faculty member concerning details of the procedures to be followed. After notification the tenure-track appointee will submit in writing a self-evaluation of progress to date and any supporting materials deemed useful to the department.

Then each tenured member of their department not holding an administrative position above the rank of departmental Chair, after examining the faculty member's self-evaluation, will submit a written evaluation comprising a recommendation for or against reappointment, the reasoning that supports the recommendation, and in the case of a pre-tenure evaluation an assessment of the candidate's progress toward tenure. Persons other than the tenured members of the department may also participate in the process of evaluating a faculty member: the faculty member or the department may request that advice relevant to the evaluation be sought from non-tenured members of the department, current and former students, faculty members in other departments, department members holding an administrative position above the rank of departmental Chair, or other qualified scholars. In the evaluation of scholarship, professional achievement, and artistic achievement at the time of tenure review, evaluations by peer reviewers external to the University are required.

Following receipt of the evaluations and tabulation of the recommendations, the Chair will discuss the general results of the evaluation with the tenured members of the department not holding an administrative position above the rank of departmental Chair and then separately with the faculty member. The Chair will give the faculty member a copy of the written statement of the departmental recommendation including a summary of the reasons for this recommendation; a copy of this statement will become part of the faculty member's evaluation file. At this time the faculty member may respond to the recommendation, for example pointing out any matter they consider factually inaccurate or inappropriate in a letter which becomes part of the faculty member's evaluation file. The tenured members of the department not holding an administrative position above the rank of departmental Chair may make written reply to the faculty member's response to the departmental recommendation, and such reply also becomes part of the faculty member's evaluation file.

The appropriate Academic Dean shall review the Department's evaluations and recommendation to ensure that the department Chair's letter accurately summarizes the letters of the tenured members of the Department, has equitably assessed the faculty member, and that the dossier is complete. The Dean will then write a letter of confirmation. The Dean will give the faculty member a copy of this statement, and a copy will become part of the faculty member's evaluation file. If the Dean determines that the Department has not equitably evaluated a faculty member, the Dean will send a letter to the department Chair and the faculty member, and both may respond in writing. The Dean may make a written reply to these responses, and such reply also becomes part of the faculty member's evaluation file.

Following the Dean's review, the entire file on the case (including the letters from the department and the Dean) will be forwarded to the University Commission on Promotion and Tenure.

The Commission shall review all materials. If any members of the Commission have major questions that cannot be resolved from the candidate's file alone, the Commission may solicit additional information from any sources it may deem appropriate in order to develop its own recommendation on the case.

If the Commission's recommendation differs from the department's recommendation, the Commission shall provide a detailed letter of non-concurrence that sets forth the recommendation and the reasoning that supports it. The Commission shall send this letter to the Dean, the department, and the candidate, offering the Dean and the department the opportunity to supply arguments for reconsideration. In cases when the Dean or the department decides to supply arguments for reconsideration, the Dean or the department will give the faculty member a summary of the appeal; this summary statement and any response by the faculty member to it will become a part of the faculty member's evaluation file. Before sending its recommendation to the President, the Commission shall give consideration to any new arguments supplied by the Dean or the department, including any response by the faculty member. The Commission will then add its recommendation regarding tenure and promotion to that of the Department and will forward the complete file, including the recommendation of the Department and any subsequent arguments and counterarguments, to the President of the University, with a copy of the letter of recommendation to the Provost.

The Provost shall develop their own recommendation on the case. If the Provost's recommendation differs from the Commission's or the department's, the Provost shall provide a detailed letter that sets forth their recommendation and the reasoning that supports the recommendation. The Provost shall send this letter to the Dean, the department, and the candidate, offering the Dean and the department the opportunity to supply arguments for reconsideration. The Provost shall also send this letter to the Commission as a courtesy. Before sending their recommendation to the President, the Provost shall give consideration to any new arguments supplied by the Dean or the department. The Provost will then send their letter, including any subsequent arguments, to the President.

It is understood that the primary centers of review of a faculty member's merits for tenure and/or promotion will be the department and the Commission on Promotion and Tenure. The President shall make the decision regarding tenure and promotion. If the President's decision differs from that of the Department or the Commission, or if the President's decision denies the candidate tenure and promotion, the President shall so notify in writing the Commission, the Dean, the Provost, the department, and the candidate, giving the reasons for their decision. The department, the Dean, the Commission, the Provost, and/or the candidate may then request reconsideration by the President, supplying whatever arguments are deemed appropriate.

In years when the formal procedures of evaluation above are not followed, the Chair must convene the tenured members of the department not holding an administrative position above the rank of department Chair. The status of the tenure-track appointee will be reviewed in order to make a recommendation regarding the next appointment as required by the appropriate date of notification of non-reappointment. The appropriate Academic Dean shall review the department's recommendation to ensure that the department has equitably assessed the faculty member. The Dean will then write a letter of confirmation and submit it to the Provost along with the department's recommendation.

Since a decision not to reappoint should not be concluded apart from the opportunity for formal evaluation, the meeting of tenured faculty not holding an administrative position above the rank of department Chair shall be conducted early enough that, should they find that they have any serious question regarding reappointment, there would be time to invoke the formal procedures of evaluation before deciding an official recommendation. Further, if at any level of administrative review a serious question regarding reappointment arises, the administrative recommendation or decision regarding reappointment shall be delayed in order for formal evaluation procedures to be conducted.

With respect to each tenure-track appointee who receives a continuing (non-terminal) contract, the Provost will provide a written report to the Chair and the Dean regarding the administration's review of the departmental evaluation. The report should include any differences in evaluation that might bear on progress towards tenure, whether these are areas of concern that were not addressed in the departmental evaluation, areas of departmental concern not shared by the administration, or areas of mutual concern that are viewed with significantly different weight on the part of the administration. The Chair will share the Provost's report with the tenured faculty and forward a copy of the report to the faculty member.

Where the decision is not to reappoint, the faculty member shall be notified in writing by the President of the University. The faculty member may request from the President that they be given the reasons contributing to the decision either orally or in writing, and they may request reconsideration. If a written statement of reasons is requested, the statement will become part of the faculty member's evaluation file.

If the tenure-track faculty member being evaluated is a Chair, the functions relative to that particular evaluation that are normally performed by the department Chair shall be performed by a tenured member of the department selected by the tenured members, or if there are no tenured members, by another department Chair designated by the Dean.

When an initial appointment to the Faculty of Trinity University involves tenure or promotion to a rank higher than that held by the candidate at another institution (except when the promotion is to Assistant Professor), the procedures for recommendation and approval are the same as those for the promotion and tenure of tenure-track appointees described above except that a self-evaluation by the candidate is not required. The dossier prepared by the recommending department for the Commission on Promotion and Tenure must include letters from each tenured member of the department not holding an administrative position above the rank of department Chair and a letter from the department Chair summarizing the views of the tenured members of the department. The appropriate Academic Dean shall review the department's recommendation to ensure that the department has equitably assessed the candidate. The Dean will then write a letter of confirmation and submit it to the Commission on Promotion and Tenure along with the dossier.

The dossier will be reviewed at a convened meeting of the Commission on Promotion and Tenure. In case of non-concurrence, the procedures outlined above obtain.

G. Notification of Non-Reappointment

Written notice of non-reappointment of tenure-track faculty members will be given in advance of expiration of appointment according to the following schedule:

1. Not later than March 1 of the first academic year of tenure-track service if the appointment expires at the end of that academic year, or, if a one-year appointment terminates prior to May of an academic year, at least three months in advance of its termination.

2. Not later than December 15 of the second academic year of service or, if an initial two-year appointment terminates prior to May of an academic year, at least six months in advance of its termination.

3. At least twelve months before the expiration of an appointment after two or more years of service and not later than May 31 of the academic year preceding the last year of appointment.

H. Criteria for Reappointment and Tenure

A decision to recommend reappointment and/or the awarding of tenure shall be based on the following criteria:

1. Quality of teaching,

2. Quality of scholarship, research, or professional or artistic achievements, and

3. Service to the department, the University, the profession, and the community.

The accomplishments and potential of the individual shall be the major basis for the decision. However, the present and future needs of the University shall also be carefully weighed. A decision to reappoint indicates progress toward tenure.

I. Process for Tenure Decisions

A decision concerning tenure will be made in the next to last year of a faculty member's probationary period, in the sixth year of service of a tenure-track appointee with no prior service; or the year prior to that stipulated at which tenure must be granted to or withheld from an appointee with prior service. Nothing in this provision, however, shall prevent the Department and administration from making a decision earlier than the generally stipulated time. The faculty member will address themselves to the question of tenure in their self-evaluation.

The process and criteria of evaluation are the same as those for reappointment or non-reappointment, except that the recommendation is for granting or withholding tenure. Upon receipt of notification of the decision to grant tenure, the faculty member acquires full rights and responsibilities of other tenured members in respect to termination for cause or financial exigency. A decision to withhold tenure means that the final tenure-track contract will be terminal.

J. Appeal of Negative Decision

A decision not to reappoint or grant tenure does not necessarily imply unfitness. The decision, however, must result from adequate consideration, as specified by the evaluative procedures and stated criteria above. The decision also must not violate the faculty member's academic freedom, or be based on race, color, religion, sex, age, national origin, disability (if otherwise qualified for the job), military/veteran status, sexual orientation, or any other status protected by federal, state, or local law.

If the faculty member alleges that the decision was based on considerations in violation of their academic freedom; or based on race, color, religion, sex, age, national origin, disability (if otherwise qualified for the job), military/veteran status, sexual orientation, or any other status protected by federal, state, or local law; or on inadequate consideration, the faculty member may appeal in accordance with procedures of Due Process *(2A.VI).*

The faculty member should exhaust all University methods of appeal before taking a complaint to civil or governmental agencies.

K. Counting Academic Leave for Tenure-Track Faculty

For a non-tenured faculty member on academic leave for one year or less, that period of leave should count as part of the tenure-track period as if it were prior service at another institution. Exceptions to this policy should be mutually agreed to in writing prior to the granting of the leave. The faculty member may request to have that year not count as part of the tenure-track period if the purpose of the leave can be characterized as an extraordinary or unique professional opportunity that benefits both the individual and the University (See D.4 above).

L. Letters of Appointment

Every full-time faculty member will be issued an annual letter of appointment that specifies the period of formal teaching responsibilities for the academic year. The letter of appointment will record the faculty member's base salary and any other relevant forms of compensation, such as stipends for department chairs, as well as any special conditions.

Typically, the period of formal teaching responsibilities will begin approximately one week before the first day of classes in August and will end with Commencement ceremonies in May. For librarians and other faculty with twelve-month appointments, the period of formal responsibilities will begin June 1 and end May 31 of the following year.

Letters of appointment for full-time faculty members will be issued no later than May 31, except when an appointment is finalized at a later point in the year.

Every tenure-track or tenured faculty member has a continuous appointment at Trinity University unless they have received notification of non-reappointment by the applicable deadline or notice of termination for just cause. The same holds true for full-time contingent faculty members, including professors of practice and lecturers, in cases where the University has made a multi-year commitment.

Faculty members with a continuous appointment remain employees of the University regardless of the period of formal teaching responsibilities as specified in the letter of appointment.

If a faculty member engages in a non-University activity which requires a significant amount of time, they should discuss that activity with the appropriate Chair. If the outside activity or activities appear to reduce the teaching effectiveness of the faculty member or in other ways interfere with obligations to the University, the faculty member may be asked to reduce or terminate such outside activity or activities. A faculty member should not intentionally exploit their association with Trinity University, nor shall they allow others to do so in their behalf (cf. *Public Service and Political Responsibilities for Members of the Academic Faculty*).

A faculty member may terminate their appointment effective at the end of an academic year, provided that they give notice in writing at the earliest possible opportunity, but not later than 30 days after receiving notification of the terms of their appointment for the coming year. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

M. Faculty Retirement

The formal requirements for retirement are established by the Office of Human Resources. A faculty member is eligible for retirement (1) if they are age 55 years or older and have completed 10 or more years of full-time service to the University; or (2) if they are age 65 years or older and have completed 5 or more years of full-time service to the University.

The title "Emeritus," "Emerita," or "Emeritx" (or other similar title at the request of the faculty member) shall be conferred upon anyone who retires as a full-time tenured member of the Academic Faculty or who dies while employed as a full-time tenured member of the Academic Faculty.

A tenured faculty member who retires at the rank of Professor, or who dies while employed at the rank of Professor, will be designated as "Professor Emeritus," "Professor Emerita," or "Professor Emeritx" (or other similar title at the request of the faculty member). A tenured faculty member who retires at the rank of Associate Professor, or who dies while employed at the rank of Associate Professor, will be designated as "Associate Professor Emeritus," "Associate Professor Emerita," or "Associate Professor Emeritx" (or other similar title at the request of the faculty member).

N. Employment of Relatives

In the appointment and retention of faculty and staff members, the University seeks those persons most qualified to fulfill the institution's obligations to teaching and research. There is, therefore, no blanket restriction concerning relatives being employed at Trinity University.

Consistent with the guidelines and recommendations of both the Federal Government and the American Association of University Professors, the University recognizes reasonable restrictions on an individual's capacity to function as judge or advocate in specific situations involving relatives. The University will thus not appoint faculty or staff members who would by virtue of their positions (1) have institutional decisions concerning their conditions of employment or compensation made by relatives, or (2) make institutional decisions concerning the conditions of employment or compensation of relatives.

Exceptions to this policy may be made upon the approval of the President of the University when concerted efforts to recruit an equally qualified non-relative have been exhausted. When an exception is made, any institutional decisions concerning the conditions of employment or compensation of a relative will be made or overseen by another party through a procedure specified in writing at the time of appointment.

O. Spouse or Partner Appointment Procedures

There may be circumstances when the appointment of a spouse or partner can enhance and support recruitment, hiring, and retention of qualified faculty and executive administrators.

Such appointments are to be negotiated on a case-by-case basis depending upon the qualifications of the spouse or partner, the availability of a suitable position, the approval of the relevant department or program, and consistency with the policy on *Employment of Relatives*.

When a potential faculty candidate for the spouse or partner hiring is identified, the candidate shall provide information to the department consistent with normal search procedures and shall at a minimum include a full curriculum vitae, samples of scholarship, letters of reference, evidence of teaching effectiveness, and an interview with the chair or a designated departmental search committee.

A potential faculty candidate will not be hired into a department against the wishes of the department. However, when making decisions to hire, the departmental search committee should consider not only what might be best for the department but also what might be best for the University as a whole. In circumstances when a department finds a candidate unsuitable for a typical faculty appointment, unique appointment alternatives may be pursued by both the department and administration.

Assistance for spouses or partners seeking employment outside the University is available through the office of Career Services.

ARTICLE V: TERMINATION OF TENURED OR UNEXPIRED APPOINTMENTS

A. Adequate Cause

The employment of an Academic Faculty member with tenure, or one whose appointment has not expired, may be terminated by the University only for adequate cause and in accordance with procedures described Chapter 2A, Articles V, VI, and VII. "Adequate cause" is defined as one or more of the following:

1. Determination, based upon the preponderance of the evidence, of professional incompetence or gross neglect of major academic responsibilities.

2. Determination of serious and protracted physical or psychological disability resulting in a faculty member's inability to perform the essential functions of the position with or without an accommodation.

3. Extraordinary financial exigency of a demonstrably bona fide nature (see *Financial Exigency*), or discontinuance of a program or department of instruction. An Academic Faculty member who can present evidence of infringement of academic freedom in such emergencies has the right to a hearing before the Hearing Committee.

4. Determination, based upon the preponderance of the evidence, of gross misconduct. Examples of gross misconduct include an egregious violation or an egregious pattern of violations of the university policy or the commission of a serious crime.

B. Salary Provisions

All references to salary in this document shall mean full salary and benefits; however, it does not include add pay. Add pay is any compensation provided to an employee that is in addition to their base salary or regular hourly rate. Salary for a terminated faculty member will be provided as follows:

1. If an Academic Faculty member without tenure is dismissed under the provisions of *paragraph A.1* above, they will receive their salary for the duration of their contract up to one year from the date of notice of dismissal. If an Academic Faculty member with tenure is dismissed, they will receive their salary for one year from the date of notice of dismissal. The faculty member will continue their duties during the period of dismissal compensation except (a) in the case of suspension (see *Article VI.D.3* below) or (b) they are granted a leave of absence with salary, at the discretion of the administration.

2. A faculty member whose employment is terminated under the provisions of *paragraph A.2* above shall receive their salary until such time as the University's disability insurance program would take effect were they enrolled in that program.

3. Provisions for salary of faculty members whose employment is terminated under the provisions of *paragraph A.3* above are made in *Article VII.B.4* below.

4. Provisions for salary of faculty members whose employment is terminated under the provisions of *paragraph A.4* above are made in *Article VI.H* below.

ARTICLE VI: DUE PROCESS IN FACULTY DISMISSALS AND NON-REAPPOINTMENT

A. Legal Requirements and Exceptions to Handbook Procedures

Despite any other provision of this Handbook, when alleged faculty conduct is subject to federal or state law that requires a specific institutional response, the university will proceed in accordance with those legal requirements. In such circumstances, the university may be required to conduct an administrative review or investigation and take action mandated by law, which may occur outside or in addition to the processes described in this handbook.

This includes, by way of example, circumstances in which federal or Texas law requires the university to investigate particular conduct or imposes mandatory employment consequences based on the outcome of that investigation.

Nothing in this handbook is intended to limit or replace other appeal rights that may be available under university policy or federal or state law. In some circumstances, additional or separate avenues of review or appeal may apply, and those processes will be governed by the applicable policy or legal requirements. This includes allegations of discrimination, retaliation, and/or harassment, for which policy and process may be found in the *Policy Portal.*

B. Definitions of Key Terms

"Dismissal" refers to the involuntary termination of employment.

"Dismissal of non-tenured faculty whose appointment has not yet expired" refers to dismissal as specified below:

(a) For tenure-track faculty who have not yet received tenure, termination occurs prior to the end of their current appointment term.

(b) For faculty with multi-year appointments, termination that takes effect prior to the end of the multi-year term.

(c) For faculty with a single-year appointment, termination that takes place before the end of that year.

(d) For faculty with a per-course appointment, termination that takes place before the end of a course they are teaching.

"Non-reappointment" refers to notice that an individual will not receive a future letter of appointment. For tenure-track faculty and Lecturers/Senior Lecturers with multi-year appointments, the dates for the notice to be given depend on the individual's time in their position. See 2A.IV.G and 3C.IV.

"Gross misconduct" means conduct that constitutes (i) a serious violation of federal, state, or local law, or (ii) a material violation of University policy, where such conduct substantially impairs the rights, safety, or lawful freedoms of members of the University community or materially undermines the faculty member's fitness to serve in their professional role.

The Investigating Committee is a standing committee elected by the Academic Faculty (*Constitution of the Faculty Organization, Article IV.G.6*).

The Hearing Committee is a standing committee elected by the Academic Faculty, not overlapping in membership with the Investigating Committee (*Constitution of the Faculty Organization, Article IV.G.6*).

C. Categories of Faculty Dismissal and Non-Reappointment

The procedures and regulations constituting "due process" apply in cases of:

1. dismissal of tenured faculty;
2. dismissal of non-tenured faculty whose appointment has not expired;
3. non-reappointment of non-tenured (including tenure-track and contingent) faculty in instances where there are allegations of violation of academic freedom; or
4. for a faculty member of any rank, alleged punitive conditions of employment (i.e., conditions so unsatisfactory that they appear to be designed to influence the faculty member to resign without the protection of due process); and
5. alleged inadequate consideration in a decision of non-reappointment.

Cases of dismissal for gross misconduct will follow the procedures and regulations described in *Article VI.H* (*Dismissal Procedures for Gross Misconduct*).

In the interest of confidentiality, the chair of the Faculty Senate or their designee will act for the Senate in overseeing the implementation of due process. Pending final disposition of the case, the chair will report to the Senate only the fact of a due process proceeding and the current stage of the proceeding.

D. Dismissal Procedures for Academic Faculty

The burden of proof is upon the administration to show adequate cause for the dismissal of an Academic Faculty member whose term of appointment has not expired. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or right to speak as a citizen.

Before an Academic Faculty member can be considered for dismissal for causes other than gross misconduct, the following steps will occur:

1. Personal Conference

Identification of performance or conduct concerns should be made at the departmental level. The department chair will assist the faculty member in recognizing potential problems, and, when they are identified, to meet at least annually with the faculty member to discuss their resolution. If a potential problem regarding the faculty member's performance is identified by an administrative officer, it remains the responsibility of the Chair to support the faculty member in attempting to resolve the matter.

If communication fails at the departmental level, the faculty member or the chair may request a third party to assist in reestablishing a working relationship. The third party will attempt to reestablish contact between the faculty member and chair and to develop a plan to resolve the problem that may lead to dismissal.

2. Notification

a. Formal Notification Regarding Possibility of Dismissal: If the preceding steps do not resolve the problem, the provost should formally notify the faculty member, with a copy to the chair, that the problem, if not corrected within a specified time frame, will lead to dismissal.

b. Department: If the problem is not resolved in the specified time frame, the Provost should request from the appropriate dean, department chair, and tenured faculty of the department their written recommendations regarding the initiation of dismissal procedures.

c. Provost: The decision to initiate dismissal of a tenured faculty member rests with the provost. The provost must notify in writing the faculty member, the appropriate dean, the department chair, and the chair of the Faculty Senate that such a decision has been made. This notification should contain the specific reasons for dismissal, a summary of the procedures followed to this point, and an explanation of the process of appeal (as described in detail below).

d. Faculty Senate: Upon notification, the chair of the Faculty Senate will confer with the faculty member to determine whether they wish to continue with the standard procedures described below, or if they wish to waive all further proceedings. Within three months of receiving written notice of dismissal from the provost, the faculty member must notify the provost and chair of the Senate whether they accept their dismissal or reject it. If they reject it, the chair of the Senate will then notify the Investigating Committee to initiate the examination of charges.

3. Examination of Charges

a. Investigating Committee: When the Investigating Committee is convened, a member will recuse themselves if they have a conflict of interest, including but not limited to circumstances when the hearing involves a relative, or a current or former colleague within their department. Members may be challenged by the faculty member under investigation or the provost. If a challenge is contested by the faculty member or the provost, the Senate chair will decide if the challenged member will remain a part of the committee.

The Investigating Committee will keep detailed records of all proceedings and the parties' statements and will maintain the confidentiality of these records. The provost's statement of reasons for dismissal (see *Article VI, D.2.a and D.2.c*) and all evidence supporting the case for dismissal will be given to the Investigating Committee. Within three months of receiving the case, the committee will conduct any inquiry it deems necessary, offer advice to the administration and the faculty member, and, if warranted in the committee's view, endeavor to assist the parties in identifying a potential resolution. The chair of the Faculty Senate may extend this process if the Investigating Committee describes in writing the extenuating circumstances that prohibit a timely response.

The Investigating Committee has completed its task when it reports to the chair of the Senate whether the administration and the faculty member have reached a resolution. If the faculty member waives a hearing or if a resolution has been determined, the records and all submitted documents will be sealed, and retained in the Senate chair's files for five years. If a resolution has not been reached, the chair of the Senate will refer the case to the Hearing Committee, and the records of the Investigating Committee will be given to the Hearing Committee.

b. Hearing Committee: Upon referral of the case from the chair of the Senate, a Hearing Committee will be convened. A member will recuse themselves if they have a conflict of interest, including, but not limited to, situations in which the hearing involves a relative or current or former departmental colleague. Members will be subject to challenge by the faculty member under investigation or the provost. If a challenge is contested by the faculty member or the provost, the determination will be decided by the Senate chair. The Hearing Committee will keep detailed records of all proceedings and the parties' statements and will maintain the confidentiality of these records.

The chair of the Senate will notify the provost and the faculty member in writing that a hearing to determine whether the faculty member should be dismissed from their faculty position will be conducted by the Hearing Committee, specifying the time and place of the hearing and the procedures to be followed. Questions of interpretation of the *Rules of Procedure for the Hearing* (*2A.VI.D.4*) will be settled by the Senate Chair.

Within three months of receiving the Investigating Committee report, the Hearing Committee will conduct a hearing, after which it will have one month to prepare its final report.

c. Faculty Suspension: Pending a final determination of the matter, the administration may suspend a faculty member or assign the faculty member to alternative duties if the administration determines that the faculty member's continued presence or performance of regular duties poses a threat to the welfare of the faculty member, the University, or members of the University community.

The decision to suspend or reassign duties rests solely with the administration. The administration may, but is not required to, consult with the chair of the Faculty Senate regarding the propriety, anticipated length, or conditions of any such suspension.

A suspension under this provision shall be temporary and shall not constitute a final disciplinary action. Base salary will continue during the suspension period.

4. Rules of Procedure for the Hearing

At any time, a faculty member may choose to waive further proceedings.

With the agreement of the parties, the Hearing Committee may hold one or more pre-hearing meetings to:

1. narrow the issues to be addressed at the hearing,
2. identify facts the parties agree on,
3. provide for the exchange of relevant documentary or other information, and
4. address any other appropriate pre-hearing matters that will help ensure the hearing is fair, effective, and efficient.

During a hearing, the faculty member may be accompanied by an advisor of their choosing, including an attorney, at the faculty member's expense. The advisor may provide support and guidance, but may not speak on the faculty member's behalf during the hearing. The provost shall be present at all hearings and shall have the right to be assisted by an advisor of the Provost's choosing. The advisor may be present throughout the hearing and may participate in the proceedings, including presenting information and speaking on the provost's behalf, subject to any procedural rules established by the Committee.

All hearings will be recorded by an official audio recording or a court reporter arranged by the University. The official recording or transcript shall constitute the sole and official record of the proceeding. A complete copy of this recording or transcript will be made available to both the Provost and the faculty member.

The burden of proof that adequate cause exists rests with the institution and shall be satisfied only by preponderance of the evidence in the record considered as a whole.

Both parties shall have the opportunity to respond orally and in writing to charges or allegations. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the Hearing Committee to secure witnesses and make available documentary and other evidence.

The faculty member and the provost may submit proposed questions for witnesses. All questions must be submitted to the chair of the Hearing Committee, which will determine whether the questions are relevant to the case. If the questions are deemed to be relevant, the Hearing Committee will ask the questions on behalf of the proposing party.

Witnesses in a hearing may include, but are not limited to, faculty members from this or other institutions of higher education.

The Hearing Committee is responsible for maintaining a respectful process and may ask additional questions as needed. Witnesses shall be treated with dignity and respect as members of the university community.

The Hearing Committee may consider any evidence they deem relevant in assessing the issues involved. The Hearing Committee will use its best efforts to obtain the most reliable evidence available.

The Hearing Committee may grant an adjournment to allow either party to investigate newly presented evidence when the party demonstrates that the evidence was not reasonably anticipated.

The findings of fact and the decision will be based solely on the hearing records.

After the hearing, the Hearing Committee will write a report that includes their recommendations with regard to each of the stated grounds for dismissal of the faculty member, and a statement of whether there is adequate cause for dismissal. If the Hearing Committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons. The Hearing Committee's report will be given to the faculty member, the chair of the Faculty Senate, the provost, and the president of the university within one month of completion of the hearing, and will remain confidential.

After the conclusion of the case, the records and documents held by the Hearing Committee will be sealed and kept in the files of the chair of the Faculty Senate for five years. They may be opened only as required by law. Records transmitted to and retained by the president and the Board of Trustees will also be maintained in confidence by them.

5. Action by the President

Within one month of receipt of the Hearing Committee's report, the president will submit a written statement of their reasoning for agreement or disagreement with the recommendations in this report to the chair of the Board of Trustees. The president will also submit all other documentation of the case to the chair of the Board at this time. The Board of Trustees will then have two weeks to determine whether they support the president's decision, or they will ask the president to reconsider their decision. If relevant, the president will then have two weeks to reconsider their decision and revise their written report. The president will then submit their report to the Senate chair, who will submit copies to both the Hearing Committee and to the faculty member. The president's decision is final.

E. Allegation of Violation of Academic Freedom in the Non-Reappointment of Non-Tenured Academic and Contingent Faculty and Punitive Conditions of Employment Cases

If a faculty member (in this Article, the complainant) with a probationary or other non-tenured appointment alleges that a decision not to reappoint them violates academic freedom they may appeal using the procedures described in this section. In these cases, an appeal is initiated by the complainant, and it is the complainant's responsibility to demonstrate that the preponderance of evidence supports their claim.

1. **Initiation of the appeal**

   Before initiating an appeal, the complainant should initiate a personal conference with their department chair, dean, or provost, as is appropriate considering the specific circumstance. If the matter is not resolved to the satisfaction of the complainant, they may submit a request for an investigation to the chair of the Faculty Senate.

   Within three months of receiving official notification of non-reappointment from the president, the complainant must notify the chair of the Faculty Senate, in writing, of their intention to appeal the decision on the basis of alleged violation of academic freedom. The complainant must then submit the written appeal to the Investigating Committee within three months from the date of submitting the request for consideration. If these conditions for timely review are not met, there will be no further consideration of the appeal. The chair of the Faculty Senate may extend these deadlines if the complainant describes in writing the extenuating circumstances that prohibit meeting the regular deadlines.

2. **Investigation**

   The written notice of intent to appeal to the Senate chair should indicate the general nature of the complaint and note the attempt to resolve the matter by personal conference, but details of the complaint should be submitted only to the Investigating Committee. The written notice of complaint will be given preliminary consideration by the Investigating Committee under the supervision of the Senate chair. The Senate chair will maintain supervision until the case has been concluded.

   The written notice of intent to appeal must include a statement from the faculty member that they agree to the presentation to the Investigating Committee of any evidence the administration provides in support of its decision.

   The Investigating Committee will make such inquiry as it deems necessary and offer advice to the administration and the complainant. Although the parties in the dispute will not have access to each other's statements or documents in their original form, nor opportunity to question one another, the Investigating Committee may compare statements and receive any information it deems necessary in order to establish whether reasonable grounds for a hearing exist.

If warranted in the committee's view, the Investigating Committee may endeavor to assist the parties in identifying a potential resolution. If the parties do not agree on a resolution of the matter, the committee must report to the Senate chair either (1) that the complainant has no reasonable grounds for a hearing and that the matter is closed, or (2) that a hearing is warranted.

The Investigating Committee must bring its investigation to a close and submit its recommendations to the appropriate persons within three months of the date on which it is convened by the Senate chair. In the event the committee finds that a hearing is warranted, the Senate chair will then refer the case to the Hearing Committee, and the records of the Investigating Committee will be given to the Hearing Committee. If the case is closed without a hearing, the records and all submitted documents will be sealed and retained in the Senate Chair's files for five years and then destroyed.

3. Hearing

If a hearing is to be conducted, the case will be heard in the manner set forth in the preceding section on dismissal procedures (*Chapter 2A, Article VI.D.3b and Article VI.D.4*), with two exceptions:

a. The complainant is responsible for stating the grounds upon which they base their allegations of a violation of their academic freedom, and it is the complainant's responsibility to demonstrate that the preponderance of evidence supports their claim.

b. The provost and other administrators or faculty bodies who made the decision not to reappoint will produce in writing evidence rebutting the allegation of a violation of academic freedom.

The report of the Hearing Committee to the provost and chair of the Faculty Senate should make explicit its findings with regard to each of the allegations of the complainant. Any review of the Hearing Committee's findings by the President and Board of Trustees shall proceed in the same manner as in dismissal cases.

F. Cases Alleging Punitive Conditions of Employment

If any faculty member alleges that there are aspects of their conditions of faculty employment that are punitive and amount to making these conditions so unsatisfactory that they appear to be designed to influence them to resign without the protection of due process, they may initiate a case using the procedures described in this section. The case is initiated by the faculty member, and it is the faculty member's responsibility to demonstrate the preponderance of evidence supports their claim.

1. Initiation of the case

The faculty member should initiate a personal conference with their department chair, dean, or provost, as is appropriate considering the specific circumstance. If the matter is not resolved to the satisfaction of the faculty member, they may submit a request for an investigation to the chair of the Faculty Senate.

2. Investigation

The faculty member must submit their written complaint to the Investigating Committee within three months from the date of submitting the request for consideration to the Senate chair.

The investigation will proceed as described above in section E, *Allegation of Violation of Academic Freedom in the Non-Reappointment of Non-Tenured Academic and Contingent Faculty*.

3. Hearing

If a hearing is to be conducted, the case will be heard in the manner set forth in the preceding section on dismissal procedures (*Chapter 2A, Article VI.D.3b and Article VI.D.4*), with two exceptions:

a. The faculty member making the complaint is responsible for stating the grounds upon which they base their allegations of punitive conditions of employment, and the burden of proof shall rest upon the faculty member.

b. The department chair, provost, or other administrators or faculty bodies overseeing the conditions of employment will produce written evidence rebutting the allegation of punitive conditions of employment.

The report of the Hearing Committee to the provost and chair of the Faculty Senate should (1) make explicit its findings with regard to each of the allegations of the faculty member and (2) recommendations as to whether and how the faculty member's conditions of employment should be modified. Any review of the Hearing Committee's findings by the President and Board of Trustees shall proceed in the same manner as in dismissal cases.

G. Inadequate Consideration Cases

In the case of alleged inadequate consideration, within three months of receiving official notification of non-reappointment from the president, a faculty member (in this Article, the complainant) must notify the chair of the Faculty Senate, in writing, of their intention to appeal the decision. The complainant must then submit the written appeal to the appropriate body within three months from the date of submitting the written notice of intent to appeal to the Senate chair. If these conditions for timely review are not met, there will be no further consideration of the appeal. The chair of the Faculty Senate may extend these deadlines if the faculty member describes in writing the extenuating circumstances that prohibit meeting the regular deadlines.

If a non-tenured faculty member alleges that a decision not to reappoint them was based on inadequate consideration, they have the right to petition the chair of the Faculty Senate to call upon the Investigating Committee to review the allegations. The committee will determine whether the decision was based on adequate consideration of the criteria and procedures for reappointment. The committee will not substitute its judgment on the merits of the case for that of the bodies or individuals that made the decision. The committee's role is rather to determine whether appropriate procedures were followed and whether policies were fairly applied.

If the Investigating Committee believes that adequate consideration was not given to the complainant's qualifications or that procedural standards of the University were violated, it will request reconsideration by the body or individual that made the decision, indicating the respects in which it believes the consideration was inadequate. Such cases shall not go to the Hearing Committee.

The committee must bring its investigation to a close and submit its report within three months of the date on which it is convened by the Faculty Senate chair. The Investigating Committee will provide copies of its findings to the faculty member, the department, the provost, the president, and the chair of the Faculty Senate.

