FACULTY HANDBOOK

09/2025

Table of Contents

I. OVERVIEW 7
A. Purpose 7
B. Process for Modification 7
II. ORGANIZATION OF THE FACULTY 8
A. Academic Organization 8
1. Colleges: 8
2. Departments: 8
B. Faculty Senate 8
III. ACADEMIC DEANS, DEPARTMENT CHAIRS, and DEPARTMENT TITLES 9
A. Academic Deans 9
1. General Responsibilities: 9
2. Appointment Procedure: 10
3. Evaluation: 10
B. Department Chairs 11
1. Responsibilities: 11
2. Appointment Procedure: 11
3. Term of Service: 12
4. Removal: 12
C. Program Directors 12
D. Coordinators 13
E. Other Administrative Titles 13
IV. FACULTY CLASSIFICATIONS 13
A. Full-Time Faculty 13
1. Tenured/Tenure-Track Faculty: 14
2. Professor of Practice: 14
3. Clinical Faculty: 14
4. Instructor: 14
B. Part-Time (Adjunct, Associate) Faculty 14
C. Visiting Professor 15

D. Courtesy Appointment 15
E. Professor Emerita/Emeritus 15
V. COMMITTEE STRUCTURE 16
A. University Committees 16
1. Board of Trustees Standing Committees (minimum of two non-voting faculty members): 16
2. Faculty-Elected Committees: 16
3. Faculty Standing Committees (appointed by Senate or federally regulated): 16
4. Faculty Ad Hoc Committees (appointed by Senate, EPC, VPAA/Provost or the President): 17
B. Board of Trustees Committees 17
C. Departmental Personnel Advisory Committees (DPAC) 18
D. Tenure and Promotion Committee (T&P) 18
E. Faculty Review Committee 19
F. Faculty Reduction Committee 21
G. Faculty Development Committee 21
VI. APPOINTMENT OF FACULTY 22
A. Equal Employment Opportunity and Affirmative Action 22
B. Recruitment and Hiring Procedure 22
VII. EVALUATION OF FACULTY 24
A. Tenure-Track Faculty 24
B. Tenured Faculty 27
C. Improvement Plans for Tenured Faculty 27
D. Criteria for Evaluation 28
VIII. FACULTY RESPONSIBILITIES 29
A. Teaching and Professional 29
B. Additional Employment 30
C. Extramural Utterances 31
IX. FACULTY RANK 31
A. Academic Ranks 31
B. Criteria for Appointment 32
C. Determination of Initial Appointment Rank 34
X. TENURE AND PROMOTION 35
A. Tenure 35
1. Timeline: 35

2. Withdrawal of Application: 36
3. Stopping the Tenure Clock: 36
B. Criteria and Evidence for Tenure 36
1. Teaching Excellence and Effectiveness: 37
2. Record of Scholarship and Professional Development 39
3. Appropriate Terminal Degree: 39
4. Record of Service and Contributions to the University: 40
C. Application Procedure for Tenure 41
D. President and Board of Trustees Tenure Approval Process 44
E. Tenure Denial Appeal Process 45
F. Application Procedure for Promotion 46
G. Criteria for Faculty Rank 49
H. Promotion Approval Process 49
XI. TERMINATION OF FACULTY 50
A. Non-Renewal of Contract 50
B. Termination for Cause 52
C. Procedure for Termination or Discipline for Cause 53
D. Termination of Full-Time Appointments due to Financial Exigency 54
E. Faculty Seniority under Financial Exigency 56
F. Termination of Appointments outside Financial Exigency 56
XII. SEVERANCE BENEFITS 57
A. Full-Time Tenured Faculty 57
B. Full-Time Faculty Without Tenure 57
C. Non-Eligibility 58
XIII. DISPUTE RESOLUTION PROCEDURE 58
A. Purpose and Scope 58
B. AAUP Statement on Professional Ethics 59
C. Definitions 59
D. Preliminary Review 60
E. Informal Dispute Resolution Procedure 60
F. Formal Dispute Resolution Procedure 61
G. Appeals 63
H. Disputes Between Members of Different Constituencies 65

I. Employee Protection Against Retaliation 65
J. Confidentiality 65
XIV. ACADEMIC FREEDOM 66
XV. FACULTY RESEARCH, SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT 67
A. Faculty Development Awards (paid and unpaid) 67
B. Reassigned Time and Faculty Stipends 68
C. Sabbatical Leave and Leave of Absence 70
XVI. FACULTY TRAVEL AND RESEARCH GRANTS 72
A. Faculty Travel Fund 72
B. Faculty Research Fund 73
C. Think Tank Fund 73
XVII. SALARY 73
A. Salary Committee 73
B. Salary Payments 73
C. Summer Teaching and Overload Payments 74
D. Promotion Adjustment for Tenure-Track Faculty Lines 74
XVIII. INSTITUTION-WIDE EMPLOYEE POLICIES 74
A. Legally Mandated (Federal and State) Policies and Procedures 74
B. Daemen University Mandated Employment Policies 75
C. Substantive Benefit/Policy Changes 75
XIX. DAEMEN COMPUTER USE/ELECTRONIC COMMUNICATIONS 75
XX. RETIREMENT PLAN 76
XXI. TUITION WAIVER AND TUITION EXCHANGE PROGRAMS 76
XXII. RELOCATION EXPENSE 76
XXIII. INSURANCE PROGRAMS 77
XXIV. NON-DISCRIMINATION, EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY 77
XXV. POLICY PROHIBITING UNLAWFUL HARASSMENT INCLUDING SEXUAL HARASSMENT 77
XXVI. GRIEVANCE POLICY AND PROCEDURE IN DISCRIMINATION AND HARASSMENT CASES 78
XXVII. ACCOMMODATION OF EMPLOYEES WITH DISABILITIES 78
XXVIII. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) OF 1974 78
XXIX. MEETINGS AND EVENTS 78

XXX. DEPARTMENTAL BUDGETS 79
XXXI. RESEARCH & INFORMATION COMMONS/LIBRARY (RIC) 79
XXXII. UNIVERSITY POLICY PORTAL AND APPENDICES 79
APPENDIX A BY-LAWS OF THE DAEMEN UNIVERSITY FACULTY SENATE 81
APPENDIX B BY-LAWS OF THE EDUCATION POLICY COMMITTEE 87
APPENDIX C STATEMENT OF MAINTENANCE OF PUBLIC ORDER AT DAEMEN UNIVERSITY 99
APPENDIX D RESEARCH INTEGRITY POLICY AND GUIDELINES ON MISCONDUCT 99
APPENDIX E INTELLECTUAL PROPERTY POLICY 99
APPENDIX F STATEMENT ON PROFESSIONAL ETHICS 100
APPENDIX G VOTING RIGHTS AND ELIGIBILITY 102
APPENDIX H DISTINGUISHED PROFESSOR: RIGHTS, RESPONSIBILITIES, POLICY AND APPLICATION PROCEDURE 103

FACULTY HANDBOOK

09/2024

Daemen University
4380 Main Street
Amherst, New York 14226
(716) 839-3600
www.daemen.edu

I. OVERVIEW

A. Purpose

The purpose of the Faculty Handbook is to inform all Daemen University faculty members of the most significant University policies and practices applicable to faculty and to outline the current benefits and other privileges available to faculty members. In some cases, especially with respect to employee benefits, only a brief summary of the benefit or policy is provided. Additional information on such policy or benefit can be obtained from the Dean's Office or the Office of Employee Engagement. Questions regarding faculty privileges should be directed to the Vice President for Academic Affairs and Provost (VPAA/Provost) Moreover, the handbook does not contain every University policy or practice that may relate to faculty, and reference should be made to policies contained in the University Catalog, Student Handbook, by-laws of the Faculty Senate and all other University policies and publications.

While the contents of this handbook are made an express part of the employment relationship between the University and each faculty member, new policies may be added and/or existing policies and benefits may be revised or deleted as provided for herein. Accordingly, this handbook does not vest in any faculty member a right or privilege that can never be changed.

B. Process for Modification

The Board of Trustees in its sole discretion may add, delete, or modify the policies in this handbook. The Trustees will implement such changes only after there has been prior consultation with the faculty. The President shall not propose to the Board of Trustees changes in the Faculty Handbook that affect faculty without the prior agreement of the Faculty Senate. Any substantive changes proposed by the Faculty Senate must be presented to the Trustees by the

University President along with the faculty representative to the Board of Trustees or the President of the Faculty Senate; non-substantive changes proposed by the Senate clarifying or updating matters of routine operations may be solely approved by the University President.

Daemen University, in accordance with Federal and New York State law, is committed to an equal opportunity and nondiscriminatory environment for all persons. For further information, see the guidelines and terminology posted on the Office of Employee Engagement page of the Daemen University website.

II. ORGANIZATION OF THE FACULTY

A. Academic Organization

The faculty and curriculum are organized into colleges and departments that are responsible for the majors and degrees offered.

1. **Colleges:**

   A college consists of the faculty in a group of related departments. Colleges are established by the administration after consultation with the faculty.

2. **Departments:**

   A department consists of the faculty in an academic field of study within a given discipline. Departments are the constituent units of a college.

B. Faculty Senate

The Faculty Senate serves as the general representative agency of the faculty. Its purposes and practices are described in the By-Laws of the Faculty Senate (see Appendix A). The President of the Faculty Senate shall receive a one course (3 credit hours) reduction in teaching load per semester.

Faculty Senate service shall be limited to three (3) consecutive terms, or seven (7) years of consecutive service should their first term be a replacement appointment, after which they will be ineligible to serve for one (1) year.

III. ACADEMIC DEANS, DEPARTMENT CHAIRS, and DEPARTMENT TITLES

A. Academic Deans

Each college shall be headed by an Academic Dean appointed by the VPAA/Provost in consultation with the President of the University in accordance with the procedure described below:

1. General Responsibilities:

The Academic Dean shall report directly to the VPAA/Provost and meet regularly with, but not limited to, Department Chairs, Program Directors, faculty, and other Academic Deans. The Academic Dean for each college shall assume a leadership role with regard to the following:

- Lead the college mission, vision, and identity;
- Oversee curriculum and evaluate department, program, and faculty performance;
- Direct and oversee college operations including budget planning, management and analysis, and faculty workload and contracts;
- Advocate for programs in the college in alignment with the institution's mission and strategic plan;
- Advance teaching excellence in all modalities;
- Monitor student retention and outcome data and collaborate with relevant offices to support student success;
- Promote diversity, equity, and inclusion efforts including faculty hiring, student success (e.g., recruitment/retention/persistence), and leadership development;
- Provide professional development opportunities and mentoring for chairs, directors, and administrative personnel;
- Promote enrollment growth through new program development;
- Collaborate with Enrollment Management, Institutional Advancement, department chairs, and program directors on student recruitment, admissions, and program marketing strategies;
- Develop a culture of fundraising and represent the college to external constituencies including alumni and corporate/community partners;
- Support faculty research, scholarship, and grant writing;
- Support accreditation, institutional assessment, and academic program review;
- Work with the Deans of the other colleges to advance Academic Affairs priorities in order to promote synergies among the colleges;
- Lead projects or initiatives at the request of the VPAA/Provost;
- Represent relevant departments/programs to the WNY healthcare community to enhance partnerships (where appropriate to the college's mission).
- Promote interprofessional and experiential learning experience in the Center for Interprofessional Learning and Simulation (CILS), and develop

new revenue-generating, professional development, and continuing education opportunities for the region (where appropriate to the college's mission).

2. Appointment Procedure:

a) Search Committee: Upon notification by the VPAA/Provost that a vacancy exists, a search will proceed under the same procedures as national, vice-presidential searches (see also Article V.H. Committee for the Selection of a Major Administrator). The search committee will be chaired by the Chief of Staff, an objective, disinterested representative not affiliated with Academic Affairs. The search committee will consist of **two (2)** faculty members selected in a process determined by the Faculty Senate (see also Article V.H), and three to four additional individuals, appointed by the VPAA/Provost. It is recommended that at least one of the VPAA/Provost's selections be a faculty member.

b) Recruitment: In order to attract top candidates and have a robust applicant pool, the University will maintain a dedicated website to promote the position posting. It will also post the position on other appropriate academic forums. In addition, the search committee chair will disseminate personalized recruitment letters to academic leaders encouraging top candidates to apply or provide recommendations. Internal and external candidates will follow the same procedures and be equally considered.

c) Interview Process: The search committee will narrow the applicant pool finalists for first-round remote interviews with the entire committee. All interviews will be recorded for review. After the first round of interviews, the committee will narrow the applicant pool for on-campus interviews, which will consist of the following:

- Meeting with the search committee;
- Meeting with the President's Cabinet;
- Lunch with the Department Chairs;
- Meeting with key representatives from Academic Affairs;
- Meeting with Faculty Senate Leadership;
- Meeting with key representatives from Institutional Advancement;
- Meeting with key representatives from Enrollment Management and Student Affairs;
- Meeting with key representatives from Information Technology;
- Public presentation with Q&A to follow.

d) Selection Process: Following on-campus interviews, the committee will convene to review the finalists. The search committee chair will also conduct reference checks. After reviewing all the finalists, the committee will submit its recommendations to the VPAA/Provost, the accountable officer, for consideration. Finally, the VPAA/Provost, in consultation with the President, will appoint the Academic Dean for the college.

3. Evaluation:

Academic Deans will be subject to annual evaluation conducted by the VPAA/Provost with an opportunity for faculty input.

B. Department Chairs

Each department will be headed by a chairperson appointed by the VPAA/Provost from the departmental faculty in accordance with the procedures described below. The Department Chair is a member of the faculty who functions as the chief representative and administrator of the academic department. A Department Chair's primary role is to examine the operations of the department as a whole and the department relationship to their institution more broadly. While there are no minimum criteria for a Department Chair, the candidate should preferably have tenure and at least three (3) years of teaching experience.

1. Responsibilities:

The Department Chairperson is responsible for overseeing the instructional program of the department and tending to the welfare of department students, staff, and faculty. The Chairperson shall also have the responsibility to manage the financial affairs of the department including the departmental budget. Finally, the Department Chairperson shall be required to interact with the administrative staff and the other academic units of the University. Department Chairpersons are directly responsible to the Academic Dean.

2. Appointment Procedure:

a) Upon notification from the office of the VPAA/Provost that a vacancy exists or that a Department Chair term is about to expire, the appropriate Academic Dean will arrange a meeting of all the full-time faculty in the department for the purpose of discussing and recommending a possible candidate. The Dean will oversee a confidential vote and pass on the recommendation to the VPAA/Provost. In the Dean's absence, the President of the Faculty Senate will conduct the meeting. The VPAA/Provost will not be present.

b) Following the meeting, the Academic Dean must provide a written recommendation to the VPAA/Provost for appointment of the Department Chair. In addition, any member of the department may send a written recommendation to the VPAA/Provost proposing a candidate along with the reasons for the recommendation. At the discretion of the VPAA/Provost or upon the petition of a majority of the faculty of the department, the VPAA/Provost will call a meeting of the department faculty to discuss the candidates.

c) Thereafter, the VPAA/Provost will make the appointment and share the rationale with the department faculty.

3. Term of Service:

The term of the Department Chair will normally be three (3) years; however, at the discretion of the VPAA/Provost, a shorter term may be established. If a Department Chair is unable to complete a term because of an extended leave, the VPAA/Provost may appoint an interim replacement until such time as the Department Chair returns or the term expires.

4. Removal:

The VPAA/Provost may terminate the appointment of a Department Chair before the expiration of a term for the following reasons:

a) At the request of the Department Chair;

b) Upon the recommendation of the appropriate Academic Dean which contains supporting reasons;

c) At the VPAA/Provost's discretion, but only after appropriate consultation with the Department faculty.

C. Program Directors

A Program Director is a member of the faculty who functions as the chief administrator of the entirety of a specific program(s) (i.e. program code registered with NYSED) within an academic department.

When assigning titles of Department Chair and/or Program Director, the following guidelines should be followed:

- If a department has only one program, and there are no external accreditation agency requirements to use the title of Program Director, the title of Department Chair will be used solely.
- The title of Program Director is to be used when required by an external accrediting agency.
- If the title of Program Director is required by an external accrediting agency and there is only one program in the academic department, the chief representative and administrator will have the titles of Department Chair and Program Director as determined by professional accrediting standards or FHB III.B.2.
- In an academic department that has more than one program, the title of Department Chair will be assigned to an individual as well as the title of Program Director to those individuals serving as the chief administrator of a specific

program or programs when necessary, as determined by the Dean in consultation with the Department Chair and VPAA/Provost. Note: the title of Program Director does not have to be required by an external accrediting agency for this condition to apply.

- The addition of a Program Director will be at the discretion of the appropriate academic Dean in consultation with the VPAA/Provost upon recommendation from the Department Chair.

D. Coordinators

In the event that a faculty member is serving as a Coordinator, the individual will have administrative oversight and responsibilities for a component or portion of a program (e.g. fieldwork coordinator, pre-professional phase coordinator) and not the program in its entirety (see 'Program Directors' above).

E. Other Administrative Titles

Other titles (e.g. Executive Director) may be determined and assigned by the Provost based on accreditation requirements or departmental need in consultation with the Department Chair and academic Dean. For Faculty Handbook policies and procedures, these individuals will be treated as holding the closet equivalent position in the Faculty Handbook as determined by the Provost in consultation with the Department Chair and academic Dean.

IV. FACULTY CLASSIFICATIONS

A. Full-Time Faculty

A faculty member is generally scheduled to teach 21 credit hours per contract year. Full-time faculty will be entitled to the employee benefits provided for in this handbook. Full-time faculty will be appointed to either tenure-track or non-tenure-track positions. Full-time, non-tenure-track faculty enjoy the same teaching rights and teaching responsibilities of tenure-track faculty (see also Article VIII.A. Faculty Responsibilities) and may be appointed or elected to all faculty committees except the Faculty Senate, Faculty Review, Educational Policy Committee, Tenure and Promotion, and Faculty Development (see also Appendix G Voting Rights and Eligibility). Appointment to a full-time, non-tenure track position can be made at a department's request with the consent of the Academic Dean and the VPAA/Provost. Full-time, non-tenure faculty lines ordinarily should not exceed 25% of the total full-time faculty of the University.

Full-time faculty fall into four categories as follows: (1) **Tenured/Tenure Track Faculty**; (2) **Professor of Practice**; (3) **Clinical Faculty**; (4) **Instructor**

1. Tenured/Tenure-Track Faculty:

a) Demonstrates commitment to scholarship and research, teaching, and service to the University;

b) Must achieve tenure to retain their position within the tenure track. Once tenure is earned, however, a tenured faculty member's appointment has no end date;

c) Tenure-track faculty members are eligible for some benefits (e.g., professional leave).

(See also Article IX for Tenure-Track and Tenured Faculty Ranks)

2. Professor of Practice:

a) An academic appointment made to a member of a profession who has extensive practical or applied experience and engages in student instruction;

b) Appointments are granted for a limited term;

c) The appointment may be renewed indefinitely, but this renewal does not produce tenure no matter how often it is repeated.

3. Clinical Faculty:

a) An academic appointment made to a member of a profession who is associated with a university/college and engages in instruction of professional students;

b) Appointments are granted for a limited term;

c) The appointment may be renewed indefinitely, but this renewal does not produce tenure no matter how often it is repeated.

4. Instructor:

a) An academic appointment that is appropriate for faculty members who teach specific courses, often at the introductory level;

b) Appointments are granted for a limited term;

c) The appointments may be renewed indefinitely, but this renewal does not produce tenure no matter how often it is repeated.

B. Part-Time (Adjunct, Associate) Faculty

A part-time faculty member is hired to teach on a per course or hourly basis. A part-time faculty member has the credentials and competence to teach specialized subject matter but **is not eligible for tenure.** A part-time appointment may be for a period of one (1) semester or one (1) year, and successive part-time appointments are permissible.

C. Visiting Professor

A Visiting Professor is a guest or exchange professor with appropriate credentials or expertise commensurate with departmental needs who is invited to teach on a temporary basis. Given the temporary nature of the appointment, a Visiting Professor will not be afforded voting rights in faculty matters. There are no formal prerequisites for appointment to the position of Visiting Professor and each appointment is handled on an individual basis in collaboration with the Academic Dean and the VPAA/Provost. Contract length may be for a period of one (1) semester or one (1) academic year. Notice of renewal/non-renewal will be made in a letter from the Academic Dean in consultation with the Department Chair and VPAA/Provost, no later than March 1 for academic year contracts or 60-days for semester-long contracts. Visiting appointments must be renewed annually. Ordinarily, reappointment would be limited to a maximum of three (3) academic years.

D. Courtesy Appointment

A courtesy appointment bearing appropriate faculty rank may be bestowed upon a person other than a faculty member of Daemen University where it is in the best interests of the University to do so. Such an appointment will be bestowed only if the credentials of the applicant are acceptable to the specific department involved and to the VPAA/Provost. This appointment is not permanent, not tenurable, not mobile through academic ranks, and not a regular part-time appointment. Usually, the University offers no separate remuneration for a courtesy appointment. Courtesy appointments must be renewed annually. Notice of renewal will be made in a letter from the VPAA/Provost.

E. Professor Emerita/Emeritus

The title of Professor Emerita/Emeritus is an honor bestowed by the Board of Trustees based on recommendation from the President of the University to a former faculty member who has brought distinction upon Daemen University through outstanding service and/or special accomplishments. Any member of the University community may propose a faculty member for Professor Emerita/Emeritus status by submitting a written letter of support to their Department Chair. The Department Chair will review the submission and forward the nomination along with the Chair's written letter (either positive or negative) to their Academic Dean. If the Academic Dean concurs with this recommendation they will review and forward a recommendation to the VPAA/Provost. The VPAA/Provost will review and forward a recommendation to the President. If the President concurs with this

recommendation, the President will forward the recommendation to the Board of Trustees for its consideration.

V. COMMITTEE STRUCTURE

A. University Committees

To aid in the operation and development of Daemen University, four types of committees exist involving the faculty: (1) **Board of Trustees** (appointed by BOT); (2) **Elected** (by faculty vote); (3) **Standing** (appointed by Senate or federally regulated) and (4) **Ad Hoc** (appointed by Senate, EPC, VPAA/Provost or the President) The standing committees exist on a permanent basis while the ad hoc committees are created from time to time when the need arises and must include faculty members. Faculty members will have an opportunity to request their removal from any ballot.

1. Board of Trustees Standing Committees (minimum of two non-voting faculty members):

The Faculty Senate shall forward four names to the Office of the President from which the Board of Trustees selects and appoints two.

- Academic Affairs
- Business Affairs
- Long Range Planning
- Student Affairs
- Intercollegiate Athletics
- Enrollment Management

2. Faculty-Elected Committees:

- Faculty Senate
- Educational Policy (EPC)
- Faculty Tenure and Promotion
- Faculty Review
- Faculty Development

3. Faculty Standing Committees (appointed by Senate or federally regulated):

a) Faculty Annually Appointed/Recommended by Senate:

- Committee on Academic Standards - Graduate

- Committee on Academic Standards - Undergraduate
- Committee on Marketing
- Committee on Student Life
- Committee on Recruitment
- Faculty Research Committee
- Faculty Mentoring and Scholarship Committee
- Faculty Compensation Committee
  - Salary Subcommittee
  - Benefits Subcommittee
- Faculty Travel Committee
- Safety and Security Committee
- StEP Task Force

b) Federally Regulated:

- Institutional Review Board (IRB)—Human Subjects Research (Membership determined by IRB according to federal regulations).

- Institutional Animal Care and Use Committee (IACUC) – Animal Subjects Research (Membership determined by IACUC according to federal regulations).

- Retirement Planning Committee (Senate appoints two faculty, both of whom will accept fiduciary responsibilities).

4. Faculty Ad Hoc Committees (appointed by Senate, EPC, VPAA/Provost or the President):

The following committees are regulated per faculty handbook:

- Committee for the Selection of a Major Administrator
- Departmental Personnel Advisory Committees
- Faculty Reduction Committee

Faculty may also be appointed or selected to serve on various Academic Affairs and Administrative Committees, on Advisory Committees for Academic Services and Initiatives, or on ad hoc task forces. The inclusion of faculty on these committees serves in the spirit of consultation and shared governance and constitutes service to the University for purposes of tenure and promotion.

For a current listing of these committees, see Faculty Senate Committees:

B. Board of Trustees Committees

Many of the standing and ad hoc committees of the University Board of Trustees must contain members of the faculty as members. These trustee committees include Academic

Affairs, Student Affairs, Business and Finance Committee and Planning and Development Committee, among others. Such faculty committee members will be selected by the Chairperson of the University Board of Trustees upon the recommendation of the Faculty Senate.

C. Departmental Personnel Advisory Committees (DPAC)

1. In the case of a department with fewer than three full-time tenured faculty, the Academic Dean, in consultation with the Department Chair, shall request the appointment of a Departmental Personnel Advisory Committee (DPAC) consisting of:

   a) All tenured full-time faculty members in the department, **and**

   b) Up to three tenured faculty members from other departments so that there is a total of three (3) tenured faculty members on the committee. The additional faculty members shall be appointed for two-year terms by the Faculty Senate after consultation with the faculty members of the department and the Academic Dean. Appointed DPAC members should, to the extent possible, be familiar with the field of study of the department.

2. The Departmental Personnel Advisory Committee shall serve the functions that tenured departmental faculty serve in larger departments, including:

   a) Election of a Chairperson;

   b) Removal of a Chairperson;

   c) Annual review of non-tenured faculty;

   d) Evaluation of tenured faculty;

   e) Reappointment of non-tenured faculty;

   f) Faculty search committees;

   g) Other personnel issues as requested by the department.

D. Tenure and Promotion Committee (T&P)

The Tenure and Promotion Committee considers applications from faculty members for tenure and/or promotion and recommends either approval or disapproval to the President of the University (see Article X. Tenure and Promotion). The committee must evaluate the candidate's credentials in relation to the established criteria (see Article X.B). It has the authority to require the candidate to submit further evidence supporting the application and may interview the candidate and/or others regarding any application.

The Tenure and Promotion Committee shall be elected before October 15 and consist of five (5) full-time, tenured faculty. The faculty members shall be elected annually by all full-time tenured/tenure track faculty with at least one (1) full year of service (see also Appendix G. Voting Rights and Eligibility). If such elections are not completed by **October 15**, the VPAA/Provost shall appoint the faculty members to the committee. The Tenure and Promotion Committee shall elect its own chairperson.

1) Elections shall be conducted by the Vice President of the Faculty Senate as follows:

   a) All tenured and tenure-track faculty with at least one (1) full year of service shall be sent a first ballot listing all faculty members eligible for the T&P Committee. On this first ballot, the faculty member shall vote for not more than **eight (8)** members.

   b) The second ballot shall list the **eight** individuals receiving the highest number of votes on the first ballot. Each faculty member shall vote for not more than **five (5).** The **five** faculty members receiving the highest number of votes shall constitute the T&P Committee, **while the faculty receiving the next highest number of votes shall serve as alternate members**.

   c) The alternates shall serve in the order of highest votes received or, in case of a tie, as determined by the Faculty Senate. If additional alternates are needed, they will be appointed by the Faculty Senate.

2. **Four (4)** T&P Committee members shall constitute a quorum. The committee shall act on a majority vote of those members present at a meeting at which a quorum is present. The President of the Faculty Senate will promptly appoint a faculty member according to the next highest number of votes to fill any faculty vacancy on the committee. No members of the committee may deliberate on or vote on their own applications before the committee.

E. Faculty Review Committee

1. The purpose of the Faculty Review Committee is to review appeals and disputes regarding:

   a) Termination of tenured or non-tenured faculty for Cause (see Article XI.B. Termination for Cause);

   b) Denial of tenure (see Article X.E. Tenure Denial Appeal Process);

c) Non-renewal of contracts for full-time faculty members (see Article XI. Termination of Faculty);

d) Discipline of faculty members;

e) Disputes concerning interpretation and application of this handbook;

f) Faculty grievances (see Article XIII. Dispute Resolution & Article XXVI. Grievance Procedures in Discrimination and Harassment Cases)

2. The Faculty Review Committee shall consist of **five (5)** elected, full-time, tenured faculty members. Two tenured faculty members shall be elected to serve as alternates. The committee shall elect its own chairperson. Four-fifths of the membership shall constitute a quorum for meetings. Appeals may be upheld only upon a majority vote of those members present at a meeting at which a quorum exists.

3. Election of members of the Faculty Review Committee shall take place in October immediately after the election for the Tenure and Promotion Committee. Any full-time, tenured faculty member who has completed **three (3)** years of full-time service to Daemen University is eligible for election to the committee (see also Appendix G. Voting Rights and Eligibility). Members of the Tenure and Promotion Committee and Academic Deans are not eligible.
4. Elections shall be conducted by the Vice President of the Faculty Senate as follows:

a) All full-time tenured/tenure-track faculty members with **one (1)** full year of service shall be sent a first ballot listing all faculty members eligible for the Faculty Review Committee. On this first ballot, the faculty member shall vote for not more than **fifteen (15)** members.

b) The second ballot shall list the **fifteen** individuals receiving the highest number of votes on the first ballot. Each faculty member shall vote for not more than **five (5)**. The **five** faculty members receiving the highest number of votes shall constitute the Faculty Review Committee, **while the faculty receiving the next highest number of votes shall serve as alternate members**.

c) The alternates shall serve in the order of highest votes received or, in case of tie, as determined by the Faculty Senate. If additional alternates are needed, they will be appointed by the Faculty Senate.

5. Faculty Review Committee members directly involved in an appeal before the committee must recuse themselves from serving on the committee for that appeal, and the highest-ranking alternate shall be called to serve.

6. In the event that a member(s) resigns or is unable to serve, the alternates

shall move up in order.

7. In the event that an appeal must be addressed when the University is not in session (due to response dates, which are contained in Article XIII. Dispute Resolution Policy or Article XXVI. Grievance Policy and Procedure in Discrimination and Harassment Cases), the Faculty Review Committee will make every effort to convene on a timely basis. Attendance at a meeting may be accommodated via tele-conference or video conference, if necessary, for members who are out of town or otherwise unavailable. In the event that a committee member is not available, or in the case of recusal, the committee shall engage the alternate members in an attempt to achieve a quorum. If in extreme circumstances in which all Faculty Review Committee members and alternates are not sufficient to achieve a quorum, the Faculty Senate shall appoint one or more Senate members to serve as alternates.

F. Faculty Reduction Committee

The Faculty Reduction Committee (ad hoc) will be appointed by the Faculty Senate when advised by the President that a permanent reduction of faculty is contemplated (see also Article XI.D.2. Termination of Full-Time Appointments due to Financial Exigency).

G. Faculty Development Committee

The Faculty Development Committee reviews and makes recommendations to the VPAA/Provost regarding applications for Faculty awards (see also Article XV. Faculty Research, Scholarship and Professional Development). Membership on the committee is open to all tenured/tenure-track faculty with at least three (3) years of service. The Committee will consist of five (5) faculty members, with three colleges represented, one at-large representative, and the Faculty Senate President (ex-officio with tie-breaking voting privileges only). In each college, the individual with the third highest number of votes will serve as alternate for that college. Faculty Trustee members and current recipients of a Faculty Development Award are also eligible to serve on the committee (see also Appendix G. Voting Rights and Eligibility). Academic Deans, however, are not eligible. The election shall be held as soon as possible after the election of the Faculty Review Committee.

H. Committee for Selection of a Major Administrator

In the selection of a major administrator, a search committee must be formed. The definition of major administrator includes, but is not limited to, the President and all members of the President's Cabinet. The search committee must include at least two (2) faculty members selected by their constituency. If the search is being conducted for the position of President of the University, the Senate President will receive notification from a member of the Board of Trustees.

Procedure

a) The President of the University will notify the Senate President that a search committee will be formed for the selection of a major administrator. In the event that the search is being conducted for the position of President of the University, the Chair of the Board of Trustees will notify the Senate President that the search committee will be formed. Upon notification by the Chair of the Board of Trustees that a major administrator search committee is being formed, a call for nominations will be distributed to the faculty. The call may be conducted at a faculty meeting or via electronic communication.
b) Any full-time faculty member with at least three (3) years of teaching experience at Daemen University who is interested in being considered, should make the fact known, by either self-nomination or nomination by a colleague, to the President of the Faculty Senate within the nomination period set by the Faculty Senate President.
c) An opportunity for discussion and comment, usually in the form of an in-person meeting, will be arranged and facilitated by the President of the Faculty Senate. In the event that the nomination period occurs when college is not in session, the Faculty Senate President may invite discussion, comment, and input via written or electronic communication.

Within one (1) week of the meeting, the Vice President of the Faculty Senate will distribute a ballot to elect a representative from each college. In the event that no one is nominated from one of the colleges, faculty from the same college may serve. Results of the election will be announced by the Faculty Senate to the faculty and forwarded to the President. In the case of a Presidential Search, the Chair of the Board of Trustees will be notified.

VI. APPOINTMENT OF FACULTY

A. Equal Employment Opportunity and Affirmative Action

Daemen University prohibits discrimination on the basis of membership in any protected classes under Federal and/or New York State law. Daemen University's nondiscrimination policy complies with all current statutes and applies to admission, employment, and access to all programs, services, and other activities offered by the University.