H. Dismissal Procedures for Gross Misconduct

The provost may recommend the dismissal of a faculty member when the provost finds the preponderance of the evidence in support of gross misconduct (see *Article V.A.4*). If the president deems it necessary or in the best interest of the university, they may suspend a faculty member accused of gross misconduct with pay at any point in the dismissal process. The president may also limit the faculty member's access to campus and their interactions with other faculty, staff, or students.

In initiating the process to terminate the employment of a faculty member for gross misconduct, the provost should base their judgment on the recommendation of a faculty member's department chair, the recommendation of any university committees appointed to investigate formal complaints, or the history of complaints against the faculty member as documented by the Vice President for People, Culture, and Community or the Chief Human Resources Officer.

To recommend dismissal to the president, the provost will convey to the faculty member a written statement prepared in consultation with the department chair (or Dean of the Library) and chair of the Faculty Senate, indicating the grounds for the proposed dismissal and the provost's intention to recommend dismissal for gross misconduct to the president. (If the faculty member in question is also a department chair or the Dean of the Library, the provost shall prepare the written statement in consultation with the chair of the Faculty Senate and the faculty member's dean, or, in the case of the Dean of the Library, at least one tenured faculty member recommended by the Faculty Senate.)

If the faculty member wishes to appeal their dismissal, the faculty member has three business days to notify the provost and the chair of the Faculty Senate that they are appealing the recommendation of dismissal. Such appeals will be heard by the Hearing Committee. Should the Hearing Committee include a member of the same department as the person making the appeal, a relative of the person making the appeal, or a member of the faculty who has been an official party to a previous grievance or appeals procedure or hearing in which the appellant was a principal, an alternate member must be selected.

The Hearing Committee will act as described in *Chapter 2A, Article VI.D.3 and VI.D.4* of the Faculty Handbook.

Within one month of receipt of the Hearing Committee's report, the president will submit a written statement of their reasoning for agreement or disagreement with the recommendations in this report to the chair of the Board of Trustees. The president will also submit all other documentation of the case to the chair of the Board at this time. The Board of Trustees will then have two weeks to determine whether they support the president's decision, or they will ask the president to reconsider their decision. If relevant, the president will then have two weeks to reconsider their decision and revise their written report. The president will then submit their report to the Senate chair, who will submit copies to both the Hearing Committee and to the faculty member. The president's decision is final.

In the case of dismissal for gross misconduct, the university will assume no obligation for the individual's salary and benefits beyond the end of the month in which the dismissal notice is given.

I. Confidentiality of Due Process Proceedings

Due process proceedings under this Handbook are internal employment matters and are expected to be conducted with appropriate confidentiality.

The proceedings and reports of the Investigating Committee, the Hearing Committee, and the Board of Trustees shall be limited to committee members, the parties, and their respective advisors, except as otherwise required by University policy or by federal or state law.

Except for brief announcements that may be necessary to address scheduling or procedural matters, public statements about pending cases by the faculty member, the administration, or other university personnel should be avoided, particularly while proceedings are ongoing.

ARTICLE VII: FINANCIAL EXIGENCY

A. Principles and Procedures

The declaration of and subsequent response to a condition of financial exigency involves a three-stage sequential process:

1. First is the determination whether extraordinary circumstances have brought the University to a demonstrably imminent financial crisis which threatens the survival of the institution as a whole, that is, a bona fide financial exigency. Such a determination requires a decision by the Board of Trustees on recommendation of the administration after formal consultation with the Faculty Senate. The Faculty Senate Committee on the University Budget recommends to the Faculty Senate whether a finding for a state of a bona fide financial exigency is justified.

2. Should the Board of Trustees decide that the University is in a state of financial exigency, the second stage involves the Board's decision on (a) the extent of the condition and (b) which parts of the University need be affected. The University, as an academic institution, places the highest emphasis on academic areas—instruction and scholarship—in the distribution and use of University resources; the fiscal policies of the University should reflect such an emphasis.

3. The third stage involves decisions by the Board of Trustees on (a) which parts of the University's academic programs will be affected and (b) which faculty positions, in case such drastic measures are necessary and the crisis cannot be alleviated by less drastic means are to be eliminated. Such decisions will be reached on the recommendation of the academic officers of the institution and after formal consultation by the Board with the Faculty Senate. It is the primary responsibility of the faculty to determine where within the academic program reductions should be made. The retention of a viable academic program should necessarily come first. Before a decision is reached that a faculty position be eliminated and/or a faculty member's services be terminated, the Faculty Senate and the administration will make every effort to explore alternatives to the elimination of the position and/or termination. Possible alternatives include, but are not necessarily limited to, a hiring freeze, a retirement incentives program, a reduction from full-time to part-time status, or transfer to another suitable position within the University. If a reasonable period of retraining is necessary for such transfer, the cost of retraining might be borne by the University. A decision to adopt an alternative to termination must be mutually acceptable to the individual concerned and the administration and must be governed by the guidelines and procedural safeguards contained in this document.

B. Individual Selection and Individual Rights

Once a decision to reduce a specific department or departments has been made, it will be the responsibility of those departments, together with the President and the Provost, to recommend to the Board of Trustees the positions to be eliminated. Specific procedures shall be determined by the departments; the selection of positions to be eliminated must involve the Chair and all tenured members of the Department, plus the President and the Provost.

The procedures in this policy ensure that the termination of a faculty appointment, either tenured or tenure-track, because of financial exigency is distinct from dismissal for cause. The necessity for the elimination of the position must be shown, and fair hearing procedures must be followed, but nothing in the procedure should imply a lack of fitness of the individual ultimately affected to occupy either a permanent or probationary position.

1. As departments consider particular reductions, rights under academic tenure should be protected. Tenured members of the faculty should normally be retained in preference to non-tenured members. However, exceptions to this general policy may become necessary if following it will lead to serious gaps or distortions in particular disciplines. Even in those cases where an entire department is to be phased out, the rights of all individuals affected will be protected as noted below.

2. A faculty member whose position is targeted for elimination has a right to be heard by their departmental colleagues as well as the President and the Provost before the decision is reached.

3. If the administration issues notice to a particular faculty member of an intention to terminate the appointment because of financial exigency, the faculty member will have the right to a full hearing before the Hearing Committee. The issues in this hearing may include:

   • The existence and extent of the condition of financial exigency. The burden will rest on the administration to prove the existence and extent of the condition. The findings of the Faculty Senate regarding financial exigency may be introduced.

   • The validity of the academic criteria for identification for termination—but the recommendations of the Faculty Senate on these matters will be considered presumptively valid.

   • Whether or not the criteria are being properly applied in the individual case.

   The final review of all controverted issues will be made by the President and the Board of Trustees.

4. In those cases necessitating termination of a faculty member, at least a year's notice is mandatory. In the case of a probationary faculty member, if the need to make reductions emerges after the date by which notice should be given, financial compensation will be awarded within the then-available resources of the University.

5. If an appointment is terminated before the end of the period of appointment because of financial exigency, the released faculty member's place will not be filled by a replacement within a period of three years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

ARTICLE VIII: PROCEDURES FOR SANCTIONS OTHER THAN DISMISSAL

A. Severe Sanctions

If the Provost believes that the misconduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period or reduction in rank or salary, the Administration may impose such a sanction. The Provost must convey to the faculty member a written statement prepared in consultation with the Department Chair (or Dean of the Library) indicating the grounds for the proposed sanction. (If the faculty member in question is also a Department Chair or the Dean of the Library, the Provost will prepare the written statement in consultation with one tenured faculty member recommended by the Faculty Senate.)

The faculty member will have the right to appeal the sanction to the Hearing Committee. This appeal must be made in writing to the Chair of the Senate within 3 business days.

The Senate will direct the Hearing Committee to investigate the matter and make a recommendation to the President. Should the Hearing Committee include a member of the same department as the person making the appeal, a relative of the person making the appeal, or a member of the faculty who has been an official party to a previous grievance or appeals procedure or hearing in which the appellant was a principal, an alternate member must be selected.

B. Minor Sanctions

If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it shall notify the faculty member of the basis of the proposed sanction and provide them with an opportunity to present evidence that the proposed sanction should not be imposed. If the faculty member believes that their evidence has not been given proper consideration, they may petition the Grievance Committee as provided in *Article IX*.

ARTICLE IX: GRIEVANCE PROCEDURES

Purpose: To establish a formal and fair procedure for faculty to resolve grievances.

A grievance is defined as a complaint by a faculty member that they have been subject to a violation, misinterpretation, or inequitable application of the provisions of the Faculty Handbook or University policy or procedure, or have otherwise been treated unfairly or inequitably.

A. Grievance Committee

The Grievance Committee will consist of three members and three alternates who are tenured members of the Academic Faculty appointed annually by the Faculty Senate. Alternates will serve in case of vacancy or recusal. Committee members will recuse themselves in situations when the hearing involves a relative, a member of the same department, or another relationship a reasonable person would likely interpret as a conflict of interest.

B. Procedures

Any faculty member who has a grievance in any matter not otherwise covered in the Handbook or university policies should first attempt an informal resolution by discussing the issue with the individuals directly involved or their Chair.

If the grievance remains unresolved, the faculty member may petition, in writing, the Chair of the Faculty Senate. The petition should describe in detail the nature of the grievance and should state against whom the grievance is directed. It should contain any factual information which the petitioner deems pertinent to the case.

The petition must be filed within six months after the filing faculty member became aware of the conduct that is the subject of the grievance.

The Senate Chair will send the petition to the Grievance Committee who will decide whether the facts merit a detailed investigation. If the committee determines an investigation is warranted, the Investigating Committee will conduct the investigation and submit their findings to the Grievance Committee within three months.

The Grievance Committee will seek to bring about a settlement. If the Committee judges that such a settlement is not possible or is not warranted, the Committee will report its findings and recommendations to the petitioner, to the appropriate administrative officers, and to other involved parties. The Committee will report its disposition of all petitions to the Chair of the Faculty Senate.

All documents and information obtained during the course of a grievance investigation will remain confidential with the members of the Grievance Committee and Investigating Committee.

ARTICLE X: STANDARDS FOR APPOINTMENTS, RANKS, AND PROMOTION

(Note: In all cases involving library faculty, “teacher” will be construed to mean librarian; “teaching” to mean *librarianship*; “department,” “departmental,” and “appropriate department” to mean *library*; and “Department Chair” or “Chair” to mean *the supervisor to whom the relevant faculty member directly reports*.)

The following standards for ranks and promotion are normal qualifications and are intended to be flexible. Meeting the requirements of a particular rank does not automatically insure appointment or promotion to that rank. Moreover, exceptions to some requirements may be made for individuals who are judged to be qualified for a certain rank by reason of recognized competence in their fields.

A. Faculty Ranks

1. Assistant Professor. A person appointed or promoted to this rank shall have earned the highest degree appropriate to the discipline.

2. Associate Professor

    a. A person appointed or promoted to this rank shall have earned the highest degree appropriate to their discipline.

b. The candidate for promotion to the rank of Associate Professor shall, at the time of consideration, have had not less than five years of experience in teaching at the rank of Assistant Professor.

c. They shall have demonstrated ability to contribute to their field as evidenced by such scholarly activities as research projects, grants, awards, leadership in learned societies, and publications or artistic production.

3. Professor

a. A person appointed or promoted to this rank shall have earned the highest degree appropriate to their discipline.

b. They shall have established a record of effectiveness as a teacher, a record of scholarly or artistic productivity, and a record of leadership in the University and/or the larger community, which is, on the whole, outstanding. Neither possession of the relevant degree, nor seniority in the department, nor a combination of both shall alone be sufficient cause for promotion to this rank.

c. The candidate for promotion to the rank of Professor shall normally, at the time of consideration, have had no fewer than five years of experience at the rank of Associate Professor.

B. Faculty Promotions

1. Merit. Promotion is based on merit and is not automatic.

2. Criteria. Promotion shall be based on the same criteria used in considerations of reappointment and tenure (*Article IV.H*).

3. Procedures

a. Nominations. Recommendations for promotions will normally originate in the department and will involve all tenured members. All faculty members eligible for promotion according to the formal criteria of experience and degree shall be evaluated each year with respect to promotion unless faculty members elect not to be candidates. Consideration of faculty members whose promotion would involve an exception to the formal criteria may be initiated by the faculty member, the department, or the administration. The process of evaluation and reporting is the same as that for reappointment or non-reappointment (*Article IV.F*) except that the recommendation is for or against promotion.

The President or the Provost may initiate the evaluation process for promotion, but the Chair and all tenured members of the appropriate department must be involved in the process.

These procedures also shall be followed in cases involving both initial appointment to the Faculty of Trinity University and promotion to a higher rank than currently held by the candidate at another institution.

b. Approval. Final approval or disapproval will be made by the President of the University.

ARTICLE XI: PUBLIC SERVICE AND POLITICAL ACTIVITIES FOR MEMBERS OF THE ACADEMIC FACULTY

The University recognizes the rights of Faculty to accept public service, professional or political, provided such service does not interfere with academic responsibilities. If in a particular case an Academic Faculty member believes that their freedom to so participate is being unduly limited by the administration, they may petition the Grievance Committee.

A. Public Service

It is the policy of the University to make its personnel available for public service of a professional character:

1. If the individual's University duties can continue to be performed satisfactorily.

2. If the individual confines their testimony or counsel to matters within their professional competence needed by public officials in weighing the relative merits of alternate courses of action.

3. If the individual's remuneration beyond out-of-pocket expense does not infringe on regulations binding on the University.

All faculty requested by public officials to perform such services shall notify their Chair and the Office of Academic Affairs of the nature and conditions of the assignment.

B. Election to Public Office

Members of the Trinity University Faculty may accept such public offices as are tendered, and which do not interfere with the individual's performance of their contractual duties at the University. Upon nomination for elective public office, the candidate should consult with the appropriate Chair and the Office of Academic Affairs with a view toward reaching an agreement upon a formal leave of absence without pay from the University for the duration of the election campaign:

1. If the office for which the individual is running carries with it more than nominal remuneration beyond out-of-pocket expenses; and/or

2. If holding such office would interfere in any way deemed significant by officers of the University with the performance of the candidate's assigned University duties.

University personnel who are candidates for any elective office other than those described above have the privilege of seeking and holding such office (e.g., membership on local school boards or as members of the City Council) without modification of the terms and conditions of their University status.

A faculty member shall not intentionally exploit their association with Trinity University, nor shall they allow others to do so in their behalf.

C. Appointment to Public Office

The University recognizes the importance of staffing public agencies with knowledgeable people and will cooperate, when possible, by making members of its faculty and staff available for appointive public office under the following conditions:

If the duties and responsibilities of the appointive office do not interfere with the individual's duties at the University (e.g., appointment as a member of a State Board of Licensure), they may accept appointment to public office without modification of their contract with the University; if the appointment does, in any way deemed significant by officers of the University, interfere with the individual's performance of their University duties, they may petition the Office of Academic Affairs for leave of absence.

D. Participation in Political Campaigns

It is the right of every citizen, as a citizen, to participate in partisan political activities; however, the individual's relationship to the University is not to be exploited in such partisan campaign activity.

ARTICLE XII: AMENDMENT PROCEDURE

The Trinity University Policy Statement on *Academic Freedom, Responsibility, and Employment of Faculty* may be amended by

1. A majority of the membership of the Faculty Senate;
2. A majority of the Trinity University Academic Faculty; and
3. The Trinity University Board of Trustees.

Amendments may be initiated by the Faculty Senate, the Academic Faculty, or the Board of Trustees. Before voting upon a prepared amendment, at least fourteen days notice shall be given in writing to the membership of the Senate, the Academic Faculty, and the Board of Trustees.

(XIII). APPENDIX: SUMMARY OF TIMETABLE FOR EVALUATING TENURE-TRACK FACULTY

Please note: This table must be supplemented by *annual calendars specifying dates for each step of the review process and by careful reading of Academic Freedom, Responsibility, and Employment of Faculty*. Also note that this appendix is a summary derived from the policy statement, and its language is not governed by the amendment procedure stated in *Article XII*.

Year of Probationary Service	**Decision Regarding Appointment to:**	**Type of Evaluation**	**Department Begins Process:**	**Notification Deadline**
1st Year	2nd Year	Informal (unless concerns regarding reappointment require FORMAL)	January	March 1
2nd Year (Fall)	3rd Year	Informal (unless concerns regarding reappointment require FORMAL)	September	December 15
2nd Year (Spring)	4th Year	Formal	January	March 31 (May 31)
3rd Year	5th Year	Informal (unless concerns regarding reappointment require FORMAL)	January	March 31 (May 31)
4th Year	6th Year	Formal	January	March 31 (May 31)
5th Year	7th Year	Informal (unless concerns regarding reappointment require FORMAL)	January	March 31 (May 31)
6th Year (or next to last year of faculty member's probationary period)	Mandatory Tenure Decision	Formal	September	March 31 (May 31)

The table is based on the maximum probationary period. Prior credit may cause the tenure decision year (the next to last year of the individual's maximum probationary period) to be moved earlier. *Until the tenure decision year, however, the calendar of evaluations and notification deadlines is based on the principle that the first probationary contract at Trinity University constitutes the "first year" of the calendar regardless of how much prior credit is applied. Thus the calendar is applicable to all probationary appointments until the year when mandatory tenure review (based on prior credit) takes precedence.*

As a matter of practice, notification of non-reappointment to a subsequent academic year is done by the time of the March 31 contract, and the contract carries notice of its terminal nature. However, Trinity University policy (assuming two years service) allows notification of non-reappointment up to May 31 of the academic year prior to termination. Decisions regarding reappointment or tenure may cause a delay in issuance of a contract past the normal March 31 date (and up to the May 31 deadline at the latest) in order to determine the terminal or continuing probationary (or tenured) nature of the contract.

A departmental recommendation of non-reappointment may not be based on the "Informal" review process. If the tenured faculty anticipate any significant concerns regarding reappointment, such as to require implementation of an "off year" formal evaluation, the faculty member should be notified as early as possible in order to allow preparation of the self-evaluation and supporting materials. If the department decides to implement such an evaluation only shortly before its recommendation is due, the timetable must be reasonably adapted to allow fair preparation and consideration within the limits of notification deadlines.

(2B) DOCUMENTATION FOR CANDIDATES FOR PROMOTION AND TENURE

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

The *Constitution of the Faculty Organization at Trinity University, Article V.A.1* instructs members of the Commission on Promotion and Tenure to "review every departmental recommendation to grant or deny tenure, or to grant or deny promotion, to a member of the faculty. In making its review and formulating its recommendations, the Commission shall have as its primary concern the maintenance of fair and objective standards for peer-review decisions across the University." Evaluations of each candidate are to be based on the criteria stated in *Academic Freedom, Responsibility, and Employment of Faculty (Policy Statement), Article IV.H*:

> "1. Quality of teaching or librarianship,
>
> 2. Quality of scholarship, research, or professional or artistic achievements, and
>
> 3. Service to the department, the University, the profession, and the community."

In preparing documentation addressing the above *criteria*, candidates and departments should follow guidelines below in order to provide the most complete and informative presentations to the Commission.

In particular, candidates and departments are encouraged to submit materials in a common format, not only in the documentation but in addressing each of the criteria. The experience of the Commission indicates that the inclusion of certain critical items in a uniform way facilitates fairness and more informed decisions. Of particular importance to the Commission is the review by each tenured member of the department, including the Chair, and the Chair's written statement of the departmental recommendation including a summary of the reasons for this recommendation (see *Academic Freedom, Responsibility, and Employment of Faculty (Policy Statement), Article IV.F*). Because the documentation will, under normal circumstances, include outside evaluations of the candidate's scholarship, research, and professional or artistic achievements, each department shall devise a clearly stated policy for selecting outside evaluators and shall clearly describe the task which outside evaluators should perform.

To assist the candidate and the department, the Commission on Promotion and Tenure recommends the following format:

1. A brief guide to the submitted material (i.e., a Table of Contents).

2. A written explanation of:

   (a) The procedures of the department.

   (b) The relative weight of the criteria stated in *Academic Freedom, Responsibility, and Employment of Faculty (Policy Statement), Article IV.H*.

3. A description of any agreement between the University and the applicant concerning specific duties during the evaluation period, and an explanation of how this agreement should affect the relative weight of *the three general criteria*.

4. A current expanded curriculum vitae.

(a) Include standard entries pertaining to:

i. Education;

ii. Current and previous professional experience;

iii. Teaching responsibilities;

iv. Scholarly and creative activities;

v. Service to department, University, profession and community;

vi. Honors and awards.

(b) Identify bibliographical items carefully, using standardized citations and complete information on each entry. Indicate refereed articles or presentations, primary author and approximate percentage of contribution in multi-authored works, specific information about grants or fellowships, status of works-in-progress or works submitted for publication.

5. A self-evaluation based on *the three general criteria* identified in *Academic Freedom, Responsibility, and Employment of Faculty (Policy Statement), Article IV.H*. The Commission emphasizes the importance of this document and urges the candidate to take great care in its preparation and to address each of the criteria: teaching, research/artistic achievement, and service.

(a) *Teaching or librarianship*.

i. For teaching: Describe goals, philosophy, expectations. List courses taught and discuss development, improvements, future directions. Provide an analysis of student evaluations of your teaching, using tables, charts and other data if appropriate. Indicate how you have contributed to the department's and University's expectations on teaching.

ii. For librarianship: Describe your area(s) of responsibility and interest. Describe your goals, philosophy, and expectations. List accomplishments in your area(s) of responsibility and indicate how they have contributed to the Library and to the University.

(b) *Scholarship, research and/or professional or artistic achievement*. Describe goals, philosophy, expectations. Indicate your areas of interest and achievements in terms of publications, presentations, performances, exhibitions, and inclusion in the classroom. Discuss the quality of the journals and/or the refereed nature of your publications or presentations. Provide information on future research goals.

(c) *Service*. Describe your University, professional, and community activities. Discuss their impact on your self-development and on the other criteria. (Within this self-evaluation, please address advising by describing your participation, your approach and procedures, your results.)

6. Information Concerning Teaching and Librarianship. Under normal circumstances this will include:

(a) For teaching:

i. Student evaluations (It is suggested that persons submitting materials for promotion to professor should include evaluations since their promotion to associate professor).

ii. Course syllabi, sample assignments, tests.

iii. Descriptions of participation on graduate thesis and/or project committees, if applicable.

iv. Development of new courses and programs.

v. Grade distributions (It is helpful if the candidate submits summaries or trend analyses of the results of the evaluations submitted).

(b) For librarianship:

i. Development of programs that support and encourage information fluency in the Trinity community.

ii. Development of other new and innovative programs in the Library or on campus.

iii. Evidence of effective use of organizational methods or of tools for access to information resources.

iv. Evidence of ongoing or new methods that enhance efficiency or effectiveness of library operations.

v. Evidence of effective collection management in response to curricular or research needs of the University.

vi. Evidence of productive liaison activity with Library users.

7. Evidence of scholarship, professional achievement, and artistic achievement. Under normal circumstances this will include:

(a) Lists of publications, including journal articles, proceedings, presentations, exhibits, performances (Electronic media may be included).

(b) Copies of publications. If publication is a portion of a collective work or a reference work, a photocopy of the candidate's contribution is sufficient.

(c) Reviews of books, plays, performances, exhibitions, findings.

(d) Evaluations by peers internal and external to the University. Inclusion of the following is required:

i. Procedures of the department in selecting external reviewers,

ii. Information solicited and materials provided to the reviewer, and

iii. Biographical information on the external reviewer

(e) Descriptions and examples of written research proposals.

(f) Descriptions of grants received.

(g) Descriptions of honors and awards.

8. Evidence of service to the department, the University, the profession, and community.

Under normal circumstances this will include:

(a) Lists and descriptions of activities.

(b) Copies of reports completed.

(c) Descriptions of results achieved.

9. Peer evaluations by each tenured member of the applicant's department.

(a) An evaluation from each member, including the Chair's individual evaluation. University policy requires *that each tenured member* evaluate the candidate *in respect to all three criteria*: teaching, research/artistic achievement, and service.

(b) Even if a tenured member is on academic or administrative leave, their contribution is highly desirable.

10. The Chairperson's summary of the tenured members' evaluations and the departmental recommendation pertaining to the granting of tenure and/or promotion.

(2C) CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

(Note: In all cases involving library faculty, "teacher" will be construed to mean librarian; "teaching" to mean *librarianship*; "department," "departmental," and "appropriate department" to mean *library*; and "Department Chair" or "Chair" to mean *the supervisor to whom the relevant faculty member directly reports*.)

I. UNIVERSITY CRITERIA

A decision to recommend reappointment and/or the awarding of tenure shall be based on the following criteria:

1. quality of teaching;
2. quality of scholarship, research, or professional or artistic achievements; and
3. service to the Department, the University, the profession, and the community.

As a primarily undergraduate, liberal arts institution with a few select professional and pre-professional programs, Trinity University strives for excellence in teaching. In recognition of the close relationship between quality instruction and an active scholarly, professional, or artistic life, achievements in these areas must also be given significant weight. Accordingly, all promotions must be based on high priority being given to a combination of teaching and scholarship/artistic achievement.

Service to the Department, the University, the profession, and the community is an important responsibility for all members of the Trinity Academic Faculty. Thus, service should not be neglected in any weighting of the criteria, but also should not take precedence over teaching, on the one hand, or scholarship/artistic performance on the other hand.

Given Trinity's character as a primarily undergraduate, liberal arts institution that values scholarship and artistic performance, departmental criteria should reflect an emphasis on quality rather than quantity. At the same time, quantity is not unimportant.

The accomplishments and potential of the individual shall be the major basis for the decision. However, the present and future needs of the University shall also be carefully weighed. A decision to reappoint indicates progress toward tenure.

II. DEPARTMENTAL CRITERIA

A. Critical to the issues of fairness, objectivity, and consistency in promotion and tenure is clear communication among the University-wide bodies responsible for overseeing the promotion and tenure process, the various departments, and individual faculty members. Accordingly, each department must have clear, written expectations and criteria used in assessing a candidate's progress towards tenure and/or promotion. Differences in expectations and criteria for tenure and promotion to Associate Professor and for promotion to Professor must also be clarified. These expectations and criteria are to be submitted initially to the Provost and the Promotion and Tenure Criteria Approval Committee for pre-approval. (Subsequent, periodic reviews will be done by the Provost and the commission on Promotion and Tenure.) This will help ensure that individual programs, the Commission, and the administration apply the same standards and criteria to any given applicant for tenure and promotion. It is the responsibility of the Commission and the Provost, as well as of individual department chairs and the Dean of the Library, to ensure that the criteria and guidelines of each program meet the general standards of the University.

B. In developing their expectations and criteria, departments must conform to the general University-wide criteria specified above under "Criteria for Reappointment, Tenure, and Promotion." At the same time, departments are to develop their own criteria that reflect the particular responsibilities of the individual programs and that clarify their special needs and emphases. This may be done, for instance, by utilizing general illustrative examples of satisfactory progress; or by specifying what criteria are to be used in assessing satisfactory progress especially at the formal fourth year review; or by specifying what sort of lacunae in a candidate's record would be problematic especially in the fourth and fifth years; or by some other appropriate but reasonably specific means. In developing specific criteria, departments may wish to refer to paragraphs 5-8 in the section on "Documentation for Candidates for Promotion and Tenure" below.

C. Implementation. The initial round of pre-approval of departmental criteria was accomplished by the VPAA/VPIRMC and the Promotion and Tenure Criteria Approval Committee. Once the initial round of pre-approval was complete for all departments, the Promotion and Tenure Criteria Approval Committee was disbanded.

D. Periodic Reviews

1. Review procedures

The Provost and the Commission on Promotion and Tenure will review departmental criteria on a five-year cycle.

The office of the Provost will notify department chairs and the Dean of the Library on or before September 1 of reviews that are scheduled for that academic year, and will provide the departments with a timetable for the review. If a department feels that its current criteria are still acceptable and in no need of revision, the Provost and Commission will review the existing criteria to ensure that they continue to meet the University standards for excellence. If a department believes that its criteria need alterations before the end of its five-year cycle, it may petition the Provost prior to September 1 for such a review with an explanation of the need for an interim review. In consultation with the Commission, the Provost will determine whether or not to grant the department an opportunity to submit its revised criteria. In the event that a petition is granted, departments are to follow the timetables established for departmental reviews.

2. Timetable for Phasing in Revised Criteria

Revised criteria should be implemented immediately, except in cases regarding faculty members who are within four years of tenure and promotion to associate professor or within four years of eligibility for promotion to professor. In such cases, faculty members shall be given the option of sending forward their applications for tenure and promotion or promotion with either the existing or revised criteria. Faculty members who are more than four years from applying for tenure and/or promotion must abide by the revised criteria.

(2D) ACADEMIC ADMINISTRATIVE GOVERNANCE

(Also known as the Policy Statements on Academic Administrative Governance.)

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

I. SELECTION, EVALUATION, AND RETENTION OF ADMINISTRATORS

For the integrity and effectiveness of the academic process it is essential that members of the Academic Faculty play a significant role in the selection of academic administrators, including the President of the University, the Provost, Associate Vice Presidents for Academic Affairs, Academic Deans, the Dean of the Library, Department Chairs and Program Directors, and other academic administrators who hold rank as members of the Academic Faculty and/or who are directly involved with the Faculty in the academic life of the University. It is equally important that members of the Academic Faculty participate significantly in the periodic evaluation of the academic administrators whom they have helped to select and that they contribute significantly to judgments and decisions regarding the retention or non-retention of such administrators. To this end, the following policies are prescribed for the selection, evaluation, and retention or non-retention of academic administrative officers of the University.

A. Selection of the President

Policies regarding the selection, evaluation, and retention or non-retention of the President of the University are set forth in the Bylaws of the University.

B. Selection of Academic Administrators Other Than the President

1. In all selections, except internal searches for Department Chairs and Program Directors, search committees will be employed.

2. Members of each search committee will be appointed by the appropriate administrative officer: i.e., by the President of the University for the selection of the Provost; by the Provost for the selection of Associate Provosts and Academic Deans; and by the appropriate Academic Dean for the selection of Department Chairs and Program Directors.

3. Nominations of faculty members for appointment to search committees for all academic administrators will be made by the Faculty Senate. Members of the Academic Faculty who have completed at least three academic years at Trinity University, including only those who hold faculty rank up to and including department chair, are eligible to be nominated for membership on a search committee.

4. Search Committees will be composed as follows:

> a. For the Provost and Associate Provosts, a majority of the membership of the committee will be members of the Academic Faculty. The committee will also include at least one student nominated by the appropriate student body or bodies and administrative personnel selected by the appointing administrator.

b. For every Academic Dean, the committee will include at least three faculty members from a variety of departments in the appropriate school, as well as one faculty member from outside the school.

c. In case of an external search for a Department Chair or Program Director, the committee normally will include the tenured members of the department, one tenured member of some other department, and one or two students nominated by the faculty members of the search committee. A majority of the committee will be tenured members of the department unless the department has fewer than three tenured members. In cases where a department or program includes fewer than three tenured members, the Provost will appoint one or more additional members of the search committee after consultation with all tenured members of the department or program.

5. The Chair of the search committee for the Provost, Associate Provosts, and Academic Deans will be appointed from among the faculty members of the committee by the appropriate administrative officer.

6. At the outset of every search, the appointing administrative officer will confer with the search committee as to whether an open or a purely internal search is envisioned. If an open search is envisioned, all relevant sections of the Trinity University Policy Statement on *Academic Freedom, Responsibility, and Employment of Faculty* regarding faculty appointment and granting of tenure must be followed. The search committee shall review any public announcements of the position prior to their posting, and confer with the administrative officer to develop search procedures and determine the search committee's access to search materials, including but not limited to: confidentiality agreements, search firm involvement (if any), semifinalist and finalist screening methods, community feedback surveys, reference checks, search timelines, and processes for ensuring fair consideration of internal and/or external candidates. Public announcements and search procedures will be submitted to the Faculty Senate for its information, and are subject to final approval by the appointing administrative officer.

7. For the selection of each Department Chair or Program Director, the appropriate Academic Dean will consult with all members of the department or program, both individually and collectively, in order to reach a clear understanding as to whether an open or a purely internal search is envisioned.

If a purely internal search is envisioned for a Department Chair or Program Director, the appropriate Academic Dean will consult individually with all full-time faculty members in the department and the Provost.

If a majority of the department's or program's full-time faculty support a single candidate as Chair, the Dean will appoint this candidate unless there are serious reasons not to. The dean will provide a written statement of the reasons for their selection of Chair. In all but exceptional cases, the Chair should be a tenured member of the department or program.

8. After completing its search process, the search committee will submit to the appointing administrative officer a written evaluation of the strengths and weaknesses of each finalist, which may include a recommendation. If the appointing administrative officer is inclined to decide against the recommendation(s) of the search committee, they will consult with the search committee, discussing the administrative officer's reasons prior to finalizing the decision about whether to make an offer and, if so, to whom to make an offer. The appointing administrator makes the final decision.

9. The power to appoint the Provost rests with the President, after they have obtained the approval of the Board of Trustees or of the Executive Committee of the Board acting for the Board. The power to appoint Associate Provosts and Academic Deans rests with the Provost. The power to appoint Department Chairs and Program Directors rests with the appropriate Academic Dean, in consultation with the Provost.

10. The initial appointments of all administrative officers (except Department Chairs and Program Directors) will be for a term of five years, with the possibility of reappointment for one or more subsequent five-year terms. The term of office of Department Chairs and Program Directors will be three years, with the possibility of reappointment for one or more subsequent three-year terms. The appointing administrative officers retain their authority to dismiss appointees prior to the completion of their terms of office.

11. For the selection of other academic administrators who hold rank as members of the Academic Faculty and/or who are directly involved with the faculty in the academic life of the University, specific procedures, analogous to those described above, will be formulated for each case through consultation involving the appropriate administrative officer(s) of the University and the Faculty Senate. In each case, however, members of the Academic Faculty who have been nominated by their colleagues for this purpose will be actively involved in the selection of such administrators.

12. Interim and Acting Academic Administrators

a. Interim and acting appointments of academic administrators may be made by the appropriate administrative officer. Acting appointments will be used for the temporary replacement of administrators who are expected to resume their office after a brief absence. Interim appointments will be used when circumstances require a delay in making a regular term appointment.

b. In the case of academic administrators other than Department Chairs or Program Directors, the appointing administrator will consult with the Faculty Senate and with appropriate academic administrators (e.g., Department Chairs and Program Directors) regarding the circumstances requiring the appointment and the individual to be selected for appointment. In the case of an interim or acting appointment of a Department Chair or Program Director, the Dean will consult with all members of the department or program regarding the circumstances requiring the appointment and the individual to be selected for appointment. In all but exceptional cases, the interim or acting Department Chairs or Program Directors should be tenured members of the department or program and will not be appointed without the consent of the majority of tenured and tenure-track members of that department or program.

c. No interim administrative officer will be appointed for more than two consecutive years. In emergencies, interim appointments may be renewed for one additional year after consulting with the Faculty Senate and with appropriate academic administrators (e.g., Department Chairs and Program Directors) regarding the circumstances.