Daemen University is an Equal Employment Opportunity and Affirmative Action employer (see also Article XXIV. Non-Discrimination, Equal Opportunity and Affirmative Action Policy).

B. Recruitment and Hiring Procedure

The primary responsibility for recruiting and hiring faculty lies with the department faculty. The Administration has the responsibility upon request to provide support and advice on prospective candidates.

When hiring any faculty, procedures shall be followed in accordance with the Employee Engagement hiring process in consultation with appropriate Department Chairs and Academic Deans. The process and forms can be found at Employee Engagement.

When hiring **full-time faculty**, in conjunction with the Employee Engagement hiring process, follow the additional procedures outlined below:

1. Identify Staffing Need**:** The Department Chair, in consultation with full-time faculty members of the department, shall determine whether additional full-time faculty are needed for the following academic year, and shall provide a job description to the appropriate Academic Dean who will forward it to the VPAA/Provost. The Academic Dean shall then seek approval from the VPAA/Provost for recruiting the additions or replacements within the limits of the budget.

2. Form Search Committee**:** Once hiring approval has been obtained, a department search committee shall be formed. The composition of said committee shall be determined by the Department Chairperson in consultation with the full-time faculty members of the department and shall consist of at least three (3) full-time tenured department faculty and at least one (1) student. For departments with fewer than three full-time tenured faculty members, the Departmental Personnel Advisory Committee (DPAC) members will ordinarily be included as members of the search committee. In the event that the DPAC member provides notice that he or she is unable to serve, the department chair, in consultation with the Academic Dean, may request another tenured faculty member from the college to serve The Faculty Senate must approve the membership of a search committee for a tenure-track position. This form should be used to notify the Faculty Senate of the need for a search committee.

3. Provide Job Description: The Department Chair will send a new or revised job description to the Employee Engagement Office.

4. Submit Job Requisition Form: Form must be completed by Department Chair and sent to Employee Engagement, which will post position internally and externally.

5. Review Candidates: Applications are submitted online through Employee Engagement. The search committee reviews and notifies Employee Engagement of any suitable candidates. Employee Engagement sends regret emails to other candidates.

6. Schedule Interviews: Interviews are conducted by the search committee, followed by recommendations to the Academic Dean.

7. Make Recommendation: At the conclusion of the search, the search committee will make a recommendation to the Academic Dean. The Academic Dean shall review the application materials to confirm that the recommended candidate meets the criteria for the position and that the hiring procedure has been followed. Thereafter, the Academic Dean shall forward the search committee's recommendation and the supporting data to the VPAA/Provost along with the Dean's own recommendation.

8. Extend Offer: The VPAA/Provost shall have the opportunity to meet the candidate. If in favor of the recommendation, the VPAA/Provost shall request that the Vice President for Business Affairs and the University President authorize a contract offer at a specified salary. The salary offer should be decided in consultation with the Academic Dean and the Department Chair. No subsequent increase in the salary offer can be made without approval of the Vice President for Academic Affairs and Provost, the Vice President for Business Affairs, or the President.

9. Formalize Appointment: Once an offer has been accepted, the Department Chair will notify Employee Engagement, which will send a welcome email. The VPAA/Provost shall send a notification of appointment which shall contain the written contract specifying salary, academic rank, duration of appointment, and tenure application date.

10. In the event of any unfilled positions ten weeks prior to the beginning of an academic term, the VPAA/Provost, in consultation with the Department Chair, Academic Dean, and Registrar, is authorized to take any action necessary to fill such vacancies for a one-year period.

VII. EVALUATION OF FACULTY

A. Tenure-Track Faculty

Faculty members who hold tenure-track appointments shall have an annual review conducted by the Department Chair. This review shall include, but not be limited to, an evaluation of their progress toward meeting specific criteria for tenure. In the case of a Department Chair, the appropriate Academic Dean will conduct this review according to the same procedure (see also Article X.B. Criteria and Evidence for Tenure & X.G. Criteria for Faculty Rank).

1. Tenure-track faculty **in their first year of service with a start date of or around September 1** should follow the process in VII.A.3 but observe these due dates:

   Jan. 15* Self-assessment due to Department Chair

Jan. 20 Chair evaluation shared with tenured faculty in the department for endorsement. Chair will arrange a formal meeting to discuss evaluation with the first-year faculty member before **January 31**.

Jan. 31. Chair submits finalized evaluation letter to the Academic Dean; Separate letters due to Dean.

Feb. 7. Dean's response due to faculty member and Department Chair. The Department Chair or evaluated faculty member may request a formal meeting including the Dean and the faculty member to discuss the reviews before submission to the VPAA/Provost.

Feb. 15. Final evaluation letters for first-year faculty due to VPAA/Provost.

2. Tenure-track faculty in their **first year of service with a start date of or around January 1** should follow the process in VII.A.3 but observe these due dates:

June 15* Self-assessment due to Department Chair

June 20 Chair evaluation shared with tenured faculty in the department for endorsement. Chair will arrange a formal meeting to discuss evaluation with the first-year faculty member before **June 30**.

June 30 Chair submits finalized evaluation letter to the Academic Dean: Separate Letters due to Dean.

July 7 Dean's response due to faculty member and Department Chair. The Department Chair or evaluated faculty member may request a formal meeting including the Dean and the faculty member to discuss the reviews before submission to the VPAA/Provost.

July 15 Final evaluation letters for first-year faculty due to VPAA/Provost.

3.Tenure-track faculty in their **second or subsequent year of service** should follow the process below:

a) A written self-assessment should be completed by the tenure-track faculty member and submitted to the Department Chair by **November 1**. The Chair shall also review student evaluations, peer teaching reviews of the faculty member, and other valid sources of academic evaluation. In the case of tenure-track faculty member applying for tenure and/or promotion, the faculty member's application will service as the annual evaluation

for that year and the deadlines found in Article X.C. Application Procedure for Tenure should be followed.

b) After considering these sources of evaluation, the Department Chair will write a review addressing the faculty member's progress toward tenure in three areas: (1) Teaching Excellence and Effectiveness; (2) Scholarship and Professional Development; and (3) Service and Contributions to the University. All tenured department faculty, including Department Personnel Advisory Committee (DPAC) members, will be required to endorse the Chair's review before it is sent to the Academic Dean or to submit a separate letter directly to the Dean by **November 20**. Separate letters will be noted as forth coming on the endorsement sheet.

   Adverse letters separately submitted from the Chair's evaluation will be summarized and presented to the tenure-track faculty member by the Academic Dean in order to maintain confidentiality of the author. The faculty member will have an opportunity to respond in writing. Original letters will not be returned to faculty member but will be retained by the Office of the VPAA/Provost. should be followed.

c) Once the Department Chair has written the review and solicited endorsements from tenured faculty, the Chair will arrange a formal meeting with the faculty member under review to discuss the departmental evaluation.

d) After meeting with the faculty member, the Chair will finalize the departmental evaluation and submit the departmental evaluation letter and related materials to the Academic Dean by **November 20** (or the Tuesday before Thanksgiving if the date falls over the holiday break). The Academic Dean can elect to write a separate review or endorse the Department Chair's review. A copy of the Dean's review or endorsement will be sent to the Department Chair and the tenure-track faculty member by **December 5**.

e) Once the tenure-track faculty member has received copies of review from the Department Chair and Academic Dean, the Department Chair or evaluated faculty member may request a formal meeting including the Chair and the Dean to discuss the reviews before submission to the VPAA/Provost. After the meeting, the faculty member being reviewed may send a separate letter to the VPAA/Provost, if desired.

f) All finalized evaluation letters are due to the VPAA/Provost by **January 7**.

   *With the exception of November 20, if any of these dates fall on a weekend, the following Monday will be observed as the due date for letters.

B. Tenured Faculty

In the interest of encouraging continuous faculty development, and to ensure that faculty are performing at an acceptable level, every tenured faculty member will receive a formal evaluation **every three years**.

1. This triennial review procedure shall be initiated by the Department Chair soliciting a self-evaluation by the faculty member under review. Thereafter, the Department Chair will prepare a written evaluation based on different sources including, but not limited to, the self-evaluation, personal observation, feedback from other faculty and students, and student course evaluations.

2. The Chair will forward an evaluation to the Academic Dean. The Dean will forward the evaluation to the VPAA/Provost, along with comments or an evaluation, and provide a copy to the faculty member. The evaluated faculty member may submit a response to the evaluations to the VPAA/Provost. The VPAA/Provost will meet with the faculty member to discuss the reviews. The following schedule should be followed:

   March 30 Self-evaluations due to Chair; These should be no more than two pages and cover mainly the past three years;

   April 15 Chair evaluations due to Dean;

   April 30 Dean evaluations due to VPAA/Provost.

   a) Chairs should stagger these evaluations to make them manageable within the department's annual calendar;

   b) Chairs should inform the appropriate Academic Dean on an annual basis regarding which faculty are due for evaluation;

   c) In the case of a Department Chair, the appropriate Academic Dean will conduct this review according to the same procedure.

C. Improvement Plans for Tenured Faculty

In the case of an unsatisfactory evaluation, a tenured faculty member will, by the end of the following semester, write a comprehensive improvement plan, which includes specific and measurable goals. This plan shall address the identified problem area(s) and shall demonstrate how the faculty member will resolve and significantly improve upon these problem area(s). This plan is to be approved in advance by the next highest level of authority (Department Chair, Academic Dean or VPAA/Provost). The faculty member will be re-evaluated at a time to be established in the plan, but not later than

three (3) semesters. If significant improvement is not evident, then the Department Chair or Academic Dean shall refer the faculty member to the VPAA/Provost for disciplinary action. The faculty member is entitled to appeal any disciplinary action taken to the Faculty Review Committee.

D. Criteria for Evaluation

In evaluating each faculty member, whether tenure-track or tenured, the evaluator should at least consider the faculty member's performance in the following areas: (1) Teaching Excellence and Effectiveness; (2) Scholarship and Professional Development; and (3) Service and Contributions to the University (see also Article X.B. Criteria and Evidence for Tenure & X.G. Criteria for Faculty Rank).

The evaluation should also be based on personal observations, feedback from other faculty members, information from the faculty member under evaluation, and student evaluations.

E. Non-Tenure Track Faculty Evaluation

Faculty members who hold a non-tenure track appointment shall have an annual review for at least the first five years of employment, conducted by the Department Chair. This review shall include, but is not limited to, an assessment of their performance in line with the expectations set forth in their contract and/or job description. Because duties, responsibilities, and expectations of non-tenure track faculty vary based on departmental need and/or accreditation standards, areas of focus in evaluation shall be determined by the Department Chair in consultation with the Dean.

1. All non-tenure-track faculty in their **first through fifth years** of service should follow the process below:

a) A brief, two-page written self-assessment should be completed by the non-tenure-track faculty member, based on their individual evaluation criteria, and submitted to the Department Chair by **February 1.** The Chair shall also review any supporting data, such as student evaluations and peer teaching reviews of the faculty member for faculty who have teaching responsibilities, and other valid sources of academic evaluation. If a non-tenure track faculty member **begins their appointment in the Spring semester**, their self-evaluation will be due to their Department Chair by **June 1** to allow for review of student evaluations.

b) After considering these sources of evaluation, the Department Chair will write a letter of endorsement or non-endorsement of the faculty member's self-evaluation and forward all evaluation materials to the academic Dean by **February 28** (or **June 15** in the case of a Spring semester start date). In evaluating the faculty member, the Chair may consult other full-time faculty members in the department.

c) The academic Dean will then write a letter of endorsement or non-endorsement of the Department Chair's letter and forward all evaluations to the VPAA/Provost by **March 31** (or **June 30** for those faculty with start dates in the Spring semester) with a copy also sent to the faculty member under review.

d) The faculty member under review may request a meeting with the Department Chair, the Dean, and/or the VPAA/Provost to discuss any of the evaluations.

2. **After five years of service** to the University, a non-tenure track faculty member in consultation with their Department Chair and academic Dean may agree to reviews done on a biennial or triennial basis, rather than annual. If agreed upon by all parties, the faculty member should still follow the deadlines listed above, but on a biennial or triennial basis - as specified in their review. Regardless of evaluation timeline, contracts will still be issued annually

VIII. FACULTY RESPONSIBILITIES

A. Teaching and Professional

In addition to such other duties as may be assigned by the President, the VPAA/Provost or the Chair, every full-time member of the Daemen University faculty shall be responsible for the following:

1. To conduct assigned classes in accordance with the standards established by the faculty in consultation with the VPAA/Provost;

2. To teach assigned classes as scheduled, and to notify the Department Chair or a designated administrator in advance of all necessary absences from class and the arrangements made for holding such classes during these absences. In the event that cancellation is necessary without advance notice, faculty must follow the procedure on the Faculty Affairs website.

3. To keep adequate office hours, ordinarily **six (6)** hours/week for full time, and to post availability through syllabi, the course Learning Management System, the Daemen directory, and on office/department doors. Office hours can be met in person and/or virtually with Department Chair approval and consistent with student need;

4. To determine at regular intervals the proficiency and accomplishments of the students in courses;

5. To be willing to serve as a student advisor or moderator of a student organization;

6. To keep abreast of their fields and professions by reading current professional literature, by conducting appropriate and worthwhile research within budgetary limitations, and by attending relevant conferences;

7. To participate in meetings and to serve on committees;

8. To attend meetings when called by the President, the VPAA/Provost, Academic Dean or Department Chair;
9. To assist in the construction and revision of the University curriculum;

10. To be present in designated attire at the Daemen University Commencement and other official academic functions.

B. Retention and Destruction of Student Work

In accordance with FERPA, exams, assignments, and grade books are educational records and should be maintained in a secure location. Based on the recommendations of The American Association of Collegiate Registrars and Admission Officers (AACRAO) all faculty are expected to adhere to the following retention schedule if none of the work is associated with a grade appeal or incomplete:

- Exam/graded course work: one (1) year after course completion (if the work is not returned to the student)
- Faculty member's grade books: five (5) years after course completion.

For those courses stored in Daemen's Learning Management System (LMS): instructor's materials remain in their LMS courses for five (5) years after the last day of the semester.

If an exam or assignment is used as evidence in a grade appeal or incomplete, it must be kept for one year from the date on which a grade appeal is decided or incomplete is resolved. For disciplinary violations or petitions (e.g. academic dishonesty violations), documentation (letters, reports, assignments, Respondus videos, etc.) shall be retained for 7 years, permanently if expelled.

Any faculty members (including part-time) who leave the university are responsible for providing student records with the appropriate department/program chair or dean.

Daemen's full Record and Destruction Policy can be found here.

Student work, such as exams or assignments, contain sensitive personal information and are to be disposed of by physical destruction in such a way that they cannot be retrieved or reconstructed.

C. Additional Employment

Before contemplating outside or additional employment, University faculty members should assess the status of their professional preparation and activity. Full-time faculty members should be thoroughly and efficiently fulfilling their responsibilities as stated in Section "A" above. Chairpersons are also expected to fulfill their administrative obligations. For those in full compliance with the above, additional employment of one course per semester or its equivalent may be pursued upon notification to the VPAA/Provost. Additional employment above the level of a single course per semester or its equivalent shall require prior consultation with, and written approval from the VPAA/Provost. Those not in full compliance with the above shall be notified by the administration at the beginning of each academic year that they do not comply, and that additional employment may be pursued only with prior written approval from the VPAA/Provost. Any full-time faculty member who pursues additional employment without complying with the restrictions noted above or after being notified of objections and denial of approval, shall be in breach of contract and subject to Termination for Cause (see Article XI.B; see also Appendix D: "Research Integrity and Guidelines on Misconduct/Conflict of Interest" and Appendix E: "Intellectual Property Policy").

D. Extramural Utterances

Faculty are expected to be mindful that their special position in the community imposes special obligations on them. The public may judge their profession and Daemen University by their public utterances; hence, each faculty member should exercise proper restraint; show respect for the opinions of others; be accurate; and make clear whether they are speaking in a personal or professional capacity per AAUP guidelines (see also Appendix F: "AAUP Statement on Professional Ethics"; Article XIV. Academic Freedom).

IX. FACULTY RANK

A. Academic Ranks

The academic ranks at Daemen University are the following: (1) Distinguished Professor; (2) Professor; (3) Associate Professor; (4) Assistant Professor (see also Article IV. Faculty Classifications).

B. Criteria for Appointment

The VPAA/Provost, the appropriate Academic Dean, and each Department Chair shall jointly identify and document what constitutes an appropriate terminal degree for initial appointment of department faculty at each rank. The department shall define appropriate expectations of teaching (Article X.B.1), along with guidance for scholarly and professional accomplishment in the discipline, and qualifying service (Article X.B.4). These shall be subject to approval first by the Faculty Senate, followed by the appropriate Academic Dean, and then VPAA/Provost. The standards shall be maintained in the VPAA/Provost office and shall be reviewed by departments every three (3) years, or earlier if conditions warrant reconsideration. These standards are in addition to the general criteria below and shall be made available for candidates at initial appointment and for tenure and promotion review (see also Article X. Tenure and Promotion).