C. Evaluation of the Provost, Associate Vice Presidents for Academic Affairs, Deans, and the Dean of the Library

1. Early in the final year of the administrator's term of office, unless they indicate a desire not to be considered for reappointment, the administrator will undergo review by the Administrator Review Oversight Committee (AROC). The final report will be submitted prior to the deadline for the decision to reappoint, in a time frame determined as appropriate by the appointing administrator. This evaluation shall cover both the performance of the administrator per se and the total operation of their office, including the performance of any staff. Standard procedures developed by AROC—in consultation with an advisory committee from the school or division within which the administrator works and approved by the Faculty Senate, the President, and Human Resources—will be used in the evaluation process. Minor changes to these procedures can be made by AROC, but all substantive changes must be approved by the same bodies. AROC will oversee the collection and reporting of data and will submit a final review report to the President, the appointing administrator of the administrator under review, the chair of the Faculty Senate, and the administrator under review. In the case of a review of the Provost, the final review report will also be submitted to the Board of Trustees. When AROC recommends reappointment, it shall also submit any recommendations for the improvement of performance. The chair of the Faculty Senate will provide a verbal summary of the final review report to the members of the Senate during a closed session.

If the appointing administrative officer decides not to follow the recommendation of AROC, they shall communicate this decision and supporting rationale to AROC in writing and shall meet with the committee before acting. After the review is completed, AROC will submit the report and data to the President's Office. These documents shall be destroyed six years after the review. AROC members and others receiving the report will discard all documentation related to a specific review at the end of the academic year during which the review was conducted.

The decision to reappoint or not reappoint the Provost for an additional term must be approved by the Board of Trustees or by the Executive Committee of the Board acting for the Board. The decision to reappoint or not reappoint other academic administrators for an additional term must be approved by the President. In the event that the final recommendation is to reappoint, the Faculty Senate shall notify the Faculty and provide a brief rationale.

2. Early in the third year of the administrator's term of office, the Faculty Senate shall determine whether to request an informal review and notify the Faculty of its decision. The purpose of an informal review is to provide recommendations that are needed for the improvement of performance. After completing its work, AROC will submit its report to the appointing administrative officer. The appointing administrator shall share recommendations that are needed for the improvement of performance with the person being reviewed. The report shall also be available for use during the subsequent formal review, as well as any other as described in *Paragraph C.3* below.

3. At any point during the term of office, a formal evaluation of the performance of the administrator shall be carried out if requested by the appointing administrative officer, the administrator themselves, or by at least 100 members of the Faculty. In such cases, the procedures to be followed shall be analogous to those described in *Paragraph C.1*.

The purpose of the Review may be either improvement of performance or recommendation regarding continuation or non-continuation in office or both. The process for communicating the outcome of review to all constituents will be analogous to those in *Paragraph C.1*. Except under highly unusual circumstances, administrators shall not be dismissed during their term of office without following the procedures described above; if such dismissal should occur, however, the appointing administrative officer shall immediately inform the Faculty regarding the action and, insofar as possible, the circumstances leading to the action.

4. Requests that any other administrator undergo an AROC review should be directed to the chair of the Faculty Senate.

5. Files containing the procedures, sample surveys, and related documentation for AROC will be deposited in a campus-access-only archive in the Digital Commons.

D. Evaluation of Chairs of Departments and Programs

1. Early in the third year of the Chair's term of office, unless the Chair indicates a desire not to be considered for reappointment or the Dean indicates an unwillingness to consider them for reappointment, the Dean shall meet in person with each member of the department or program, unless the member has been employed less than one year or is not on campus (for example, on leave), in order to determine whether there is a majority view within the department or program regarding the performance of the Chair during their term of office and the desirability of their reappointment for an additional three-year term. In addition, at the request of either the majority of the members of the department or the Dean, members of the department shall meet collectively with the Dean.

Having consulted with all full-time faculty members in the department or program, the Dean shall make the decision regarding reappointment, in consultation with the Provost. The decision shall be communicated to the members of the department or program.

If there is a majority view within the department or program, and particularly if the tenured members of the department or program support this majority view, but the Dean decides not to follow this majority view, they shall communicate this decision to the members of the department or program and shall provide ample opportunity for members of the department or program to argue their case before making the final decision. In the event that the final decision is to reappoint, any recommendations for improvement of performance from members of the department or program shall be communicated to the Chair by the Dean.

2. At any time during a Chair's term of office, the appropriate Dean shall carry out a review of the Chair's performance if the Dean believes this to be desirable, if it is requested by the Chair, or if it is requested in writing by at least two-thirds of the full-time members of the department or program who have been in the department or program at Trinity University for at least two years. In such cases, the procedures shall be the same as those described in *Paragraph D.1* above.

E. Other Academic Administrators who hold Rank as Members of the Academic Faculty and/or who are Directly Involved with the Faculty in the Academic Life of the University

For the selection, evaluation, and retention or non-retention of other academic administrators who hold rank as members of the Academic Faculty and/or who are directly involved with the faculty in the academic life of the University, specific procedures, analogous to those described above, shall be formulated for each case through consultation involving the appropriate administrative officer(s) of the University and the Faculty Senate. In each case, however, members of the Academic Faculty who have been nominated by their colleagues for this purpose shall be actively involved in the selection, evaluation, and decisions regarding the retention or nonretention of such administrators.

II. CURRICULUM AND ACADEMIC POLICY

Responsibility for curriculum, academic policy, and planning is shared among various bodies and offices in the University. The *Constitution of the Faculty Organization*, bylaws of each group, and the job description for each office can be found in the Faculty Handbook. *Article II* as well as *Articles III-VII* of this policy statement address the major areas of responsibility of each body and office as these responsibilities are shared at each level. These shared tasks include curricular and academic policy, resource development and management, salaries, faculty recruitment, and conflict mediation. The University Curriculum Council is the agency of the Academic Faculty exercising the Faculty's authority and responsibility in the area of curriculum and academic policy. The University Curriculum Council ensures that the University-wide effects of individual curricular proposals are fully considered and evaluated. The primary responsibility for the development and administration of courses and degree programs resides in the departments. The Office of Academic Affairs is responsible for coordination of programs, and the Provost, along with the University Curriculum Council, is responsible for University-wide academic planning. Approval of all new courses, majors, degree programs, and academic policies, as well as changes in and terminations of the same, rests with the University Curriculum Council. Actions of the University Curriculum Council are subject to approval by the Academic Faculty Assembly and, where appropriate, by the Board of Trustees.

The following policies shall be followed in matters pertaining to academic planning. In the following sections, the term "Chairs" includes both Chairs and program Directors; "departments" includes both departments and programs.

A. Departments

Under the leadership of the Chairs, departments are responsible for developing and reviewing academic programs and policies.

B. Chairs

In consultation with departmental faculty, Chairs are responsible for:

1. Transmission and articulation of departmental curricular proposals to the Office of Academic Affairs and University Curriculum Council,

2. Scheduling classes, subject to the approval of the Office of Academic Affairs,

3. Coordinating academic leaves, summer scheduling, released time, and other curricular demands on departmental resources, and

4. Ensuring the most efficient use of the academic resources of the department.

C. Academic Deans

Each Academic Dean, in consultation with the Department Chairs and Program Directors within the School, is responsible for curricular coordination across the School so as to ensure the most efficient use of the School's academic resources.

D. Provost

In consultation with the Academic Deans, the Provost and their office are responsible for:

1. The development of new academic programs consistent with the liberal arts traditions and goals of the University,

2. Ensuring that the planning process includes consideration of societal needs, potential trends in academic programs, and fiscal considerations,

3. General implementation of programs,

4. Assuring that program coordination is developed and continually reviewed,

5. Assigning responsibility for programs, resources, and facilities,

6. Recommending program modification or elimination to the University Curriculum Council,

7. Reporting to the President and the Board of Trustees the status and direction of academic programs, and

8. Informing the faculty of evaluations of existing programs and proposals for new programs.

III. RESOURCE DEVELOPMENT AND MANAGEMENT RESPONSIBILITY

Departments, under the leadership of the Chairs, are responsible for reviewing, developing, and recommending departmental budgets. Chairs are responsible for administering departmental budgets, encouraging faculty development, and managing the physical resources of the department.

Each Academic Dean is responsible for providing budgetary guidance to Department Chairs and Program Directors. Each Dean is likewise responsible for evaluating departmental and programmatic budget requests when they are forwarded to the Provost.

The Provost, in consultation with the Academic Deans, is responsible for reviewing, developing, and recommending the academic budget. The Provost will charge the Chairs, Directors, and Deans with development and administration of the details of the budget. Through the budgetary process, the Provost will ensure that Chairs, Directors, and Deans are responsible for the development of financial priorities within their departments.

The Provost is responsible for identifying existing and potential resources and making advantageous use of these resources by review and allocation.

IV. SALARY RECOMMENDATIONS

(Note: In all cases involving library faculty, “teacher” will be construed to mean librarian; “teaching” to mean *librarianship*; “department,” “departmental,” and “appropriate department” to mean *library*; and “Department Chair” or “Chair” to mean *the supervisor to whom the relevant faculty member directly reports*.)

Each Department Chair is responsible for evaluating the faculty members in their department for matters of salary. At the beginning of the evaluation process, each faculty member who is scheduled to be evaluated shall submit a written report documenting their professional activities for the specified time period. The Department Chair shall prepare a written evaluation and salary recommendation for each member of the Academic Faculty who is scheduled to be evaluated. Before an evaluation and salary recommendation concerning a particular faculty member are sent to the appropriate Academic Dean (or the Provost, in some cases involving library faculty), that faculty member must be allowed to inspect these items and to prepare a written statement to accompany them, if they so desire. Academic Deans evaluate Department Chairs using analogous procedures.

Each Academic Dean shall review the written evaluations and salary recommendations for faculty members in their School; the Dean of the Library shall review the written evaluations and salary recommendations for faculty members in the Library. When the Dean's evaluation of a faculty member's performance differs from the evaluation submitted by the Department Chair, the Dean shall communicate their own evaluation and salary recommendation in writing to the faculty member and the Department Chair, each of whom will have an opportunity to respond with a written statement. The Dean shall then forward to the Provost all evaluations, written statements, and salary recommendations for faculty members in their School.

The Provost has the final authority to determine salary adjustments, in keeping with the system outlined in the *Policy for Merit Review and Allocation of Raises*, and on the basis of evaluations carried out by Department Chairs and Academic Deans.

A faculty member who wishes to appeal a salary decision must appeal through the Chair—Dean—Provost route. If they are still dissatisfied with the decision and allege that the salary decision is punitive and amounts to making their conditions of employment so unsatisfactory that they appear to be designed to influence them to resign without the protection of due process, they may then appeal this decision in the manner set forth in the Trinity University Policy Statement on *Academic Freedom, Responsibility, and Employment of Faculty.*

V. FACULTY RECRUITMENT

Refer to *Article IV.D* of the Trinity University Policy Statement on *Academic Freedom, Responsibility, and Employment of Faculty*.

VI. BODIES OF ADVICE AND CONSENT

Chairs and the Dean of the Library will meet regularly with the members of their departments for advice and consent on matters of concern to departments. Similarly, the Dean of the School of Business will meet regularly with the Chairs of the departments in the School for the same purpose. Chairs, the Dean of the School of Business, and the Dean of the Library will represent and serve as their departments' advocates.

Chairs and the Dean of the School of Business must also articulate the needs and policies of the remainder of the University to their departments or programs.

The Provost will be assisted in carrying out their responsibilities by the departmental Chairs, program Directors, the Dean of the School of Business, and Associate Vice Presidents for Academic Affairs.

VII. CONFLICT MEDIATION

Responsibility for the resolution of conflicts, other than those that deal with matters of promotion, tenure, and salary, shall follow the Chair—Dean (in the School of Business)—Provost—President route. If a faculty member who is a party to the conflict is dissatisfied with the final decision and alleges that this decision is punitive and amounts to making their conditions of employment so unsatisfactory that they appear to be designed to influence them to resign without the protection of due process, they may then appeal the decision in the manner set forth in *Article VI.E* of the Trinity University Policy Statement on *Academic Freedom, Responsibility, and Employment of Faculty*.

VIII. IMPLEMENTATION AND AMENDMENT

A. Implementation

The Trinity University Policy Statements on Academic Administrative Governance shall become effective when approved by

1. a two-thirds majority of the membership of the Trinity University Faculty Senate;

2. a simple majority of the members of the Trinity University Academic Faculty; and

3. the Trinity University Board of Trustees.

B. Amendment

The *Trinity University Policy Statements on Academic Administrative Governance* may be amended by

1. a two-thirds majority of the membership of the Trinity University Faculty Senate;

2. a simple majority of the members of the Trinity University Academic Faculty; and

3. the Trinity University Board of Trustees.

Amendments may be initiated by the Faculty Senate, the Academic Faculty, or the Board of Trustees. Before voting upon a prepared amendment, at least 14 days notice shall be given in writing to the membership of the Faculty Senate, the Academic Faculty, and the Board of Trustees.

(2E) DISTINGUISHED PROFESSORSHIPS

(Also known as the Statement on Distinguished Professorships.)

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

A Distinguished Professorship is the most prestigious faculty appointment of Trinity University. These professorships are supported by special endowments, are limited in number, and are reserved for individuals who are widely recognized for their scholarly and creative attainments. Holders of Distinguished Professorships are certain to have a profound effect on students and faculty colleagues and often will have a significant influence in the community. Thus, extraordinary care must be taken in selecting and appointing individuals to these positions.

Two committees shall be involved in the selection process: the University Distinguished Professorship Committee, a standing University committee; and a separate Search Committee for each vacancy to be filled.

Two categories of criteria shall be applicable to the Distinguished Professorships: general criteria applicable to all Distinguished Professorships and specific criteria applicable to a particular appointment. The general criteria shall be developed by the University Distinguished Professorship Committee and submitted to the Academic Faculty for approval. The specific criteria shall take into account the wishes of the donor as well as University needs and expectations; these specific criteria shall be developed by the Search Committee and submitted to the University Distinguished Professorship Committee for approval.

I. SEARCH COMMITTEES—COMPOSITION

A. Tenured Distinguished Professorships

1. If the departmental location of the tenured Distinguished Professorship is clear, the Search Committee shall include the tenured members of this department and shall ordinarily be Chaired by the departmental Chair. The Search Committee shall ordinarily have at least one extra-departmental tenured faculty member with relevant expertise. Determination of the exact number of extra-departmental members and the formal appointment of the Search Committee shall be made by the Provost after consultation with the University Distinguished Professorship Committee.

2. If the divisional location, but not the departmental location, of the tenured Distinguished Professorship is clear, the Provost shall appoint the Search Committee and its Chair after consultation with the University Distinguished Professorship Committee. If practicable, the Search Committee shall have at least one tenured faculty member from each of the departments that could conceivably award tenure to the holder of the Professorship.

3. If neither the departmental nor the divisional location of the tenured Distinguished Professorship is clear, the Provost shall appoint the Search Committee and its Chair after consultation with the University Distinguished Professorship Committee. The members of the Search Committee should be representative of a wide variety of academic areas, with particular attention to the representation of any areas that might be most likely locations of the appointment.

4. The Search Committee should consider using consultants from outside the Trinity University Faculty.

B. Visiting Distinguished Professorships

1. If the departmental location of the Visiting Distinguished Professorship is to remain the same from year to year, the Search Committee shall include the tenured members of this department and shall ordinarily have at least one extra-departmental tenured faculty member with relevant expertise. Determination of the exact number of extra departmental members and the formal appointment of the Search Committee shall be made by the Provost after consultation with the University Distinguished Professorship Committee.

2. If the departmental location of the Visiting Distinguished Professorship is not to remain the same from year to year, but the Professorship is to remain within the same division, the Provost shall appoint the members of the Search Committee to serve staggered three-year terms and shall appoint the Chair of the Committee, after consultation with the University Distinguished Professorship Committee. If practicable, the Search Committee shall have at least one tenured faculty member from each of the departments in which the Visiting Distinguished Professor's primary area of training and expertise is most likely to lie.

3. If neither the departmental nor the divisional location of the Visiting Professorship is to remain the same from year to year, the members of the Search Committee shall be nominated by the Faculty Senate and appointed by the Provost to serve staggered three-year terms. At least one member of the Search Committee shall come from each of the academic divisions of the University, with particular attention to the representation of any areas most likely to be the actual locations of the appointment. Ordinarily, members of the Search Committee shall be tenured members of the faculty. After consultation with the University Distinguished Professorship Committee, the Vice President for Academic Affairs shall appoint the Chair of the Search Committee from among the members of the Committee.

4. The Search Committee should consider using consultants from outside the Trinity University Faculty.

II. SEARCH COMMITTEE DUTIES

A. Tenured Distinguished Professorships

1. The Search Committee shall prepare a set of criteria applicable to the particular appointment being considered and shall submit it for approval to the University Distinguished Professorship Committee.

2. The Search Committee shall submit for approval a position description, a recruiting plan, a position announcement, and a plan for documentation of the search to the University Distinguished Professorship Committee. The announcement, after approval by the University Distinguished Professorship Committee, shall be published in national organs such as The Chronicle of Higher Education and in appropriate professional journals.

3. The Search Committee members individually and collectively shall identify persons whom they regard as superior candidates and shall solicit written nominations of candidates with no restrictions placed on the source of nominations.

4. The Search Committee shall reduce the list of candidates for the Distinguished Professorship to the three to five individuals who best meet both the general and the specific criteria. The Search Committee shall submit written confirmation that the tenured faculty of the candidate's projected department are in agreement as to the appropriateness of the candidate for interview and potential appointment. The names of these individuals, together with a written statement explaining why each is recommended for campus interview, and all other relevant materials shall be forwarded to the Provost for review by the Affirmative Action Officer of the University. The Provost shall then present the names, statements and accompanying materials to the University Distinguished Professorship Committee. In submitting the names and the accompanying materials, the Search Committee may rank the candidates if it wishes.

5. Following the campus interviews, the Committee shall formulate a written evaluation of each candidate. These statements and all other relevant materials shall be forwarded to the Provost. The Provost shall then present the recommendation and accompanying materials to the University Distinguished Professorship Committee. In submitting the evaluations and the accompanying materials, the Search Committee may rank the candidates if it wishes.

B. Visiting Distinguished Professorships

1. If the departmental location of the Visiting Distinguished Professorship is to remain the same from year to year:

a. The Search Committee shall prepare a set of criteria applicable to the particular appointment being considered and shall submit it for approval to the University Distinguished Professorship Committee.

b. Each year, the Search Committee shall identify individuals whom it regards as superior candidates for the Visiting Distinguished Professorship.

c. The Search Committee shall maintain from year to year a list of such superior candidates, adding and/or deleting names each year.

d. Each year, the Search Committee shall rank the individuals included in its list of superior candidates on the basis of the criteria that have been approved.

e. Each year, the Search Committee shall submit to the Provost for review by the University Distinguished Professorship Committee and then for submission to the President of the University the names of the top-ranked three to five individuals, together with a written statement explaining why each is included and all other relevant materials. Before submitting the names and the accompanying material, the Search Committee shall informally determine the interest of the candidates.

2. If the divisional location, but not the departmental location, of the Visiting Distinguished Professorship is to remain the same from year to year:

a. The Search Committee shall prepare a set of criteria applicable to the particular appointment being considered and shall submit it for approval to the University Distinguished Professorship Committee.

b. Each year, the Search Committee shall invite departments and programs within the division to submit the names of persons whom they regard as superior candidates for the Visiting Distinguished Professorship, together with documentation of their qualifications. The departments or programs shall informally determine the interest of the candidates before submitting their names and documentation. The Search Committee may also identify additional candidates for the Professorship, with the understanding, however, that the appropriate department or program will, in each case, be given an opportunity to register its approval or disapproval of any such candidate.

c. The Search Committee shall maintain from year to year a list of such superior candidates, adding and/or deleting names each year on the basis of submissions from the departments and programs within the division and its own identification of candidates.

d. Each year, the Search Committee shall rank the individuals included in its list of superior candidates on the basis of the criteria that have been approved.

e. Each year, the Search Committee shall submit to the Provost for review by the University Distinguished Professorship Committee and then for submission to the President of the University the names of the top-ranked three to five individuals, together with a written statement explaining why each is included and all other relevant materials. Before submitting the names and the accompanying material, the Search Committee shall informally determine the interest of the candidates.

3. If neither the departmental nor the divisional location of the Visiting Distinguished Professorship is to remain the same from year to year:

a. The Search Committee shall prepare a set of criteria applicable to the particular appointment being considered and shall submit it for approval to the University Distinguished Professorship Committee.

b. Periodically, the Search Committee shall invite all departments and programs in the University to submit the names of persons whom they regard as superior candidates for the Visiting Distinguished Professorship, together with documentation of their qualifications. The appropriate department or program will be given an opportunity to register its approval or disapproval of any candidate.

c. The Search Committee shall maintain a list of candidates nominated by the departments and programs, periodically adding and/or deleting names on the basis of such nominations. The Search Committee may also identify and include within its list additional candidates for the Distinguished Professorship, with the understanding, however, that the appropriate department or program will, in each case, be given an opportunity to register its approval or disapproval of any such candidate.

d. When an appointment is to be made, the Search Committee shall rank the individuals included in its list of superior candidates on the basis of the criteria that have been approved.

e. The Search Committee shall submit to the Provost for submission to the President of the University the names of the top-ranked three to five individuals, together with a written statement explaining why each is included and all other relevant materials. Before submitting the names and the accompanying materials, the Search Committee shall informally determine the interest of the candidates.

III. UNIVERSITY DISTINGUISHED PROFESSORSHIP COMMITTEE

A. Composition

The University Distinguished Professorship Committee shall consist of the Provost, *ex officio*, and six tenured faculty members. The six faculty members shall be representative of a wide variety of academic areas and shall be appointed by the Faculty Senate to serve staggered three-year terms. The Provost shall serve as Chair of the Committee.

B. Duties

1. The Committee shall recommend to the Academic Faculty a set of *General Criteria for Distinguished Professorships.*

2. The Committee shall act on recommendations from the Search Committees regarding specific criteria for particular Distinguished Professorships.

3. The Committee shall act on recommendations from the Search Committees regarding announcements and search procedures and shall seek the approval of the Affirmative Action Officer of the University through the office of the Provost for the position descriptions, the recruiting plans, the position announcements, and the search documentation plans.

4. Except in the case of Visiting Distinguished Professorships, the Committee shall review the written statements and accompanying materials regarding the candidates recommended by a Search Committee for interviews. The Committee may seek additional information and may ask for additional names from the Search Committee. These materials shall be forwarded to the President of the University, together with the Committee's judgment as to whether the candidates satisfy the criteria.

5. The University Distinguished Professorship Committee shall, following campus interviews where appropriate (in which the Committee shall participate) and reception of the Search Committee's recommendation, review all relevant materials. The Committee may seek additional information and may ask for additional names from the Search Committee. The Committee shall then forward to the President these materials, along with its final judgment as to the candidates' having satisfied the criteria, including, where applicable, Affirmative Action compliance. In the case of tenured Distinguished Professorships, the materials regarding each candidate must include written confirmation that all existing University policies regarding the award of tenure and appointment to the rank of Professor have been followed.

6. If an undesignated tenured Distinguished Professorship should become available, the President shall determine the academic area of the Professorship after consultation with the University Distinguished Professorship Committee.

7. Other items relating to Distinguished Professorships shall be within the purview of this Committee.

8. The Committee may consider policies and recommendations regarding other categories of faculty appointment involving special funding, such as endowed Chairs.

IV. NEGOTIATION PROCEDURES BY THE PRESIDENT

After the Search Committee and the University Distinguished Professorship Committee have completed their work and all materials have been submitted to the President of the University, negotiations will begin with the individual approved by the President to determine their availability. These negotiations will be conducted by a person authorized by the President. If the first person approved by the President is not available, then negotiations will begin with the next approved individual, and so on down the list. In the case of Visiting Distinguished Professorships, negotiations should be envisioned as encompassing at least a two or three-year period, so that if the individual who is the President's first choice cannot be secured for the coming year their availability for subsequent years should be determined. At this point, the selection process would move on to the next approved individual to determine their availability for the coming year. This process would continue until an individual is secured or the list is exhausted. If no individual can be secured for the coming year, a further list may be obtained.

V. GENERAL CONSIDERATIONS

A. Confidentiality and Negotiations

Confidentiality is extremely important and must be maintained at all levels of consideration. Invitations to visit the campus related to the search process and appointment offers will be made only by or with the approval of the President of the University. The President will be responsible for the negotiations.

B. Affirmative Action

Efforts will be made to identify minority and women candidates, and no one will be excluded from consideration on the basis of race, color, religion, age, sex, marital status, national origin, disability, veteran status, or disabled veteran status. Records will be maintained so that efforts to identify minority and women candidates are well documented. The Affirmative Action Officer of the University will certify that the University is not in violation of Affirmative Action guidelines.

C. University Policies Regarding Tenure and Rank

In the case of tenured Distinguished Professorships, all existing University policies regarding the award of tenure and appointment to the rank of Professor must be followed.

VI. IMPLEMENTATION AND AMENDMENT

A. Implementation

The *Trinity University Statement on Distinguished Professorships* shall become effective when approved by

1. a two-thirds majority of the membership of the Trinity University Faculty Senate;

2. a simple majority of the members of the Trinity University Academic Faculty; and

3. the Trinity University Board of Trustees.

B. Amendment

The *Trinity University Statement on Distinguished Professorships* may be amended by

1. a two-thirds majority of the membership of the Trinity University Faculty Senate;

2. a simple majority of the members of the Trinity University Academic Faculty; and

3. the Trinity University Board of Trustees.

Amendments may be initiated by the Faculty Senate, the Academic Faculty, or the Board of Trustees. Before voting upon a prepared amendment, at least fourteen days notice shall be given in writing to the membership of the Faculty Senate, the Academic Faculty, and the Board of Trustees.

VII. ADDENDUM: GENERAL CRITERIA FOR TRINITY UNIVERSITY DISTINGUISHED PROFESSORSHIPS

Search committees should observe the following General Criteria in developing specific criteria:

The Distinguished Professor at Trinity University should have:

A. A national reputation as recognized by those in the relevant discipline or profession;

B. An established record of excellence in teaching and a commitment to excellence in undergraduate education;

C. An established record of excellence in scholarship or creative endeavor;

D. A desire to continue to make significant advances in scholarly or creative activities;

E. An awareness of national and global social issues and problems;

F. An appreciation of the role of higher education in society;

G. An understanding of, and appreciation for, the University's liberal arts traditions; and

H. A willingness to support the educational goals of the University in as diverse a manner as possible.

(2F) FACULTY RECORDS

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

I: POLICY ON FACULTY RECORDS

For each member of the Academic Faculty, the Office of Academic Affairs (or, in the case of faculty librarians, the University Library) shall maintain an academic file containing the following items:

- the original letter of appointment;
- an official transcript from the highest degree-granting institution;
- a current curriculum vitae;
- documents pertaining to annual evaluations and salary decisions;
- documents pertaining to probationary reviews and promotion and tenure reviews.

The academic file shall not contain records pertaining to the medical history of any faculty member, nor shall it contain documentation developed or preserved by the Investigating Committee, the Hearing Committee, or the Assistant Vice President for Human Resources in the enforcement of the *Due Process Policy*, *the Policy Prohibiting Sexual Harassment and Sexual Misconduct*, or the *Code of Conduct Policy*.

The Office of Academic Affairs (or, in the case of faculty librarians, the University Library) shall be responsible for keeping the contents of all academic files secure and confidential. Access to any academic file shall be limited to the Provost, the Associate Vice Presidents for Academic Affairs, the department chair (or Dean of the Library), the Assistant Vice President for Human Resources, and the University's legal counsel.

Every member of the Academic Faculty shall have the right to review their academic file. This right does not extend to documentation developed or preserved by the Investigating Committee, the Hearing Committee, or the Assistant Vice President for Human Resources in the enforcement of the *Due Process Policy*, the *Policy Prohibiting Sexual Harassment and Sexual Misconduct*, or the *Code of Conduct Policy*. In addition, this right does not extend to the normal contents of promotion and tenure files (*Documentation for Candidates for Promotion and Tenure*).

To initiate the review process, a faculty member must notify the appropriate academic officer in writing that they wish to review their academic file. The appropriate academic officer shall honor such requests within a timely manner.

If the faculty member contends that any items in the academic file are inappropriate or inaccurate, the faculty member may inform the appropriate academic officer in writing of their objections.

In case the material exists in more than one file, the faculty member shall notify the most senior academic officer. Within two weeks, the appropriate academic officer will respond in writing to the faculty member specifying that

- the items have been permanently removed and destroyed; or
- the academic officer believes that the items should remain a part of the faculty member's academic file.

In the second case, the faculty member may submit a written statement contesting the appropriateness or accuracy of the items in question. This statement shall be preserved as part of the faculty member's academic file.

Any copies of personnel records maintained in the academic department should be filed in a prudent and secure manner.

II: DISPOSITION OF FACULTY EVALUATION MATERIALS

A. Promotion, Tenure, and Reappointment Materials

1. The Provost keeps
    1. Self-evaluation
    2. Departmental Chair's and colleagues' letters
    3. Other evaluation letters
    4. Promotion and tenure summary evaluation and recommendation
    5. Inventory of materials returned to faculty
2. Provost returns to faculty member through departmental Chair
    1. All supporting materials—books, articles, student evaluations submitted by faculty member
    2. Copy of self-evaluation (if requested)

B. Annual Merit Evaluation

1. The Provost keeps
    1. Summary of Activity form
    2. Chair's evaluation
    3. Unique supporting documentation—other letters, supplementary information submitted by faculty, Chair or others
2. The Provost returns to faculty member
    1. Copy of Summary of Activity form (if requested)
    2. Non-unique supporting documentation—books, articles, student evaluations— submitted by faculty member
    3. Copy of unique supporting documentation submitted by faculty member

III: IMPLEMENTATION

The policies in this document will become effective when approved by

1. A two-thirds majority of the Trinity University Faculty Senate and

2. A simple majority of the members of the Trinity University Academic Faculty as well as

3. The Trinity University Board of Trustees.

IV: AMENDMENT

The policies in this document may be amended by

1. a two-thirds majority of the membership of the Faculty Senate and

2. a simple majority of the members of the Trinity University Academic Faculty as well as

3. the Trinity University Board of Trustees.

Amendments may be initiated by the Faculty Senate, the Academic Faculty, or the Board of Trustees. Before voting on a prepared amendment, at least fourteen days' notice shall be given to the membership of the Faculty Senate, the Academic Faculty, and the Board of Trustees.

Chapter 3: Contingent Faculty Policies

(3A) CONTINGENT FACULTY CATEGORIES

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

The following categories are frequently used in the appointment of contingent faculty at Trinity University.

A. Professor of Practice. A Professor of Practice is a part-time or full-time faculty member who is appointed without tenure on the basis of substantial professional experience and expertise. A full-time Professor of Practice is not eligible for tenure at Trinity University, and time spent in this position is not regarded as probationary time toward tenure. A Professor of Practice may participate in the election of members of the University Curriculum Council and the Faculty Senate but may not serve on theUniversity Curriculum Council. A Professor of Practice may participate in other aspects of faculty governance, including voting in the Faculty Assembly. The role of the Professor of Practice in departmental governance should be stipulated at the time of appointment.

Policies governing the appointment and reappointment of Professors of Practice may be found in *Chapter 3B*.

B. Lecturer, Senior Lecturer. A Lecturer or Senior Lecturer is a full-time faculty member who is appointed without tenure to fulfill a long-term need within the department. The designation of Lecturer or Senior Lecturer will be determined in accordance with credentials at hiring. The position will receive a renewable three- or five-year employment commitment.

Lecturers and Senior Lecturers are not eligible for leaves, but they are eligible for other faculty development funds. Lecturers and Senior Lecturers are voting members of the Academic Faculty Assembly, may serve on standing committees of the University, and may vote for candidates for the University Curriculum Council and the Faculty Senate. However, a Lecturer or a Senior Lecturer cannot serve on the Commission on Promotion and Tenure, the University Curriculum Council.

Policies governing the appointment and reappointment of Lecturers and Senior Lecturers may be found in *Chapter 3C.*

C. Visiting Faculty Member. A Visiting faculty member is a full-time faculty member who is appointed without tenure to fulfill a temporary need within a department. Visiting faculty members hired without the terminal degree in the teaching discipline are appointed at the rank of Visiting Instructor. Visiting faculty members hired with a terminal degree are appointed at a rank in accordance with their credentials at hiring. There is no opportunity for promotion of rank within the Visiting position with the exception of Instructor to Assistant Professor if the candidate receives their Ph.D. during the period of the appointment. These positions are typically filled by replacements for faculty on leave or for the temporary enrichment of the curriculum. Visiting positions will receive a one- to three-year appointment with the possibility for renewal based on the needs of the University. They will be evaluated by the department chair according to criteria stipulated by the department at hiring and approved by Academic Affairs.

Renewal of Visiting positions requires, in addition to assessment of the individual holding the position, a reassessment of the need for the position, possibly including consideration of changing the position into a tenure-track position. Visiting positions are not eligible for leaves or summer stipends overseen by the Faculty Development Committee, but they are eligible for other faculty development funds. Visiting appointments are not voting members of the Academic Faculty Assembly; they are not eligible for committee work and can neither vote for nor serve on the Commission on Promotion and Tenure, the University Curriculum Council, or the Faculty Senate.

D. Part-Time Faculty Member. A part-time faculty member is appointed to teach specific courses on a per-course basis. A part-time faculty member is not eligible for tenure at Trinity University, and time spent in this position is not regarded as probationary time toward tenure. Part-time faculty members are not eligible for leaves or summer stipends overseen by the Faculty Development Committee, but they are eligible for other faculty development funds. A person appointed to this position has no involvement in faculty governance.

E. Post-Doctoral Fellow, Research Scholar, Research Professor. These positions are typically grant-funded, may be unpaid, and are appointed to a rank appropriate to their qualifications and experience and as required for professional or funding needs. They are primarily research positions, but those holding them may contribute to advising and teaching. Generally, they are renewable one-year positions, and may be full or part time. These positions will be evaluated by the department chair according to criteria stipulated by the department at hiring and approved by Academic Affairs. A person appointed to this position has no involvement in faculty governance.

F. Visiting Fellow. These positions are short-term appointments for less than a semester (e.g., theater workshop). Visiting Fellows may participate in the academic program of Trinity University, such as advising, teaching, and/or research. This position does not need to be a paid position, but Visiting Fellows may receive an honorarium. A person appointed to this position has no involvement in faculty governance.

G. Visiting Scholar. These positions are given computing and library privileges only. Visiting Scholars may participate in the academic program of Trinity University without pay. A Visiting Scholar holds a one-year, renewable appointment recommended by the department chair or interdisciplinary program director. A person appointed to this position has no involvement in faculty governance.

(3B) PROFESSOR OF PRACTICE POLICIES

A person appointed to the position of Professor of Practice shall be eminently qualified in their field and possess an expertise that would otherwise be unavailable from tenured or tenure-track faculty members.

A. Individuals recommended for Professor of Practice appointments must have substantial experience, normally of at least ten years, and a national/international reputation for excellence in fields and disciplines related to the department of appointment at Trinity University.

B. Because of the stature of individuals to be offered this position, the appointment of Professor of Practice shall not be qualified by terms such as "Assistant" or "Associate."

C. Professor of Practice appointments are made by the President of the University on the recommendation of the department and the Provost. The appointment will be made to a specific department. Professors of Practice will not be appointed chair of the department with which they will be affiliated.

The appropriate department will normally take the initiative in recommending a candidate for the position of Professor of Practice. Specific procedures are left to the department but must involve the chair and all tenured and tenure-track members of the department. The President or the Provost may initiate appointments, but no Professor of Practice will be appointed without consent of the majority of the tenured and tenure-track members of the department.

Appointments to the Professor of Practice position will not exceed five years. These appointments may be renewed, but only when a majority of tenured and tenure-track faculty members within the department have recommended reappointment.

Professors of Practice may be hired with the expectation of a multi-year appointment but, as with untenured professors at any rank, the institution may decide not to renew their annual contract prior to the end of that expected term. Notice of intention to renew or not to renew annual contracts of Professors of Practice shall follow the schedule required for tenure-track personnel (*Article IV.F*). Professors of Practice will be evaluated annually by the department chair, according to the criteria set up at hiring and approved by Academic Affairs, with actions and recommendations made as appropriate.

During the term of their appointment, Professors of Practice are subject to, and protected by, the same institutional policies concerning academic freedom as tenured and tenure-track faculty. A Professor of Practice is not eligible for tenure at Trinity University, and time spent in this position is not regarded as probationary time toward tenure. A Professor of Practice may participate in the election of members of the University Curriculum Council and the Faculty Senate but may not serve on these bodies. A Professor of Practice may participate in other aspects of faculty governance, including voting in the Academic Faculty Assembly. The role of the Professor of Practice in departmental governance should be stipulated at the time of appointment.

Appointments to Professor of Practice may be full-time or part-time. Trinity University policies relating to consulting and external activities for Professor of Practice will be the same as for full time tenure track faculty.

This policy does not affect the appointments to Professor of Practice, Associate Professor of Practice, and Assistant Professor of Practice created prior to August 2015.

(3C) REVIEW OF LECTURERS AND SENIOR LECTURERS

Note: The following policies apply equally to all Lecturers and Senior Lecturers, regardless of the date of their initial appointment. Lecturers and Senior Lecturers who were appointed before the Fall 2023 semester will be credited for the years that they have served in their current term and will be reviewed according to the schedule outlined in *Chapter 3C, Article I*.

A Lecturer or Senior Lecturer is a full-time faculty member who is appointed without tenure to fulfill a long-term need within the department. For every Lecturer or Senior Lecturer, the University's initial employment commitment shall be for three years. Following the initial three-year term of appointment, the University may choose to renew the employment commitment for a subsequent three- or five-year term. Each employment commitment carries the possibility of renewal.

The renewal of the University's employment commitment to Lecturers or Senior Lecturers shall adhere to the following schedule of informal and formal reviews.

I. REVIEW SCHEDULE

A. Initial Three-Year Term. A Lecturer or Senior Lecturer who has been hired with the expectation of a three-year term of appointment will undergo the following reviews in their initial three-year term: (1) an informal review in the first year of appointment and (2) a formal review in the second year of appointment. The second-year formal review will result in a recommendation to renew or not to renew the University's employment commitment for a subsequent three- or five-year term. If the ultimate decision by the Provost is to not renew, the letter of appointment in the third year will be terminal.

B. Subsequent Three-Year Term. Following the initial three-year term, a Lecturer or Senior Lecturer who is hired with the expectation of a three-year term of appointment will undergo a formal review in the second year of appointment. The second-year formal review will result in a recommendation to renew or not to renew the University's employment commitment for a subsequent three- or five-year term. If the ultimate decision by the Provost is to not renew, the letter of appointment in the third year will be terminal.

C. Subsequent Five-Year Term. Following the initial three-year term, a Lecturer or Senior Lecturer who is hired with the expectation of a five-year term of appointment will undergo a formal review in the fourth year of appointment. The fourth-year formal review will result in a recommendation to renew or not to renew the University's employment commitment for a subsequent three or five-year term. If the ultimate decision by the Provost is to not renew, the letter of appointment in the fifth year will be terminal.

II. PROCESS FOR INFORMAL REVIEWS

For informal reviews, the evaluation must involve the following procedure.

The Lecturer or Senior Lecturer shall submit materials requested by the department chair, which will typically include student teaching evaluations, sample syllabi, and other relevant evidence of teaching performance. The department chair shall circulate those materials to the tenured faculty members of the department, or to an appropriate subset of tenured faculty members of the department, and solicit feedback. The call for feedback shall welcome any comments, both accolades and opportunities for growth. On the basis of this feedback, the chair shall draft a departmental assessment to be shared with the Lecturer or Senior Lecturer and with the Provost.

In cases where the first-year informal review raises significant concerns regarding the performance of the Lecturer or Senior Lecturer, the department or the Provost may require a formal review in the same academic year. If a formal review in the initial year of appointment for a Lecturer or Senior Lecturer results in a decision by the Provost to discontinue the University's employment commitment, the initial letter of appointment will be terminal.

Since a decision to discontinue the University's employment commitment should not be concluded apart from the opportunity for formal evaluation, the first-year informal review shall be conducted early enough that there would be time to complete the formal review before March 1. Further, if at any level of administrative review, a serious question regarding reappointment arises, the administrative recommendation or decision regarding reappointment shall be delayed in order for formal evaluation procedures to be conducted.

III. PROCESS FOR FORMAL REVIEWS

Before a department initiates the formal review of a Lecturer or Senior Lecturer, the Office of Academic Affairs, in consultation with the department, must determine whether projected instructional need and available University funding warrant a renewal of the University's employment commitment. In cases where the Office of Academic Affairs decides against renewal on the basis of these metrics, no formal review is necessary.

For formal reviews, the evaluation must involve the following procedure.

The department chair will notify the Lecturer or Senior Lecturer of the forthcoming evaluation and confer with the faculty member concerning details of the procedures to be followed. After notification, the Lecturer or Senior Lecturer will submit in writing a self-evaluation of progress to date and any supporting materials deemed useful to the department.

The department chair will solicit feedback from the tenured faculty members of the department, or from an appropriate subset of tenured members of the department, and collate the feedback. After examining the faculty member's self-evaluation and other materials, the tenured members of the department will submit a written evaluation of the work as meeting, exceeding, or not meeting expectations in the areas of teaching and service, and the reasoning that supports the evaluation. The letters should include a recommendation for or against reappointment (in the case of a first-year formal review) or renewal of the University's employment commitment. Persons other than the tenured members of the department may also participate in the process of evaluating a faculty member: the faculty member or the department may request that advice relevant to the evaluation be sought from non-tenured members of the department, current and former students, faculty members in other departments, or other qualified scholars.

Following receipt of the evaluations and tabulation of the recommendations, the chair will discuss the general results of the evaluation with the tenured members of the department and then separately with the faculty member. The chair will give the faculty member a copy of the written statement of the departmental recommendation including a summary of the reasons for this recommendation; a copy of this statement will become part of the faculty member's evaluation file. At this time the faculty member may respond to the recommendation, for example pointing out any matter he/she considers factually inaccurate or inappropriate in a letter that becomes part of the faculty member's evaluation file. The tenured members of the department may make written reply to the faculty member's response to the departmental recommendation, and such reply also becomes part of the faculty member's evaluation file.

The Provost shall make the decision regarding reappointment (in the case of a first-year formal review) or renewal of the University's employment commitment. If the Provost's decision differs from that of the department or denies the candidate reappointment or renewal, the Provost shall so notify in writing the department and the candidate, giving the reasons for their decision. The department and/or the candidate may then request reconsideration by the Provost, supplying whatever arguments are deemed appropriate.

With respect to each Lecturer or Senior Lecturer appointee who receives a continuing (non-terminal) letter of appointment, the Provost will provide a written report to the Chair regarding the administration's review of the departmental evaluation. The report should include any differences in evaluation, whether these are areas of concern that were not addressed in the departmental evaluation, areas of departmental concern not shared by the administration, or areas of mutual concern that are viewed with significantly different weight on the part of the administration. The Chair will share the Provost's report with the tenured faculty and forward a copy of the report to the faculty member.

Where the decision is not to reappoint (in the case of a first-year formal review) or renew the University's employment commitment, the faculty member shall be notified in writing by the Provost. The faculty member may request from the Provost that they be given the reasons contributing to the decision either orally or in writing, and they may request reconsideration. If a written statement of reasons is requested, the statement will become part of the faculty member's evaluation file.

In the context of a formal review, the decision to reappoint or to renew the University's employment commitment shall depend on the documented performance of the Lecturer or Senior Lecturer. Outside the cycle of formal reviews, Lecturers and Senior Lecturers may be dismissed for adequate cause, as defined by *Chapter 2A, Article V.A*. The dismissal of non-tenured faculty whose employment commitment has not expired is governed by the *Due Process policy* and by the *Financial Exigency policy*.

IV. NOTIFICATION OF NON-REAPPOINTMENT AND NON-RENEWAL

When the formal review of a Lecturer or Senior Lecturer results in a decision against reappointment (in the case of a first-year formal review) or renewal of the University's employment commitment, written notice of non-reappointment or non-renewal will be given according to the following schedule:

1. Not later than March 1 of the first academic year of the first appointment at Trinity University.

2. At least twelve months before the expiration of the University's employment commitment after one or more years of service and not later than May 31 of the academic year preceding the last year of the current employment commitment.

V. CRITERIA FOR PROMOTION TO SENIOR LECTURER

A full-time Lecturer may be considered for promotion to Senior Lecturer in the context of a formal review. To initiate the promotion process, an eligible Lecturer must specify, in their formal review materials, that they wish to be considered for promotion to Senior Lecturer. In such a case, evaluations by the department and by the Provost shall address both (1) renewal of the University's employment commitment and (2) promotion to Senior Lecturer. A decision to renew the University's employment commitment does not entail a decision to promote a Lecturer to Senior Lecturer.

An eligible Lecturer who wishes to be considered for promotion to Senior Lecturer may choose to undergo a formal review outside the review cycle specified in *Chapter 3A, Article I.* If the off-cycle formal review results in a decision by the University to renew its employment commitment, the Lecturer or Senior Lecturer will begin a new three- or five-year term in the academic year following the formal review.

The criteria for promotion include:

1. At least five years of service as a full-time faculty member at Trinity University with the title of Lecturer;

2. Demonstrated excellence in teaching and advising; and

3. Demonstrated commitment to the academic mission of the department and the University.

The accomplishments and potential of the individual shall be the major basis for the decision.

(3D) EVALUATION OF PART-TIME AND VISITING FACULTY MEMBERS

All *part-time faculty members* shall be evaluated on the basis of their teaching. Exceptions to this policy are noted below.

Department chairs, interdisciplinary program directors, and other relevant supervisors shall be responsible for carrying out the evaluations of part-time faculty members. At a minimum, these evaluations shall be based on the review of completed *student course/instructor evaluation forms* as well as the review of course syllabi and classroom visits. Chairs, directors, and supervisors may include additional measures of teaching effectiveness at their discretion.

The evaluation of part-time faculty members shall include a standardized form provided by Academic Affairs, unless the evaluator decides that a narrative evaluation is more appropriate.

Every part-time faculty member shall be evaluated at least once each academic year. Whenever possible, the evaluation of part-time faculty members shall focus on courses taught in a given Fall semester. The evaluation itself shall occur in the subsequent Spring semester, in keeping with deadlines established by Academic Affairs. For part-time faculty members who teach courses only in the Spring semester, the evaluation shall focus on those Spring courses and shall occur in the subsequent Summer, in keeping with deadlines established by Academic Affairs.

A number of special courses – including independent studies, directed studies, internships, and peer tutor courses – typically have one student enrolled per section and typically do not generate student course/instructor evaluation forms. Part-time faculty members do not need to be evaluated on the basis of these courses, except when a part-time faculty member teaches multiple sections of the same special course in the same semester.

Full-time staff members who teach on a part-time basis are included in the definition of part-time faculty member and are therefore covered by this policy. The evaluation of a staff member's teaching may occur within the context of the annual staff evaluation process, provided that the supervisor's written evaluation specifically addresses teaching effectiveness. In cases where a supervisor's written evaluation does not address teaching effectiveness, the responsibility for evaluating a staff member's teaching shall fall to the chair or director of the academic department or program within which the course was taught.

All *visiting faculty members* shall be evaluated annually on the basis of their teaching. Visiting faculty members who are eligible for salary increases shall be evaluated in the context of the annual full-time faculty evaluation process. Other visiting faculty members shall be evaluated according to the process and schedule set forth for the evaluation of part-time faculty members.

(3E) POLICIES RELATED TO PART-TIME AND VISITING FACULTY MEMBERS

This policy applies to all Visiting and Part-Time faculty members, as defined in *Contingent Faculty Categories*.

Individuals serving as staff members who also teach courses in the University's academic programs are considered at-will employees. As such, employment decisions related to a staff member's staff role are not subject to this policy, irrespective of their appointment as part-time faculty. Staff members with teaching responsibilities are subject to this policy only if the termination decision, as articulated by the Provost, relates solely to the individual's duties as a classroom instructor. The Provost has sole discretion to determine whether a staff member whose employment is terminated may be permitted to continue classroom instruction.

I. POLICY

The employment of a Visiting or Part-Time faculty member may be terminated by the University prior to the expiration of their appointment, provided that such termination does not constitute a violation of their academic freedom in the exercise of teaching or scholarship, meets one of the grounds specified below, and does not constitute employment discrimination under state or federal law.

Grounds for termination include the following:

1. Professional incompetence or gross neglect of academic responsibilities.

2. Inability to perform the position's essential functions (including, if applicable, with a reasonable accommodation).

3. Financial exigency or discontinuance of a program or department of instruction.

4. Determination, based upon substantial and manifest evidence, of gross misconduct. Examples of gross misconduct include an egregious violation or an egregious pattern of violations of the *Policy Prohibiting Sexual Harassment and Sexual Misconduct*, an egregious violation or an egregious pattern of violations of the *Code of Conduct policy*, or serious crime(s).

The authority to terminate a Visiting or Part-Time faculty member rests solely with the Provost. Articles II and III below define consultative procedures whose purpose is to assist the Provost in making termination decisions.

II. PROCEDURES FOR TERMINATION

To initiate the termination of the teaching duties of a Visiting or Part-Time faculty for issues related to their teaching role if their appointment has not expired, the Provost shall consult with the relevant Department Chair or Program Director, the relevant academic Dean, and the Chair and Vice Chair of the Faculty Senate. The purpose of such consultation shall be to assist the Provost in determining whether termination would constitute a violation of the Visiting or Part-Time faculty member's academic freedom. All parties in this consultation shall preserve strict confidentiality.

If the Provost chooses to proceed with termination, they shall provide the Visiting or Part-Time faculty member with written notice of termination detailing the grounds for termination and the effective date of termination. A copy of this written notice shall be provided to the relevant Department Chair or Program Director, the relevant academic Dean, and the Chair and Vice Chair of the Faculty Senate.

III. PROCEDURES FOR RECONSIDERATION

Upon receiving written notice of termination in accordance with this policy, the Visiting or Part-Time faculty member may request that the decision be reconsidered. A request for reconsideration must be made in writing and must be submitted to the Provost no later than five business days after the written notice of termination has been issued.

The Hearing Committee is a standing committee elected by the Academic Faculty, not overlapping in membership with the Investigating Committee *(Constitution of the Faculty Organization, Chapter 1A, Article IV.G.6)*. If a Visiting or Part-Time faculty member requests that their termination be reconsidered, the Chair of the Faculty Senate shall appoint three members of the Hearing Committee as a subcommittee to consider the case.

Members of this subcommittee shall be subject to challenge on the grounds of real or perceived conflicts of interest. Any challenge shall be decided by the Chair of the Faculty Senate. Members may also remove themselves voluntarily.

The Provost shall provide the subcommittee with a written statement detailing the grounds for termination. The Visiting or Part-Time faculty member shall be given the opportunity to submit a written reply to the Provost's statement. Both parties shall have access to all written statements generated within the reconsideration process.

The subcommittee shall interview the Provost, the Visiting or Part-Time faculty member, and any other parties the subcommittee deems relevant. The Visiting or Part-Time faculty member may choose one employee of the University who is not an attorney or a witness in the matter to serve as an advisor, and that advisor may be present when the Visiting or Part-Time faculty member is interviewed. The advisor may not speak during the interview or otherwise interrupt the interview.

To clarify legal or policy-related issues, the subcommittee may choose to consult with the University's legal counsel, the Chief Human Resources Officer, or the Compliance Officer.

Questions of procedure shall be determined by the Chair of the Faculty Senate. A Visiting or Part-Time faculty member may at any time choose to waive further proceedings.

When the subcommittee has completed its review of the evidence, the subcommittee shall submit a written report to the Visiting or Part-Time faculty member, the relevant Department Chair or Program Director, the relevant academic Dean, the Provost, and the Chair and Vice Chair of the Faculty Senate. The report shall indicate whether or not the subcommittee finds that termination would constitute a violation of academic freedom and/or was not based on the four grounds for termination specified in *Article I* and/or raises questions about employment discrimination that should be addressed by the appropriate University office. Like all other written documents generated within the process of reconsideration, this report shall remain strictly confidential.

Upon receipt of the report from the subcommittee of the Hearing Committee, the Provost shall render a final decision with respect to termination. That decision shall be communicated in writing to the Visiting or Part-Time faculty member, the relevant Department Chair or Program Director, the relevant academic Dean, and the Chair and Vice Chair of the Faculty Senate.

The process of reconsideration shall not suspend or delay the effects of termination, including the cessation of teaching activities as well as the cessation of salary payments. If the process of reconsideration leads the Provost to reverse the decision to terminate, the Visiting or Part-Time faculty member shall be allowed to resume their teaching activities, and any missed salary payments shall be restored.

Upon completion of the reconsideration process, the decision of the Provost shall be final.

IV. DOCUMENTATION

All records and documents associated with terminating a Part-Time or Visiting faculty member shall be preserved in strict confidence by the Office of the Provost and the Office of Human Resources. Persons consulted in the termination process, specifically the relevant Department Chair or Program Director, the relevant academic Dean, and the Chair and Vice Chair of the Faculty Senate, shall also be responsible for preserving the confidentiality of any records and documents transmitted to them.

Likewise, at the conclusion of any reconsideration process, all members of the subcommittee of the Hearing Committee shall be responsible for preserving the confidentiality of any documents received or generated by them.

V. IMPLEMENTATION

The policies in this document shall go into effect when approved by a majority of those present and voting at a properly constituted meeting of the Academic Faculty Assembly and after ratification by the Provost.

VI. AMENDMENT

Proposed amendments to this document shall be circulated in writing to the Academic Faculty at least fourteen (14) days prior to the stated meeting of the Academic Faculty Assembly at which they will be considered. Amendments shall become effective if passed by a majority of those present and voting at that meeting and subsequently ratified by the Provost.

Chapter 4: Faculty Development

(4A) STATEMENT ON FACULTY DEVELOPMENT

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

Trinity University seeks to enhance its academic program and help its faculty achieve maximum competence by offering a wide range of faculty development opportunities, including an academic leave program, a program of summer stipends to enable a faculty member to concentrate on a special activity, a program to allow a faculty member time to develop courses, and a program of special projects grants to cover a range of activities and items necessary for professional development. The Faculty Development Committee (FDC) is charged with the responsibility of overseeing these programs and the other opportunities that exist at Trinity University for improvement of professional skills, released-time for research projects, and related matters.

I. THE FACULTY DEVELOPMENT COMMITTEE (FDC)

A. Membership

The Faculty Development Committee shall consist of fourteen faculty members and seven alternates, appointed by the Faculty Senate, and a faculty administrator representing the Office of Academic Affairs (non-voting).

B. Executive Committee

The Executive Committee of the FDC will consist of the Chair of the FDC, the Vice Chair, and the faculty administrator representing the Office of Academic Affairs. The functions of the Executive Committee of the FDC will be:

- To announce the availability of funds for identified areas of faculty development and to make forms and information available to all interested faculty;
- To receive from the faculty all applications for academic leave, intramural grants under its purview, and summer stipends, and to distribute these to the appropriate panels;
- To call general FDC meetings;
- To receive reports on intramural grants;
- To determine agenda for general FDC meetings;
- To implement preparation of various annual reports; and
- To receive a report of the awarding of the Faculty Development discretionary funds.

C. Officers

1. The Chair of the FDC will be elected annually by the FDC membership during a general meeting at the beginning of the fall semester. To be eligible for election, the member must not submit a proposal to the FDC during the current academic year. The functions of the Chair of the FDC will be:

- To preside at all meetings of the FDC, including panel meetings;
- To serve as Chair of the Executive Committee;
- To respond to applicants' questions concerning procedures and evaluations; and
- To sign the letter of notification from the President to each faculty member who receives a development award.

2. The Vice Chair of the FDC will be elected annually by the membership at its first general meeting of the fall semester. To be eligible for election, the member must not submit a proposal to the FDC during the current academic year. The function of the Vice Chair will be to act as Chair in case of absence of the Chair. The Chair or Vice Chair will perform the functions of office assisted by the representative of the Office of Academic Affairs.

3. The recording secretary of the FDC will distribute and collect various application forms, and provide a repository for FDC records.

D. Panels

One panel will consider proposals for academic leaves; another will consider proposals for summer stipends and course-development grants. Each panel shall consist of the Chair of the FDC, the faculty administrator representing the Office of Academic Affairs, and one member of each of the following groups:

Group 1: Classical Studies, History, Modern Languages and Literatures

Group 2: English, Philosophy, Religion

Group 3: Art and Art History, Communication, Human Communication and Theatre, Library, Music

Group 4: Biology, Chemistry, Earth and Environmental Geosciences, Physics and Astronomy

Group 5: Computer Science, Engineering, Mathematics

Group 6: Education, Political Science, Psychology, Sociology and Anthropology

Group 7: Accounting, Business Administration, Finance and Business Analytics, Economics, Health Care Administration

Members of each panel will be appointed by the Faculty Senate. They will serve a term of three years, during which period they are ineligible to submit proposals to the panel on which they serve. Any member submitting a proposal to the same panel must resign on or before September 1 and will be replaced by the appropriate member of the panel of alternates.

Members of the panel of alternates (one from each academic grouping) will serve a term of one year and will be chosen from among those faculty not submitting proposals to the FDC during that year. When the Chair of the FDC is elected, the role on the panel to which they had been appointed will be filled by the appropriate member of the panel of alternates. Should the Vice Chair be required to serve, the same procedure will be followed. Should additional alternates be required in order to represent the academic groupings on each panel, they will be appointed by the Faculty Senate.

The panels will meet separately to consider the proposals. Recommendations will be based on the merits of the proposals. The Chair shall then forward the proposals, recommendations, and evaluations to the Provost. See *Faculty Development Committee Standard Operating Procedures* for details concerning procedures.

II. PURPOSES AND RESPONSIBILITIES

The FDC has the responsibilities of:

- Promoting faculty development opportunities;
- Handling the developmental programs of academic leaves, summer stipends, and individual course development grants; and
- Overseeing the whole range of developmental activities of Trinity University, including special project grants, Faculty Development discretionary funds, course development, and released-time arrangements.

The procedures by which the FDC pursues these objectives are contained in *Faculty Development Committee Standard Operating Procedures*.

III. CATEGORIES OF AWARDS

(Note: In all cases involving library faculty, "teacher" will be construed to mean librarian; "teaching" to mean *librarianship*; "department," "departmental," and "appropriate department" to mean *library*; and "Department Chair" or "Chair" to mean *the supervisor to whom the relevant faculty member directly reports*.)

A. Academic Leave Policy

Purposes: Leaves of absence are among the most important means by which a teacher's effectiveness can be increased, a scholar's opportunity for research, reflection, and writing enhanced, and ultimately a university's academic program strengthened and developed. A sound program of leaves is therefore of vital importance to the academic life of a university, and every faculty member should use available means of professional development, including leaves, to increase professional competence. The major purpose of an academic leave program is to provide an opportunity for continued professional growth and new or renewed intellectual development through study, writing, research, or travel in order to enhance creativity, scholarship, and teaching. Other purposes include public or private service that also serves the university. It is the intent of this faculty development program that all eligible faculty with proposals recommended by the department and by the Faculty Development Committee (FDC) be granted leaves.

1. Leaves With Pay

a. Eligibility

• After full-time service at Trinity University for at least three years and contingent on satisfactory progress toward tenure, all tenure-track members of the faculty are eligible for a semester leave with pay. (A consequence of this policy is that a tenure-track faculty member hired with two years of credit toward tenure is first eligible for an academic leave in the year they apply for tenure. A pretenure leave for a faculty member hired with two or more years of credit toward tenure must be negotiated at the time of hiring.) The application for the leave may be made in the third year, after successful completion of the formal second-year review. Upon completing the pre-tenure leave, a faculty member must serve the University another five years before becoming eligible again for a paid academic leave.

• After full-time service at Trinity University for at least five years, all tenured members of the faculty who were not awarded a pre-tenure leave are eligible for a leave with pay. Upon completing the leave, a faculty member must serve the University another five years before becoming eligible again for a paid academic leave.

• Legacy clause: All faculty members holding an appointment with tenure by the start of the 2015-16 academic year and all tenure-track faculty members with more than three years of full-time service at Trinity by the start of the 2015-16 academic year will be eligible for a leave with pay after earning an appointment with tenure and after full-time service at Trinity for at least four years. Upon completing the post-tenure leave, a faculty member must serve the University another four years before becoming eligible again for a paid academic leave, consistent with the Academic Leave Policy in effect until the 2014-15 academic year.

• When an eligible member of the faculty with a sound proposal agrees to delay application for the leave by a semester or more in consideration of a departmental colleague's request to have a leave at the same time and when the department advises the postponement, the duration of that postponement will be counted toward eligibility for subsequent leaves. The department chair will keep a written record of the postponement and make a copy of the record for the Provost.

• A tenure-track faculty member may receive a summer stipend either the summer before or the summer after the year during which they are on academic leave, but a tenured faculty member may not.

• A tenured faculty member may apply for an academic leave and a summer stipend during the same academic year, but no more than one award will be recommended for funding. Before making any award recommendation, the tenured faculty member will be consulted as to their choice.

b. Duration and Compensation

Academic leaves for tenure-track faculty may be granted for one semester with full salary and employee benefits for that semester. Academic leaves for tenured faculty may be granted either for one semester or for a full academic year. The recipient of a one-semester leave will receive full salary and employee benefits for that semester. A faculty member on leave for the full academic year will receive fifty percent of salary and adjusted employee benefits. Support for non-salary items, such as travel for research, can be requested in a supplementary special project grant proposal to the Office of Academic Affairs.

c. Requests for Leaves

Formal request for a leave must be made in writing to the department chair in April preceding the academic year in which application for the leave is to be made. The request should be accompanied by a brief provisional description of the project to be carried out during the leave. A full written proposal will serve as the basis for departmental recommendation and review by the FDC and administration. The complete proposal must explain in adequate detail the purpose of the project and the work to be done. However, inasmuch as the department chair will be apprised of each faculty member's eligibility and intention to apply for a leave well in advance of the formal application, the project proposal for the leave should be available for informal departmental consideration and comment as early as practicable.

d. Department and School Responsibilities

Each department will maintain a schedule of eligibility showing the proposed leaves of its faculty over a period of three years and a curriculum plan for the same duration to verify that these leaves can be accommodated without replacements, except in those cases where replacements are approved by the Provost.

It will be the policy of the department to advise and assist its members to prepare proposals that clearly articulate how the projects will meet the University's expectation of high professional achievement and that meet the evaluation guidelines listed in Paragraph f. Accordingly the department will encourage its members to prepare leave proposals well in advance of the deadline for submission in order to facilitate an early, informal review of the projects.

The primary responsibility for critical evaluation of a leave proposal resides with the tenured members of the applicant's department. All tenured members should evaluate proposals at this level. In departments where there is only one tenured member to act as evaluator, the Dean will appoint an additional reviewer for the department. The chair will administer the departmental review process. The department chair should make a judgment on whether the department can meet its curricular obligations in the absence of the leave applicant. If the department cannot meet their curricular obligations, the Dean will consult with the Provost about the financial resources needed to meet those obligations. In the case of a tenure-track leave request, the department chair and the applicant will agree on which semester in the fourth or fifth year will be taken. If the department cannot support a proposal, the department chair should advise the applicant to withdraw the proposal or otherwise make a recommendation of nonsupport. In any case, the chair will summarize the tenured members' reasons for recommending or not recommending a proposal ("the summary"), making explicit reference to the evaluation guidelines listed in *Paragraph f*.

Following the department's review, the chair will submit the summary to the appropriate Academic Dean. The Dean will review the summary and leave materials to ensure that the department has followed proper procedure. If the Dean finds that the department has not followed proper procedure, the Dean will submit a letter summarizing these findings to the FDC and the department chair. The department chair will have an opportunity to write a response and send it to the Dean and the FDC.

e. Responsibility of the FDC

The spirit of the review at this level is to determine that high standards are maintained in the leave program across disciplines of the University. Therefore, the FDC panels must confirm that these high standards have been met through their own review of the proposals and the departmental summaries, paying particular attention to those proposals submitted by tenure track faculty to ensure that departments do not prevent tenure-track faculty from taking a leave because of other departmental considerations. The FDC panels will submit their recommendations to the Executive Committee of the FDC, which has the responsibility for making the final faculty recommendation to the Provost. The FDC will make its judgments according to the stated criteria by which leave proposals are to be evaluated. The panels and the Executive Committee will also evaluate the request for a leave from any member of the faculty whose application for leave was not recommended at the departmental level.

f. Evaluation Guidelines

The FDC will evaluate academic leave proposals according to the following criteria and expects all materials to be prepared in clear and concise language that can be easily understood by reviewers from other disciplines.

- The merits of the proposal (originality and advancement of knowledge).
- The potential of the proposed project to enhance the creative or scholarly competence of the faculty member (likelihood of significant publication or performance); in the case of a proposal from tenured faculty, the potential of the proposed project to enhance the teaching competence of the faculty member (likelihood of significant enhancement of professional skills or acquisition of new areas of teaching expertise) may also be considered.
- The probability of achieving the objectives specified during the leave.
- The appropriateness of the methods and techniques for meeting the stated objectives.
- The qualifications of the candidate relevant to achieving the goals of the proposal.
- The candidate's history of academic leave awards at Trinity University (past leaves and successful completion of previous projects).

g. Requirements

- The recipient of a paid leave is required to devote full time to the project for which the leave was granted. Teaching and other similar professional activities may be pursued only with explicit approval of the Provost. Following the leave, the recipient will submit a report to the department chair, the Dean, and the Provost on the results of the leave by September 15 (or the Friday preceding if that date falls on a weekend), indicating how the results compare with objectives anticipated in the proposal.
- After completion of a post-tenure academic leave, the recipient is obligated to be available to serve on the FDC for at least one year.
- A recipient must return to full employment at the University for at least one academic year following the leave or reimburse the University for the amount of compensation paid during the leave.

2. Leaves Without Pay

a. Eligibility

All members of the faculty with tenure or tenure-track appointments are eligible for leaves without pay. For untenured faculty who take a leave without pay, the schedule of tenure review will not be revised on account of the leave. The scheduling of leaves without pay should be facilitated by the fact that departments can ordinarily expect to hire a replacement for a member of that department on such leave.

When the opportunity for a leave without pay arises on short notice, the applicant may address the request through the Chair and the Dean to the Provost.

The granting of a leave without pay shall be limited to one year, except under unusual circumstances, and in no case shall it be for more than two consecutive years.

b. Requests for Leave Without Pay

In most cases, a leave without pay will be occasioned by the receipt of a research grant. Applicants for such grants must coordinate their plans with their Department Chair so that the department can prepare for the absence of the applicant. Ordinarily the award of a grant will satisfy any requirement for internal evaluation of the project, and requests for leave without pay supported by outside funding will always be looked at favorably by the University.

c. Responsibility of the Department

While recognizing that its first obligation is to meet curricular responsibilities, the department will strive to advise and support its members when they wish to find the means for and schedule leaves without pay. At least a year in advance of making application for a grant that would entail a leave, potential applicants should discuss with the Department Chair those aspects of the envisaged leave that impinge upon departmental planning, such as duration of the leave, dates of notification from granting agencies, and plans for a replacement. In the case of an untenured member of the department, the Chair shall be especially attentive to the possibilities of funding within and without the University to support the research leave, and offer appropriate advice and assistance.

The department shall review and forward its recommendation for leaves without pay through the Dean to the Provost.

d. Requirements

Any member of the faculty on leave without pay who has received contributions from the University in the form of benefits is obligated to return to employment of the University for at least one year following the leave or to reimburse the University for those expenditures.

B. Summer Stipends Policy

Purposes: Summer stipends are among the best means for encouraging faculty development of research projects, intensive scholarship activities, and activities in the creative and performing arts. The types of projects encouraged and supported in this program are usually of shorter duration than those in the academic leave program and are of the type which can best be pursued during the summer months. Summer stipends are paid at the same dollar amount for all awards. The maximum number of summer stipends and the specific dollar amount of the stipends will be set by the administration after consultation with the FDC.

1. Requests for and Submission of Proposals

The FDC will notify the faculty of proposal requirements and deadlines by the end of the spring semester preceding the application deadline.