The criteria for new appointment to specific tenured/tenure-track faculty ranks are as follows:

1. Distinguished Professor:

> This rank honors individual faculty members who have achieved singular distinction in their scholarly accomplishments as well as in service to the University, their discipline, and society at large. Promotion to Distinguished Professor demonstrates to the academy and to the broader community that Daemen University is committed to academic rigor and excellence. Only one faculty member can be appointed every three years. Eligible candidates must:
>
> a) Hold the rank of Professor, ordinarily for four years;
>
> b) Have evidence of distinction in their scholarly discipline and have achieved widespread recognition for research, creative production, or leadership in creative or scholarly activities;
>
> In addition, candidates must meet **at least one** of the following:
>
> c) Be clearly recognized by students, colleagues, and/or external agencies as an outstanding teacher and a leader for excellence in learning; OR
>
> d) Have demonstrated distinguished service to their discipline, Daemen University, or society.
>
> (See Appendix H: "Distinguished Professor: Rights, Responsibilities, Policy, and Application Procedure").

2. Professor:

a) Must possess the appropriate terminal degree for their area of expertise;

b) **Teaching**: Must have evidence of a continuous record of sustained excellence in teaching and application of contemporary pedagogy and is continually engaged in reflection on creative and engaging teaching methods. Provides evidence of student interest, accomplishment, and engagement in learning.

c) **Scholarship**: Must demonstrate ongoing regular productivity as a scholar. Must have a sustained record of scholarship that has national and/or international scope. Achievements must surpass those expected and required for the rank of Associate Professor in one's discipline. Scholarly engagement shows initiatives with peers in the field, within, and beyond Daemen University.

d) **Service**: Must show evidence of peer recognition of professional activity both within the University, as well as in the larger community, and the profession in general. Evidence might include, but is not limited to: academic society awards, peer review, service to community organizations, work as a referee or on the editorial board of a scholarly publication or comparable work in the arts; election or appointment to service in a professional organization, invitations to collaborate in professional scholarly or creative groups. (See Faculty Handbook X.B.4. for full details).

e) Exceptional administrative skills in service to the University may also be considered. Evidence of advancing strategic initiatives and/or accomplishments may also be considered.

f) While promotion to Professor ordinarily requires service of at least four years at the Associate Professor rank, the applicant may apply later than four years from promotion to Associate. In such cases, the applicant may choose to showcase their achievements, in all required areas, over a "window" of five years prior to application. They may also choose to include any significant achievements that occurred prior to that five-year window but after promotion to Associate Professor.

g) A minimum of two (2) letters, external to the university, addressing any of the above criteria must be included.

3. Associate Professor:

a) Must possess the appropriate terminal degree for their area of expertise;

b) **Teaching**: The candidate should have achieved substantial teaching effectiveness demonstrated over a reasonably wide range of courses. They should have demonstrated growth and knowledge as an educator. They may include other work done with students outside the classroom. Pedagogical innovation should be demonstrated and development of new courses may also be addressed.

c) **Scholarship**: The candidate should have evidence of continuous scholarship recognized by peers in the profession. Scholarly achievement should advance knowledge in the field and/or across disciplines. Peer reviewed publications, performances, and/or exhibitions are the clearest evidence of scholarly achievement.

d) **Service:** The candidate should demonstrate contributions to the university, to their profession, and to the wider community. Effective administrative skills and/or accomplishments may also be considered. Where applicable, effective advising must be demonstrated.

e) Professional development and additional accomplishments can be demonstrated as belonging in any or all of the above categories, as appropriate.

C. Determination of Initial Appointment Rank

1. Effectiveness as a teacher, which shall include consideration of pertinent factors including, but not limited to, the following:

   a) Preparation of subject matter;

   b) Ability to stimulate student interest in subject matter;

   c) Effectiveness in relating subject matter to contemporary culture;

   d) Ability to facilitate student initiative, growth, development, and respect for lifelong learning;

   e) Ability to recognize and respond to the unique characteristics and needs of each student;

   f) Ability to show continued growth in teaching methods and the evaluation of students.

2. Scholarly and professional accomplishment in the candidate's field of expertise, including, but not limited to, the following:

a) Continuous generation of productive research and contributions to existing knowledge;

b) Demonstration of continued professional growth;

c) Ability to integrate information from various disciplines.

X. TENURE AND PROMOTION

The Faculty Tenure and Promotion Committee shall meet by **December 1** and consider all evidence presented by the candidates. The T&P Committee may consult faculty, student, and administrator evaluations when considering the applications. The committee shall deliberate and vote (majority vote required) on the applications by **December 12.** The committee will then meet with the VPAA/Provost. After such meeting, the committee shall render a written report to the President recommending or not recommending the approval of the applications. The report shall contain the committee's rationale. The T&P Committee's decisions will remain confidential (see also Article V.D. Tenure and Promotion Committee).

A. Tenure

Tenure is a permanent appointment to the faculty of the University granted by the Board of Trustees. A faculty member is tenured to the institution rather than to an individual department (see also Article XI.E. "Faculty Seniority Under Financial Exigency"). By means of tenure, a full-time faculty member achieves the security of a continuous appointment from which the faculty member cannot be dismissed without Cause (see also Article XI.B. "Termination for Cause"). The purpose of tenure is to contribute to and protect Academic Freedom (see Article XIV.) by providing economic security. Tenure does not guarantee a lifetime contract regardless of performance and nothing in this subsection shall restrict the University's right to terminate a faculty member for Cause or in the case of Financial Exigency (see also Article XI.D.). Faculty members are subject to the handbook guidelines for tenure under which they are hired.

1. Timeline:

Full-time faculty members seeking tenure must apply no later than their sixth year on a full-time tenure-track contract at the University. If a faculty member is hired outside the traditional Amherst campus calendar starting date in September, the initial contract should clarify the tenure application year, which is not to exceed the sixth year of full-time teaching and no later than the next fall term. If tenure is denied (see Section X.E. below), or if no application is made by the sixth year, a terminal contract shall be issued for the

following year. While it is permissible for a candidate to apply for tenure prior to the sixth year, candidates are strongly advised to consult with their Department Chair, Academic Dean and VPAA/Provost before doing so. If the application is denied, a terminal contract will be issued for the following year.

2. **Withdrawal of Application:**

A faculty member who wishes to withdraw a tenure application must do so by written request to the Chair of the Tenure and Promotion Committee prior to the T&P Committee's meeting with the President. If the candidate is in the sixth year of a tenure-track contract, a terminal contract will be issued.

3. **Stopping the Tenure Clock:**

Ordinarily, applications for tenure must be made no later than the faculty member's sixth year. In the event of (1) the birth or adoption of a child; (2) a serious illness on the part of the tenure-track faculty member; (3) a serious illness of a family member for whom a tenure-track faculty member has primary caretaking responsibility; (4) or that extraordinary administrative responsibilities have impeded productive scholarship and professional development, an otherwise qualified candidate for tenure may request an extension of the tenure-track period. The maximum extension allowed under this policy is two (2) years, one year per event.

Candidates who request stopping the tenure-track clock must submit written notification to the Department Chairperson, the Academic Dean and the VPAA/Provost no later than **September 1** of their sixth year on the tenure track.

A letter indicating that this option has been exercised should be included as part of the candidate's application materials for tenure and promotion along with supporting (non-confidential) documentation. A delay in application for tenure consistent with this policy shall not alter the departmental expectations for awarding tenure.

In the event the request is denied, the candidate must follow the usual tenure timeline.

B. Criteria and Evidence for Tenure

A positive evaluation of the candidate's application by the Tenure and Promotion Committee affirms that it is in the best interest of Daemen University to offer the candidate a continuing appointment. In making this evaluation, the committee shall apply the following criteria based on the evidence provided by the candidate (see also Article VIII. Faculty Responsibilities):

1. **Teaching Excellence and Effectiveness**:

The Daemen University mission aims to integrate "the intellectual qualities acquired through the liberal arts with the preparation necessary for professional achievement" and, as such, the candidates' teaching is the most important criterion in evaluating their applications.

a) *Criteria***:** Evaluation of teaching must take into consideration an academic department's goals; the faculty expected duties within the department; class size; the curriculum; format of delivery; and the types of instructional pedagogies. Effective teaching and its impact on learning can take place in a variety of contexts: in campus classrooms; team teaching; online instruction; in the field; in clinical settings; workshops; panels; through service-learning activities, community engagement and internships; in laboratories; within on- and off-campus communities; in organizations; in education abroad settings, such as field schools; and through mentoring of students, including undergraduate and graduate student research.

The guidelines drafted by each department can either adopt the list below as is, or specify which of the activities are required, and to what extent, for tenure and promotion to each rank.

b) <u>Evidence/Activities</u>**:**

i. Demonstrate consistency among the teaching philosophy, student learning outcomes, course objectives/outcomes, course activities (i.e., in class activities, assignments, exams), grading priorities, and curriculum design.

- Documentation of rigorous student performance standards;
- Appropriate assessment procedures, such as course syllabi, exams, and/or examples of student work.

ii. Incorporate active and engaging learning strategies in their courses that address the various students' learning styles, aptitudes, and needs.

- Examples of innovative teaching methods;
- Evidence of training or upgrading to maintain currency in pedagogy and in the discipline;
- Course/assignment development activities and/or evidence of course/assignment revision and renewal.

iii. Interact regularly with students outside the classroom walls and the course webpage.

- Availability for office hours and student consultation;
- Advisor to discipline-specific student organizations;
- Advisor to students enrolled in discipline-specific directed readings, such as internship, research, or independent study projects;
- Evidence of impact on students outside of classes, including evidence of students' postgraduate success.

iv. Extend the teaching and learning experiences and/or expertise to other faculty and the larger academic community.

- Involvement in the department curriculum revisions or innovations;
- Involvement in the department curriculum or University assessment activities;
- Guest presentations in academic classes, workshops on teaching-related activities, etc.

v. Department Specific Requirement

- If applicable, to be completed by the department.

c) Examples of Supporting Evidence**:**

May include, but not limited to the following:

- course syllabi;
- student evaluations;
- teaching philosophy statement;
- instructional materials (such as case studies, labs, discussion prompts, group projects);
- Description of assessment activities and products (such as papers, tests, performances, problem sets), and other material used in connection with courses;
- copies of new course development, course redesign;
- a list of professional development activities and efforts at improvement;
- peer observations and evaluations;
- student performance on pre- and post-instruction measures, if applicable;
- exemplary student work and outcomes;

- records of advising and mentoring;
- thesis direction.

The VPAA/Provost Office will maintain the course evaluations and will provide the Tenure and Promotion Committee with access to the evaluations, written comments, and departmental evaluation summaries. Candidates are encouraged to include any other materials they deem significant in demonstrating teaching distinction.

2. Record of Scholarship and Professional Development:

a) *Criteria*: It is the responsibility of the department, with the approval of the VPAA/Provost and Academic Dean, to inform incoming faculty members in writing of departmental scholarship expectations. It is the candidates' responsibility to demonstrate to the Tenure and Promotion Committee that their scholarship and professional development meet the standard for their disciplines. Departmental guidelines may also be accessed on the Faculty Affairs webpage:

b) Evidence of scholarship and professional development:

May include, but is not limited to:

- **publication** of books, journal articles, textbooks, conference proceedings, book reviews, creative writing;
- **performances**, shows, conference paper presentations, and poster presentations;
- professional **practice**.

Candidates are encouraged to include any other materials they deem significant in demonstrating distinction in their scholarly and professional development.

Candidates should provide the Tenure and Promotion Committee with a description of their publications, presentations, or performances as well as of their research interests. Ordinarily, the T & P Committee will place emphasis on scholarship completed while employed by Daemen University, but scholarship done at other institutions may be included as additional evidence of the candidates' record. Candidates are encouraged to provide outside evaluation of their scholarship record.

3. Appropriate Terminal Degree:

a) Every department, with the approval of the VPAA/Provost and the Academic Dean, must establish the "appropriate terminal degree" for positions in their department (see Article IX.B. "Criteria for Appointment"). This requirement should be indicated on

the contract when a faculty member is hired and should be addressed, as necessary, in the annual evaluation.

b) Appropriate terminal degrees per department are also posted as part of the scholarship guidelines on the Faculty Affairs webpage:

4. Record of Service and Contributions to the University:

a) Academic departments are required to provide faculty members with specific service guidelines for tenure and promotion. Examples of activities which would be classified toward service requirements for these guidelines include, but are not limited to, the following:

- Active membership of university-wide standing/*ad hoc* committees, subcommittees, and task forces;
- Organizing invited speakers;
- Moderating student organizations;
- Delivering workshops to fellow faculty and/or staff;
- Active participation in university-wide assessments;
- Securing outside funding for University activities and/or research;
- Special efforts to recruit and/or retain students;
- Creation of new courses, or major revisions to existing courses;
- Active participation in departmental Open House activities;
- Active participation in departmental assessments, accreditations, and/or curriculum development/revision;
- Student advisement;
- Organizing departmental off-campus activities;
- Active involvement in off-campus organizations;
- Delivery of invited talks at off-campus events that are not considered toward scholarship;
- Outreach activities serving the local community;
- Active participation in diversity and inclusion programs;
- Special efforts to enhance global education;
- Service to the profession (e.g., serving as a reviewer, on editorial/legislative/association committees, etc.)
- Active participation in departmental assigned committees or administrative roles.

b) No specific activity (such as serving on a given committee) is required to demonstrate excellence in service. The guidelines drafted by each department can either adopt the list above as is, or specify which of the above activities are required, and to what extent, for tenure and promotion to each rank (see also Article IX. Faculty Rank and Section X.G. below).

c) During each evaluation of a candidate, the department or DPAC should specifically address the evidence of contribution and level of participation in these activities, rather than just acknowledge completion of the activities themselves.

C. Application Procedure for Tenure

1. Candidates must inform the VPAA/Provost, the Academic Dean, and the Department Chair of their **intention** to apply for tenure electronically by **September 1**. Candidates for tenure must apply with supporting materials to the Department Chairperson, copying all materials to the Office of the VPAA/Provost, by **October 15**.

   Applications must be in electronic format and should provide evidence that the candidate meets the tenure criteria (see Section X.B. above). While the required form of submission is electronic, applicants may, in exceptional circumstances, request permission from the VPAA/Provost to submit a paper application.

2. Candidates are solely responsible for producing evidence supporting their applications. It is **required** that applications contain the following materials:

   - Letter of Application (no more than ten pages).
   - CV.
   - All Annual Self-Assessments.
   - All Annual Reviews by Chairs/Department. The candidate should include their response to each annual review and plans for development if needed.
   - All Annual Dean's Letters.
   - Teaching Philosophy Statement.
   - Sample Course Syllabi.
   - Completed Course Evaluations and analyses of results and trends
   - Records of advising and mentoring
   - Publication of books, journal articles, textbooks, conference proceedings, book reviews, creative writing.
   - Records of performances, shows, conference paper presentations, and poster presentations.
   - Any Conference/Convention Program Copies (cover page, index, presentation pages for candidate. Links to online programs are acceptable, if available.)
   - Please note that a description of all service with any appropriate evidence is required by article X.B.4.
   - List of professional development activities and efforts at improvement.

It is **recommended** that candidates include any other materials they deem significant in demonstrating distinction in their scholarly and professional development. These may include, but are not limited to:

- Materials related to new course development and/or course redesign.
- Instructional materials (such as case studies, labs, discussion prompts, group projects)
- Description of assessment activities and products (such as papers, tests, performances, problem sets), and other material used in connection with courses.
- Student performance on pre- and post-instruction measures, if applicable.
- Exemplary student work and outcomes; thesis/capstone direction where appropriate.
- Evidence of professional practice.
- Peer Observations or equivalent for asynchronous courses (at least 1 per year leading to tenure).
- Grade distribution analysis and trends.

3. By **October 21** the Department Chair will evaluate the materials and provide their letter*, either supporting or opposing the candidate's application, to the Academic Dean, to the VPAA/Provost, and to the candidate. The candidate's full application materials will also be made available to the Academic Dean on **October 21**. A Department Chair applying for tenure must submit an application with supporting materials to the Academic Dean, copying all materials to the Office of the VPAA/Provost, by **October 21**. All letters mentioned in section 4 (excluding the letter from the Academic Dean) must be received by the Office of the VPAA/Provost by **October 21**. These letters will be made available to the Academic Dean by **October 21**. The Academic Dean, having reviewed all materials, will provide their letter*, either supporting or opposing the candidates' application, to the Office of the VPAA/Provost and to the candidate by **November 1**.

*Letters written by the Department Chair and the Academic Dean shall specifically address the candidate's compliance with each of the criteria for tenure (see Section X.B above).

The Office of the VPAA/Provost will notify the Tenure and Promotion Committee of the tenure applications and provide access to full applications and supporting materials to the committee by **November 1.** The committee must hold an initial meeting by **November 15**.

4. All tenured faculty members of the candidate's department must write letters to the Tenure and Promotion Committee either supporting or opposing the candidate's application. All letters (excluding the letter from the Academic Dean) must be received by the Office of the VPAA/Provost by **October 21.** In the event that any required letters are not written on time, the applicant should provide evidence, in the form of an email, that these letters were requested. Letters should address criteria for tenure (see Section X.B above). Any of the above letters that are included by the candidate in their application will not be considered by the committee. All other full-time departmental faculty members who have been at the University at least one year may, at their own discretion, write letters but are not obligated to do so. A maximum of 7 letters from outside the candidate's department(s) at Daemen in addition to a maximum of 5 letters external to the University, may be solicited by the candidate. To be considered, all faculty and solicited letters should be sent directly to the Office of the VPAA/Provost by **October 21**. These letters will be made available to the Academic Dean on **October 21**.

   Department Chairs (by **October 21**) and Academic Deans (by **November 1**) will provide copies of their letters directly to the candidate. All other letters received by the Tenure and Promotion Committee are confidential and will not be given to the candidates.

   If the letters contain negative information about the candidates that is not presented in the letter from the Department Chair, the Tenure and Promotion Committee will summarize this information and present it to the candidate for response, prior to reaching a decision. The summary will be done in such a way as to ensure the confidentiality of the letters to the extent practical. The candidate will receive the information **by November 22** and must respond to the T&P Committee **by December 1**.

5. The Tenure and Promotion Committee will discuss each application, vote, and make its recommendation to the VPAA/Provost **by December 12**. It will then meet with the VPAA/Provost. **The T&P Committee discussion will remain confidential**.

6. The Chair of the Tenure and Promotion Committee and the VPAA/Provost will meet with the President **by December 20** to present their recommendations.

7. **Summary of Timeline**:

Sept. 1 Candidate notifies the VPAA/Provost, Academic Dean, and Department Chair of intent to apply;

Oct. 15 Candidate submits application and supporting materials to Chairperson, copying all materials to the Office of the VPAA/Provost;

Oct. 21 Department Chair submits letter for applicant to the Academic Dean . Office of VPAA/Provost gives Academic Dean access to application and all supporting materials and letters;

Nov. 1 Academic Dean provides their letter to the Office of the VPAA/Provost and the candidate;

Office of the VPAA/Provost notifies T&P Committee of candidate's application and provides supporting materials;

Nov. 15 T&P Committee must hold initial meeting by this date;

Nov. 22 Chair of the T&P committee informs candidate of any negative information contained in confidential letters (if required);

Dec. 1 If required, candidate responds to T&P Committee regarding any negative information;

Dec. 12 T&P makes recommendation to VPAA/Provost and arranges to meet with VPAA/Provost;

Dec. 20 Deadline for the chair of the T&P Committee and VPAA/Provost to meet with the President to make recommendations.

D. President and Board of Trustees Tenure Approval Process

1. Joint Recommendation of Approval**:**

If the Tenure and Promotion Committee recommends granting tenure, and the President concurs with this recommendation, the President shall present the joint recommendation for tenure to the Board of Trustees. The Board of Trustees shall take formal action on the application within **ten (10) calendar days** of receipt of the joint recommendation. Within **ten (10) calendar days** of receipt of the Board's decision, the President shall generate a letter to the candidate, stating whether tenure has been granted or denied and, if denied, the specific reasons for denial if expressed by the Board. **There shall be no appeal of decisions by the Board of Trustees in this instance.**

2. Joint Recommendation of Denial**:**

   If the Tenure and Promotion Committee recommends denial of tenure, and the President concurs with this decision, the President shall write a letter to the candidate indicating the specific reasons for the negative determination. This letter shall be sent to the candidate no later than **January 12** and will notify the candidate of the right to seek review of the process by the Faculty Review Committee. A negative recommendation following joint action by the President and the T&P Committee will not be forwarded to the Board of Trustees until the review process is complete or waiver of the review process has occurred (see Section X.E.1 below).

3. Disagreement on Recommendation**:**

   If the Tenure and Promotion Committee and the President disagree on the recommendation, the President and the Chair of the T&P Committee shall present the respective views to the Board of Trustees. The Board of Trustees shall then take formal action on the application, and the President shall generate the appropriate letter to the candidate.

E. Tenure Denial Appeal Process

A candidate seeking review of a negative recommendation must follow the procedure below:

1. A letter requesting the review and identifying the reasons therefore, must be prepared by the candidate and delivered to the President and the Chair of the Tenure and Promotion Committee **within ten (10) calendar days** following receipt of a **certified letter** of negative recommendation. Failure to do so will constitute waiver of the right for a review.

2. The Chair of the Tenure and Promotion Committee will then immediately forward the letter to the Faculty Review Committee for consideration.

3. The scope of review by the Faculty Review Committee shall exclusively be to investigate whether proper procedures, as stated in this handbook, were followed in the tenure application process. The Faculty Review Committee may, at its discretion, interview the candidate and other persons relevant to the candidate's tenure application process.

4. **No later than February 15**, the Faculty Review Committee shall report its opinion in writing to the President, the Tenure and Promotion Committee, and the appellant. Thereafter, the Tenure and Promotion Committee will reconvene to reconsider its decision in light of the Faculty Review Committee's report. The opinion of the Faculty Review Committee is advisory and not binding on the T&P Committee or the University.

5. **No later than March 1**, following reconsideration, the final recommendation of the Tenure and Promotion Committee shall be reported to the President. **There shall be no appeal from a negative recommendation following reconsideration**. The final recommendations of the T & P Committee and the President will then be presented to the Board of Trustees along with the report of the Faculty Review Committee.

6. **No later than March 10**, the review process shall be complete and the case ready for presentation to the Board of Trustees**.** After the decision by the Board, the President shall generate the appropriate notification letter. No contract shall be issued until the Board has made a final decision. **There will be no appeal from the decision of the Board of Trustees.**

F. Application Procedure for Promotion

1. Faculty members may apply for a promotion to the next higher academic rank by submitting notice of their intention to apply to the VPAA/Provost, to the Academic Dean, and to the Department Chair by **September 1**. Candidates for promotion must apply with supporting materials to their Department Chairperson by **October 15**. A copy should also be sent to the office of the VPAA/Provost.

Applications must be in electronic format and should provide evidence that the candidate meets the promotion criteria (see Article IX. B. "Criteria for Appointment"). While the required form of submission is electronic, applicants may, in exceptional circumstances, request permission from the VPAA/Provost to submit a paper application.

2. Candidates are solely responsible for producing evidence supporting their applications. It is **required** that applications contain the following materials:

- Letter of Application (no more than ten pages).
- CV.
- All triennial self-assessments.
- All triennial reviews by chairs and deans. The candidate should also include their rebuttal letter or their faculty improvement plan if one was submitted or required in response to a triennial review.
- All triennial Dean's Letters.
- Teaching Philosophy Statement.
- Sample Course Syllabi.
- Completed Course Evaluations and analyses of results and trends.
- Records of advising and mentoring
- Publication of books, journal articles, textbooks, conference proceedings, book reviews, creative writing.
- Records of performances, shows, conference paper presentations, and poster presentations.
- Any Conference/Convention Program Copies (cover page, index, presentation pages for candidate. Links to online programs are acceptable, if available.)
- Please note that a description of all service with any appropriate evidence is required by article X.B.4.
- At least two (2) letters external to the University, addressing the candidate's scholarship, teaching excellence or service, not to exceed a total of five (5) as specified in X.F.3 when applying for Promotion to Professor.
- List of professional development activities and efforts at improvement.

It is **recommended** that candidates include any other materials they deem significant in demonstrating distinction in their scholarly and professional development. These may include, but are not limited to:

- Materials related to new course development and/or course redesign.
- Instructional materials (such as case studies, labs, discussion prompts, group projects)
- Description of assessment activities and products (such as papers, tests, performances, problem sets), and other material used in connection with courses.
- Student performance on pre- and post-instruction measures, if applicable.
- Exemplary student work and outcomes; thesis/capstone direction where appropriate.
- Evidence of professional practice.
- Peer Observations or equivalent for asynchronous courses since last promotion.
- Grade distributions and trends.

3. All tenured faculty members of the candidate's department must write letters to the Tenure and Promotion Committee either supporting or opposing the candidate's application. All letters (excluding the letter from the Academic Dean) must be received by the Office of the VPAA/Provost by **October 21.** [In the event that any required letters are not written on time, the applicant should provide evidence, in the form of an email, that these letters were requested.] Letters should address criteria for promotion (see Section X.B. "Criteria for Appointment"). Any of the above letters that are included by the candidate in their application will not be considered by the committee. All other full-time departmental faculty members who have been at the University at least one year may, at their own discretion, write letters but are not obligated to do so. A maximum of 7 letters from outside the candidate's department(s) at Daemen in addition to a maximum of 5 letters external to the University, may be solicited by the candidate in alignment with the requirements listed in X.F.2. When applying for Promotion to Professor, a minimum of two (2) letters eternal to the university are required. To be considered, all faculty and solicited letters should be sent directly to the Office of the VPAA/Provost. A candidate may request verification from the office of the VPAA/Provost that this supportive evidence has arrived.

4. By **October 21** the Department Chair will evaluate the materials and provide their letter*, either supporting or opposing the candidate's application, to the Academic Dean, to the VPAA/Provost, and to the candidate. The candidate's full application materials will also be made available to the Academic Dean on **October 21**. A Department Chair applying for promotion must submit an application with supporting materials to the Academic Dean, copying all materials to the Office of the VPAA/Provost, by **October 21**. All letters mentioned in section 3 (excluding the letter from the Academic Dean) must be received by the Office of the VPAA/Provost by **October 21**. These letters will be made available to the Academic Dean by **October 21**. The Academic Dean, having reviewed all materials, will provide their letter*, either supporting or opposing the candidates' application, to the Office of the VPAA/Provost and to the candidate by **November 1**.

*Letters written by the Department Chair and the Academic Dean shall specifically address the candidate's compliance with each of the criteria for promotion (see Section X.B).

The Office of the VPAA/Provost will notify the Tenure and Promotion Committee of the tenure applications and provide access to full applications and supporting materials to the committee by **November 1.** The committee must hold an initial meeting by **November 15**.

5. All applications for promotions, recommendations and supporting documents should be sent by the Office of the VPAA/Provost to the Tenure and Promotion Committee by **November 1**. The Tenure and Promotion Committee will discuss each application, vote, and make its recommendation to the VPAA/Provost **by December 12**. It will then meet with the VPAA/Provost. **The T&P Committee discussion will remain confidential**.

6. The Chair of Tenure and Promotion Committee and the VPAA/Provost will meet with the President **by December 20** to present their recommendations.

G. Criteria for Faculty Rank

1. Generally, the nature and weight of the criteria for promotion to a particular faculty rank are the same as those for appointment to that rank (see also Article IX. Faculty Rank and Section X.B. above). Promotion shall be based on merit rather than years of employment at the University; however, merit can only be determined after a reasonable length of employment, ordinarily four years, at a rank within Daemen University.

2. If the candidate's application receives a positive Tenure and Promotion Committee recommendation, tenure and promotion to Associate Professor rank shall be considered concurrent. Only under rare and extenuating circumstances may the T&P Committee recommend tenure without promotion.

H. Promotion Approval Process

1. The chair of the Tenure and Promotion Committee and the VPAA/Provost shall meet with the President and present their recommendation by December 20.

2. In the event that the **President's recommendation is contrary to that of the Tenure and Promotion Committee**, both the President and the Chairperson of the T&P Committee shall present their recommendations to the Board of Trustees.

3. If the **recommendation of the President and the recommendation of the Tenure and Promotion Committee are to deny the application**, no presentation to the Board of Trustees is required, and the President will notify the faculty member of the decision in writing along with the reason for denial.

4. A denial of a promotion does not prohibit a subsequent application during a following term. **There is no appeal from a denial of a promotion.**

5. When the Board of Trustees has taken formal action approving a promotion, the President shall write the letter of promotion to the faculty member and a copy

will be sent to the Department Chair and Academic Dean (see also Article XVII. D. Promotion Adjustment for Tenure-Track Faculty Lines).

6. **Timeline**: Promotion Application Process

Sept. 1	Notification to VPAA/Provost of intent to apply for promotion;
Oct. 15	Submit application and supporting materials to Chairperson;
Oct. 21	Department Chair letter for candidates due to Academic Dean with supporting materials; Department Chair's application for promotion due to Dean;
Nov. 1	Academic Dean letter with supporting materials due to VPAA/Provost; VPAA/Provost notifies T&P Committee of candidate's application and provides supporting materials;
Nov. 15	T&P Committee deadline to meet;
Dec. 12	T&P Committee makes recommendation to VPAA/Provost and arranges to meet with VPAA/Provost;
Dec. 20	Deadline for T&P Committee to meet with President to make recommendation.

XI. TERMINATION OF FACULTY

A. Non-Renewal of Contract

1. Tenured faculty members in accordance with Article X. Tenure and Promotion are given a permanent appointment and may only be terminated for Cause, Program Termination/Reduction, or Financial Exigency (see Sections XI.B – E below).

2. Full-time faculty members without tenure serve pursuant to contracts for a specific period of time. Such faculty members will not be terminated during the term of the contract except for Cause (see Section XI.B below) or as set forth in the faculty

member's contract. A decision not to renew a contract of a full-time faculty member without tenure should be made in accordance with the procedure set forth below. Such faculty who do not receive notice of non-renewal by the required dates can assume renewal of contract. Such faculty serving pursuant to a contract of **more than one (1) year** shall receive notification of the salary for the next academic year **by March 15**.

3. Part-time faculty contracts terminate at the end of the contract term and no notice is required.
4. Notice of Non-Renewal**.** If the University intends to terminate a full-time faculty member without tenure at the end of the contract year and not issue a contract for the succeeding year (non-renewal), no reason is necessary; however, written notice of non-renewal must be given to the faculty member in accordance with the following policy:

   a) Not later than **March 1** of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, **at least three months** in advance of the termination;

   b) Not later than **January 15** of the second academic year of service, if the appointment expires at the end of that year;

   c) At least **twelve months** before the expiration of an appointment after two or more years in the institution.

5. Procedure for Non-Renewal:

   a) Normally, the non-renewal of a contract for a full-time faculty member without tenure is the responsibility of the Department Chair after receiving the approval of a majority of the tenured members of the department. In a department with less than three (3) tenured faculty members, the Chairperson shall take this initiative only after receiving the majority approval of the Departmental Personnel Advisory Committee (see Article V.C. DPAC).

   b) When the full-time faculty member without tenure in question is the Department Chairperson, or when the Department Chairperson remains impervious to continual complaints about one of the department faculty members, non-renewal shall be initiated by the appropriate Academic Dean who must consult with and obtain approval of a majority of the department's tenured faculty, including DPAC members (see Article V.C. DPAC).

   c) The Department Chair will notify the VPAA/Provost of the department's non-renewal recommendation. If in agreement with the recommendation, the

VPAA/Provost will send written notice of non-renewal to the faculty member with copies to the Academic Dean and Department Chairperson.

6. Appeal of Non-Renewal**.** A faculty member who has received a notice of non-renewal may seek review from the Faculty Review Committee (see also Article V.E.1. "Faculty Review Committee"). The notice of appeal must be in writing and delivered to the Chairperson of the Faculty Review Committee **within fifteen (15) calendar days** after the notice of non-renewal was sent. The review by the committee shall be limited to whether the proper procedure for non-renewal was followed. No hearing is required, although the committee may consider written arguments and/or interview relevant witnesses including the appellant. The findings and recommendation of the Faculty Review Committee shall be sent to the VPAA/Provost who will make the final decision.

B. Termination for Cause

All faculty, whether full-time or part-time, may be disciplined for Cause, including such sanctions as suspension or termination at any time during the employment term. "Cause" shall include, but not be limited to, any of the following:

1. Failure to meet responsibilities as a faculty member as set forth in Article VIII. Faculty Responsibilities or to follow Daemen University policies;

2. Willful dishonesty, including, but not limited to, theft, academic dishonesty, research misconduct, plagiarism, or forgery;

3. Any violation of the Drug-Free Workplace or Alcohol policies;

4. Physical abuse or threat of abuse against another member of Daemen University;

5. A violation of Daemen University's policy prohibiting sexual harassment (see also Article XXV. and University Policy Portal);

6. The commission of an act which constitutes a crime under Federal or State law;

7. For serious violations of professional ethics (see Appendix F: Professional Ethics);

8. For inappropriate relationships with students, including but not limited to romantic or sexual relationships with persons over whom the faculty member has grading or supervisory authority; sexual harassment or quid pro quo sexual/romantic advances directed toward or involving any person registered as a student at Daemen University. Note: Faculty are exempted from this policy with respect to pre-existing relationships (e.g. spousal/domestic partners who may be registered students who are taking courses as part of the Daemen University Employee tuition benefits program).