2. *Eligibility*

All full-time faculty members are eligible for summer stipends, contingent upon their acceptance of continued appointment for the following academic year, except in the following cases:

a. Summer stipends are not available to non-tenured faculty who have not completed all requirements for the appropriate highest degree in their fields at the time applications are to be submitted.

b. Summer stipends are not available to faculty after they have been given notice that they will receive a terminal contract.

c. A tenure-track faculty member may receive a summer stipend either the summer before or the summer after the year during which they are on leave, but a tenured faculty member may not.

d. A tenured faculty member may apply for a summer stipend and an academic leave during the same academic year, but no more than one award will be recommended for funding. Before making any award recommendation, the tenured faculty member will be consulted as to their choice.

e. Faculty members on twelve-month contracts are eligible for summer stipends provided that arrangements for released-time can be made. Summer stipends will be in lieu of, but not in addition to, their regular summer salary.

f. Faculty who have received a summer stipend are not eligible for a summer stipend in the following year.

g. An Early Career Faculty Fellow is not eligible for a Summer Stipend in the following year.

3. *Requirements*

• Recipients of summer stipends are required to devote at least two months of full time activity to their projects. Summer school teaching is not permitted.

• The recipient will agree, by signing a contract, to return to employment at Trinity University for at least one academic year or, failing to do so, agree to reimburse Trinity University in the amount of the award.

• The recipient will submit a report of activities supported by the stipend to the Office of Academic Affairs by the date specified in the proposal requirements.

• Tenured recipients are obligated to serve at least one full term on the FDC, and the Faculty Senate will give priority to these recipients in their annual assignment of faculty committee duties.

4. Evaluation Guidelines

The FDC will evaluate summer stipend proposals according to the following criteria. All materials should be prepared in clear and concise language that can be easily understood by reviewers from other disciplines.

• The merits of the proposal in terms of scholarship or creative expression;

• the potential of the proposed project to enhance the scholarly or creative competence of the faculty member (e.g. development of professional skills or likelihood of significant publication, exhibition, or performance);

• the probability of achieving the proposed goals during the funding period;

• the qualifications of the candidate relevant to achieving the proposed goals;

• the appropriateness of the methods and techniques for achieving the proposed goals; and

• the candidate's successful completion of projects supported by Trinity faculty development awards over the previous five years.

• Other things being equal, candidates who have received fewer Trinity faculty development awards over the previous five years will be favored over candidates who have received more.

5. *Announcements*

The FDC will send its recommendations regarding the proposals to the provost, who will send their recommendations to the president of the university. Decision letters will be sent to applicants by mid-December.

C. Individual Course Development Policy

Purposes: The purpose of individual course development grants is to give faculty members the opportunity to work on projects for instructional enhancement. These projects may be for the development of a new course or an experimental project involving new teaching techniques. The program is sustained in order that faculty members may develop courses that will strengthen the liberal arts curriculum, contribute to the synthesis of a major, support interdisciplinary programs, or attain some other curricular goal.

1. Requests for Submission of Proposals

The FDC shall notify the faculty of proposal deadlines and make proposal forms available in the Office of Academic Affairs. For a proposal to be considered, the faculty member must follow the *submission guidelines* set down in *Faculty Development Committee Standard Operating Procedures*.

2. Approval and Announcements

The FDC shall forward its recommendations to the Provost, who shall forward the final recommendations regarding the proposals to the President of the University. Presidential letters of awards shall be co-signed by the FDC Chair and sent to recipients by mid-February.

3. Eligibility

All full-time faculty members are eligible for individual course development grants, contingent upon their acceptance of continued appointment (nonterminal) for the following academic year, except in the following cases:

a. Individual course development grants are not available to non-tenured faculty who have not completed all requirements for the appropriate highest degree in their fields at the time applications are to be submitted.

b. Individual course development grants are not available to non-tenured faculty after they have been given notice that they will receive a terminal contract.

c. A faculty member may apply for an individual course development grant and an academic leave during the same academic year (June 1 through May 31), but no more than one award will be recommended for funding. Before making any award recommendation, the faculty member will be consulted as to their choice.

d. Faculty members on twelve-month contracts may apply and awards will be made for individual course development grants, provided that arrangements for released-time can be made. Individual course development grants will be in lieu of, but not in addition to, their regular summer salary.

4. Requirements

• All projects should be designed to be performed in a period of five weeks of full-time work during the summer.

• Successful applicants ordinarily will not be eligible to teach in summer school.

• The grantee shall agree, by signing a contract, to return to employment at Trinity University for at least one academic year after the grant.

• The grantee shall prepare and submit a report of the individual course development activities to the Associate Vice President for Academic Affairs: Student Success.

• Grantees will also consider themselves obligated to serve at least one full term on the FDC, and the University Faculty Senate will give priority to these grantees in their annual assignment of faculty committee duties.

5. Evaluation Guidelines

The FDC will evaluate the individual course development proposals according to the following criteria and expects all materials to be prepared in clear and concise language that can be easily understood by reviewers from other disciplines.

- The merits of the objectives of the proposal (i.e., originality, innovativeness, potential for the work to produce an improvement in the existing curriculum or result in new courses);
- The probability of achieving the objectives specified within the five-week time period;
- The qualifications of the candidate relevant to achieving the goals of the proposal;
- Appropriateness of the methodology and plan of the proposal to meeting the proposed objectives;
- Benefit to the department as specified by the Chair.

D. Special Project Grants Policy

Purposes

Special project grants have two purposes: The first is to provide expenses which support projects for academic leave, summer stipend, and individual course development grants; the second is to provide, within budgetary limits, the funding of separate projects which cannot be funded within the guidelines of other institutional grant offerings.

1. Requests for and Submissions of Proposals

The Provost shall notify the faculty of proposal deadlines and make proposal forms available. Requests for the first category of special project grants which provide expense monies for academic leave, summer stipend, and individual course development grants should be submitted to the Provost at the same time that project proposals are submitted to the FDC. For a proposal to be considered, the faculty member must be recommended for an academic leave, summer stipend, or, when applicable, an individual course development grant, and should follow the guidelines as set down below. Requests for the second category of special project grants will be entertained in the spring semester, if funds are available. The Provost shall issue a call for the second category of special project grants and make proposal forms available in the Office of Academic Affairs.

2. Announcements

The Provost shall forward their recommendations to the President of the University. Notification of the award of special project grants attached to other awards will accompany presidential letters of notification, co-signed by the FDC Chair, for academic leave, summer stipend, and individual course development grants. Presidential letters of awards for independent special project grants shall be co-signed by the FDC Chair and sent to the recipients in the spring.

3. Eligibility

Faculty members who apply for an academic leave, summer stipend, or individual course development award may apply concurrently for a special project grant to provide for expense monies according to the procedures contained below. All members of the faculty, whether full time or part time, are eligible to apply for special project grants when availability of funds is announced.

4. Requirements

- Faculty receiving special project grants will issue a report of expenditures and activities to the Office of Academic Affairs.

- Faculty who receive special project grants shall agree, by signing a contract, to return to employment at Trinity University for at least one year after the award, or, failing to do so, agree to reimburse the University in the amount of the award.

5. Evaluation Guidelines

The Provost will evaluate the special project grant proposals according to the following criteria and expects all materials to be prepared in clear and concise language that can be easily understood by reviewers from other disciplines.

- The merits of the proposal (originality and advancement of knowledge);

- The probability of achieving the objectives specified during the funding period;

- The qualifications of the candidate relevant to achieving the goals of the proposal;

- The appropriateness of the methods and techniques for meeting the stated objectives;

- The candidate's five-year history of faculty development awards at Trinity University (frequency of previous awards and successful completion of previous projects).

6. The special project grant application will be directed to the Provost, who will recommend funding in accordance with the *guidelines* in the *Statement on Faculty Development*. Within the following limitations, any budget item will be considered a justifiable expense provided the faculty member needs this item to complete the proposed work:

a. Travel and Per Diem expenses

If travel and per diem are included in the budgets of proposals, actual working days' expenses for room and meals, automobile travel at the University rate per mile (see *Use of Personal Vehicles for University Business*), and coach rate air travel may be included. The automobile expenses cannot exceed the coach rate airfare for the same routing. Since all grants are for exact amounts, there will be no adjustments made for costs which are not anticipated and recorded in the proposal budget.

b. Publications Support

The sponsorship of publication or page charges is the individual responsibility of the author. If the author determines that these costs must or should be paid, it is incumbent on that author to show both this necessity and the advantage to Trinity University in paying the charges. This is done by outlining the justification in a separate request for funding to the Provost. If funds for publication are available, the Provost will review these requests with the understanding that, with the limited budget available to it, publication support will be given low priority in funding considerations. Other sources of publication support should be exhausted before the Provost is approached for this type of funding.

c. Student Support

Student assistance will be supported on FDC-sponsored grants only when it is a demonstrably integral and necessary part of the research project. It will not be supported when funding is basically designed as a means of financial aid to the student.

d. Faculty Salaries

Special project grant funds will not be used to support faculty salaries.

e. Projects with Commercial Potential

Any profits exceeding $2,500 resulting from the commercial use of research supported by summer stipends, small grants, or academic leaves shall be reimbursed to Trinity University funds for faculty development at a rate of 50 percent of the profits up to the full amount of the summer stipend and small grant or up to twenty-five percent of the amount of the academic leave.

IV. OVERSIGHT RESPONSIBILITIES

As part of its responsibilities to monitor and promote faculty development at Trinity University, the FDC has as one of its functions the oversight of faculty development activities handled by other parts of the University during the academic year: the discretionary funds available to the faculty, the released-time arrangements not covered earlier in this document, and the course development awards.

A. The FDC Executive Committee will receive a listing at the end of each semester of all applications made to and awards made from the discretionary funds held by the Office of Academic Affairs. It may suggest guidelines or advise alterations of existing guidelines on the purposes and the system of allocating such awards.

B. Each semester the FDC Executive Committee shall receive a listing from the Provost of all released-time arrangements that are directly or indirectly justified on the basis of faculty development. The FDC may suggest guidelines or advise alteration of existing guidelines on the purposes and manner of making such arrangements.

C. The Executive Committee will be consulted by the University Curriculum Council before it nominates individuals for participation in course development groups. The Executive Committee shall monitor the announcement and the process of designation to ensure that such faculty development opportunities be extended in conformity with the procedures followed for the other development awards administered by the FDC.

V. AMENDMENT

Changes to this Statement on Faculty Development may be proposed by the FDC or by the Faculty Senate. Proposed changes will be circulated in writing to the Academic Faculty at least fourteen days prior to the stated meeting of the Academic Faculty Assembly at which they will be considered. The changes will become effective if passed by a two-thirds majority of those present and voting at that meeting, and subsequently ratified by the Board of Trustees.

(4B) FACULTY DEVELOPMENT COMMITTEE STANDARD OPERATING PROCEDURES

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

The Standard Operating Procedures of the Faculty Development Committee (FDC) contain information regarding submission and review of grant proposals and award announcements and the responsibilities of the FDC to the University at large.

I. OVERVIEW

In a manner consistent with the *Statement on Faculty Development*, the Faculty Development Committee shall announce, review, and recommend for award proposals in the following areas: academic leave, summer stipend, course development, and independent special projects grants. The FDC shall also be involved in certain oversight responsibilities with regard to the Faculty Development *discretionary funds* disbursed by the Office of Academic Affairs, and to released-time arrangements.

In May of each academic year, the FDC shall distribute to the Academic Faculty a report of that year's faculty development activity. This annual report shall include a summary of the current academic year's activities of the FDC and a listing of all institutional awards. The annual report may include general and specific recommendations for improving the environment for faculty development on the campus.

II. PROPOSAL SUBMISSION AND ANNOUNCEMENT PROCEDURES

• Grants for academic leaves will be awarded annually. Summer stipends and individual course development projects may be awarded annually. Announcements of the availability of project funds and guidelines for proposals will be announced in May prior to the end of the spring semester. Criteria for evaluation should accompany guidelines for proposals.

• Proposals for the following academic year will be submitted on the dates specified on the application forms.

• Special project grant requests to provide for expenses for academic leave and summer stipend projects can be submitted to the appropriate Academic Dean either simultaneously with the proposal or after the proposal is approved. Likewise, requests for individual course development projects directed to the Director of the Collaborative for Learning and Teaching can be submitted either simultaneously with the proposal or after the proposal is approved.

• If funds have not been exhausted in the Fall grant period or if special funding is made available, the FDC will issue a call and awards will be made for special project professional development grants in the Spring.

• Announcements regarding academic leaves and summer stipends with accompanying special project expense grants will be made by mid-December.

• The annual FDC budget will coincide with the University fiscal year that begins June 1, and award recipients' special project expense budgets will be established on that date.

III. APPLICATION PROCEDURES FOR NEW PROPOSALS

Applicants for development projects will obtain the guidelines and information forms from the Office of Academic Affairs. Proposal guidelines will include definitions of project purposes, requirements and evaluation criteria, a sample format for proposal preparation, small project expense guidelines, and a cover sheet. In the case of academic leaves, the Chair will provide a memo stating that, unless otherwise indicated, the department will be able to meet its curricular responsibilities to the University if an academic leave is granted. In the case of summer stipends, the Chair will provide a memo, indicating a willingness to have the summer stipend proposal funded. In the case of individual course development proposals, the Chair shall specify the benefits of the project to the relevant department(s) or program(s). The cover sheet for a summer stipend will require the applicant to list any summer grants from Trinity University funds, including FDC summer stipends, Junior Faculty Fellowships, or special salary stipends individually arranged with the administration, whether as a condition of appointment or otherwise. The cover sheet for an academic leave will indicate that the applicant is tenured at the time of application; it will also require that the applicant identify previous leaves (academic or administrative) funded by Trinity University. Applicants for stipends and leaves must provide a curriculum vitae and a summary highlighting the results of previous awards, as described in the proposal submission instructions.

Proposals for leave and summer stipend projects will be directed to the Office of Academic Affairs. Proposals for individual course development will be directed to the Director of the Collaborative for Learning and Teaching. Applicants for an academic leave, summer stipend, or individual course development award may apply for a special project grant which covers budget items necessary for that project, such as travel expenses.

IV. PREPARATION AND DISTRIBUTION OF PROPOSALS

All guidelines will request that applicants write proposals in clear and concise language that may be easily understood by FDC members outside of the applicants' disciplines. All proposals will be screened to assure that they are complete. In the event that all required materials are not forthcoming, the proposal will not be considered.

An electronic document containing the proposal and CV shall be submitted to the Office of Academic Affairs. Proposals will be distributed by Academic Affairs to members of the appropriate panels. Incomplete proposals will not be forwarded to the FDC.

V. PROPOSAL REVIEW PROCEDURES

A. Panel Procedures and Recommendations

The Office of Academic Affairs shall forward to all panel members a copy of each proposal submitted to that panel. All proposals shall be considered on the basis of quality, relative to the goals of the appropriate area of faculty development. Each panel will decide which proposals meet the guidelines. Panel members are to review and evaluate each proposal according to the evaluative criteria as prescribed in appropriate guidelines as approved in the *Statement on Faculty Development* (see evaluation guidelines for leaves with pay, summer stipends, individual course development, and special project grants).

The recommendation procedure for summer stipends will take place in three phases. In the first phase, the stipend proposals will be evaluated by each member of the panel according to the evaluative guidelines stated in Chapter 4A, and the panel will rank the proposals on the basis of the individual evaluations. In the second phase, the stipend panel will consider the applicant's previous funding by Trinity University. Rankings from the first phase may be adjusted to the advantage of applicants who are and to the disadvantage of applicants who do not provide evidence of outcomes from prior support. In the third phase, applications will be judged as Recommended or Not Recommended. Panel members will submit their written signed confidential evaluations to the FDC Chair. These comments will not be available to the applicants and will be kept on file for a period of one year in the Office of Academic Affairs. The applicant can request further information via consultation with the FDC Chair.

Applications for academic leaves will be judged as Recommended or Not Recommended. If the panel does not concur with the recommendation of the department, it will notify the applicant and the department, and will explain the reasons for its recommendation. The panel will provide an opportunity for further justification or clarification of the proposal from either of these parties. If the final decision is not to recommend the proposal, each member of the panel must provide a written justification for their recommendation. These justifications will not be available to applicants but will be kept on file for a period of one year in the Office of Academic Affairs. The applicant can request further information via consultation with the FDC Chair.

B. Final Recommendations and Announcements

The Chair of the FDC will submit the final recommendations from each panel to the Provost. Academic leaves will be listed as Recommended or Not Recommended and will not be rank ordered. Summer stipends will be listed as Recommended or Not Recommended; Recommended summer stipends will be rank ordered. Following administrative approval, the President and the Chair of the FDC will jointly notify recipients of awards by letter.

C. Filing of Evaluation, Proposal, and Award Records

Records of the FDC shall be retained in the Office of Academic Affairs. A single copy of all proposals and presidential award letters will be filed as permanent institutional records.

D. Confidentiality

The confidentiality of all Panel and Executive Committee evaluations, discussions, and recommendations shall be strictly maintained by members of the FDC.

VI. PROCEDURES FOR NEH APPLICATION REVIEW

The FDC will review applications from faculty members who wish to apply for a National Endowment for the Humanities Summer Stipend Award when more proposals are received than are allowed by NEH. Panel II (stipends) of the FDC will evaluate these applications and make recommendations to the administration concerning which applications should be recommended for funding.

VII. AMENDMENTS

These *Standard Operating Procedures* may be amended by a majority vote of the membership of the Faculty Development Committee, provided that the proposed amendment has been distributed in writing to all members of the Committee at least four days prior to the meeting at which the proposed amendment is to be considered.

(4C) DISCRETIONARY FACULTY DEVELOPMENT FUNDS

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

The Academic Deans, in consultation with Department Chairs, Program Directors, and the Office of Academic Affairs, will disburse Faculty Development Discretionary Funds to support short-term, one-time projects and opportunities for faculty development. The funds will be used to support activities that are not provided for through the departments and/or the other faculty development funds of the University.

(4D) FACULTY FELLOWSHIPS

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

I. OVERVIEW

Faculty Fellowships normally will provide summer stipend support for not fewer than two nor more than three summers. These fellowships will be used to attract and retain outstanding junior faculty. The summer stipend will enable the faculty member to pursue their own research or professional development activities. Preference in the designation of the Faculty Fellows may be given to academic areas in which it is especially difficult to attract qualified candidates. While some of the fellowships are restricted by the donor to a specific academic department, those which are unrestricted will be designated by the Provost with the approval of the President. Faculty Fellows will be recommended by the tenured faculty members in a department through the departmental Chair. The Provost will appoint the Faculty Fellow with the approval of the President.

II. FELLOWSHIP CONDITIONS

A. Untenured probationary faculty are eligible.

B. Faculty Fellows chosen from the current faculty will normally be appointed by April 1. The Provost will announce the availability of fellowships by January 1 of each academic year.

C. Faculty Fellows chosen from candidates for faculty positions will be appointed as soon as possible during the recruiting cycle.

D. After appointment the Faculty Fellows must submit to the Provost a plan of activity for the fellowship period. A summary of their accomplishment must be submitted at the end of each summer.

E. Recipients of a Faculty Fellowship are not eligible for stipends from the FDC until the conclusion of the fellowship.

Chapter 5: Researcher Responsibilities

(5A) INTELLECTUAL PROPERTY POLICY

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

I. STATEMENT OF GENERAL PRINCIPLES

Trinity is committed to sharing the expertise and creative works of the members of its community for the public good. The purpose of this Intellectual Property (IP) policy is to protect and disseminate the work of Trinity faculty, staff, and students and to establish guidelines with respect to ownership and use of IP.

Trinity is committed to support and sustain the traditional rights of scholars with respect to the products of their intellectual endeavors. Consistent with this academic tradition, Trinity's IP policy affirms that ownership of scholarly work created by Trinity's faculty, staff, and students remains with the creator of such work, except in limited circumstances, as set forth below.

In some circumstances, Trinity may have an interest in the innovations and creative works of inventors and authors. This may come about through the creation or development of IP that was funded as part of an externally sponsored program under an agreement that requires that IP ownership rights be allocated to Trinity (e.g., the Bayh-Dole Act) or to another entity specified by the funder. It may also arise when (other than incidental) financial or other support in terms of facilities, equipment or staff has been provided or administered by or through the University.

II. DEFINITIONS

Creator: Shall mean any person who (i) creates a work of authorship qualifying for protection under applicable copyright law, (ii) individually or jointly with others makes an invention and meets the criteria for inventorship under applicable patent laws and regulations, or (iii) otherwise creates or develops Intellectual Property.

Incidental Invention: Shall mean an Invention (other than a Supported Invention) that is conceived or reduced to practice by a person covered by this policy making an incidental use of space, facilities, equipment, materials or other resources related to the conception or reduction to practice of such Invention.

Incidental Use: Shall mean any use of Trinity facilities or equipment in a manner consistent with the status of the user. This shall encompass student use of facilities routinely made available by Trinity to students, faculty use of facilities routinely made available by Trinity to faculty, etc.

Intellectual Property or IP: "Intellectual Property" and "IP" shall mean a work resulting from intellectual creativity existing anywhere in the world, including rights in, to, and arising under: (i) original works of authorship, including copyrights, (ii) patents, patent applications, and inventions ("Patent Rights"), (iii) trademarks, service marks, trade dress, domain names, uniform resource locators (URLs), and other network or electronic designations or social media identifiers (together with the goodwill associated therewith), (iv) computer software (in object code or source code format) and related files, libraries, data, and other information, and (v) trade secrets and other confidential information.

Invention: Shall mean any patentable or potentially patentable idea, discovery or knowhow and any associated or supporting technology that is required for development or application of the idea, discovery or know-how.

Sponsored Computer Software: Shall mean any computer program (including, without limitation, microcode, subroutines, and operating systems), regardless of form of expression or object in which it is embodied, together with any users' manuals and other accompanying explanatory materials and any computer database, that is developed:

1. Under or subject to an agreement between Trinity and a third party; or

2. With use of direct or indirect financial support from Trinity, including support or funding from any outside source awarded to or administered by Trinity; or

3. With use (other than Incidental Use) of space, facilities, equipment, materials or other resources provided by or through the University.

Sponsored Software Invention: Shall mean Sponsored Computer Software which is an Invention as defined under Section II of this policy.

Supported Invention: Shall mean an Invention conceived or reduced to practice by a person covered by this policy (whether alone or together with others) if conceived or reduced to practice in whole or in part:

1. Under or subject to an agreement between Trinity and a third party; or

2. With use of direct or indirect financial support from Trinity, including support or funding from any outside source awarded to or administered by Trinity, but excepting ordinary employment by Trinity, unless the Invention is directly related to the Inventor's duties as an employee; or

3. With use (other than Incidental Use) of space, facilities, equipment, materials or other resources provided by or through the University.

III. POLICY APPLICABILITY

The policy applies to all works created by all Trinity faculty, staff, and students and to nonemployees, such as consultants and independent contractors, who create intellectual property on behalf of Trinity, unless a signed written agreement contains other terms.

IV. POLICY REGARDING COPYRIGHT AND OTHER IP OWNERSHIP

A. Faculty and Post-Doctoral Researcher IP

1. **General Principle:** Unless otherwise provided by written agreement, this Policy, or the Open Access Policy, any IP, including copyright, created or developed by Trinity faculty or Post-Doctoral Researcher shall be owned by the creator(s) of such IP. Trinity retains a non-exclusive, non-sublicensable, perpetual and royalty-free license to use all faculty-owned or Post-Doctoral Researcher-owned IP developed during the time that such individual is employed at Trinity for long-term preservation and non-commercial uses in support of the University's mission, including education and scholarship.

2. **Exception**: As set forth herein, in the case that the IP consists of Supported Invention, Incidental Invention, and/or Sponsored Computer Invention, the Trinity faculty are required to disclose the IP so that the Trinity can determine whether it has an ownership interest according to this Policy. Disclosure does not itself constitute a surrender or determination of ownership.

B. Staff and student employees (excluding post-doctoral researcher) IP

1. **General Principle:** Unless otherwise provided by written agreement or this Policy, any IP, including copyright, created or developed by Trinity staff in the course and scope of their employment shall be owned by Trinity as work for hire.

2. **Exception:** In the case that the IP, including copyright, created by staff is incidental to the staff's job at Trinity, was undertaken by the staff's own initiative, and is scholarship that has applicability beyond Trinity, the staff retains the IP rights in the work. An example of this may include a scholarly article or presentation prepared for a professional association or conference. In such a case, Trinity retains a non-exclusive, non-sublicensable, perpetual and royalty-free license to use all staff-owned IP developed during the time that such staff is employed at Trinity for long-term preservation and non-commercial uses in support of the University's mission, including education and scholarship.

C. Student IP

1. **General Principles:** Except as otherwise provided by written agreement or this Policy, a student will own any and all IP, including copyright, created by the student as a work product of a Course or through Incidental Use of University resources, including but not limited to IP that is a product of Senior Design, Independent Study, Capstone, or student venture competition. Trinity shall own any and all IP created by a student in the course and scope of the student's employment with Trinity.

2. **Exceptions:** Trinity students may not own IP, including copyright, in the following circumstances:

(a) When the resulting IP is under or subject to an agreement between Trinity and a third party.

(b) When the IP results through the direct or indirect funding from any outside source awarded to or administered by Trinity. This is material support beyond the standard level provided by Trinity to students, also including non-credit activity.

(c) When the student collaborates with Trinity faculty or staff to create works as part of research or development activities beyond the level of collaboration routinely made available to all students enrolled in a Course, also including non-credit, unpaid work.

(d) In certain courses, summer research, internships, senior design projects, or special projects where students are presented with the opportunity to participate in projects or activities in which the ownership of any resulting IP must be assigned either to Trinity University or to a sponsoring entity as a condition of the Student's participation. In these special situations, Students will be presented with two options:

i. to participate in alternative projects or activities that do not require the student to disclose their IP for assignment, or

ii. to participate in projects or activities that require the student to disclose their IP for assignment. The Student's grade and/or evaluation in the Course or activity will not be affected by the Student's decision to participate or not to participate in projects or activities requiring the disclosure of the Student's IP.

D. Trinity IP

Notwithstanding the foregoing, Trinity retains all rights and title in IP in the following circumstances:

1. Trinity has an identity or functional interest in the IP.

(a) For the purposes of this policy, identity interest is defined as an interest in IP that is more integral to, and reflects more directly on, the identity of Trinity than on the identity of the individuals who create it. For the purposes of this policy, functional interest is defined as an interest in IP that is used or intended to be used to ensure the effective functioning, coordination, and management of ongoing operations of Trinity.

(b) Trinity has an identity interest in works relating to its identity, including, and without limitation:

i. Trinity publications disseminated beyond Trinity, including brochures, videos, websites and other materials designed for the recruitment of students;

ii. institutional web pages;

iii. multimedia elements of Trinity's official online and social media presence;

iv. alumni affairs publications;

v. materials designed for fundraising and institutional advancement;

vi. And Trinity logos, trademarks, service marks, domain names and social media identifiers.

(c) Trinity has a functional interest in works related to Trinity's ongoing operations, including, and without limitation:

i. administrative and personnel handbooks, policy manuals and other documents;

ii. training and procedural manuals;

iii. committee and task force reports;

iv. institutional-level proposals for external funding;

v. self-studies for external review or re-accreditation processes;

vi. institutional planning documents;

vii. software, digital learning platforms, interfaces, databases, specialized processes and other innovations used for operational purposes;

viii. And maps, architectural drawings, technical and engineering documents and other information relating to Trinity facilities, properties and assets.

(d) The University, at any time, may acquire ownership or rights in intellectual property and copyrighted materials by agreement with the Author(s) or other rightsholder(s), on such terms as are agreed.

V. INVENTIONS AND PATENTS

A. Disclosure Obligations

Faculty, staff, and students are required to notify the Provost through the Center for Innovation and Entrepreneurship in a timely manner of each Supported Invention, Sponsored Soft

Invention, and Incidental Invention through a disclosure document as prescribed by the Center for Innovation and Entrepreneurship so that the University can determine whether it has an ownership interest according to this Policy. The creator shall not make any public disclosure or publication during the period of review and when the IP is being properly secured. Disclosure to Trinity does not itself constitute a surrender or determination of ownership.

B. Ownership Determination

Upon review of the disclosure document, the Center for Innovation and Entrepreneurship will convene the University IP Committee in a timely manner to determine whether the Invention is a Supported Invention or an Incidental Invention and, in the case of a Supported Invention, shall further determine, with assistance from patent counsel, who are the Inventor(s), consistent with all applicable patent law.

Trinity shall have the right to own and each Inventor, at Trinity's request, shall assign to Trinity all of their right, title, and interest in a Supported Invention and will execute all necessary documents necessary for Trinity to secure or assign rights and interests in the Invention. Ownership of an Incidental Invention shall remain with its Inventor(s), subject to any rights that may be granted to Trinity as required by this policy, unless void by law.

C. Filing of Patent Applications

The Provost shall be solely responsible for determining whether a patent application shall be filed on a Supported Invention based on the recommendation of the University IP Com-mittee and Center for Innovation and Entrepreneurship. Filing determinations may be made on the basis of commercial potential, obligations to and rights of third parties, or for other reasons which University IP Committee, in its discretion, deems appropriate. Inventor(s) of a Supported Invention for which patent applications are filed shall cooperate, without expense to the Inventor, in the patenting process in all ways required by the University or its agent or designee.

D. Commercialization

The Center for Innovation and Entrepreneurship shall have the sole discretion with respect to the commercialization of a Supported Invention, but shall take into account the public interest. Where a Supported Invention is subject to an external agreement with a third party (for example, the federal government or other funding sponsor), the Center for Innovation and Entrepreneurship shall make decisions consistent with that agreement and any and all legal obligations. Consistent with this policy, the Center for Innovation and Entrepreneurship shall make decisions concerning commercialization as it deems appropriate and shall make reasonable efforts to keep Inventor(s) involved and informed of its commercialization efforts.

E. Release of Inventions

Where the University determines that it will not file a patent application on a Supported Invention, abandons a patent application on a Supported Invention prior to issuance of the patent, or abandons an issued patent on a Supported Invention, the Inventor(s) may request a release of the Invention. Upon determining that releasing the Invention to the Inventor(s) will not violate the terms of an external funding agreement and is in the best interests of Trinity and the public, the Provost may agree to a release and in such case will assign or release all interest which it holds or has the right to hold in the Invention to the Inventor(s) in equal shares, or such other shares as the Inventors may all agree in writing. Release of Supported Inventions may be conditioned upon, among other things, agreement by the Inventor(s) to the following:

1. To reimburse the University for all out-of-pocket legal expenses and fees incurred by the University if and when the Inventor(s) receive income from the Invention.

2. To share with the University 20% of the net income (income remaining from gross income after repayment of University expenses above and the Inventor(s)' legal and licensing expenses) received by the Inventors from the Invention. Income subject to this revenue sharing provision includes equity received by the Inventors as consideration for the Invention but does not include financing received for purposes of research and development.

3. Upon request, to report to the University regarding efforts to develop the Invention for public use and, at the University's request, to reassign those Inventions which the Inventor(s), their agents or designees are not developing for the benefit of the public.

4. To fulfill any obligations that may exist to sponsors of the research that led to the Invention.

5. To grant back to Trinity an irrevocable, perpetual, royalty-free, nonexclusive, worldwide right and license to use the Invention for its educational and research purposes and a right to grant the same rights to other non-profit institutions.

6. To agree to such limitations on the University's liability and indemnity provisions as the University may request.

F. Trinity Rights in Incidental Inventions

In recognition of the contribution Trinity makes in support of innovation, Inventor(s) agree to grant to the University an irrevocable, perpetual, non-exclusive, non-sublicensable, royalty free, worldwide right to use Incidental Inventions in the University's non-profit educational and research activities. This provision shall not apply in circumstances where it is void by law as against public policy.

VI. COMPUTER SOFTWARE

A. Ownership

Trinity shall own all patents, copyrights and other intellectual property rights in Sponsored Computer Software. For the avoidance of doubt, where the University determines that a patent application will not be filed for a Sponsored Software Invention or, if filed, a patent does not issue, Sponsored Computer Software will remain the property of the University. Where a patent application is filed on a Sponsored Software Invention, Trinity shall have a right of ownership in all associated copyrights as supporting technology. The purpose of this section of the policy is to enable utilization of Sponsored Computer Software in the public interest regardless of the potential for a division of ownership due to the patentable and copyrightable nature of computer software.

Computer programs and databases that are not included in paragraph above shall, for all purposes, be treated in accordance with the policies on Copyright.

B. Disclosure Obligations

All Sponsored Computer Software are required to be disclosed to the Center for Innovation and Entrepreneurship to determine if it qualifies as a Sponsored Computer Invention.

C. Release of Sponsored Computer Software

Where the University has the right but elects not to commercialize Sponsored Computer Software, the University may release its rights, in its sole discretion, subject to a written agreement reserving certain rights to the University and signed by all individuals who have been determined to be Creator(s) of the Sponsored Computer Software.

VII. UNPATENTED MATERIALS

A. Unpatented Materials

Unpatented Materials (including biological materials) include cell lines, organisms, proteins, plasmids, DNA/RNA, chemical compounds, transgenic animals and other materials useful for research or for commercial purposes for which patent applications are not filed or, if filed, do not issue, where such materials are developed by persons covered by this policy:

1. Under or subject to agreement between Trinity and a third party; or

2. With use of direct or indirect financial support from Trinity, including support or funding from any outside source awarded to or administered by Trinity; or

3. With use (other than Incidental Use) of space, facilities, materials or other resources provided by or through the University.

B. Ownership and Commercialization

The University shall own all rights in Unpatented Materials and may make appropriate distribution in the public interest, including licensing or transferring Unpatented Materials, for research and commercial purposes. Individuals who the Intellectual Property Committee determines have made a significant intellectual contribution shall be entitled to a share of licensing revenues in accordance with Section VI of this policy.

VIII. ROYALTY SHARING

A. Distributable Royalties

Trinity will distribute Net Royalties received by Trinity from the licensing or other distribution of its intellectual property or technology covered by this policy, as and to the extent provided in this policy. Net Royalties are calculated based on gross receipts consisting of cash and securities or other equity shares in an enterprise received by Trinity in return for use of its intellectual property, but do not include other non-cash benefits, sponsored research funding, or other financial benefits such as gifts. Net Royalties equal those gross receipts that Trinity is entitled to retain, less: (i) Trinity's out-of-pocket costs and fees associated with securing, maintaining and enforcing intellectual property protection such as patenting and litigation expenses, (ii) out-of-pocket costs incurred by Trinity in the licensing of the intellectual property, and (iii) any out-of-pocket expenses in making, shipping or otherwise distributing biological or other materials (including, without limitation, Unpatented Materials). As used herein, the term "Creation" shall mean any Invention, Computer Software, copyright or Unpatented Material as to which Net Royalties are to be distributed in accordance with this policy.