9. Unauthorized use of University resources, including misuse of information technology as described in the Daemen Technology Acceptable Use Policy (see Article XIX.: Daemen Computer use/Electronic Communications and University Policy Portal):

10. Actions that jeopardize Daemen University itself or its reputation.

C. Procedure for Termination or Discipline for Cause

1. When the VPAA/Provost receives reports of instances or allegations of faculty conduct that may be subject to discipline or termination, the VPAA/Provost will consult with the Department Chair and Academic Dean to review the facts and develop a course of action. Where possible, an effort will be made to agree on a resolution acceptable to the faculty member involved. If the matter cannot be informally resolved or is determined by the VPAA/Provost to warrant discipline or termination, the faculty member shall receive written notice of Cause and disciplinary actions taken. Discipline will not be used to restrain faculty members in their exercise of Academic Freedom (see Article XIV.).

2. A faculty member who has been suspended or terminated may request a review proceeding, **within seven days** of receiving the letter of discipline by sending a letter to the VPAA/Provost and to the Faculty Review Committee.

3. The Faculty Review Committee will schedule a hearing in order to complete the review **within thirty days.** The faculty member will be given at least **ten (10) days' notice** of the hearing unless a shorter period is agreed to by the faculty member. Members of the Faculty Review Committee who have been involved will be replaced by elected alternate members (see also Article V.E.4. Faculty Review Committee).

4. The faculty member has the right to see any evidentiary materials in advance of the hearing. The Faculty Review Committee will set a common deadline in advance of the hearing for the submission of any written materials that parties wish to submit for their review.

5. At the hearing, the faculty member will be permitted to appear and speak before the Faculty Review Committee and may be assisted by an advisor. If the advisor is an attorney, the committee will be informed prior to the meeting so that the administration and the committee can arrange for legal representation at the hearing. The advisor may consult with the faculty member but may not directly participate in questioning witnesses. Documents and other evidence directly related to the proposed reasons for the discipline will be made available to the committee and the faculty member by the administration, and the faculty member may present documents, letters, and other evidence. The faculty member, the administration, and the committee may call witnesses who have relevant information. All parties and the committee will have the right to ask questions. The hearing will be closed to

only the parties and their witnesses unless all parties, including the VPAA/Provost and the committee, agree to a public hearing. A formal transcript or audiovisual recording of the meeting will be made available to the committee, the faculty member and the VPAA/Provost.

6. During an executive (closed) session, the Faculty Review Committee, by majority vote, will determine whether or not adequate cause for the discipline has been established and will so report to the VPAA/Provost. The standard of proof shall be a preponderance of the evidence. The committee may recommend alternative disciplinary action such as a formal reprimand, or suspension without pay for a specific period of time. In cases of research misconduct (see Appendix D: Research Integrity Policy), the committee may recommend the suspension or termination of the research in question. The committee's recommendation will be made to the VPAA/Provost. If in agreement with the committee's finding, the VPAA/Provost will make a recommendation to the President. If the committee and the VPAA/Provost disagree, they will meet with the President to present their respective views. The President will report a final decision to the VPAA/Provost who will inform the faculty member and the committee in writing.
7. Suspension of the faculty member during dismissal proceedings is justified if the continued presence of the faculty member on campus will present a serious disruption to the department, to the conduct of classes, or if the faculty member presents danger to self, to others, or to Daemen University. Suspension of a faculty member during the period of dismissal proceedings will be with pay unless the reasons for dismissal involve a criminal offense. If the faculty member has requested a Faculty Review Committee proceeding on dismissal, the faculty member may also request that the committee consider whether a suspension without pay was justified.

D. Termination of Full-Time Appointments due to Financial Exigency

Termination of any full-time faculty appointment before the end of the specified term may also occur under circumstances because of a bona fide financial exigency, *i.e.,* an imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means. In such a case, the following process will be followed:

1. Evidence that a state of financial exigency exists will be presented to the Faculty Senate by the President of the University on behalf of the Board of Trustees. The Faculty Senate, after discussion, may vote to concur in the decision that financial exigency is in effect, or it may dissent and follow the procedures in this section under protest.

2. Once the President decides to retract faculty members due to exigency, the Faculty Senate will appoint a Faculty Reduction Committee from the full-time faculty (see also Article V.F. Faculty Reduction Committee). The committee will be comprised of both tenured and non-tenured faculty, with one representative from each college and two at-large members. The VPAA/Provost will meet with the Faculty Reduction Committee to discuss the extent and distribution of faculty reductions. This discussion shall include solutions such as early retirement offers and other good-faith efforts to minimize the necessary cuts. If a joint resolution cannot be reached, the administration shall implement the solutions it believes to be in the best interests of Daemen University, while observing the standards of seniority as set forth below in Section E.

3. Faculty members who receive notice of the administration's intention to terminate their appointment because of financial exigency will have the right to a hearing before the Faculty Reduction Committee. The issues in this hearing may include:

   a) The existence and extent of financial exigency unless the Faculty Senate has concurred that such a condition exists. The administration must provide evidence of the existence and extent of the condition. The findings of a faculty committee in a previous proceeding involving the same issue may be introduced.

   b) Whether the selection of the faculty member for termination was arbitrary or an abuse of discretion.

4. If the institution terminates appointments due to financial exigency, it will not simultaneously make new appointments, except in extraordinary circumstances in which a serious distortion in the academic program would otherwise result.

5. The appointment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure, except in extraordinary circumstances in which a serious distortion of the academic program would otherwise result.

6. In all cases of termination of a tenured faculty member because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of **two (2)** academic years, unless the released faculty member has been offered reinstatement and a reasonable time during which to accept or decline it.

7. Before terminating an appointment because of financial exigency, the institution, in conjunction with the Faculty Reduction Committee, will make a reasonable effort to place a tenured faculty member affected in another suitable position

within the institution. If placement in another position would be facilitated by a reasonable period of training, financial and other support for such training will be proffered.

E. Faculty Seniority under Financial Exigency

1. A faculty member is tenured to the institution rather than to a specific department (see also Article X.A. "Tenure").

2. A tenured faculty member is senior to a non-tenured faculty member. Seniority is also determined by professional rank: (1) Distinguished Professor; (2) Professor; (3) Associate Professor; (4) Assistant Professor (see also Article IX. Faculty Rank).

3. Seniority shall also be determined within ranks by the number of years of service to Daemen University with full-time instructional contracts. If two faculty members within the same rank have the same number years of full-time service, the person with the greater number of hours of part-time service, if applicable, shall have the greater seniority. Sabbaticals or authorized Leaves of Absence (for the purpose of promoting professional development of the faculty member) for one year or less shall be considered as full-time instructional experience.

F. Termination of Appointments outside Financial Exigency

Termination of a full-time faculty appointment before the end of the specified term, may occur as a result of bona fide **discontinuance or suspension** of a department or program. In such a situation, the following standards and procedures will apply:

1. Investigation and Recommendations**.** The decision to discontinue or suspend a program or department of instruction will be based upon educational and economic considerations. When such a possibility is determined by the administration, the VPAA/Provost will direct the Senate to appoint a multi-disciplinary Task Force, including Educational Policy Committee member representation (selected by EPC) to investigate the department's/program's sustainability (see also Appendix B: By-Laws of the EPC). The Task Force may recommend discontinuation, suspension, or faculty reduction to the VPAA/Provost**.**

   a) *Discontinuation or Suspension of a Department or Program*:

   If the administration subsequently decides to discontinue or suspend a department or program, the VPAA/Provost will first inform affected faculty members and make every effort to reassign tenured faculty members to other suitable positions.

   b) *Faculty Reduction***:**

   If rather than discontinuing/suspending a department or program (following the Task Force report), the administration subsequently determines to reduce a department or

program in number of faculty positions, the proposed reduction shall then be considered for educational impact, curricular and/or programmatic needs by the EPC. If the EPC also recommends a reduction in faculty numbers, the Faculty Reduction Committee (in accordance with Section D.2 above and Article V.F. Faculty Reduction Committee) will recommend to the VPAA/Provost which positions to terminate. Before doing so, the administration must first inform affected faculty members and make every effort to reassign tenured faculty members to other suitable positions. Any reductions in a department or program will be determined according to curricular and/or programmatic needs in accordance with faculty seniority to the extent practical (see Section E above).

c) *Reassignment*:

If reassignment in another position would be facilitated by a reasonable period of training, financial and other support for such training will be proffered. If no suitable position is available within the institution, with or without retraining, the tenured faculty member's appointment may be terminated, but only with provision for notice and/or salary continuation (see Article XII. Severance Benefits).

2. Faculty Appeal of Termination: A faculty member may appeal a proposed termination resulting from a program discontinuance, suspension, or recommendation for faculty reduction. Such a hearing will be held before a Faculty Review Committee to ensure that due process has been followed. Following the hearing, the Faculty Review Committee will make a recommendation to the VPAA/Provost, who will render the final decision.

XII. SEVERANCE BENEFITS

A. Full-Time Tenured Faculty

Full-time tenured faculty who are terminated by Daemen University for reason(s) other than for Cause (see also Article XI.B.) will be eligible for **12 months** of severance pay and a continuation of health insurance benefits at the employee rate for **12 months**.

Full-time tenured faculty who are terminated for Cause are not eligible for severance pay.

B. Full-Time Faculty Without Tenure

Full-time faculty members without tenure who have been employed by Daemen University for more than one year and who are terminated by the University for reason(s) other than for Cause will be eligible for certain severance benefits to include severance pay and a continuation of health insurance at the employee rate for the same number of weeks as listed below:

FULL-TIME FACULTY WITHOUT TENURE	
Years of Service	**Weeks of Severance Pay**
2	4
3	6
4	8
5	10
6+	12

C. Non-Eligibility

Full-time faculty without tenure who are separated under the following conditions are **not** eligible for severance pay:

- FT Faculty who are terminated under Article XI.A. Non-Renewal of Contract;
- FT Faculty who have been employed full time less than two years;
- FT Faculty who are terminated under Article XI.B. Termination for Cause.

XIII. DISPUTE RESOLUTION PROCEDURE

A. Purpose and Scope

1. Daemen University expects all faculty members involved in a dispute to seek resolution for their differences in a courteous, collegial, civil and professional manner in accordance with University policies and the AAUP Statement on Professional Ethics (see Section B below and Appendix F). Furthermore, it is the clear priority of the

University that any and all disputes be resolved collegially at the Department Chair level rather than through a more Formal Dispute Resolution procedure described herein.

2. Daemen University encourages all faculty members to make sincere efforts to resolve all disputes informally prior to initiating the Formal Dispute Resolution procedure described below. Parties to the dispute and resolution process are expected to exercise discretion in discussing the matter so as to safeguard the reputation of colleagues. Compliance with the spirit of this objective will be considered in assessing the case.

3. The policies and procedures contained herein are not intended to amend or override dispute resolution policies and procedures contained elsewhere in this handbook with regard to promotion, tenure, non-reappointment, disciplinary action for Cause, dismissal, alleged violation of academic freedom, alleged unlawful discrimination, and other related matters not addressed herein. Additionally, if the nature of the dispute is such that it could meet the criteria for Termination for Cause as defined in Article XI.B, the Complainant may elect to bypass this procedure and bring the dispute directly to the VPAA/Provost.

4. With above exceptions clearly stated, should any other dispute arise affecting any member of the faculty, it shall be exclusively resolved in accordance with these dispute resolution procedures.

5. Participation in this dispute resolution procedure by any party shall not be considered to preclude that party's pursuit of legal action or constitute any waiver of rights.

B. AAUP Statement on Professional Ethics

The AAUP Statement on Professional Ethics was adopted by the faculty in 2014 and will be referenced in terms of assessing the dispute (see also Appendix F).

C. Definitions

The following terms are defined for purposes of this procedure:

1. Dispute. The term "dispute" shall be defined for the purposes of these dispute resolution procedures as a complaint by a full-time or part-time member of Daemen University ('the Complainant') that they have been injured, harassed, or otherwise negatively affected in violation of a University policy, procedure, or established University practice, or have suffered adverse consequences or have been subject to a hostile environment due to the alleged action of the Respondent(s). Faculty complaints related to promotion, tenure, non-reappointment, disciplinary action for Cause, dismissal, alleged violation of academic freedom, or alleged unlawful discrimination are specifically excluded from the definition of "dispute" under this procedure.

2. Complainant. The term "Complainant" is defined as any faculty member who has a dispute as defined under Section A above. The Complainant bears the burden of proof that there has been a violation of policy or established practice, or that there have been adverse consequences or a hostile environment, as a result of the action under dispute (see also Section H below).

3. Designated Administrator. In a dispute in which the VPAA/Provost has a conflict of interest such as being the subject of the dispute, the VPAA/Provost, in consultation with the President, will appoint another administrator to perform the VPAA/Provost functions in the process.

4. Respondent(s). The term "Respondent(s)" refers to the party being accused by the Complainant of perpetrating any action that has resulted in a violation of policy or established practice, or who has allegedly contributed to or created an adverse consequence or hostile environment (see also Section H below).

5. Faculty Member. For the purposes of this dispute resolution procedure, a "Faculty Member' is an individual with a paid University appointment at the rank of Distinguished Professor, Professor, Associate Professor, or Assistant Professor, and including Instructors with part-time, fixed-term courtesy or visiting status (see also Article IV. Faculty Classifications and Article IX. Faculty Rank).

6. Policy. A "policy" is a written statement of principles and procedures approved by Daemen University that governs actions of faculty members of the University. Such written statements shall include written rules, by-laws, procedures, and standards approved and in effect at the time of the event. See also University Policy Portal.

D. Preliminary Review

It is recommended that, whenever possible, the matter first be discussed with the appropriate Department Chair and/or the appropriate faculty body with a view towards resolving the matter at the first level of administrative management. The Complainant and Respondent are expected to show evidence of efforts to resolve the matter, taking into consideration University policies and the AAUP Statement on Professional Ethics (see Policy Portal link above and also Appendix F). Subsequent levels of review shall consider compliance with the spirit of this provision in rendering decisions.

E. Informal Dispute Resolution Procedure

1. Faculty members who believe they may have a dispute should first meet with their Department Chair for an informal discussion of the matter, **within fifteen (15) calendar days** of the date the Complainant knew or should have known of the dispute upon which the complaint is based.

2. Exception: If the complaint is brought against a Department Chair, the Complainant shall take the dispute to the Chair's Academic Dean in an effort to resolve the dispute. Disputes with an Academic Dean may be brought to the VPAA/Provost.

3. The Department Chair seeking to resolve the dispute may consult with others, including the Department Chair or Academic Dean with jurisdiction over the Respondent, as appropriate, in an effort to gather further evidence, clarify information, and review and resolve such dispute.

4. If such deliberations with the Department Chair do not result in a resolution to the dispute, the Complainant shall take the dispute to the appropriate Academic Dean in an effort to informally resolve such disputes.

5. If the dispute is not resolved by informal discussion with the Complainant's Department Chair or Academic Dean, the Complainant may pursue the Formal Dispute Resolution Procedure contained herein. A Complainant may also pursue the Formal Dispute Resolution procedure as the first step if the dispute or complaint is against a Department Chair or Academic Dean and cannot be resolved to the satisfaction of the Complainant.

F. Formal Dispute Resolution Procedure

1. Written Statement: If the dispute is not resolved as a result of the Informal Dispute Resolution procedures described in Section E, the Complainant may file a formal written complaint with the Faculty Review Committee with at least the following components:

   a) Identification of Daemen University faculty member(s) against whom the Complaint is brought;
   b) A full description of the specific alleged behavior or action that has given rise to the dispute, including details on when and where the action or behavior took place, by whom, and the impact or consequence to the Complainant;

   c) A summary and evidence of the steps taken by the Complainant to informally resolve the problem under the Informal Dispute Resolution procedure (see Sections D and E above), and the reasons the Informal Dispute Resolution process was not successful;

d) A statement of the requested resolution and the Complainant's explanation for the requested resolution; and

e) The Complainant's name, title, address, contact information, and signature.

2. There must be a preponderance of evidence to support the validity of the complaint. Evidence may include documents, interviews, conversations, and other relevant matter. All supporting evidence will be provided to the Faculty Review Committee for review.

3. Faculty Review Committee members who are involved in the dispute shall not serve on the Faculty Review Committee for this matter. Alternate members will be appointed based on the next highest eligible selectee (see also Article V.E.4). Faculty Review Committee members who have been removed from the case due to their involvement as Respondent(s) or participants in the investigation may have discussions with the Complainant.

4. Deliberations of the Faculty Review Committee:

a) Upon receipt of the formally filed dispute written statement, the Faculty Review Committee shall conduct a comprehensive review of the allegations, for which all relevant information necessary to determine the merits of the complaint will be provided by the Complainant and the Respondent.

b) The Faculty Review Committee may request additional information or interview the parties to clarify and obtain an understanding of the issue.

c) The Faculty Review Committee shall provide for a private hearing, or series of hearings, at which the Complainant, the Respondent(s), and witnesses called by the parties to the dispute and/or by the committee, shall appear and supply factual information about the specific dispute under review. Such factual information shall include any records, documents, electronic transmissions, or other evidence directly relevant to the dispute.

d) None of these hearings shall be open to others on campus or to the general public.

5. Report of the Faculty Review Committee and Timeframe:

a) The Faculty Review Committee shall determine whether any of the allegations, if substantiated, would warrant or require any administrative action, sanction, or other remedial action, and if so, whether the preponderance of the evidence supports the allegations made by the Complainant.

b) After a thorough review of all evidence and testimony presented at the hearing(s) of the Faculty Review Committee, the committee shall submit a written report of its findings and recommendations to the VPAA/Provost or Designated Administrator.

c) The hearing review process described above, including the development of a written report of findings by the Faculty Review Committee and the submission of the recommendations of the committee to the VPAA/Provost or Designated Administrator, shall take no longer than **forty-five (45) days**, excluding days in which Daemen University is closed.

d) The Faculty Review Committee Report and recommendations shall be confidential. The exception would be any resolution that, by nature of implementation, becomes publicly apparent within the Daemen University community. Even then, faculty are expected to exercise discretion and avoid discussing the matter so as to protect the reputation and integrity of all parties involved. A copy of the report, including committee recommendations, shall be provided to the Complainant and to the Respondent(s). Both the Complainant and the Respondent(s) shall agree to keep the report findings confidential.

G. Appeals

1. Appeal to Vice President for Academic Affairs and Provost:

a) The Complainant or Respondent(s) shall have **fifteen (15) days** from receipt of the Faculty Review Committee Report to appeal their findings to the VPAA/Provost or a Designated Administrator.

b) The VPAA/Provost or Designated Administrator shall review and act upon the recommendations of the Faculty Review Committee and any appeals of the committee findings from the Complainant or Respondent. Such action shall include a determination of an appropriate proposed remedy to resolve the dispute that is under review.

c) The VPAA/Provost or Designated Administrator and the Faculty Review Committee shall make every effort to reach agreement in all matters. If the VPAA/Provost or Designee disagrees with the recommendation of the Faculty Review Committee, the committee must have an opportunity to discuss and present the rationale underlying its decision to the VPAA/Provost or Designee. The VPAA/Provost or Designee must also present a rationale to the Faculty Review Committee.

d) If a disagreement cannot be resolved regarding the recommended action, both the VPAA/Provost or Designee and the Faculty Review Committee shall bring the matter to the President for resolution.

e) The conclusions reached by the VPAA/Provost or Designated Administrator shall be presented in a written report to the Complainant and the Respondent **no later than thirty (30) days** after the VPAA/Provost or Designee receives the findings of the Faculty Review Committee. The report shall include conclusions reached during the appeal review process authorized under this Section.

f) If the VPAA/Provost is the focus of a Formal Dispute, the report of the Faculty Review Committee shall go directly to the President. Under these circumstances, the President shall assume the role that the VPAA/Provost or Designated Administrator would have played under this Section.

2. Appeal to the President of the University:

a) Under limited conditions, an appeal may be made to the President of the University. Specifically, an appeal to the President may be made by the Complainant or the Respondent only if, in the opinion of either party to the dispute that:

i. There has been a fundamental prejudicial procedural error in the handling of the dispute brought through the Formal Dispute Resolution procedure process; or

ii. The recommendation of the VPAA/Provost or Designated Administrator, including any proposed sanction, violated an official published policy of the University.

b) An appeal to the President must be formally filed with the President **within fifteen (15) days of the receipt** of the formal decision of the VPAA/Provost or Designated Administrator by the parties involved in the dispute. The President shall render a decision on the appeal **within fifteen (15) days** from the time the written appeal is received from the appellant faculty member.

c) Should the President determine that the appeal to the President of the University has merit, the dispute shall be sent back to the VPAA/Provost or Designated Administrator and the Faculty Review Committee to allow for an expedited remedial process to address only the procedural error or the proposed sanction in question.

d) If the President determines that there is no justification or basis for the appeal on either of the two narrowly proscribed issues, the Complainant and the Respondent shall be notified, and the ruling of the VPAA/Provost or Designated Administrator shall stand and be enforced accordingly.

This ends the Formal Dispute Resolution Procedure.

H. Disputes Between Members of Different Constituencies

In the event of disputes between members of different campus constituencies, procedures are as follows:

1. A dispute initiated by a **faculty member against an administrative or staff employee** shall be governed and processed according to the procedures outlined in the Dispute Resolution Policy on the University Policy Portal:

2. A dispute initiated by an **administrative or staff employee against a faculty member** shall be governed and processed according to this Dispute Resolution Procedure outlined in the Faculty Handbook.

3. If it is unclear what procedure is appropriate for disputes involving faculty members, the VPAA/Provost, in consultation with the Faculty Senate President, shall determine the procedure to be followed.

4. Disputes with **students initiated by faculty** should follow procedures outlined in the Student Handbook.

5. Disputes with **faculty initiated by students** should follow the dispute resolution procedure outlined in the Student Handbook.

I. Employee Protection Against Retaliation

Daemen University prohibits retaliation against any employee for filing a complaint under this process or against any other individual participating in the investigation of a dispute. Those committing retaliation may be subject to disciplinary action up to and including termination of employment.

J. Confidentiality

The confidentiality of both the Complainant and the Respondent shall be maintained by each person involved in the informal or formal resolution of a dispute under the procedures described in this document. Any disclosures regarding the faculty member(s) or the dispute review process will be limited to the minimum number of individuals who have a legitimate need to know to accomplish the review, address the dispute, and address any other proceedings that may arise from these circumstances. Once a final resolution has been determined, any materials submitted to the Faculty Review Committee, VPAA/Provost or Designated Administrator, and/or President in the process of a Formal Dispute Resolution procedure, will be stored in the Office of the VPAA/Provost in accordance with the University's records retention policy.

XIV. ACADEMIC FREEDOM

Every faculty member is entitled to freedom of research and publication, and freedom of classroom discussion in accordance with the AAUP Statement of Principles on Academic Freedom.

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

Faculty members are citizens, members of a learned profession, and representatives of the University. When faculty members speak or write as citizens, they shall be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, faculty members should remember that the public may judge their profession and the University by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the University (see also Article VIII.C Extramural Utterances).

XV. FACULTY RESEARCH, SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT

The University recognizes that the institution and its students derive a substantial benefit from having faculty who are leaders in their field and who are knowledgeable of the latest developments in their area of expertise. To this end, the University offers various paid and unpaid opportunities to support faculty research, scholarship and professional development.

The Faculty Senate President will give faculty **one month's advance notice** of deadlines for proposal applications. The Senate President will forward all submissions to the Faculty Development Committee Chairperson for vetting.

The Faculty Development Committee reviews faculty proposals and makes recommendations to the VPAA/Provost (see also Article V.G. Faculty Development Committee). The Committee will forward its recommendations for Faculty Development Awards to the VPAA/Provost no later than **May 1**.

A. Faculty Development Awards (paid and unpaid)

1. These awards include:

   a) **Reassigned Time** (course reduction to allow time for scholarship or professional development purposes);

   b) **Faculty Stipend** (financial support in lieu of teaching during breaks from regular teaching calendar, e.g., summer or semester breaks);

   c) **Sabbatical Leave** (**paid** extended release from teaching responsibilities for scholarship or professional development purposes);

   d) **Leave of Absence** (**unpaid** extended release from teaching responsibilities for scholarship or professional development purposes (also see Article XVIII. Institution-Wide Employee Policies and University Policy Portal for Family and Medical Leave_FMLA):

2. **Criteria** for Faculty Development Awards:

   The scope of the proposed scholarship or professional development project should be considered by the faculty member and by the Committee in deciding whether the proposal is most appropriate for a **Reassigned Time**, **Faculty Stipend**, **Sabbatical**, or unpaid **Leave of Absence**. Proposals should explain how the project will contribute to the applicant's field of study. Proposals may be related to development of innovative

teaching methods, the publication of textbooks or other materials for teaching, but **proposals for new courses will not be eligible** for these awards.

3. **Eligibility** for Faculty Development Awards:

Any current full-time faculty members who are in at least their second year of full-time teaching at the University are eligible to apply for **Reassigned Time** or **Faculty Stipends** (with exceptions noted below). Normally faculty members must have completed three (3) years of service in a faculty rank prior to receiving an unpaid **Leave of Absence** and seven (7) years of full-time service in a faculty rank at Daemen University prior to receiving a Sabbatical (see Article IX. Faculty Rank)**.**

The following restrictions apply:

a) Recipients of **Reassigned Time** or **Faculty Stipends** are **ineligible** for an award in the same category for two academic years; however, they may apply for an award in a different category the following academic year;

b) Recipients of **Reassigned Time** are **ineligible** for overload teaching during the period of the awards;

c) Recipients of **Faculty Stipends** are expected to teach their full load during the academic year; however, to remain eligible for the award they may **not** teach **beyond** a full load. They may either conduct the project during a break from teaching (summer, interim semester, or other term break), or they may reduce their full load during a contracted semester and offer those courses in another semester of the same academic year (e.g., summer, interim) to meet their full workload;

d) **Faculty Stipends** may not be granted concurrently with **other Faculty Development Awards;**

e) Recipients of **Sabbatical Leave** are **ineligible** for **Reassigned Time** or **Faculty Stipends** for a minimum of two years and may not receive another sabbatical for a minimum of seven years;

f) Recipients of all Faculty Development Awards are responsible for informing the Committee of accomplishments achieved (or in progress) under Development Award(s) or Research Grants in the previous seven (7) years before being eligible for any additional awards (see Section B below).

B. Reassigned Time and Faculty Stipends

1. **Proposal** Format and Suggested Documentation:

a) One- page proposal;

b) A summary description of the accomplishments achieved (or in progress) under any Faculty Development Awards or Research Grants in the previous seven (7) years;

c) Supporting bibliography (if applicable);

d) Current Curriculum Vitae;

e) Supporting letters from applicant's Department Chair, Academic Dean, and any optional outside sources.

2. **Application** Procedure:

a) Following the Call for Proposals from the Faculty Senate President, applicants shall address written proposals to the Chair of the Faculty Development Committee. The proposal and all available documentation must first be submitted to the Department Chair for approval. The Department Chair will then forward the documentation to the Academic Dean for approval. The Dean will then forward all documents to the Faculty Senate President and the VPAA/Provost. The Senate President will then forward all materials to the Chair of the Faculty Development Committee.

b) Department Chairs and Academic Deans must indicate their support of or opposition to the proposal before passing on to the Faculty Senate President and VPAA/Provost. In their letters, the Chair and Dean must also comment on the criteria set forth above (see Section A.2. above) and the fiscal and curricular impact of the proposal on the department. If the Chair and/or Dean cannot resolve the fiscal or curricular challenges in consultation with the VPAA/Provost, the proposal will not move forward. If the opposition is based on merit, the proposal may still advance to the Faculty Development Committee, which will weigh the proposal's merits and make its recommendation to the VPAA/Provost.

c) If desired, applicants may submit other letters of support from additional faculty or experts in their field. In addition, the Committee can request letters from faculty other than the Chair and Dean if deemed appropriate or necessary.

d) Applicants must be copied on all letters submitted by the Department Chair, Academic Dean or other faculty that pertain to their proposals.

3. **Awardee Report**:

In the semester following the duration of a Reassigned Time or Faculty Stipend award, the recipient must submit a report (1 page) to the Office of Academic Affairs/Provost confirming that the proposal agenda has been either completed or, if incomplete, stating the reasons and the progress of the project.

C. Sabbatical Leave and Leave of Absence

1. **Sabbatical:**

The Board of Trustees may grant a **Sabbatical Leave** to full-time faculty members in recognition of their service to the University in order to provide opportunity for scholarly and professional development. Sabbatical leaves are not guaranteed. Evidence must be submitted describing the benefits accruable to the University by such leave; for example, increased teaching effectiveness, research value, or enhanced professional status. It is understood that such leave is not intended for purposes of recreation or recuperation. Sabbatical leave may be granted only when the absence of the faculty member will not seriously impair the interests of the University.

a) **Eligibility**: A full-time faculty member with the rank of Distinguished Professor, Professor, Associate Professor, or Assistant Professor is eligible for Sabbatical Leave after at least seven (7) years of full- time service in a faculty rank (see also Article IX. Faculty Rank).

b) **Terms:** The Board of Trustees may grant Sabbatical Leave with compensation as follows:

i) One-semester leave with fully contracted salary for that semester;
ii) One-year leave with one-half of contracted salary for that year;
iii) An equivalent alternative arrangement.

2. **Leave of Absence:**

A Leave of Absence for one semester or one academic year without salary may be granted to faculty by the Board of Trustees in ranks of Distinguished Professor, Professor, Associate Professor, or Assistant Professor who have completed at least three (3) years of full-time teaching at Daemen University. Such Leaves of Absence may be granted for research, study, travel, and other activities that will clearly add to the understanding of the applicant's field of knowledge.

3. **Proposal** Format and Suggested Documentation (**Sabbatical/Leave of Absence**):

a) One-page abstract;

b) A summary description of the accomplishments achieved (or in progress) under any Faculty Development or Research award(s) in the previous seven (7) years;

c) Maximum 10-page rationale/description of the project;

d) Supporting bibliography (if applicable);

e) Current Curriculum Vitae;

f) Supporting letters from Department Chair, Academic Dean and optional outside sources.

4. **Application** Procedure:

a) Faculty Members seeking a **Sabbatical** or **Leave of Absence** shall address their written application to the Board of Trustees, stating the reasons for such a request. They should then submit the proposal through the Department Chairperson and the Academic Dean for their approval.

The Dean will forward the proposal with all recommendations and any supporting documents to the Faculty Senate President and the VPAA/Provost. The Senate President will then forward all materials to the Faculty Development Chair to be shared with the Committee. The Committee will weigh the proposal's merits and make its recommendation to the VPAA/Provost by **May 1**.

b) Department Chairs and Academic Deans must indicate their support of or opposition to the proposed Sabbatical or Leave of Absence before passing on to the Faculty Senate President and VPAA/Provost. In their letters, the Chair and Dean must also comment on the criteria set forth above (see Section A.2 above) and the fiscal and/or curricular impact of the proposal on the department. If the Chair and/or Dean cannot resolve the fiscal and/or curricular challenges in consultation with the VPAA/Provost, the proposal will not move forward. If the opposition is based on merit, the proposal may still advance to the Faculty Development Committee, which will weigh the proposal's merits and make its recommendation to the VPAA/Provost

c) The VPAA/Provost will forward the Academic Affairs recommendation to the President of the University. If approved by the President, the proposal will be presented to the Board of Trustees.

d) **Department Chairpersons** seeking a Sabbatical or Leave of Absence will submit a similar request to the Board of Trustees through the Academic Dean, the Faculty Development Committee, the VPAA/Provost, and the President of the University. **Academic Deans** shall submit a similar request to the Board of Trustees through the VPAA/Provost and the President of the University. In both situations, requests must include a clear plan for their temporary replacement.

5. **Rights and Responsibilities** of Faculty Granted Sabbatical and Leave:

a) It is understood that the faculty member who receives a Sabbatical or Leave of Absence agrees to return to the University for at least one additional year.

b) In the semester after a faculty member returns from a Sabbatical or Leave of Absence, a one-page report describing the approved project and outlining the progress of the completed work during the time period shall be submitted to the President. A copy of this report and any deliverable (e.g., manuscript) will also be sent to the Office of Academic Affairs/Provost.

c) The year or semester spent on Sabbatical or Leave of Absence shall be credited as full-time service in determining tenure and/or promotion, salary increment, and faculty seniority during periods of reduction. and merit pay;

d) Although faculty members on Leave of Absence will receive no salary, they may elect to retain, at their own expense, membership in the various insurance plans available to full-time faculty members. They may also elect to pay their contribution to the retirement fund in its entirety.

e) Faculty members granted Sabbaticals or Leaves of Absence shall not be eligible for selection or appointment to standing committees during their absence. They may, however, retain any voting privileges for ballot referendums or elections (see Appendix G: Voting Rights and Eligibility).

f) Faculty members on Sabbatical or Leaves of Absence are not required to fulfill service obligations as outlined in Article X.B.4. "Record of Service and Contributions to the University").