Where royalties are generated by Trinity as a consequence of commercializing a Supported Invention or other IP, net royalties will be shared with the Creator(s) as follows:

Administrative fee – 15%

Of the remainder:

Creator(s) personal share – 50%

Creator research/scholarship share – 30%

Creator Department/Center share – 20%

B. Portability of Royalty Shares

Personal royalty shares will be payable to Creators regardless of their employment status at Trinity or elsewhere. Research/scholarship shares will not follow individuals leaving Trinity and will vest with Academic Affairs.

IX. ADMINISTRATION

A. Provost

This policy shall be administered by the Office of Academic Affairs. Interpretations of and rulings with respect to the terms and conditions of this policy will be made by the Provost, following consultation with the University IP Committee.

B. University IP Committee

1. In implementing this policy, the Provost will, in consultation with the President, appoint an Intellectual Property review committee (the "University IP") consisting of members of various constituencies within the Trinity and the community. The University Committee shall include the Chief Information Officer, Director for Innovation and Entrepreneurship, Director of Sponsored Projects (or their designees), the University's copyright officer, and three Faculty selected by the Faculty Senate.

2. The University IP Committee will meet when an invention disclosure is filed to determine invention status and at least annually to discuss and make recommendations to the Provost on matters regarding (i) changes or amendments to this policy, (ii) general guidance to the Trinity Community regarding the interpretation of, and procedures described in, this policy, and (iii) other issues relating to the matters described in this policy as requested by the Provost, the President, or the Trinity Board of Trustees.

3. The Intellectual Property Committee will also be convened and meet as needed in response to disputes arising under this policy, and additionally from time to time as requested by the Provost. The Intellectual Property Committee will keep regular minutes of meetings and provide such minutes to the Provost.

C. Dispute Resolution

Disputes relating to this policy and Intellectual Property created or developed by the Trinity Community will be referred to the Intellectual Property Committee and the Provost, (collectively, the "IP Adjudicating Committee") for review and resolution. When addressing a dispute, the IP Adjudicating Committee shall investigate the dispute, including by gathering information from the creator and other individuals with relevant information. The IP Adjudicating Committee may seek legal advice from the General Counsel. The IP Adjudicating Committee will propose a resolution of the dispute to the President, who will then be the final decision maker in the matter.

X. AMENDMENT

Proposed amendments to these policies must be reviewed by the University's Copyright Officer and approved by the Provost.

(5B) OPEN ACCESS POLICY

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

Each Faculty member grants to the President and Board of Trustees of Trinity University limited use of their scholarly articles. An article is defined here as a scholarly work published in a journal or as an independent chapter of a multi-authored book. The permission granted by each Faculty member is a nonexclusive, irrevocable, paid-up, worldwide license to exercise any and all rights under United States copyright law relating to each of their scholarly articles, in any medium, and to authorize others to do the same, provided that the articles are not sold.

The policy applies to all scholarly articles written while the person is a member of the Faculty except for any articles completed before the adoption of this policy and any articles for which the Faculty member entered into an incompatible licensing or assignment agreement before the adoption of this policy. Furthermore, the policy applies only to works for which the author does not retain full copyright. Faculty members are allowed to opt out of this policy for any reason.

Each Faculty member will provide an electronic copy of the final author's version of the article, through a web site established for this purpose, at no charge to the Teaching and Learning Support Committee. The Teaching and Learning Support Committee may make the article available to the public in an open-access repository. Each article will be embargoed until it has appeared either in print or online at the publisher's website, whichever comes first.

Amendments to this policy may be proposed by the Faculty Senate and must be approved by a majority vote of the Academic Faculty Assembly.

(5C) ANIMAL CARE

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

Federal regulations require that all use of live vertebrate animals must be supervised by an institutional committee to insure that the animals are ethically and humanely cared for and that their use is necessary for instructional and/or research purposes.

In order for faculty members to use live vertebrate animals for instructional and/or research purposes, faculty members must petition approval from the committee. Petitions must state the species, number of individuals, handling procedures, housing requirements, husbandry requirements, and length of time the animals are to be used or held in captivity. The petition must also state the educational and/or research purpose of animal use, justification for sample sizes, description of where animals are to be obtained, and description of the final disposition of animals after use in education and/or research.

The Trinity University Animal Facility is housed in the Center for the Sciences and Innovation and the Cowles Life Science Building. The facility is used to house animals for instructional and research purposes. The Animal Care Facility provides housing and husbandry services, as well as veterinary services for animals used for teaching and/or research use.

The Animal Research Committee, or its representative, periodically inspects the Animal Care Facility to verify that it is operating according to the standards of housing and maintenance as specified in the federal publication "Guide for the Care and Use of Laboratory Animals."

Purchase of animals, or capture of wild animals, is the responsibility of the individual faculty member or their department. However, if sufficient time is allowed, upon request, the Animal Care Facility will attempt to provide certain routine laboratory animals or will expand a colony of breeding stock provided by a faculty member.

The Animal Research Committee is responsible for proposing any changes necessary to maintain compliance with federal law. Other changes may be proposed by any member of the academic faculty. All changes must be recommended by the Animal Research Committee and approved by the Provost.

(5D) RESEARCH MISCONDUCT

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

I. PURPOSE AND SCOPE

Trinity University is committed to the principle of integrity in research. Allegations of research misconduct will be investigated promptly and thoroughly, while maintaining, to the maximum extent possible, the confidentiality of the complainant and respondent and affording both parties the right to due process.

This policy applies to all research conducted at or under the auspices of Trinity University, regardless of funding source. For federally funded research, Trinity University will comply with 42 CFR Part 93, including reporting findings of research misconduct to the HHS Office of Research Integrity (ORI) or other applicable federal agencies and cooperating with federal oversight activities.

II. DEFINITIONS

- **Research Misconduct:** Fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research results.
    - **Fabrication:** Making up data or results and recording or reporting them.
    - **Falsification:** Manipulating materials, equipment, processes, or data so that the research is not accurately represented.
    - **Plagiarism:** Appropriating another person's ideas, processes, results, or words without giving appropriate credit.

- Research misconduct does not include honest error or differences of opinion.
- A finding of misconduct requires:
    1. A significant departure from accepted practices;
    2. Intentional, knowing, or reckless conduct; and
    3. Proof by a preponderance of the evidence.

III. ROLES AND RESPONSIBILITIES

- **Research Integrity Officer (RIO):** Receives allegations, sequesters evidence, conducts or oversees inquiries and investigations, maintains records, and communicates with federal agencies.
- **Institutional Deciding Official (IDO):** At Trinity, this is the University Provost, who makes the final determination on research misconduct and any institutional actions and reports findings to federal agencies.

IV. PROCEDURES

A. General

The University will promptly address all allegations of research misconduct, including those reported anonymously via the Research Misconduct Reporting form on the Research and Sponsored Programs Canvas page. Allegations will be considered regardless of whether the respondent is currently affiliated with Trinity. The University will cooperate with other institutions and federal agencies involved in related inquiries or investigations.

Upon receiving an allegation, the RIO will immediately take custody of all relevant research records and evidence and review the allegation confidentially to determine whether the allegation meets the definition of research misconduct. Allegations that do not meet this definition may be referred to another institutional office or process. For allegations that meet the definition, the RIO will explain the procedures for inquiry and investigation. Trinity will make all reasonable efforts to protect the confidentiality of the respondent, complainant, and research subjects, and will disclose information only to those who need it to conduct a fair and thorough review.

B. Inquiry

1. **Purpose:** An inquiry is a preliminary assessment to determine whether the allegation has sufficient substance to warrant a formal investigation. It is not a formal hearing and does not result in a final finding of misconduct. The RIO will initiate the inquiry promptly upon receiving an allegation.
2. **Structure:** The inquiry may be conducted by the RIO or a committee appointed by the RIO. Committee members must be impartial, have no conflicts of interest, and possess the necessary expertise. Legal counsel may be consulted during this process.
3. **Process:** The respondent will be notified in writing at the outset of the inquiry and informed of their rights and responsibilities. Confidentiality will be maintained to the fullest extent possible. The RIO is responsible for securing and maintaining all relevant records and evidence.

4. **Timeline:** The inquiry should be completed within 60 calendar days unless documented circumstances require an extension.
5. **Report:** A written inquiry report will summarize the process, evidence reviewed, and whether a formal investigation is warranted. The respondent will receive a copy and may submit written comments, which will be included in the official record. If an investigation is warranted, the University will initiate it within 30 days and notify ORI or the relevant federal agency, following agency requirements.

C. Investigation

1. **Purpose:** An investigation is a formal process to determine whether research misconduct occurred. It begins within 30 days of the determination that a formal investigation is warranted. The burden of proof rests with the university, and the respondent is presumed not to have committed misconduct unless proven by a preponderance of the evidence.
2. **Structure:** The investigation will be conducted by a committee appointed by the Provost (IDO). Members must be impartial, free from conflicts of interest, and possess relevant expertise. The RIO may serve on the committee.
3. **Timeline:** The investigation must begin within 30 days of completing the inquiry and be completed within 120 days, including required reporting and IDO decision, unless an extension is granted by an external sponsor or the IDO for internally funded research.
4. **Process:** The RIO will provide the respondent with written notification of the allegations, a copy of the draft investigation report, and supervised access to evidence upon request. The respondent has 30 calendar days to submit written comments, which will be included in the record. The committee will examine documentation, conduct interviews, and prepare transcripts. If the respondent admits misconduct, the University will determine appropriate corrective and disciplinary actions and report the admission and actions to ORI or the relevant federal agency.

D. Findings

The committee submits a written report to the Provost (IDO), which includes:

- A description of the allegations;
- Institutional policies and procedures under which the investigation was conducted;
- Identification of funding sources;
- A summary of the evidence reviewed;
- Findings and the basis for the findings; and
- The respondent's comments.

E. Institutional Decision and Reporting

The IDO (Provost) makes the final determination of research misconduct and any institutional actions. The RIO ensures submission of the final report, respondent comments, and IDO decision to NIH ORI or other sponsoring agencies in the format specified by the corresponding agency.

F. Federal Agency Notifications

The RIO will immediately notify NIH ORI or the relevant government agency if:

- Public health or safety is at risk;
- Federal resources are threatened;
- Research activities should be suspended;
- There is reasonable indication of possible criminal violations;
- Premature disclosure may compromise evidence; or
- The respondent admits misconduct.

G. Appeals

Respondents may appeal based on procedural error or lack of due process. Appeals are reviewed by a senior official not previously involved in the inquiry or investigation. The report will go to the Provost for review. The Provost's decision is final.

H. Record Retention

The RIO will maintain all records of research misconduct proceedings for at least seven years and provide them to ORI or other agencies upon request.

V. NON-RETALIATION

Trinity University prohibits retaliation against individuals who make good-faith allegations or cooperate in misconduct proceedings. Allegations of retaliation will be addressed under applicable University policies.

VI. AMENDMENT

The RIO is responsible for proposing any changes necessary to maintain compliance with federal law. Other changes may be proposed by any member of the academic faculty. All changes must be reviewed and recommended by the RIO and the R&CA and approved by the Provost.

(5E) CONSULTING POLICY

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

I. PRINCIPLES AND GUIDELINES

A. Principles

Because practical applications can broaden and refine academic knowledge, Trinity University encourages the involvement of its faculty, administrators, and contract staff in consulting activities related to their professional training. The following parameters are meant to guide these activities so that the interests of the Trinity University community are preserved while the professional knowledge of our members is enhanced. For full-time Trinity University professionals, consulting is appropriate when it promises to keep current or deepen knowledge of one's academic profession, or to maintain professional skills relevant to Trinity University's teaching and scholarly program at a high level of excellence. Consulting activities and other remunerative work should be conducted in furtherance of one's service to Trinity University, not at the expense of that service.

B. Guidelines

Consulting is the provision of professional services for pay over and above regular University duties and salary. For consulting services paid from any funds administered by Trinity University, please refer to *Section II: In-House Consulting*. For the provision of such services to individuals, organizations, businesses, or agencies outside Trinity University, the following guidelines shall apply:

1. The service shall not interfere in any way with the individual's regular, expected, full-time duties with Trinity University.

2. The service should be professional, i.e., an outgrowth or extension of the person's professional expertise. Faculty consulting activity should be undertaken with the expectation that it will enhance teaching and/or scholarship. Information not of a proprietary nature discovered in the course of consulting should be available to scholarly colleagues.

3. Time spent on the service should consume, on the average, no more than one day out of a week during the individual's contractual period with Trinity University.

4. The service should not present a conflict of interest for either the individual or Trinity University. Among other things, this explicitly means that the service should not be an instructional activity that competes or conflicts at any time with the instruction provided by Trinity University.

5. Consulting activity ordinarily should not require the use of Trinity University's services and facilities. On those rare occasions when a faculty member might want to use such services and facilities, a written request for this use must be submitted to the departmental Chair and the Academic Dean who oversees the School within which the faculty member is housed. If the administrators agree that the project is consistent with the aims of the University and the facilities and/or services are available for the period of the project, an estimate of the cost for their use will be determined by a University official. If the terms are agreed to by all parties, a signed agreement will be executed by the appropriate Academic Dean.

6. A statement describing any continuing long-term consulting arrangement should be placed on file with the appropriate Academic Dean.

7. Individuals with questions about the interpretation of these guidelines should discuss them with the departmental Chair or director.

II. IN-HOUSE CONSULTING

Consulting is defined as the provision of professional services for pay over and above regular duties and salary. Consulting is "in-house" when a Trinity University contract person used as a consultant is paid from any funds administered by Trinity University. The policy of Trinity University covering these activities is as follows:

A. Relief of Departmental Duties

A faculty member may be relieved of a proportion of their usual duties by the Provost in order to undertake sponsored research, to engage in a sponsored training program, or to perform other University activities provided that the faculty member's department agrees. In such cases, the individual's salary may be divided proportionately between the departmental budget, other University budgets, or the special account established by the University for the research or training projects.

B. Extra Compensation

In general, University-administered funds are not to be used to augment an individual's salary if their employment with the University is on a full-time basis. It is understood, however, that occasionally a situation may arise in which extra compensation for a limited time may be justified. Payment from University-administered funds in addition to regular salary will be authorized only under the following conditions:

1. When the faculty member is assigned to work outside the United States and when the payment of a "differential" is specifically authorized by a University officer or by the granting agency.

2. When the faculty member serves on a strictly limited basis as a consultant on a project for which another faculty member in another department has principal responsibility. In such instances the project director, who arranges the consulting fee, must obtain prior written approval from the proposed consultant's departmental Chair or equivalent, and the Office of Academic Affairs. Such a request for approval must clearly describe the consulting agreement. The following information must be included:

    1. Evidence that the services to be provided are essential and cannot be provided by persons acting within the scope of their contractual professional responsibilities to the University who receive salary under the grant, or are otherwise compensated through University sources for their services.

    2. Evidence that the charge is appropriate considering the qualifications of the consultant, their normal charges, specific rate limitations of the granting agency, and the nature of the services to be provided.

3. Evidence that a bona fide search has been made for the most qualified individual with objective evidence that the Trinity University faculty consultant is the most qualified of those available.

4. The institutional position of each consultant relative to that of the project director is clearly described in the proposal.

3. When an overload is necessary for a training institute or workshop because it is impossible to release the faculty member from any portion of their usual duties. The "overload" will not be permitted for a longer period than one semester, and the amount of "overload" permitted will not be greater than an average of one day per week. The compensation for this "overload" will be appropriate considering the qualifications of the consultant, their normal charges, specific rate limitations of the granting agency, and the nature of the services to be provided.

C. Supplemental Employment Restrictions

A faculty member assigned full-time to a grant or contract is in every sense a full-time faculty member and is thus subject to the same restrictions on accepting supplemental employment as a faculty member employed full-time and paid from the budget of the University.

D. Summer Compensation

Compensation for faculty members conducting summer research is normally 2/9ths of the individual's annual academic salary. A faculty member who has no summer teaching or administrative responsibilities can request to be compensated for summer research up to 3/9ths of their annual academic salary. The request must include a time and effort report, which documents how the faculty member will spend their time on one or more research projects and gives specific start and end dates. They must also identify all sources of funds (both internal and external) supporting the research, describe any restrictions imposed by individual funding agencies, and explain how their research plan satisfies those restrictions. The request will be submitted to the Provost, who will either approve or deny the request.

III. AMENDMENT

Amendments to this policy must be approved by a majority vote of the Faculty Senate, a majority vote of the Academic Faculty Assembly, and the President of the University.

Chapter 6: Instructional Policies, Responsibilities, and Guidelines

(6A) FACULTY INSTRUCTIONAL RESPONSIBILITIES

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

I. CLASS SCHEDULES

Each departmental Chair is required to submit to the Registrar a schedule of classes for each semester or session. To provide an opportunity to review and publish the schedules, it is necessary for schedules to be submitted by the deadline published in the administrative calendar. After a class schedule is published, it is desirable to make as few changes as possible. When adjustments are necessary a request should be made in writing by the departmental Chair to the Registrar.

II. CLASS PERIODS

All classes and laboratories should begin promptly at the scheduled hour, and the periods should be closed on time.

III. CLASS ROLLS

Preliminary and interim class rolls should be checked carefully. Any student attending class who is not listed on the class roll should not be permitted to remain in the class. For *non-credit students*, see *Evaluation of Students (Grades)*.

Admission to classes is closed after six weekdays of a regular semester and after five weekdays of a summer session. After those dates, which are specified in the University Academic Calendar, a student may not enter a new course and no further registration will be accepted without approval of the Associate Vice President for Academic Affairs: Student Success.

IV. COURSE ORGANIZATION

During the first week of the semester, each instructor is expected to distribute to each student in their class and to the Chair a course syllabus or outline giving general objectives of that course (reflecting the most current Courses of Study Bulletin description), the dates of major examinations for the semester, dates on which major papers are due, the instructor's policy concerning attendance and its relation to the course grade, office hours, and other information pertinent to the organization of the course and to the evaluation of students' performance. If any of the dates of major papers or examinations are to be changed, advance notice of a week (or more) should be given. No assignment of any kind may be due on University holidays or class recesses listed in the Academic Calendar (this does not include incomplete work negotiated between instructor and student). By action of the University Curriculum Council, no major papers or examinations may be scheduled for the two class days before reading days. Major papers or examinations are defined as papers or examinations that count for more than 10 percent of the total course grade. Laboratory quizzes and performance examinations are excepted from the reading days stipulation. There are no other restrictions on assignment deadlines within an academic semester or session.

V. FACULTY INSTRUCTIONAL LOAD

(as defined in *Sponsored Projects*)

The teaching load for all regular full-time faculty members is set at 12 hours per semester or 24 hours in a year. For faculty members holding distinguished professorships, the teaching load is the same. Of those 12 hours, the normal, actual teaching load for full-time regular faculty members is 9 hours per semester or 18 hours per year. For distinguished professors, the actual teaching load is 6 hours per semester or 12 hours per year. The release of 3 hours per semester for regular full-time faculty and 6 hours per semester for distinguished professors is considered research-related time. *(See also the definition stated in the Sponsored Projects policy.)*

VI. FACULTY ABSENCE

A faculty member unable to meet a class should notify their departmental Chair at the earliest possible time.

VII. CLASS TOURS AND FIELD TRIPS

An instructor of one class may not schedule field trips that will take students out of other classes. Exceptions to this will be rare and must be approved at least one month in advance of the beginning of the trip by the Provost. Field trips and class tours scheduled for other than the regular class period, including weekends, cannot be required of students unless the trips are specified at the time of registration.

In addition to protecting students' rights and the rights of colleagues by restricting field trips or other off-campus instructional activities to the specific time of the scheduled course, the question of University insurance also arises when students travel off campus. The University's Special Event insurance policy will cover these activities only if the insurance carrier is notified in advance of the trip.

Insurance coverage does not apply for class sessions held in faculty members' homes, and it is against University policy to hold scheduled classes at home. However, this should not inhibit faculty from, where appropriate, inviting students to their homes for social events. When students are invited to faculty homes, it shall be understood that the student's presence is voluntary, that the student is a guest in the home, and that any insurance claims should be presented to the company providing the faculty member's own homeowner's policy and not to the University.

VIII. TRINITY UNIVERSITY STUDY TOURS

A. The tour format and sites utilized must be related directly to the subject matter of the course and should materially enhance the amount of learning.

B. The offering should be a regular course published in the Trinity University Courses of Study Bulletin.

C. The course or courses should be taught by Trinity University faculty. In the case of tours operating as Agency or Affiliated programs for the Associated Colleges of the South (ACS), faculty members from other ACS institutions may be invited as needed.

D. The total academic expectations should approximate normal courses and must involve work in addition to the tour itself, specifically:

1. Preparatory work prior to the travel portion is expected.

2. The tour itself should have a formal learning component conducted by the instructor.

3. An assessment component of the course is expected following the tour.

E. The participation of persons in Trinity University Study Tour courses without credit must be approved by the Office of Academic Affairs. First preference shall be given to students wishing to take the course for credit.

F. Instructor compensation for study tour courses is set by the Office of Academic Affairs. All business arrangements will follow University policies and operational guidelines established by the Office of Academic Affairs.

G. Approval for study tour courses must be secured from the departmental Chair and the Associate Vice President for Academic Affairs: Student Success.

H. Non-credit study tours or tours not emphasizing study may be sponsored by the Office of Conferences and Special Programs and other University offices such as Alumni Relations. Although Trinity University faculty members may be asked to lead or take part in such tours, all promotional materials should make clear that these are not sponsored by an academic department and are not for academic credit.

I. Any Trinity University faculty or staff member privately organizing or participating in the leadership of a tour should be careful to see that promotional materials do not give the impression of Trinity University sponsorship. A person's position and relevant professional responsibilities at Trinity University may be listed, but it should receive no more emphasis than the minimum necessary for purposes of identification.

IX. EXAMINATION SECURITY

It is incumbent upon faculty members to provide appropriate security for their examinations. For example, faculty members should not give the same examination to sections of the same class or repeat the same examination semester-to-semester or year-to-year. Student employees should not be asked to type and prepare examinations. Secretaries preparing examinations in departmental offices should be instructed to take all appropriate security precautions. Also, care should be taken in discarding drafts of examinations or copies of old examinations. Finally, examinations to be reproduced in the University Print Shop should be hand-carried by the faculty member or the departmental secretary to the Print Shop. See also Academic and Professional Integrity Policy.

X. FINAL EXAMINATIONS

Schedules for final examinations are announced in advance of the examination period. Final examinations will be held at the published and scheduled time. Exceptions allowing the change of the time of a class examination are rare and will be granted only on the approval of the Chair and the Provost. The individual faculty member may determine whether a final examination shall be given. The information concerning the final examination shall be included on the syllabus. Filing the syllabus with the Chair is sufficient notice that there will be no final examination. If no final examination is given, some appropriate instructional activity should be substituted.

XI. READING DAYS

The two days immediately preceding the final examination period are designated as Reading Days. Since Reading Days are for the purpose of providing students with study time prior to final examinations, no classes are held, no graded assignments or projects are due, and no examinations are given on those days. Exceptions to this policy must be granted by the Associate Vice President for Academic Affairs: Student Success. During this time, departments, student organizations, and individual faculty members are encouraged to schedule no lectures, projects, parties, or other activities involving students.

No major papers or examinations may be scheduled for the two days of classes before Reading Days. Major papers or examinations are defined as papers or examinations that count for more than 10 percent of the total course grade. Laboratory quizzes and performance examinations are excepted from this stipulation.

XII. SAFETY IN THE CLASSROOM

Faculty members are responsible for incorporating applicable safety procedures and practices into the curriculum of each course offered. Supervision of students should be provided to ensure that procedures are followed. Hazardous conditions or accidents involving personal injury that do not require immediate emergency assistance are to be reported to the departmental Chair. See also "Medical Emergencies" in the handbook Fiscal Affairs Policies and Procedures.

XIII. FACULTY PRESENCE

A. Office Hours

It is the responsibility of each member of the faculty to be available for consultation with students on a regular, predictable basis. Individual faculty policies regarding consultations with students must be included in the syllabus for each course.

B. Registration

Faculty advisors must be available on campus during advising and registration periods.

C. Convocations

All members of the faculty have the responsibility of participation in all of the formal University ceremonies, including commencement. Academic regalia, when required, may be purchased or rented through the Bookstore.

XIV. ON-CAMPUS SALES OF INSTRUCTIONAL MATERIALS TO STUDENTS

Trinity University consistently strives to achieve the highest standards of liberal arts and sciences education. Our well-published faculty, many of whom are leaders in their field of expertise, regularly employ their experiences and research directly into the classroom. The University supports faculty who include their scholarly works as required elements of a course, with the expectation that no faculty member will profit unduly from any assigned materials.

A faculty member may require students to use textbooks or other course materials that the faculty member has authored, edited, or otherwise produced. When a faculty member chooses to do so, the following conditions shall apply:

- The faculty member must make the textbooks or other course materials available to students (electronically or in hard copy) at no cost or actual cost of production, if the faculty member has the legal rights to do so (e.g., the faculty member owns or controls the copyright in the work or has a license in the work that permits such use).

- No faculty member shall profit from the sale of textbooks or other course materials to students at Trinity University. Profit of less than $500 per academic year is considered de minimis and does not violate this policy.

• If a faculty member reasonably anticipates profits of $500 or more in an academic year from the sale of textbooks or other course materials to students at Trinity University, the faculty member must obtain advance approval from the faculty member's department chair before requiring use of the textbooks or other course materials. If the faculty member is the department chair, then the faculty member will seek approval from the Associate Vice President for Academic Affairs (AVPAA) associated with that department. If a faculty member disagrees with the department chair or AVPAA's decision relating to the use of the textbooks or other course materials, the faculty member may file a complaint with the Provost. The Provost shall instruct the Faculty Senate to convene an ad hoc committee, which shall evaluate the decision and make recommendations for resolution to the Provost. The Provost will be the final decision maker in the matter.

• Anyone who believes that a faculty member has violated this policy may file a complaint with the Provost. The Provost shall instruct the Faculty Senate to convene an ad hoc committee, which shall investigate the complaint and report its findings to the Provost. If the ad hoc committee finds that a violation has occurred, the committee shall also recommend appropriate remedies and, if necessary, appropriate disciplinary actions.

• The Provost is responsible for enforcing this policy by deciding on remedies and disciplinary actions as appropriate. In keeping with the *Conflict of Interest Policy*, disciplinary actions may include probation, reduction in rank or salary, or suspension or termination of employment, depending on the severity of the violation.

Commercial exchanges of money between students and faculty members are not permitted. The University Bookstore is the only appropriate location for on-campus sales to students.

XV. OUTSIDE SPEAKERS

A. Faculty-Sponsored Classroom Lectures

Faculty members may schedule off-campus speakers to appear before classes, but the faculty member in charge of the class is completely responsible for the acceptability of such a speaker and their relevance to the course. If the faculty member is in doubt, they should confer with the departmental Chair, who in turn may confer with the Provost, before extending an invitation to lecture.

B. Faculty- or Department-Sponsored Lectures Open to the Public

University-sponsored lectures open to the public should be approved by the departmental Chair, who in turn may confer with the Provost before extending an invitation to lecture. If the approval is not granted, the faculty member or department shall have the right to appeal that decision to the Visiting Lecturers Committee. Faculty members or departments shall be financially responsible for the facilities and security not normally required.

C. Lectures Sponsored by Off-Campus Organizations

Off-campus organizations must schedule lecturers through the Office of University Communications, whether the lecture is open to the public or limited to the membership of that organization. Organizations shall be financially responsible for the facilities and security not normally required.

XVI. ADVISER AND ADVISEE ROLES AND RESPONSIBILITIES

Student advising is an important aspect of the overall educational program at Trinity University. Faculty members monitor and support advisee academic progress. Advisers will be supplied with grade reports on all of their advisees.

A. Adviser Roles and Responsibilities

Faculty advisers are expected to:

1. Be familiar with University academic policies, including the Pathways curriculum;

2. Understand University registration procedures, including the TigerPAWS online registration system;

3. Keep informed as to the academic progress of their advisees through periodic meetings, grade reports, and degree audits;

4. Communicate clearly and in a timely fashion with advisees;

5. Schedule periodic conferences (at least two in-person meetings per semester are recommended) with advisees;

6. Help advisees assume responsibility for program planning and course selections; and

7. Refer students to University academic support resources as needed.

B. Advisee Roles and Responsibilities

Student advisees are expected to:

1. Understand appropriate University academic policies, including Pathways curriculum requirements;

2. Learn University registration procedures, including the TigerPAWS online registration system;

3. Communicate clearly and in a timely fashion with faculty advisers;

4. Schedule and keep advising appointments;

5. Be fully prepared for advising appointments; and

6. Assume responsibility for program planning and course selections.

(6B) EVALUATION OF STUDENTS (GRADES)

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

Section II of the *Statement on Student Rights and Responsibilities* specifies that the professor in the classroom should encourage free discussion, and that students have protection against improper academic evaluation and improper disclosure.

I. GRADE SCALE

The grading system at Trinity University involves letter grades that are assigned a quality point value per semester of credit. The plus/minus system is the designated standard for grading Trinity University undergraduates. Instructors should be careful to state their grading policies clearly and in detail on each course syllabus. Instructors may choose not to use the plus/minus grading, but such a policy must be stated in the course outline.

A	(superior)	4.00
A-		3.67*
B+		3.33*
B	(good)	3.00
B-		2.67*
C+		2.33*
C	(adequate)	2.00
C-		1.67*
D+		1.33*
D	(poor)	1.00*
F	(failure)	0.00
I	(incomplete)	
PR	(course in progress)	
W	(withdrew from course)	
FF	(failing in a pass/fail course)	
PP	(passing in a pass/fail course)	
N/C	(not for credit)	
*Not applicable to graduate students		

I, PR, W, FF, and PP grades carry no grade point average, but hours earned with a grade of PP will count toward the student's total hours for graduation.

II. MID-SEMESTER GRADES FOR UNDERGRADUATES

Faculty shall report mid-semester grades for all students. Students whose work at mid-semester warrants a grade of C-, D+, D, F, or I will have those grades reported to the Registrar; all other students will receive a mid-semester grade of S (for satisfactory progress). Mid-semester grade reports are prepared by the Registrar and distributed to the student, the faculty adviser, the Office of Academic Affairs, and the Office of Student Affairs. These grades do not become a part of the student's permanent record and are intended to serve as an index of adequate or inadequate progress. Mid-semester grades are not reported for the summer session.

III. GRADE REPORTS

Grade reports for each course are due in the Registrar's Office at the date stipulated by the Registrar. In order to expedite the compilation of grades for graduating seniors, grades for these students may be asked for at an earlier specified time. Non-attendance does not constitute an official withdrawal from a course. A grade should be reported for each student listed on the grade report.

IV. PASS/FAIL OPTION

Certain undergraduate courses may be taken on a pass/fail basis. Such courses may not be taken to fulfill Common Curriculum requirements or major or minor requirements. The purpose of the pass/fail system at Trinity University is to encourage students to take elective courses in new fields of interest. A student applying to take a course on a pass/fail basis may not subsequently request a regular letter grade, and a student registered for a regular course grade may not change to pass/fail after Add/Drop day. The last day to designate a course as pass/fail is the 15th day of classes.

V. COURSES IN PROGRESS

A graduate student or an honors student enrolled for a thesis should receive a letter grade if the document has been completed. If the thesis is in progress, the grade PR should be entered on the grade report.

VI. INCOMPLETE GRADES

A grade of I (incomplete) indicates that a student has done work of a passing grade in a course but has failed to complete some portion of the course because of an emergency condition. With each grade of I the instructor must file a special report concerning the circumstances and the required action to remove the I. The letter should be entered on the grade report sheet. Incomplete grades are changed to F unless the required work is completed within the prescribed time limit. For undergraduate students, this limit is one semester. For graduate students, it is one year. If the student completes the work before the time limit expires, the instructor should notify the Registrar to change the grade by filling out a change of grade card. This procedure is also to be followed when a PR grade is to be changed.

VII. NON-CREDIT GRADES

A non-credit student is one who is not eligible for credit or does not desire credit. They may receive full instructional attention and may participate in class. They are not required to take a final examination or other tests in the course. The grade N/C should be entered on the grade report for the students. No course taken as non-credit may subsequently be requested for credit unless it is repeated.

VIII. WITHDRAWAL

A student may withdraw from a class with a grade of W until the beginning (Monday) of the ninth full week of classes of the fall or spring semester or third week of the summer session. Classes offered for a portion of a semester are exceptions to this rule. A student may withdraw from such a class with a grade of W until the end of the third week of the course during the fall or spring semester, or the first week during the summer semester. After the beginning of the ninth full week of classes in a semester or three weeks of a summer term, no student may withdraw from a class except in an emergency such as hospitalization. Please see also *Exceptions to Academic Policies*. A graduate student who wishes to withdraw from the University entirely must initiate this action with the director of their graduate program. Please refer to "Enrollment Information" in the Courses of Study Bulletin.

IX. DISMISSAL FROM A COURSE

A student may be dismissed by the instructor from a class roll with an "F" in any course when

1. The student has consistent unexcused absences and has not notified the instructor, department, or Associate Vice President for Student Affairs and Dean of Students; or

2. The student engages in behavior inconsistent with membership in a scholarly community as outlined in the section on Academic and Professional Integrity.

See *Academic and Professional Integrity Policy*, *Dismissal from a Class and Student Attendance*, and *Policy Regarding Disruption of Class*.

X. GRADE CHANGE POLICY

A. The grade change approval form does not require the signature of the Chairperson.

B. The grade change approval form is a triplicate form. The original is retained by the Registrar. The two copies are sent to the Chairperson, and the course instructor after the grade change has been posted by the Registrar's Office. This ensures that the faculty member knows of any changes made under their name and it informs the Chairperson of grade change activities. The instructor is required to write in the name of the Chairperson on the form in order to expedite the process.

C. If a grade change is for a grade which is more than a year old, the instructor is required to attach to the grade change form a memorandum from the Office of the Provost giving formal permission to make this grade change.

D. This policy applies to all grade changes including I grades. It applies to both undergraduate and graduate grade changes.

(6C) EXCEPTIONS TO ACADEMIC POLICIES

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

Responsibility for ruling on requests for exceptions to policy is assigned as follows:

I. REGISTRAR

A. Registration for a single class after the official last day to add a class (The Registrar will contact the departmental chair, who, in consultation with the instructor, will determine whether the class is open and whether late admission is appropriate).

B. Approval for "late adds" of individual classes (following procedures set forth in *6C. I.A*).

C. Request by a parent for a student grade report (in accordance with Public Law 93-308).

D. Change in the time for registration of an individual student.

E. Satisfying Pathways requirements by means of:

- Advanced Placement,
- International Baccalaureate credit, or
- courses transferred from other institutions.

(As needed, the Registrar will consult with the appropriate departmental chair.)

II. THE ACADEMIC DEANS

A. Registration for a student's entire schedule after the official last day to add a class. The Dean overseeing the student's primary major department will coordinate approval of departmental chairs (in consultation with instructors) and of the student's academic advisor. For undeclared students, the Associate Provost will coordinate.

B. Permission for a student to take an overload (Prior approval is needed from the student's faculty advisor). The Dean overseeing the student's primary major department will determine approval.

C. Exceptions to general policies regarding transfer of credit. The Dean overseeing the student's primary major department will determine approval.

D. Transfer of credit while the student is on enforced withdrawal. The Dean overseeing the student's primary major department will determine approval.

E. Permission for waiving or changing requirements for credit earned in residence (A copy of the approval letter must be filed with the Registrar).

F. Permission for waiving or changing requirements in the Pathways curriculum. The Dean overseeing the student's primary major department will determine approval. Pathways exceptions will not be considered prior to a student's declaration of major.

G. Appeals of grades. The Dean overseeing the course offering will consider a grade appeal if the instructor and departmental chair deny the request.

H. Appeals from decisions of the Committee on Academic Standing. (The appeal procedure will include a written request for appeal and a plan for future work approval by the advisor if a major has been declared.) The Dean overseeing the student's primary major department will consider the appeal. For undeclared students, the Associate Provost will consider the appeal.

I. Approval of "late drops" of individual classes. The Dean overseeing the course offering will determine approval before the one-week extended deadline, in consultation with the instructor. No courses may be added or dropped after the extended deadline.

J. Withdrawal from class with a grade of "W" after the date specified in the University calendar. The Dean overseeing the course offering will determine final approval, in consultation with the instructor.

K. Change of "Pass/Fail" status after the date specified in the University calendar. The Dean overseeing the course offering will determine final approval, in consultation with the instructor.

L. Repeat of a Trinity University course, in which the student received a grade of "F," at another college or university for transfer credit.

M. Change of the time for final examination for an individual or an entire class. (A change in time for an entire class also needs approval of the Provost or their designee.)

N. Taking a student out of another class for a field trip or other class-related activity. (This also requires the approval of the Provost or their designee.)

O. Permission for an undergraduate student to take a graduate course for undergraduate credit. The dean overseeing the course offering will determine final approval, in consultation with the instructor and the student's advisor.

P. Approval of a student's request to waive or substitute requirements in the student's major and minor, by recommendation of the appropriate departmental chair.

III. THE PROVOST

Appeal of any ruling on exception to academic policies may be made to the Provost.

(6D) STUDENT EVALUATION OF COURSES AND FACULTY

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

Student evaluation of instruction is a necessary but incomplete mechanism for the evaluation of the total performance of an instructor. Kenneth Doyle, in his book, *Student Evaluation of Instruction*, illustrates the inadequacy of using only student evaluation of courses to evaluate the overall performance of a faculty member, as this mechanism taps only one source of information (students) using only one medium (questionnaire). This mechanism assesses the immediate reaction to the stimuli or input of the course materials, the instructor, and the social and physical environment in which the course occurred; it does not give an evaluation of a more reflective assessment which only time and retrospection can provide.

In addition to its singular nature as a source and medium, the student evaluation of instruction partially assesses only the teaching component of a faculty member's contribution to the Trinity University community. It does not directly assess a faculty member's scholarly, artistic, or professional productivity, service to the community, or service to the profession. The systematic evaluation of members of the faculty should include mechanisms of evaluation for all these areas. In addition, evaluation should be viewed as an essential and necessary part of the University's nature and function, and should apply to all members of the University community, including administrators.

I. PURPOSE FOR COURSE EVALUATIONS

The purposes for student evaluation of courses and faculty are:

A. To furnish information for the individual faculty member to use in assessing their course content and presentation.

B. To provide the individual student with an opportunity to offer constructive criticism to their instructor.

C. To provide the individual faculty member with data that may be used in support of their considerations for promotion, tenure, and salary increments.

D. To provide the student body with a voice in developing and maintaining an effective Faculty and curriculum.

E. To provide data that may assist in making curricular decisions.

II. FORMATIVE AND SUMMATIVE USES OF COURSE EVALUATIONS

Student course/instructor evaluations shall be administered, in combination with other measures of teaching effectiveness, for formative (i.e., for faculty self-improvement) and for summative (i.e., for merit salary, reappointment, promotion, and tenure) purposes.

A. Student course/instructor evaluations shall be used for summative purposes (i.e., for merit salary, reappointment, promotion, and tenure) only in combination with other measures of teaching effectiveness. Separate measures, agreed upon by the tenured members of each department, will be described in a report to the Provost, and the report will be sent to the Committee for the Evaluation of Courses and Faculty. Any changes in a department's method should be documented in the same manner.

B. The instrument to be used for student course/instructor evaluations will consist of a University-wide form, with a set of items common to all uses and a set of items specific to the academic department or curricular unit. Departments may develop sets of items for different types of courses (e.g., lab vs. lecture). The specific items will be included in the report to the Provost and the Committee for the Evaluation of Courses and Faculty (together with the description of additional measures described in Section II.A). The use of the student course/instructor evaluation instrument for summative purposes is compulsory every semester, including summer school. However, there will be no evaluation of courses and faculty using the University-wide forms for classes taught off campus during the summer. Faculty wishing to evaluate such courses may do so using their own or departmental forms.

C. A compilation of the comments, along with mean and median values (calculated to one decimal place), the percentages and frequencies of responses for each of the numerical questions, and the number of registered students who responded to the survey, will be provided to the faculty member after grades are due.

D. Every faculty member shall share their teaching evaluations with the department chair for the annual merit review process or, in the case of part-time faculty, to help assess teaching performance. The faculty member may write an analysis of the evidence for teaching effectiveness as part of the annual Summary of Professional Activities. The Chair shall write their own analysis of the evidence, from both student course/instructor evaluations and additional measures, as part of the annual merit review and send a copy of this analysis to the faculty member. The faculty member may write a response to the Chair's analysis directly to the Provost, to be included in the merit review documentation. In the case of departmental Chairs, the same process will be followed by substituting the Provost for the Chair.

E. The University shall provide faculty members with support services which will aid them in the improvement of teaching skills.

III. GUIDELINES FOR THE COURSE EVALUATION INSTRUMENT

The instrument for student evaluation of courses and faculty shall meet the following guidelines:

A. At least some of the questions shall allow for narrative responses.

B. The common questions will be proposed by a committee jointly appointed for this purpose by the Faculty Senate and the Student Government Association, with the understanding, however, that a majority of the committee shall consist of members of the Academic Faculty.

C. The common questions shall be approved, prior to their use, by the Academic Faculty.

D. The Office of Information Technology Services (ITS) in cooperation with the departmental administrative assistants will set up online evaluation forms for all courses. Evaluations are to be completed in class, normally during the last 10 class days of the fall and spring semesters, and during the last 5 class days of the summer semester. In some cases, due to concerns about the anonymity of students, departments may decide that no courses of fewer than five students should be evaluated. In other cases, departments may decide to conduct evaluations of such courses using their own instruments and procedures for this purpose. In still other cases, departments may choose to use the University-wide forms for these small classes.

When the University-wide form is chosen, in some instances it may be desirable to combine different classes. Departments in cooperation with ITS will generate combined evaluation forms for these classes.

E. In consultation with the Committee for the Evaluation of Courses and Faculty, the Office of Academic Affairs will develop and implement a method for orienting all incoming students to the process of course/instructor evaluation.

IV. AMENDMENT

Following approval by the Faculty Senate, proposed amendments to this document shall be circulated in writing to the Academic Faculty at least fourteen (14) days prior to the stated meeting of the Academic Faculty Assembly at which they will be considered. If passed by a majority of those present and voting at that meeting, they shall become effective at the beginning of the next academic year.

Chapter 7: Employment Policies

(7A) CODE OF CONDUCT

For a summary of recent changes to this chapter, see *Summary of Recent Revisions to this Handbook*.

I. POLICY

Trinity University is committed to the pursuit of knowledge through free inquiry and debate. To that end, faculty members must be free to criticize vigorously the ideas of others, even if doing so causes others anger or discomfort. It is a violation of this code to engage in threatening, harassing, or abusive conduct or speech.

II. PROCEDURE

A. Procedure for an Informal Complaint: Consultation

1. Complaints alleging violation of this policy should be directed to the faculty member's Department Chair (in the case of library faculty, to the Dean of the Library) or, if this appears inappropriate, to the Provost. Students alleging violation of this policy should contact the Associate Vice President for Student Affairs and Dean of Students for assistance in filing a complaint. Staff members alleging violation of this policy should contact the Office of Human Resources for assistance in filing the complaint.

In all cases, the Department Chair or Provost shall notify the accused party and the Assistant Vice President for Human Resources of the substance of the complaint. The Assistant Vice President for Human Resources shall provide guidance to the Department Chair or Provost in responding to the complaint, and the Assistant Vice President for Human Resources shall preserve documentation reflecting the results of any informal investigations.

2. The Department Chair or Provost shall evaluate the validity of the complaint and the degree of seriousness of the accusation and seek, to the extent possible and appropriate, to resolve the matter. An informal resolution might take the form of clarifying to the accused party the kind of behavior that may be deemed objectionable and securing the cessation of such behavior; it might also take the form of clarifying to the complaining party that the incident does not constitute a violation of the Code of Conduct policy.

3. Careful attention should be given to mitigating or aggravating circumstances.

4. When complaints are resolved informally, the accused party, when appropriate, should be cautioned that repetition of such conduct could lead to formal investigation and sanctions.

5. Although a major purpose of consultation and informal resolution is to resolve problems, heighten awareness, and achieve changes in behavior without resort to formal investigatory or disciplinary proceedings, nothing in this paragraph shall be construed as discouraging more formal procedures when the seriousness or repetitive character of the offense makes that the more appropriate course of action, or when the complaining party is not satisfied with the proposed resolution. The Department Chair or Provost may encourage moving to a formal complaint when, in their judgment, the complaint has a sufficient degree of seriousness or is a repetition of previous complaints so as to indicate that informal resolution has been inadequate.

B. Procedure for a Formal Complaint

If, following consultation regarding the complaint as specified above, the person alleging a violation of the Code of Conduct policy should wish to make a formal complaint, they should submit a written description of the offensive behavior and the circumstances surrounding it to the Provost. Upon receipt of the written statement, the accused party should be provided with a copy of the statement and identity of the party making the complaint.

1. Investigation. In the case of a formal complaint, the Provost will request that an ad hoc committee composed of three faculty members be appointed to investigate the allegations and to recommend sanctions, if any.

a. The three members of the committee will be selected by the Faculty Senate, except that, when the complaint is brought by a student, one of the faculty members will be selected by the Associate Vice President for Student Affairs and Dean of Students.

b. Members of the committee should meet to discuss the complaint. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and to confront any adverse witnesses. The committee may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations. Once such a determination has been reached, it should be communicated in writing to both parties, along with a summary of the basis for the determination. The Assistant Vice President for Human Resources shall preserve documentation reflecting the results of any formal investigations.

2. Sanctions. If a sanction is recommended, the committee report and the recommendation for a sanction will be sent to the Provost. As in the procedures of consultation, the seriousness of the offense, the context in which the incident occurred, any mitigating or aggravating circumstances, and any history of past offenses of a related nature must be carefully considered in reaching an equitable recommendation.

Sanctions may be taken up to and including termination of employment in accordance with University policy. Principles governing the imposition and appeal of minor and major sanctions are stipulated in *Academic Freedom, Responsibility, and Employment of Faculty (Policy Statement), Article VIII*. Principles governing termination of employment are stipulated in *Academic Freedom, Responsibility, and Employment of Faculty (Policy Statement), Article V*.

Chapter 8: Appendix

(8A) SUMMARY OF RECENT REVISIONS TO THIS HANDBOOK

Each substantive change to the text of the *Faculty Handbook* is summarized in the following table. Such changes as capitalization, punctuation (except when the meaning is affected), addition or removal of boldface and italics, and insertion of a hyperlink will not require notice. Unless otherwise noted, revisions to the handbook go into effect at the beginning of each academic year.

NOTE: On January 24, 2020, the Faculty Senate approved a resolution authorizing Academic Affairs to reorganize the *Faculty and Contract Staff Handbook* by moving selected portions of the handbook to the University website, to the online policy repository, or to the *Courses of Study Bulletin*. A few sections were approved for deletion. Consequently, all remaining chapters were renumbered. The 2020-21 edition was titled the *Faculty Handbook*.

Faculty members at Trinity University remain subject to all relevant policies as articulated in the *Faculty Handbook,* the *Courses of Study Bulletin*, and the *online policy repository*.

Date	Chapter	Summary of Revision
5/20/2026	*passim*	In-text parenthetical revision notes removed to Appendix 8A, *Summary of Recent Revisions to this Handbook*. These notes predate the creation of the Appendix and are now removed to the bottom of this table (dated 5.20.2026), with all text included for reference.
5/15/2026	5D	Scientific Misconduct policy renamed to Research Misconduct; amended to ensure compliance with federal funding agency requirements. Reviewed by the Faculty Senate on May 1, 2026 and approved by the Provost.
5/15/2026	2A.V-VI	Revisions to Due Process in Faculty Dismissal and Non-Reappointment, as approved by the Faculty Assembly on April 17, 2026 and ratified by the Board of Trustees on May 15, 2026.
2/13/2026	1B.II	Revisions to UCC membership, changing the basis of representation from “Allied Sets” to schools. As approved by the Faculty Assembly on February 13, 2026.
5/15/2026	4A.III	Revisions to Academic Leaves and Summer Stipends policy and process, as approved by the Faculty Assembly on February 13, 2026 and ratified by the Board of Trustees on May 15, 2026.
5/15/2026	2D.I.B	Revisions to Academic Administrator search processes, as approved by the Faculty Assembly on February 13, 2026 and ratified by the Board of Trustees on May 15, 2026.
5/15/2026	1A	Clarification of Faculty Senate responsibilities, as approved by the Faculty Assembly on February 13, 2026 and ratified by the Board of Trustees on May 15, 2026.
5/15/2026	2A.IX	Revision of grievance procedures, as approved by the Faculty Assembly on February 13, 2026 and ratified by the Board of Trustees on May 15, 2026.
5/15/2026	1A.V, 1A.V, 2D.III, 2A. IV, 2A.VI, 2A.VIII, 2A.IX	Revision of conflict of interest language for clarity and consistency, as approved by the Faculty Assembly on February 13, 2026 and ratified by the Board of Trustees on May 15, 2026.

5/15/2026	1A.II	Revisions to formalize a mechanism for remote participation in Faculty Assemblies. Approved by the Faculty Assembly on Dec. 10, 2025 and ratified by the Board of Trustees on May 15, 2026.
4/17/2026	1D	Revisions to Standing Committees for consistency, clarity, and including changes to descriptions and membership, as approved by the Faculty Assembly on April 17, 2026.
3/1/2026	1A.IV, 3A	Added a member of the Faculty Senate to represent Lecturers, Senior Lecturers, and Full-Time Professors of Practice, as approved by the Faculty Senate on Dec. 10, 2025.
3/1/2026	4A.III	Revision to clarify policy on pre-tenure academic leaves for faculty members hired with two or more years of credit toward tenure, as approved by the Faculty Assembly on Dec. 10, 2025 and ratified by the Board of Trustees on February 27, 2026.
3/1/2026	1A.II, 2A.I, 2A.IV, 2A.X, , 2C, 2D.IV, 4A.III,	Revision of references to “librarian,” “librarianship,” and the supervisory structure of the library to standardize terminology and usage, as approved by the Faculty Assembly on Dec. 10, 2025 and ratified by the Board of Trustees on February 27, 2026.
3/1/2026	2A.III	Revision of departmental review to change cadence, remove reference to accreditation agency, and clarify goals and process, as approved by the Faculty Assembly on Dec. 10, 2025 and ratified by the Board of Trustees on February 27, 2026.
3/1/2026	New	Created Chapter 0: Definitions of Key Terms, as approved by the Faculty Assembly on Dec. 10, 2025.
6/1/2025	6C.II	Revision of processes for approval of certain student academic exceptions, empowering Deans to oversee requests, as approved by the Provost in consultation with the Provost’s Council.
4/4/2025	4A.III.A, B, & D; 4B.II, III, IV, & V; and passim	Revision of references to specific positions (Associate Vice Presidents) within Academic Affairs, as approved by the Faculty Assembly on April 4, 2025 and ratified by the Board of Trustees on May 16, 2025.

12/12/2024	6A.IV	Revision of section to clarify assignment restrictions during University holidays and class recesses, as approved by the Faculty Assembly on December 12, 2024.
11/15/2024	1D.II.M	Creation of a Research and Creative Activities Committee, as approved by the Faculty Senate on November 15, 2024 with the support of the Provost.
10/11/2024	1A.III.2	Revision of UCC processes to (a) reference current technologies and (b) articulate expedited review processes, as approved by the University Curriculum Council on October 11, 2024.
7/26/2024	1D.II.L	Elimination of the University Standards Committee and consequent renumbering of subsections.
7/26/2024	1D.V.A	Revision of the Animal Research Committee designating the Provost as Institutional Official as approved by the President (or designee).
7/26/2024	1D.V.B	Revision of the Institutional Biological Safety Committee making applications available in the Office of the D. R. Semmes School of Science as approved by the President (or designee).
7/26/2024	4C	Revision of disbursement of short-term, one-time Faculty Development funds process to include Deans, Chairs, Program Directors, and the Office of Academic Affairs as approved by the Provost.
7/26/2024	5A.V.A	Revision of disclosure obligations in the Intellectual Property Policy to account for the elimination of the Associate Vice President for Academic Affairs: Research and Budget as reviewed by the University's Copyright Officer and approved by the Provost.
7/26/2024	5A.V.C	Revision of patent application filing approvals in the Intellectual Property Policy replacing the Associate Vice President for Academic Affairs: Research and Budget with the Provost as reviewed by the University's Copyright Officer and approved by the Provost.
7/26/2024	5A.V.C	Revision of the release of inventions process in the Intellectual Property Policy replacing the Associate Vice President for Academic Affairs: Research and Budget with the Provost as reviewed by the University's Copyright Officer and approved by the Provost.

7/26/2024	5A.V.C	Revision of policy administration in the Intellectual Property Policy replacing the Associate Vice President for Academic Affairs: Research and Budget with the Office of Academic Affairs and the Provost as reviewed by the University's Copyright Officer and approved by the Provost.
7/26/2024	5A.V.C	Revision of the University IP Committee membership accounting for the removal of the Associate Vice President for Academic Affairs: Research and Budget as reviewed by the University's Copyright Officer and approved by the Provost.
7/26/2024	5A.V.C	Revision of the Principles and Guidelines for Ethical Scientific Research replacing the Associate Vice President for Academic Affairs: Research and Budget with the Academic Deans as Misconduct Policy Officer as approved by the Provost.
7/26/2024	New	Creation of a Student Accessibility Services Advisory Committee, as approved by the Faculty Senate, the Student Government Association, and the President.
8/14/2023	New	Creation of a Contingent Faculty Committee as a standing committee of the Faculty Senate, as approved by the Faculty Senate on August 14, 2023.
4/19/2024	New	Revision of the membership of the Commission on Graduate Studies, as approved by the University Curriculum Council on April 19, 2024.
4/19/2024	New	Elimination of the Interdisciplinary Cluster Steering Committee, as approved by the University Curriculum Council on April 19, 2024.
5/10/2024	New	Creation of a Policy Related to Part-Time and Visiting Faculty Members, as approved by the Academic Faculty Assembly on April 12, 2024; and by the Board of Trustees on May 10, 2024.
4/12/2024	New	Creation of a Policy on Joint Appointments, as approved by the Academic Faculty Assembly on April 12, 2024; and by the Board of Trustees on May 10, 2024.
5/23/2024	1D.II.M	Revision of policy, details to be extracted from source.
5/23/2024	1C.III.F	Revision of policy, details to be extracted from source.

5/20/2024	1B.IX.A.3	Revision of policy, details to be extracted from source.
5/20/2024	1B.IX.C	Revision of policy, details to be extracted from source.
5/20/2024	3E	Revision of policy, details to be extracted from source.
7/26/2024	5A.IX.A	Revision of policy, details to be extracted from source.
7/26/2024	5A.IX.B	Revision of policy, details to be extracted from source.
7/26/2024	5D.II.A	Revision of policy, details to be extracted from source.
7/26/2024	5A.V.E	Revision of policy, details to be extracted from source.
5/20/2024	1B.VII	Revision of policy, details to be extracted from source.
5/20/2024	4A.I.D	Revision of policy, details to be extracted from source.
5/20/2024	1B.II.B.1	Revision of policy, details to be extracted from source.
5/20/2024	1A.V.B and G	Revision of policy, details to be extracted from source.
5/2/2024	1B.VII	Revision of policy, details to be extracted from source.
4/19/2024	5E.I	Revision of policy, details to be extracted from source.
4/19/2024	4A.I	Revision of policy, details to be extracted from source.
2/20/2024	4A.III	Revision of the Statement on Faculty Development to incorporate academic deans in the process of approving academic leaves; as approved by the Academic Faculty Assembly on December 7, 2023; and by the Board of Trustees on February 23, 2024.
2/20/2024	2D.IV	Revision of Salary Recommendations to incorporate academic deans in the process of determining faculty salaries; as approved by the Academic Faculty Assembly on December 7, 2023; and by the Board of Trustees on February 23, 2024.

2/20/2024	3D.III	Revision of Resource Development and Management Responsibility to incorporate academic deans in budget development and resource management; as approved by the Academic Faculty Assembly on December 7, 2023; and by the Board of Trustees on February 23, 2024.
2/20/2024	2D.II	Revision of Curriculum and Academic Policy to incorporate academic deans in curricular and academic governance; as approved by the Academic Faculty Assembly on December 7, 2023; and by the Board of Trustees on February 23, 2024.
2/20/2024	2D.I.D	Revision of Evaluation of Chairs of Departments and Programs to incorporate academic deans in the evaluation of department chairs and program directors; as approved by the Academic Faculty Assembly on December 7, 2023; and by the Board of Trustees on February 23, 2024.
2/20/2024	2D.I.B	Revision of Selection, Evaluation, and Retention of Administrators to incorporate academic deans in the selection of academic administrators; as approved by the Academic Faculty Assembly on December 7, 2023; and by the Board of Trustees on February 23, 2024.
2/20/2024	2A.IV	Revision of Appointment, Reappointment, and Tenure of the Academic Faculty to incorporate academic deans in the appointment of faculty members and the evaluation of tenure-track faculty members; as approved by the Academic Faculty Assembly on December 7, 2023; and by the Board of Trustees on February 23, 2024.
1/23/2024	1B.VIII	Revision of the Substantive Change Procedure, as approved by the University Curriculum Council on November 10, 2023.
6/28/2023	1D.II.J	Revision of the Teaching and Learning Support Committee, as approved by the Student Government Association, the Faculty Senate, and the President.
6/28/2023	1D.II.C	Revision of the Board of Campus Publications, as approved by the Student Government Association, the Faculty Senate, and the President.
6/12/2023	passim	Revision of the title 'University Librarian' (new title: 'Dean of the Library').
6/12/2023	passim	Revision of 'Student Life' (new title: 'Student Affairs').

6/12/2023	3A, 3B, 3C, 3D	Creation of a chapter on Contingent Faculty Policies; as approved by the Academic Faculty Assembly on March 3, 2023; and by the Board of Trustees on May 12, 2023.
6/12/2023	2A.X.A	Revision of Faculty Ranks to remove the rank of instructor; as approved by the Academic Faculty Assembly on March 3, 2023; and by the Board of Trustees on May 12, 2023.
6/12/2023	2A.IV	Revision of Appointment, Reappointment, and Tenure of the Academic Faculty to remove contingent faculty categories; as approved by the Academic Faculty Assembly on March 3, 2023; and by the Board of Trustees on May 12, 2023.
6/12/2023	2A.I	Revision of The Academic and the Contingent Faculty; as approved by the Academic Faculty Assembly on March 3, 2023; and by the Board of Trustees on May 12, 2023.
6/9/2023	2A.IV.E	Revision of Evaluation of Tenure-Track Faculty to clarify the role of administrators above the rank of department chair in promotion and tenure decisions; as approved by the Academic Faculty Assembly on April 14, 2023; and by the Board of Trustees on May 12, 2023.
8/23/2022	1B.II.B.1	Revision of the UCC Bylaws to include the Director of Advising as a non-voting member of the University Curriculum Council, as approved by the Academic Faculty Assembly on April 8, 2022.
7/27/2022	passim	Revision of the title of Vice President for Academic Affairs (new title: 'Provost,' which stands in all cases for 'Provost and Vice President for Academic Affairs').
7/27/2022	passim	Revision of the title of Associate Vice President for Academic Affairs: Budget and Research (new title: 'Associate Vice President for Academic Affairs: Research and Budget').
7/12/2022	passim	Revision of the title of Associate Vice President for Academic Affairs: Student Academic Issues and Retention (new title: 'Associate Vice President for Academic Affairs: Student Success').
7/8/2022	3A.III.A	Revision of the Academic Leave Policy, as approved by the Academic Faculty Assembly on April 8, 2022; and by the Board of Trustees on May 6, 2022.

7/8/2022	2D.I.C	Revision of the Evaluation of the Vice President for Academic Affairs, Associate Vice Presidents for Academic Affairs, and the University Librarian, as approved by the Academic Faculty Assembly on February 18, 2022; and by the Board of Trustees on May 6, 2022.
7/8/2022	1D.III.D	Revision of the Administrator Review Oversight Committee, as approved by the Academic Faculty Assembly on February 18, 2022.
7/8/2022	1A.IV.D	Revision of the Faculty Constitution to change the start date for terms on the Faculty Senate, as approved by the Academic Faculty Assembly on November 12, 2021; and by the Board of Trustees on May 6, 2022.
7/29/2021	4F and 6A	Deletion of Financial Conflict of Interest and Conflict of Interest Policy, which were combined and published to the online policy portal.
7/28/2021	1D.V.F	Revision of Intercollegiate Athletics Committee, as approved by the President of the University.
7/9/2021	1B.VII	Revision of Curricular Guidelines to mark the addition of the Historical Perspective (HP) Capacity and the Discovery requirement in the Pathways curriculum, and the removal of the Interdisciplinary Cluster from the Pathways curriculum, as approved by the Academic Faculty Assembly on April 17, 2020.
7/8/2021	1D.III.D and 2D.I.C	Revision of the Administrator Review Oversight Committee (1D, III, D) and Evaluation of the Vice President for Academic Affairs, Associate Vice Presidents for Academic Affairs, the Vice President for Information Resources, Marketing, and Communications, the Dean of the School of Business, and the University Librarian (2D, I, C), as approved by the Academic Faculty Assembly on April 9, 2021; and by the Board of Trustees on May 21, 2021.
7/8/2021	2A.IV	Revision of Faculty Retirement policy, as approved by the Academic Faculty Assembly on April 9, 2021; and by the Board of Trustees on May 21, 2021.
7/8/2021	5A.XIII.A	Revision of Faculty Presence, as approved by the Academic Faculty Assembly on April 9, 2021.

7/8/2021	7A	Deletion of the Anti-Harassment Policy. (Note: The Anti-Harassment Policy and the Non-Discrimination and Diversity Policy were replaced by a new Policy Prohibiting Harassment and Discrimination, as approved by the Academic Faculty Assembly on April 9, 2021; and by the Board of Trustees on May 21, 2021.)
1/14/2021	1D.II.F	Revision of Employee Benefits Committee (new title: Employee Health and Wellness Plans Committee), as approved by the Faculty Senate on April 26, 2019.
7/17/2020	8C	Revision of the Anti-Harassment Policy, as approved by the Academic Faculty Assembly on April 17, 2020.
7/17/2020	3A	Revision of The Academic Faculty (3A, I), Academic Freedom (3A, II), and Academic Responsibility (3A, III) to include the Contingent Faculty, as approved by the Academic Faculty Assembly on December 5, 2019.
7/17/2020	3A.IV	Revision of Notification of Non-Reappointment (3A, IV, F) and Terms of Contract (3A, IV, K) to create a May 31 deadline for faculty letters of appointment, as approved by the Academic Faculty Assembly on December 5, 2019.
7/17/2020	2B.VII	Creation of requirements defining Experiential Learning courses, as approved by the Academic Faculty Assembly on October 25, 2019.
8/21/2019	5H	Creation of a policy governing Financial Conflict of Interest with respect to sponsored projects, as approved by the Vice President for Academic Affairs.
8/21/2019	5A	Revision of Sponsored Projects, as approved by the Vice President for Academic Affairs.
8/16/2019	1A.IV	Replacement of the University Covenant with a link.
8/16/2019	1A.III	Replacement of the Amended and Restated Bylaws of Trinity University with a link.
8/16/2019	1A.II	Replacement of the Restated Certificate of Formation of Trinity University with a link.
8/16/2019	7D	Replacement of Conferences and Special Programs with a link to the online presentation of Conference and Special Programs information and policies.

8/16/2019	7C	Replacement of Use of Trinity University Facilities with a link to the online presentation of the Facility Use Policy.
8/7/2019	1A.III	Revision of Amended and Restated Bylaws of Trinity University, as approved by the Board of Trustees on May 17, 2019.
8/7/2019	1A.II	Revision of Restated Certificate of Formation of Trinity University, as approved by the Board of Trustees.
8/6/2019	5B	Revision of Intellectual Property Policy, as approved by the Vice President for Academic Affairs.
8/6/2019	8C	Revision of Anti-Harassment Policy to align job titles with current organizational structure, particularly the role of Compliance Officer/Title IX Coordinator.
8/6/2019	8G.VII	Deletion of Parental Leave Policy for Faculty Who Accrue Sick or Vacation Time to reduce overlap with 8G, VI, Parental Leave Policy.
7/16/2019	2A.II.C	Revision of The Academic Faculty, as approved by the Academic Faculty Assembly on April 12, 2019.
7/16/2019	2B.VII	Revision of Curricular Guidelines, as approved by the Academic Faculty Assembly on October 26, 2018; December 6, 2018; and March 22, 2019.
7/16/2019	3D.I	Revision of Academic Administrative Governance, as approved by the Academic Faculty Assembly on December 6, 2018.
7/16/2019	6B.XIX	Revision of On-Campus Sales of Instructional Materials, as approved by the Academic Faculty Assembly on March 22, 2019.
7/16/2019	6K	Creation of Evaluation of Part-Time and Visiting Faculty Members, as approved by the Academic Faculty Assembly on October 26, 2018.
7/16/2019	7F	Revision of Conflict of Interest Policy, as approved by the Academic Faculty Assembly on March 22, 2019.
8/24/2018	8G.III	Revision of Disability Leave policy for Contract Staff to clarify the relationship between disability leave, sick leave, and vacation leave, as authorized by Human Resources.

8/10/2018	1A.IV	Revision of The University Covenant.
8/9/2018	8E	Revision of Standing Committees of the University, as approved by the Academic Faculty Assembly on December 7, 2017, and as approved by the Student Government Association and the President of the University.
8/9/2018	8E.II	Revision of Tuition Exchange, as authorized by Human Resources.
8/3/2018	8F.II.A and B	Revision of Retirement/Pension Plan and Voluntary Retirement Contributions, as approved by the Retirement Investment Committee.
7/24/2018	6E	Revision of Advising, as approved by the Academic Faculty Assembly on April 13, 2018.
7/24/2018	6B.XV	Addition of a Final Exam Relief policy, as approved by the Academic Faculty Assembly on December 7, 2017.
7/24/2018	8G.VI	Revision of Parental Leave Policy for Academic Departmental Faculty, as approved by the Academic Faculty Assembly on November 3, 2017.
7/24/2018	2B.VII	Revision of The Major, as approved by the Academic Faculty Assembly on April 13, 2018.
7/24/2018	2B.VII	Revision of the Learning Outcomes for the Core Capacities: Foreign Language, as approved by the Academic Faculty Assembly on April 13, 2018.
7/24/2018	6C.II	Revision of Mid-Semester Grades for Undergraduates, as approved by the Academic Faculty Assembly on April 13, 2018.
7/24/2018	2B.VII	Revision of the Learning Outcomes for the Core Capacities: Digital Literacy, as approved by the Academic Faculty Assembly on November 3, 2017.
7/24/2018	2B.VII	Revision of the Learning Outcomes for Approaches to Creation and Analysis: Social and Behavioral Sciences, as approved by the Academic Faculty Assembly on November 3, 2017.

7/12/2018	3A.IV and X	Revision of Appointment, Reappointment, and Tenure of the Academic Faculty and Standards for Appointments, Ranks, and Promotions, as approved by the Academic Faculty Assembly on November 3, 2017.
9/28/2017	2E.II.N	Revision of the University Standards Committee, as approved by the Faculty Senate, the Student Government Association, and the Administration.
9/5/2017	all chapters	Insertion of 'Vice President for Student Life' where appropriate.
8/1/2017	1A.III	Revision of the Bylaws of the Board of Trustees of Trinity University (now the Amended and Restated Bylaws of Trinity University) as approved by the Board of Trustees on July 27, 2017.
8/1/2017	1C	Revision of Administrative Structure to reflect organizational changes including the addition of a Vice President for Strategic Communications and Marketing and a Chief Information Officer.
7/13/2017	6B.X	Revision of Food, Beverages, and Smoking in the Classroom to bring this section in line with the University's tobacco policy.
6/21/2017	2E.II	Elimination of the Conduct Review Board and the University Conduct Board, as approved by the Faculty Senate on August 15, 2016.
6/16/2017	1A.III	Revision of the section on Trustees Emeriti in the Bylaws of the Board of Trustees of Trinity University, as approved by the Board on May 13, 2011.
6/15/2017	1C	Updating of Administrative Structure.
6/15/2017	8C	Revision of the Anti-Harassment Policy to replace 'Associate Vice President for Student Life and Dean of Students' with 'Vice President for Student Life.'
6/15/2017	8F	Revision of Insurance and Other Benefits.
6/15/2017	8G.V	Revision of the Funeral Leave policy.
6/15/2017	8A.III	Revision of the policies governing Postdoctoral Staff Employment.

6/15/2017	8A.II.E	Creation of a Temporary Pay Differential policy for contract staff members.
6/15/2017	8A.II.D	Revision of the Due Process policy for contract staff members.
6/13/2017	8A.II.A and B	Revision of policies governing the recruitment, hiring, and evaluation of contract staff members.
6/12/2017	2E.III.E	Deletion of the Faculty Committee on Information Technology and creation of the Education and Research Technology Committee, as approved by the Faculty Senate.
6/12/2017	2E.II.E	Revision of the Committee to Review University Compliance with the Drug-Free Schools and Communities Act, as approved by the Faculty Senate and by the President of the University.
6/12/2017	2B.VIII	Creation of the Interdisciplinary Cluster Steering Committee as approved by the University Curriculum Council on September 11, 2015.
6/12/2017	2B.VIII	Revision of the Committee for the Assessment of the Common Curriculum (new name: Committee for the Assessment of Pathways Elements) as approved by the University Curriculum Council on September 11, 2015.
6/12/2017	6D	Revision of the Academic Integrity Policy (now the Academic and Professional Integrity Policy) as approved by the Academic Faculty Assembly on October 21, 2016.
6/12/2017	2B.VII	Revision of the Curricular Guidelines, as approved by the Academic Faculty Assembly on December 8, 2016.
8/12/2016	all chapters	Vice President for Faculty and Student Affairs' replaced by 'Vice President for Academic Affairs,' 'VPFSA' replaced by 'VPAA,' and 'Associate Vice President for Student Affairs' replaced by 'Associate Vice President for Student Life,' to reflect administrative reorganization.
8/12/2016	2D.III	Addition of the Handbook Committee, as approved by the Faculty Senate on February 7, 2014. (This description was omitted from the 2015-16 edition of the Faculty and Contract Staff Handbook in error.)
8/12/2016	8G.IV	Revision of the introductory description of the Family and Medical Leave Act, as authorized by Human Resources.

6/13/2016	2B.VII	Addition of general guidelines for the Pathways curriculum, as approved by the Academic Faculty Assembly on April 1, 2016.
8/11/2015	2E	Revision of several University and Administrative Committees, as approved by the Faculty Senate and by the President of the University.
7/24/2015	1B	Addition of the new Mission Statement for Trinity University, as approved by the Board of Trustees on December 5, 2014.
6/24/2015	2B.VIII.B	Revision of the First Year Seminar Steering Committee, as approved by the University Curriculum Council on January 30, 2015.
6/23/2015	3A.IV and X	Revision of Appointment, Reappointment, and Tenure of the Academic Faculty and Standards for Appointments, Ranks, and Promotion to create policies defining the position of Professor of Practice, as approved by the Academic Faculty Assembly on May 3, 2013, and by the Board of Trustees on May 13, 2015.
6/18/2015	8F.V	Revision of Special Benefits for Retired Faculty and Staff, as approved by the President's Executive Staff.
6/18/2015	2B.IV	Revision of the Curricular Guidelines, as approved by the Academic Faculty Assembly on March 20, 2015.
6/18/2015	6H	Revision of Student Evaluation of Courses and Faculty, as approved by the Academic Faculty Assembly on December 11, 2014.
6/16/2015	2A.IV	Revision of The Constitution of the Faculty Organization to adjust policies governing membership in and election to the Faculty Senate, as approved by the Academic Faculty Assembly on December 11, 2014, and by the Board of Trustees on February 18, 2015.
6/16/2015	4A	Revision of the Amendment procedure for the Statement on Faculty Development, as approved by the Academic Faculty Assembly on December 11, 2014.
6/16/2015	4A	Revision of the Statement on Faculty Development in order to establish academic leaves for junior faculty members, as approved by the Academic Faculty Assembly on October 24, 2014.

8/11/2014	3E.II and III	Revision of the Standing Committees of the University, including the deletion of the Student Finance Board and the creation of the Committee for the Evaluation of Courses and Faculty, as approved by the Faculty Senate on April 25, 2014.
8/11/2014	5A	Revision of Sponsored Projects, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5D	Revision of Use of Human Subjects in Research, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5B	Addition of an Amendment procedure to the Intellectual Property Policy, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5C	Addition of an Amendment procedure to the Open Access Policy, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5F	Addition of an Amendment procedure to the Scientific Misconduct policy, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5G	Addition of an Amendment procedure to the Consulting Policy, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5H	Revision of Undergraduate Research Participants (new title: Undergraduate Students Involved in Research Activities), as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	6J	Deletion of Guidelines for Common Curriculum Courses, as recommended by the Handbook Committee of the Faculty Senate. (Chapter 6J has been superseded by the creation of a new Trinity Curriculum, as reflected in Chapter 2B, VII, Curricular Guidelines.)
7/24/2014	5E	Revision of the Animal Care policy, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	3E.II and III	Revision of the Standing Committees of the University, including the deletion of the Student Finance Board and the creation of the Committee for the Evaluation of Courses and Faculty, as approved by the Faculty Senate on April 25, 2014.

8/11/2014	5A	Revision of Sponsored Projects, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5D	Revision of Use of Human Subjects in Research, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5B	Addition of an Amendment procedure to the Intellectual Property Policy, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5C	Addition of an Amendment procedure to the Open Access Policy, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5F	Addition of an Amendment procedure to the Scientific Misconduct policy, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5G	Addition of an Amendment procedure to the Consulting Policy, as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	5H	Revision of Undergraduate Research Participants (new title: Undergraduate Students Involved in Research Activities), as recommended by the Handbook Committee of the Faculty Senate.
8/11/2014	6J	Deletion of Guidelines for Common Curriculum Courses, as recommended by the Handbook Committee of the Faculty Senate. (Chapter 6J has been superseded by the creation of a new Trinity Curriculum, as reflected in Chapter 2B, VII, Curricular Guidelines.)
7/24/2014	5E	Revision of the Animal Care policy, as recommended by the Handbook Committee of the Faculty Senate.
7/24/2014	2D	Revision of the Faculty Senate Bylaws to reflect the combination of the Faculty Representation and Elections Committee and the University and Faculty Committee Oversight Committee, as approved by the Faculty Senate on April 25, 2014.
7/23/2014	2D.III.G	Creation of the Handbook Committee, as approved by the Faculty Senate on February 7, 2014.

7/21/2014	6K	Replacement of the text of the Academic Honor Code with a hyperlink that points to the online presentation of the Honor Code, as recommended by the Academic Honor Council.
7/21/2014	7B	Replacement of the text of the Information Technology Policies with a hyperlink that points to the online presentation of these policies, as recommended by the Vice President for Information Resources, Communications, and Marketing.
7/14/2014	2B.VII	Creation of Curricular Guidelines, as approved by the Academic Faculty Assembly on January 31, 2014.
7/10/2014	3C	Creation of Chapter 3C, Criteria for Reappointment, Tenure, and Promotion, as approved by the Academic Faculty Assembly on March 21, 2014. (Chapter 3C incorporates language from 9C.)
7/10/2014	9C	Deletion of Chapter 9C, Policies and Procedures for Promotion and Tenure of Academic Faculty, as approved by the Academic Faculty Assembly on March 21, 2014. (Policy language from 9C has been incorporated into various parts of Chapter 3, as approved in several motions by the Academic Faculty Assembly.)
7/10/2014	1C.II	Creation of a description of the Dean of the School of Business, as approved by the Academic Faculty Assembly on March 21, 2014.
7/10/2014	3A	Revision of Appointment, Reappointment, and Tenure of the Academic Faculty to specify the role of the Dean of the School of Business in the promotion and tenure process, as approved by the Academic Faculty Assembly on March 21, 2014.
7/10/2014	3C.IV	Revision of Academic Administrative Governance to specify the role of the Dean of the School of Business in the recommendation of faculty salaries, as approved by the Academic Faculty Assembly on March 21, 2014.
7/24/2014	2D	Revision of the Faculty Senate Bylaws to reflect the combination of the Faculty Representation and Elections Committee and the University and Faculty Committee Oversight Committee, as approved by the Faculty Senate on April 25, 2014.

7/23/2014	2D.III.G	Creation of the Handbook Committee, as approved by the Faculty Senate on February 7, 2014.
7/21/2014	6K	Replacement of the text of the Academic Honor Code with a hyperlink that points to the online presentation of the Honor Code, as recommended by the Academic Honor Council.
7/21/2014	7B	Replacement of the text of the Information Technology Policies with a hyperlink that points to the online presentation of these policies, as recommended by the Vice President for Information Resources, Communications, and Marketing.
7/14/2014	2B.VII	Creation of Curricular Guidelines, as approved by the Academic Faculty Assembly on January 31, 2014.
7/10/2014	3C	Creation of Chapter 3C, Criteria for Reappointment, Tenure, and Promotion, as approved by the Academic Faculty Assembly on March 21, 2014.
7/10/2014	9C	Deletion of Chapter 9C, Policies and Procedures for Promotion and Tenure of Academic Faculty, as approved by the Academic Faculty Assembly on March 21, 2014.
7/10/2014	1C.II	Creation of a description of the Dean of the School of Business, as approved by the Academic Faculty Assembly on March 21, 2014.
7/10/2014	3A	Revision of Appointment, Reappointment, and Tenure of the Academic Faculty to specify the role of the Dean of the School of Business in the promotion and tenure process, as approved by the Academic Faculty Assembly on March 21, 2014.
7/10/2014	3C.IV	Revision of Academic Administrative Governance to specify the role of the Dean of the School of Business in the recommendation of faculty salaries, as approved by the Academic Faculty Assembly on March 21, 2014.
7/9/2014	3A.IV.V.V I.and VII	Revision of Academic Freedom, Responsibility, and Employment of Faculty, as approved by the Academic Faculty Assembly on March 22, 2013.(These revisions include the incorporation of some language from Chapter 9C.)
7/8/2014	3F	Revision of the Faculty Records Policy, as approved by the Academic Faculty Assembly on March 22, 2013.

7/8/2014	3A.IV.D	Revision of policies governing the extension of the tenure clock, as approved by the Academic Faculty Assembly on March 22, 2013.
7/8/2014	2A.II and V	Revision of the Constitution of the Faculty Organization, as approved by the Academic Faculty Assembly on March 22, 2013.
7/7/2014	2B.III.C.5	Revision of the University Curriculum Council Bylaws, as approved by the Academic Faculty Assembly onMarch 21, 2014.
7/7/2014	2A.II.N	Revision of the Constitution of the Faculty Organization, as approved by the Academic Faculty Assembly on March 21, 2014.
7/7/2014	2B.VI	Addition of a new Credit Hour Policy, as approved by the Academic Faculty Assembly on October 25, 2013.
7/17/2013	6K	Revision of the Academic Honor Code, as approved by the Academic Faculty Assembly on December 6, 2012.
7/17/2013	8F.V	Revision of Special Benefits for Retired Faculty.
7/17/2013	8E.I.B.1.b and 8E.I.B.2.b	Revision of tuition remission policy for Dependent Children of Retired or Deceased Full-Time Employees.
7/8/2013	2B.II.B.1	Revision of the Composition of the University Curriculum Council, as approved by the Academic Faculty Assembly on May 3, 2013.
7/8/2013	2D	Revision of Faculty Senate Bylaws, as approved by the Academic Faculty Assembly on March 22, 2013.
7/8/2013	2E	Revision of Standing Committees of the University, as approved by the Academic Faculty Assembly on March 22, 2013.
8/24/2012	5A and 7F	Revision of the Sponsored Projects policy and the Conflict of Interest Policy to comply with guidelines from the U.S. Public Health Service.
8/14/2012	8A.II.A	Revision of guidelines for Filling a Vacant or New Position for contract staff members.

6/12/2012	8E.III	Revision of the Tuition Remission and Exchange Policy Summary to reflect the addition of same-sex domestic partners.
6/7/2012	2E.II.F	Revision of the description of the Conduct Review Board, as approved by the Faculty Senate, the Association of Student Representatives, and the President.
6/7/2012	3C.I.C	Revision of language governing the evaluation of academic administrators, as approved by the Academic Faculty Assembly on December 8, 2011.
6/7/2012	3C.I.B.7.a nd 3C.I.B.12	Revision of language governing the appointment of department chairs and program directors, as approved by the Academic Faculty Assembly on October 21, 2011.
6/7/2012	2E	Revision of the procedures for appointments to Standing Committees of the University, as approved by the Faculty Senate, the Association of Student Representatives, and the President.
6/7/2012	2D.III.F	Addition of the Committee on Course and Faculty Evaluation to the Faculty Senate Bylaws, as approved by the Faculty Senate.
6/7/2012	2A.IV	Revision of the Constitution of the Faculty Organization to provide a succession model for the office of Chair of the Faculty Senate, as approved by the Academic Faculty Assembly on October 21, 2011, and by the Board of Trustees on February 17, 2012.
6/7/2102	IC.VII	Revision of job descriptions for the Office of University Communications.
6/7/2012	IC.III	Revision of job descriptions for the Office for Finance and Administration.
6/7/2012	1C.V	Revision of job descriptions for the Office of Student Affairs.
5/24/2012	8G	Revision of policies governing Family and Medical Leave, Parental Leave for Academic Departmental Faculty, Parental Leave for Faculty Who Accrue Sick or Vacation Time, and Military Leave, as approved by the Faculty Senate.

5/24/2012	1C.VI.A	Revision of the job description for the Vice President for Information Resources.
5/24/2012	1C.II	Revision of the job descriptions for the Vice President for Faculty and Student Affairs, the Associate Vice Presidents for Academic Affairs, and the Associate Vice President for Enrollment and Student Retention.
3/15/2012	8B	Revision of the Non-Discrimination and Diversity Policy to reflect the addition of gender identity and gender expression, as approved by the Faculty Senate and the President.
3/14/2012	2E.II.H	Revision of the description of the Employee Benefits Committee, as approved by the President on March 14, 2012.
3/14/2012	8A.II.A.2	Revision of Search Plan guidelines for contract staff positions.
3/14/2012	2E.3.D	Addition of the Administrator Review Oversight Committee as approved by the Faculty Senate.
10/20/2011	2E.II.N	Addition of the Advisory Committee for the Collaborative for Learning and Teaching, as approved by the Faculty Senate.
10/20/2011	2E.II.N	Deletion of the Teaching and Learning Committee, as approved by the Faculty Senate.
9/23/2011	2E.III.E	Addition of the Faculty Committee on Information Technology as approved by the Faculty Senate on April 15, 2011.
9/23/2011	2E.II.I	Deletion of the Information Technology Committee as approved by the Faculty Senate on April 15, 2011.
8/5/2011	2A.II	Revision of the Duties of the Academic Faculty Assembly to create a deadline of fourteen days for submission of proposals to the Academic Faculty Assembly, as approved by the Academic Faculty Assembly on October 29, 2010.
8/5/2011	2A.IV.B	Revision of the section governing Terms of Office for members of the Faculty Senate, as approved by the Academic Faculty Assembly on October 29, 2010.

8/5/2011	2A.IV.G	Revision of election procedures for members of the Investigating and Hearing committees, as approved by the Academic Faculty Assembly on October 29, 2010.
8/5/2011	3C.I.B	Revision of the policy governing Selection of Academic Administrators Other than the President, as approved by the Academic Faculty Assembly on October 29, 2010.
8/5/2011	3C.I.C	Revision of the policy governing Evaluation of the Vice President for Faculty and Student Affairs, Associate Vice Presidents for Academic Affairs, the Vice President for Information Resources, and the University Librarian, as approved by the Academic Faculty Assembly on October 29, 2010.
8/5/2011	3E.II	Addition of a section governing Spouse/Partner Hiring Procedures, as approved by the Academic Faculty Assembly on December 9, 2010.
3/22/2011	8A.II.C.2	Revision of the policy governing termination of contract staff members.
7/29/2010	6B.XV	Revision of the policy governing Reading Days to reflect a new final exam schedule.
7/29/2010	8E.I.B.1.b and 8E.I.B.2.b	Revision of Undergraduate Tuition Remission policy for dependent children of retired or deceased full-time employees and Graduate Tuition Remission policy for dependent children of retired or deceased full-time employees.
7/27/2010	6A	Addition of "Statement on Student Rights and Responsibilities" as approved by the Academic Faculty Assembly on March 26, 2010.
7/27/2010	6A	Deletion of "Joint Statement on Rights and Freedoms of Students" as approved by the Academic Faculty Assembly on March 26, 2010.
7/13/2010	3C.I.B.4.a	Revision of language relating to representation on the search committee for the Vice President for Faculty and Student Affairs, Associate and Assistant Vice Presidents for Academic Affairs, and the University Librarian, to reflect changes approved by the Academic Faculty Assembly on March 26, 2010.
7/13/2010	3A.VIII.A	Revision of "Severe Sanctions" as approved by the Academic Faculty Assembly on October 23, 2009.

7/13/2010	3A.VI.C	Addition of "Dismissal Procedures for Gross Misconduct" as approved by the Academic Faculty Assembly on October 23, 2009.
7/13/2010	3A.VI	Revision of "Due Process" to reflect changes approved by the Academic Faculty Assembly on October 23, 2009.
7/13/2010	3A.V	Revision of "Termination of Tenured or Unexpired Appointments" to reflect changes approved by the Academic Faculty Assembly on October 23, 2009.
7/13/2010	8D	Addition of "Code of Conduct" as approved by the Academic Faculty Assembly on October 23, 2009.
7/13/2010	6H.III	Revision of "Guidelines for the Course Evaluation Instrument" to reflect changes approved by the Academic Faculty Assembly on October 23, 2009.
7/13/2010	3A.IV.D; 8F.VI; & 8F.VII	Revision of policies governing family leave as approved by the Academic Faculty Assembly on October 23, 2009.
7/12/2010	2E.II	Revision of the Admissions, Scholarship, and Financial Aid Committee; the Bookstore Operations Committee; the Information Technology Committee; the Library Activities Committee; the Safety, Security, and Health Committee; and the University Standards Committee; as approved by the Faculty Senate, the Association of Student Representatives, and the President of the University.
7/12/2010	2E.III.E	Addition of the Open Access Committee as approved by the Faculty Senate.
7/12/2010	2E.II.N	Addition of the Sustainability Committee as approved by the Faculty Senate, the Association of Student Representatives, and the President of the University.
6/18/2010	8C	Revision of Anti-Harassment Policy as approved by the Academic Faculty Assembly on March 26, 2010.
2/26/2010	8E.I.and 8E.V	Revision of the rule that defines which retirees will be allowed to continue participating in the University's group health insurance plan.
10/7/2009	5C	Revision of "Use of Human Subjects in Research" to reflect changes approved by the Institutional Review Board.

8/11/2009	4B	Revision of the Faculty Development Committee Standard Operating Procedures to reflect changes approved by the FDC on September 26, 2008.
6/16/2009	1A.III	Revision of the Bylaws of the Board of Trustees to reflect changes approved by the Board on May 16, 2008, and January 23, 2009.
6/3/2009	8E.V	Revision of "Special Benefits for Retired Faculty and Staff."
6/2/2009	8E.II.B	Revision of "Voluntary Retirement Contributions."
6/2/2009	2E	Revision of "Standing Committees of the University" to reflect the elimination of the following committees: Academic Integrity, University Court, University Honorary Degrees, Voluntary Employment Benefits Association, and Mitchell Visiting Professor Committee.
6/2/2009	2A.II.D.& 2A.II.V	Revision of the "Constitution of the Faculty Organization" to reflect changes approved by the Academic Faculty Assembly on March 20, 2009.
6/2/2009	6B.XII	Revision of "Policy Regarding Disruption of Class" to reflect changes approved by the Academic Faculty Assembly on March 20, 2009.
6/2/2009	6D	Revision of "Academic Integrity Policy" to reflect changes approved by the Academic Faculty Assembly onMarch 20, 2009.
8/14/2008	6K	Revision of "The Academic Honor Code" to reflect changes approved by the Academic Faculty Assembly on May 2, 2008.
7/16/2008	7B.I-XIV	Addition of Information Technology Policies, approved by the President July 2008.
7/7/2008	8D.I.B.1.c	Addition of sentence waiving the Student Activity Fee for non-degree-seeking spouses taking only one undergraduate course per semester.
6/20/2008	2E.V.H	Addition of the Faculty Gold Room Oversight Committee to the listing of Administrative Committees.

6/5/2008	2E.III.D	Revision of the title and description of the Committee for Student Evaluation of Courses and Faculty to reflect changes approved by the Academic Faculty Assembly on October 19, 2007.
6/5/2008	6H	Revision of "Student Evaluation of Courses and Faculty" to reflect changes approved by the Academic Faculty Assembly on October 19, 2007.
6/5/2008	6J.VII	Revision of the rationale for "Understanding the Arts and Literature" to reflect changes approved by the Academic Faculty Assembly on December 6, 2007.
6/5/2008	8F.VI	Deletion of the section on "Leave without Pay."
2/23/2008	6B.VII	Revision of the section on "Excused Absences from Class" to reflect the addition of University-sponsored theatrical productions (approved by the Academic Faculty Assembly on October 19, 2007).
2/12/2008	7C	Revision of the section on "Use of Trinity University Facilities."
8/28/2007	1C.VII	Revision of the section on "The Office of University Communications" in order to reflect the reorganization of that office.
8/27/2007	2B.VI.D	Addition of the Interdisciplinary Second Major Committee to the standing committees of the University Curriculum Council (approved by the University Curriculum Council on February 2, 2007).
8/27/2007	2B.VI.A.3	Revision of the section on the Commission on Graduate Studies to include "the Registrar or his/her representative" as a member of the Commission (approved by the University Curriculum Council on October 27, 2006).
7/23/2007	1C.VI	Revision of the section on "The Office of Information Resources" to reflect the reorganization of this office.
7/6/2007	8E.II.A	Revision of the section on "Retirement/Pension Plan and Social Security" to reflect the addition of Fidelity Investments.
4/19/2007	2E.II.H	Revision of the description of Employee Benefits committee to reflect changes approved by the Faculty Senate and the administration in Fall 2005.

4/2/2007	1C.III.C	Addition of the Director of Internal Audit to the section listing "Other Fiscal Affairs Administrators."
3/26/2007	6A.II.A	Revision of the section governing "Protection against Improper Academic Evaluation" to reflect changes approved by the Association of Student Representatives, the Academic Faculty Assembly, and the administration.
3/26/2007	1C.IV.A	Deletion of public relations from the duties of the Vice President for External Affairs.
3/26/2007	1C.I	Deletion of Internal Auditor from the list of persons reporting directly to the President.
3/19/2007	1C.I	Addition of the Assistant Vice President for University Communications and the change of title for the Executive Assistant to the President.
3/15/2007	6J.VII	Revision of the rationale for "Understanding Cultural Heritage" to reflect changes approved by the Faculty on December 7, 2006.
3/1/2007	1C.VII	Addition of The Office of University Communications.
10/18/2006	3C.I.B.4	Deletion of academic divisions from the description of search committees for academic administrators other than the President.
10/18/2006	3C.II	Deletion of academic divisions and divisional councils from the discussion of "Curriculum and Academic Policies."
10/18/2006	3C.II.B	Deletion of divisional councils from the description of the responsibilities of chairs.
10/18/2006	3C.II.C	Deletion of section describing divisional councils.
10/18/2006	3C.II.D	Deletion of academic divisions from the description of the responsibilities of the Vice President for Faculty & Student Affairs.
10/18/2006	3C.III	Deletion of academic divisions from the description of the budgetary process.
10/18/2006	6A.VI	Revision of "Procedural Standards in Disciplinary Proceedings."

8/14/2006	3C.III.C	Deletion of The Comptroller. Change of the title "The Director of Human Resources" to "The Assistant Vice President for Human Resources" and of the title "The Director of Campus Safety" to "The Director of Campus Security."
7/24/2006	6J	Revision of the Common Curriculum.
7/24/2006	2E.VI.C	Deletion of academic divisions from the description of the Council on Teacher Education.
7/20/2006	1C.II.C	Deletion of section describing The Academic Divisions.
7/20/2006	2E.II.I	Deletion of academic divisions from the description of the Information Technology Committee.
7/20/2006	2E.II.N	Deletion of academic divisions from the description of the Teaching and Learning Committee.
7/20/2006	2E.III.E	Deletion of academic divisions from the description of the Piper Professor Committee.
7/20/2006	2E.III.F	Deletion of academic divisions from the description of the Mitchell Visiting Professor Committee.
7/20/2006	2E.VI.E	Addition of Film Studies and revision of the term "Women's and Gender Studies" in the list of Interdisciplinary Study Committees.
7/20/2006	3C.VI	Deletion of divisional councils from the list of Bodies of Advice and Consent.
7/20/2006	4A.I.B	Deletion of the term "Divisional" from "Divisional Faculty Development discretionary funds."
7/20/2006	4A.II	Deletion of the term "Divisional" from "Divisional Faculty Development discretionary funds."
7/20/2006	4A.III.A.1	Deletion of academic divisions.
7/20/2006	4B	Revision of the Standard Operating Procedures for the Faculty Development Committee.

7/20/2006	4C	Revision of the description of Discretionary Faculty Development Funds to replace Associate Vice President for Faculty & Student Affairs: Curriculum and Faculty Development (AVPAA:CFD) with Associate Vice President for Academic Affairs: Budget and Research (AVPAA:BR).
7/20/2006	6B.IX.H	Deletion of academic divisions from the description of Trinity University Study Tours.
7/20/2006	7B.IV.C	Deletion of academic divisions from the policies governing Official University Web Pages.
7/20/2006	8A.II.D	Revision of the grievance procedure for contract employees to provide for a committee of final appeal.
4/5/2006	7C.I.II.IV	Conforming changes made to Use of Trinity Facilities section of the Handbook.
3/24/2006	2E.II G	Addition of Diversity Committee to University Committees.
3/24/2006	2E.V G	Deletion of Advisory Committee on Diversity from Administrative Committees.
1/27/2006	1B,I	Revision of the Mission Statement by the Board of Trustees at their 1/20/2006 meeting.
11/23/2005	1A	Revision to the Selection of the President section to change Policy Statements of the Board of Trustees of Trinity University to Charter and Bylaws of the University.
6/10/2005	2E.III.D	Revision of the description of the Committee for Student Evaluation of Courses and Faculty (circulated to the faculty on 10/2/2004 and approved by the faculty on 11/5/2004).
6/10/2005	2E.II.B	Insertion of revised description for the Admissions.Scholarships.and Financial Aid Committee (circulated to the faculty by the Faculty Senate on 2/27/05 and approved by the Faculty on 4/29/2005).
6/6/2005	1A	Add XVI.a Compensation Committee to the list of committees of the Board of Trustees and adjust the numbering of the sections following.

6/3/2005	4A	Revision of the Statement on Faculty Development to form two separate panels: one to consider academic leaves and the other to consider summer stipends and course development grants.
6/1/2005	3C/D	Revision of section on Evaluation of Chairs of Departments and Programs to specify that the VPFSA is to meet individually with departmental or program faculty.
5/31/2005	2B	Revision & Reorganization of the UCC By-Laws in order to delete references to "divisions" and including creation of a separate category, section VI, named "Standing Committees of the UCC."
8/9/2004	1A c&d	Corrections to Presidents and Board lists.
7/26/2004	8D & 8E	Revision of conditions for undergraduate and graduate tuition remission for dependent children of retired or deceased full-time employees and for group health insurance for retired faculty and staff.
6/5/2004	2A.VD	Changes to Terms of Office for P&T Members section.
6/5/2004	2A.VH	Changes to the Rules for Senate Appointment of Alternate Members to the P&T Commission.
6/5/2004	6B.VII	Insertion of religious holidays under Excused Absences from Class.
In-text revision detail, removed to Appendix 5/20/2026	1A.II.C	(Section 8 added by the Faculty March 19, 1993)
In-text revision detail, removed to Appendix 5/20/2026	1A.II.D	(Paragraph 3 amended by the Faculty December 10, 1992; paragraph 4 amended by the Faculty March 20, 2009; paragraph 5 amended by the Faculty October 29, 2010.)
In-text revision detail, removed to Appendix 5/20/2026	1A.IV.A	(Amended by the Academic Faculty Assembly on October 21, 2011; approved by the Board of Trustees on February 17, 2012.)

In-text revision detail, removed to Appendix 5/20/2026	1A.IV.B	(Amended by the Academic Faculty Assembly on October 21, 2011; approved by the Board of Trustees on February 17, 2012.)
In-text revision detail, removed to Appendix 5/20/2026	1A.IV.C	(Amended by the Academic Faculty Assembly on September 23, 1996; approved by the Board of Trustees on October 4, 1996. Amended by the Academic Faculty Assembly on October 21, 2011; approved by the Board of Trustees on February 17, 2012.)
In-text revision detail, removed to Appendix 5/20/2026	1A.IV.D	(Amended by the Academic Faculty Assembly on September 23, 1996; approved by the Board of Trustees on October 4, 1996; amended by the Academic Faculty Assembly on October 21, 2011; approved by the Board of Trustees on February 17, 2012. Amended by the Academic Faculty Assembly on November 12, 2021; approved by the Board of Trustees on May 13, 2022.)
In-text revision detail, removed to Appendix 5/20/2026	1A.V	(Amended by the Academic Faculty Assembly on March 20, 2009)
In-text revision detail, removed to Appendix 5/20/2026	1A.V.B	(Article B amended by the Academic Faculty Assembly on December 6, 2002, and approved by the Board of Trustees on January 27, 2003)
In-text revision detail, removed to Appendix 5/20/2026	1A.V.C	(Article C amended by the Faculty April 3, 1992; amended by the Faculty March 30, 2001, amended by the Faculty April, 19, 2002)
In-text revision detail, removed to Appendix 5/20/2026	1A.V.D	(Amended by the Faculty September 21, 2000 and approved by the Board of Trustees October 14, 2000. Amended by the Faculty December 12, 2003 and approved by the Board of Trustees January 16, 2004)
In-text revision detail, removed to Appendix 5/20/2026	1A.V.F	(Amended by the Faculty September 21, 2000 and approved by the Board of Trustees October 14, 2000)

In-text revision detail, removed to Appendix 5/20/2026	1A.V.G	(Amended by the Faculty on December 12, 2003, and approved by the Board of Trustees at their January 16, 2004 meeting)
In-text revision detail, removed to Appendix 5/20/2026	1A.V.H	(Added by the Faculty September 21, 2000 and approved by the Board of Trustees October 14, 2000.)
In-text revision detail, removed to Appendix 5/20/2026	1A.V.I	(Amended by the Faculty March 31, 1995 and approved by the Board of Trustees April 27, 1995.)
In-text revision detail, removed to Appendix 5/20/2026	1B	(Approved by the Academic Faculty, April 29, 1991)
In-text revision detail, removed to Appendix 5/20/2026	1B.IX.B	(Amended September 11, 1992)
In-text revision detail, removed to Appendix 5/20/2026	1C.III.C	(Approved September 29, 1997)

In-text revision detail, removed to Appendix 5/20/2026	2A	(The first policy statement was written by the Faculty and approved by the administration and Board of Trustees in 1953. It was amended by the same parties in 1957. The Faculty Senate wrote a policy in 1968 which was adopted in the 1968-69 academic year and amended in 1972. An expansion of the 1968-69 document was written by the Teaching and Research Faculty Commission and approved by the Commission, the faculty and administration in the 1973-74 academic year, and the Board of Trustees approved the text October 19, 1974, with a provision for review at the May, 1976, meeting of the Board. In May 1976, the Trustees asked the President of the University to appoint a Joint Committee of trustees, administrators, and faculty to make the review. The present document is the work of this Joint Committee to Study Tenure Policy as subsequently amended from time to time. This document incorporates and endorses the 1940 Statement of Academic Freedom and Tenure and the 1970 Interpretive Comments, which are joint statements of the American Association of University Professors and the American Association of Colleges.)
In-text revision detail, removed to Appendix 5/20/2026	2A.IV	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2A.IV.C	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2A.IV.D	(Amended by the Faculty Senate and distributed on November 19, 1998; Approved by the Faculty December 18, 1998; Approved by the Board of Trustees February 12, 1999, Amended by the Faculty Senate and Approved by the Faculty, May 2, 2002; Approved by the Board of Trustees September 20, 2002)
In-text revision detail, removed to Appendix 5/20/2026	2A.IV.F	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001. Amended by a vote of the Academic Faculty Assembly on March 22, 2013, and by a vote of the Board of Trustees on September 27, 2013.)

In-text revision detail, removed to Appendix 5/20/2026	2A.IV.H	(Amended by the Faculty May 1, 1998; approved by the Board of Trustees October 2, 1998)
In-text revision detail, removed to Appendix 5/20/2026	2A.IV.I	(Amended by the Faculty May 1, 1998; approved by the Board of Trustees October 2, 1998)
In-text revision detail, removed to Appendix 5/20/2026	2A.VI.B	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2A.VI.D	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2A.VI.E	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2A.VII.A	(Amended by the Faculty April 28, 1995)
In-text revision detail, removed to Appendix 5/20/2026	2A.VII.B	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2A.X.B	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)

In-text revision detail, removed to Appendix 5/20/2026	2A.XI.A	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2A.XI.B	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2A.XI.C	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2D.I	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001, Amended by the Faculty Senate and distributed on November 9, 2004; approved by the Faculty on December 9, 2004.)
In-text revision detail, removed to Appendix 5/20/2026	2D.I.B	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2D.I.C	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001; amended by the Academic Faculty Assembly on December 8, 2011; amended by the Academic Faculty Assembly on April 9, 2021; amended by the Academic Faculty Assembly on February 18, 2022.)
In-text revision detail, removed to Appendix 5/20/2026	2D.I.D	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2D.II	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)

In-text revision detail, removed to Appendix 5/20/2026	2D.II.B	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2D.III	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2D.IV	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2D.VI	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2D.VII	(Amended by the Faculty Senate and distributed on April 17, 2001; Approved by the Faculty May 3, 2001)
In-text revision detail, removed to Appendix 5/20/2026	2E.VII	(Prepared by the University Distinguished Professorship Committee and approved by the Academic Faculty)
In-text revision detail, removed to Appendix 5/20/2026	4A.I	Revised by the Faculty Senate and distributed to the Faculty on November 9, 2004; approved by the Faculty on December 9, 2004; and by the Board of Trustees on May 13, 2005.
In-text revision detail, removed to Appendix 5/20/2026	4A.III.A	(Approved by Faculty May 3, 1989.)

In-text revision detail, removed to Appendix 5/20/2026	6A.VII	(Amended by the Faculty December 9, 1991)
In-text revision detail, removed to Appendix 5/20/2026	6A.VIII	(Approved by the Faculty March 19, 1993)
In-text revision detail, removed to Appendix 5/20/2026	6B.I	(Grade Scale Effective June 1982)
In-text revision detail, removed to Appendix 5/20/2026	6B.X	(Approved by the University Curriculum Council November 5, 1982)
In-text revision detail, removed to Appendix 5/20/2026	6C	(effective June 1, 1994; revised February 14, 1996; revised August 1, 2001)
In-text revision detail, removed to Appendix 5/20/2026	6D	(Amended by the Academic Faculty May 1, 1984. Revised April 29, 1991. Revised October 19, 2007.)
In-text revision detail, removed to Appendix 5/20/2026	7A	(Approved by the Academic Faculty Assembly on October 23, 2009.)