XVI. FACULTY TRAVEL AND RESEARCH GRANTS

The Faculty Senate appoints committees in the fall semester to consider requests from full-time faculty to cover additional expenses related to professional activities not addressed by the Faculty Development Committee. In addition, the Office of Academic Affairs/Provost provides support for faculty/student collaborative research projects.

A. Faculty Travel Fund

The Faculty Travel Committee considers requests to cover travel and accommodation expenses incurred while attending professional **conferences**.

An application form with guidelines on eligibility, proposal format and receipt requirements is available electronically at the Faculty Affairs website.

NOTE: Requests for travel funding to cover **research** projects must be submitted to the Faculty Research Committee below.

B. Faculty Research Fund

The Faculty Research Committee considers requests to cover travel, accommodations, and other miscellaneous expenses incurred while performing research. This funding may be allowed in conjunction with Sabbatical Leaves or Leaves of Absence for research purposes.

An application form with guidelines on eligibility, proposal format and receipt requirements is available electronically at the Faculty Affairs website.

C. Think Tank Fund

Faculty may request financial support from the Office of Academic Affairs/Provost Think Tank fund for collaborative research with their students. The guidelines for eligibility and receipt requirements may be found at the Student-Faculty Think Tank website.

XVII. SALARY

A. Salary Committee

The Faculty Senate Salary Committee shall meet annually with the President of the University to discuss faculty salaries and fringe benefits for the following contract year. If, after the meeting with the President, there is no substantial agreement between the Committee and the President, the matter may be brought before the Trustee Committee on Business Affairs. This shall be accomplished by having a written report of the Salary Committee placed on the agenda of the next scheduled meeting of the Business Affairs Committee by one or more of the faculty members on the Business Affairs Committee. If a meeting of the Business Affairs Committee has not already been scheduled, a special meeting shall be called for this purpose. The Salary Committee shall be furnished relevant financial information from the University's financial statement pertaining to faculty salaries.

B. Salary Payments

All full-time faculty members shall be paid in 26 equal installments on alternate Fridays from September 1 through August 31 (see Employee Engagement/Payroll Information). Should any of the above payment dates fall on a holiday, payroll checks shall be issued on the previous banking day. Payments shall be made in accordance with the salary scale as recommended by the President of the University and determined by the Board of Trustees.

C. Summer Teaching and Overload Payments

A Faculty member is generally scheduled to teach 21 credit hours per contract year **(see also** Article IV.A. Full-Time Faculty**).**

1. Remuneration to Daemen University full-time faculty for teaching credit courses or required non-credit courses over and above the full-time load during the academic year will be made at the rate of 5.5% of the mean full-time faculty salary for each three-credit hour course.
2. During the summer, a faculty member's salary will be 60% of the tuition paid by the students for each three-credit hour course, not to exceed 5.5% of the mean full-time faculty salary.
3. Remuneration for teaching Cooperative Education courses during the summer on a Directed Independent Study basis will be made at the rate of 38% of the total tuition paid by the student.
4. Remuneration for teaching credit-free courses which are not required will be separately negotiated.

D. Promotion Adjustment for Tenure-Track Faculty Lines

1. Salary adjustment for promotion from Assistant to Associate Professor is $3,000.
2. Salary adjustment for promotion from Associate Professor to Professor is $5,000.

XVIII. INSTITUTION-WIDE EMPLOYEE POLICIES

Regularly updated institutional employee policies, including benefits, can be found at either the University Policy Portal (UPP) or the Employee Engagement (EE) website.

Modifications to Policies and/or Benefits Affecting Faculty: In the spirit of shared governance, any **removal of or substantive changes** to the rights, obligations, benefits and privileges of the faculty must be in consultation with the Faculty Senate according to the classifications below. In all cases of modification, the Faculty Senate President will be notified by the Director of Web Communications (or other assigned administrator) when benefits and/or policies have been updated.

A. Legally Mandated (Federal and State) Policies and Procedures

Changes to the following items require **notification** of the Faculty Senate President in a timely manner:

- Nondiscrimination, Equal Opportunity and Affirmative Action Policy (see Article XXIV and UPP);
- Accommodations of Employees with Disabilities (see Article XXVII and UPP.
- Employee Sick Leave Policies (see UPP);
- Protected Classes Policy (see UPP);
- Family Education Rights and Privacy Act (FERPA) (see Article XXVIII and UPP);
- Family and Medical Leave Act (FMLA) (see UPP);
- Policy Prohibiting Unlawful Harassment including Sexual Harassment (see Article XXV and UPP);
- Grievance Policy and Procedure in Discrimination and Harassment Cases (see Article XXVI and UPP).

NOTE: Federal and State labor laws are also physically posted in the Employee Engagement Office.

B. Daemen University Mandated Employment Policies

Changes to the following items require Faculty Senate **consultation**:

- Conflict of Interest Policy (see Appendix D: Research Integrity Policy/Misconduct Policy and UPP);
- Background Check Policy (see UPP);
- Whistleblower Policy (see UPP);
- Computer Use/Electronic Communication Policy (see Article XIX and UPP);
- Insurance Program Policy (see Article XXIII and EE).

C. Substantive Benefit/Policy Changes

Changes to the following items require submission through the **Faculty Handbook revision process** as outlined in Article I.B. Process for Modification:

- Retirement Plan (See Article XX and EE);
- Tuition Waiver and Tuition Exchange Programs (See Article XXI and EE);
- Relocation Expense (See Article XXII and EE).

XIX. DAEMEN COMPUTER USE/ELECTRONIC COMMUNICATIONS

Daemen University values the efficient flow of communication between all campus constituents and other parties, and it also attempts to protect all faculty and staff from litigation. Daemen

employees must use their Daemen email for University business and to ensure access to important information from administrative offices. See UPP for the full policy:

XX. RETIREMENT PLAN

All benefit-eligible employees may participate in the Retirement Plan the first of the month following their date of hire.

After one year of service, the University contributes 8% for all employees that contribute 5% on a pre-tax basis. Employees may join the plan immediately after hire with match if they have completed one year of full-time service at another college or university in the twelve months prior to hire.

The Teachers Insurance and Annuity Association (TIAA) administers this plan. Twelve months of full-time service in higher education immediately prior to employment at Daemen will be counted towards the waiting period, as long as a letter from the previous college's or university's Employee Engagement department is provided upon hire.

Further details can be found at the Employee Benefit and Contact Information web page:

XXI. TUITION WAIVER AND TUITION EXCHANGE PROGRAMS

Full-time employees are eligible for 100% tuition waiver for undergraduate classes at Daemen University the semester after hire. This benefit is also available to the employee's spouse/same sex domestic partner and dependent children.

One hundred percent (100%) tuition waiver for graduate level courses at Daemen University are available to full-time employees and their spouses/same-sex domestic partners. Dependent children of the employees are eligible for a 50% tuition waiver. Cost of benefit (graduate) is taxable to the employee.

Tuition Exchange (TE) is a reciprocal scholarship opportunity for dependent children of full-time employees after five years of service. Tuition Exchange is not an employee benefit nor is it a guaranteed scholarship opportunity. There are over 500 colleges and universities nationwide participating in the Tuition Exchange Program, and scholarships are competitive.
Further details and application information can be found at Employee Benefit and Contact Information.

XXII. RELOCATION EXPENSE

Upon approval of the appropriate Dean or Vice-President, the University pays up to one-half the cost of moving normal household goods (not to exceed $3000.00 and excluding charges for packaging, storage or insurance). Actual receipts are required; photocopies are not accepted (see annual "Summary of Employee Benefits" at Employee Benefit and Contact Information.

XXIII. INSURANCE PROGRAMS

Daemen University offers a comprehensive employee benefits package including medical, dental, vision and voluntary life insurances; retirement plan; tuition benefits; disability and group travel accident insurances; vacation, sick and personal time (see Employee Benefit and Contact Information.

Faculty representatives in determining insurance plans include the Senate President (or designee) and one additional faculty appointed by the Senate.

XXIV. NON-DISCRIMINATION, EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Daemen University prohibits discrimination on the basis of membership in any protected classes under Federal and/or New York State law. Daemen University's nondiscrimination policy complies with all current statutes and applies to admission, employment, and access to all programs, services and other activities offered by the University.

Daemen University is an Equal Employment Opportunity and Affirmative Action employer (see UPP for full policy):

XXV. POLICY PROHIBITING UNLAWFUL HARASSMENT INCLUDING SEXUAL HARASSMENT

Daemen University is committed to offering educational and employment opportunity based on ability and performance in a climate free of discrimination. Discrimination is prohibited at this institution not only because it is unlawful, but because it is wrong. Please refer to the University's Policy on Nondiscrimination, Equal Opportunity, and Affirmative Action for a comprehensive statement of the University's commitment in this regard. Among the forms of discrimination prohibited by the University is unlawful harassment, including sexual harassment (see UPP for full policy).

XXVI. GRIEVANCE POLICY AND PROCEDURE IN DISCRIMINATION AND HARASSMENT CASES

It is the policy of Daemen University, in accordance with federal and state laws including, but not limited to, Title IX of the Education Amendments of 1972, the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Americans with Disabilities Act and the New York State Human Rights Law, not to discriminate against any person on the basis of membership in any protected classes under federal and/or state law with respect to employment, admission to the University, or in participation in any University program or activity. Also, in accordance with these laws, it is the policy of the University to prohibit harassment of any employee or applicant on the basis of the statuses outlined above. All complaints alleging a violation of this policy will be investigated and appropriate remedies will be instituted (see UPP for full policy).

XXVII. ACCOMMODATION OF EMPLOYEES WITH DISABILITIES

Daemen University complies with the Rehabilitation Act of 1973, the Americans with Disabilities Act, and applicable state and local laws providing for nondiscrimination against individuals with disabilities. This policy applies to hiring of employees and all terms and conditions of employment. Daemen University will also provide reasonable accommodations for qualified individuals with disabilities so that they may enjoy all the privileges of employment. In this connection, Daemen University has established an accommodation assessment procedure for evaluation of a requested accommodation in light of the legal guidelines (see UPP for full policy).

XXVIII. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) OF 1974

Employees coming into contact with student records in the course of their work must understand and adhere to the University's Family Education Rights and Privacy Act (FERPA) policy. Under this law, faculty shall maintain confidentiality and may not discuss a student's class performance, grades, or education records with anyone other than the student unless the student has given permission to do so. A waiver for this permission must be on file with the Registrar's Office. Faculty would have to verify to whom the student has released their rights from the Registrar's Office (see UPP for full policy):

XXIX. MEETINGS AND EVENTS

Faculty wishing to reserve instructional/classroom spaces should contact the Office of the Registrar. If reserving other spaces, faculty should contact Conference Services.

XXX. DEPARTMENTAL BUDGETS

Annual departmental budgets are submitted following the process described on the Business Affairs website.

XXXI. RESEARCH & INFORMATION COMMONS/LIBRARY (RIC)

The Library/RIC is a contemporary academic library offering the books, journals and media for teaching and learning at Daemen, as well as services for faculty and students such as course reserves (print and electronic), interlibrary loan, research consultation, library instruction and archives/institutional repository.

For more information and hours, please see the RIC website.

The library collection is culled from time to time due to spatial limitations, redundancy, deterioration of materials, etc. When this is necessary, the Director of RIC and Library Services will inform relevant departments for their review and possible retention of materials.

The faculty representatives on the Library Committee can provide input on policy at their discretion. Library Committee members do not have to wait for a meeting to raise a question or concern with the Director.

XXXII. UNIVERSITY POLICY PORTAL AND APPENDICES

Regularly updated institutional employee policies (e.g., Whistleblower Policy, Conflict of Interest Policy, Purchasing Policy, etc.) can be found at the **University Policy Portal** (UPP; see also Article XVIII):

In addition, the following **appendices** contain either full-text policies pertaining exclusively to faculty or are simply identified in headings and linked to the University Policy Portal or other Daemen/external web page:

Appendix A: By-Laws of the Daemen University Faculty Senate

Appendix B: By-Laws of the Educational Policy Committee

Appendix C: Statement of Maintenance of Public Order at Daemen University

Appendix D: Research Integrity Policy and Guidelines on Misconduct

Appendix E: Intellectual Property Policy

Appendix F: Statement on Professional Ethics

Appendix G: Voting Rights and Eligibility

Appendix H: Distinguished Professor: Rights, Responsibilities, Policy and Application Procedure

APPENDIX A
BY-LAWS OF THE DAEMEN UNIVERSITY FACULTY SENATE

ARTICLE I

Purposes and Objectives

Section 1. To promote the best interest of Daemen University;

Section 2. To serve as the representative agency of the faculty of Daemen University;

Section 3. To serve as an advisory agency to the President of Daemen University;

Section 4. To further a close liaison among the Board of Trustees, the administrative officers, the faculty, and the students of Daemen University;

Section 5. To further cooperation among the colleges and departments of Daemen University.

ARTICLE II

Composition

Section 1. The Daemen University Faculty Senate shall consist of eleven (11) full-time faculty members as provided in Article IV and apportioned as follows:

a) The faculty members of the Colleges of Arts, Sciences and Education (AS&E); Health, Human Sciences and Business (HHS&B); and Health Professions (HP) shall each elect two representatives from within their respective colleges for a total of six (6) College Senators.

b) Five (5) faculty members shall be Senators-at-Large elected by the faculty eligible to vote (see Appendix G: Voting Rights and Eligibility).

c) If faculty members teach in more than one college, they will vote and run as a representative of the college in which they have the greatest teaching responsibility. If teaching responsibility is equally divided between two colleges, they shall inform the Senate Vice President in which college they will participate for Senate purposes during the academic year.

ARTICLE III

Officers

Section 1. The officers of the Daemen Faculty Senate shall consist of a President, Vice-President, Secretary and Treasurer.

Section 2. The President of the Faculty Senate shall preside at and conduct the meetings of the Faculty Senate. The Vice-President of the Faculty Senate shall exercise all the powers and duties of the President in the President's absence.

Section 3. The President of the Faculty Senate shall maintain the rolls of the Senate and shall send out all notices of meetings. The Secretary shall record and maintain the minutes of the meetings to be distributed to Faculty Senators, members of the Daemen University Faculty, and such others as the Senate may direct.

Section 4. The Treasurer of the Faculty Senate shall prepare a tentative budget for subsequent year funding, to be submitted to the VPAA/Provost by February 1. The Treasurer shall also maintain a record of disbursements as allocated by the Senate.

Section 5. The term of office for all elected officers of the Faculty Senate shall be one (1) year. Each shall be eligible for not more than two (2) consecutive elections to office.

Section 6. Officers of the Faculty Senate shall be elected by the Senate from its members at a meeting to take place in the month of May, such meeting to be called and presided over by the Faculty Senate President for the preceding year.

ARTICLE IV

Election of Faculty Representatives

Section 1. The Faculty Senate solely, acting as a body, shall have the power to determine the eligibility, as stipulated in Articles II and IV, of faculty members to vote for and to serve on the Faculty Senate.

Section 2. Elections to the Faculty Senate, in accordance with Article II of these by-laws, shall take place in April and the term of office shall be for two (2) years. Senators are limited to three (3) consecutive terms, or seven (7) years of consecutive service should their first term be a replacement appointment, after which they will be ineligible to serve for one (1) year. Terms of College and At-Large representatives will be staggered to provide continuity.

Section 3. The Vice President of the Senate shall assume the responsibility of conducting the election, determining the results, and notifying the faculty of the results of the balloting. The results will be verified by one (1) other faculty member.

Section 4. Elections for both College and At-Large Senators will be conducted in two (2) stages. Faculty may request to have their names removed from consideration for the election by notifying the Senate Vice President. There will be a minimum four-day period between ballot dissemination and election deadline. Faculty who will be serving on the Educational Policy Committee for the subsequent year are not eligible for Faculty Senate.

College Senators:

Stage One: Faculty eligible to vote in each college will select three (3) senators from the list of faculty eligible to serve within their college.

Stage Two: Faculty eligible to vote in each college will select three (3) names from a list of the six (6) faculty eligible to serve within their college who received the highest number of votes in stage one. If there is a tie in the number of votes in stage one, the Vice President may include a maximum of nine (9) names or minimum of five (5) names for the stage two ballot. The two individuals receiving the highest number of votes in stage two will be elected to the Senate. Should a tie arise in stage two, an additional ballot will be issued to break the tie. Alternates will be selected from the individuals with the next highest number of votes.

At-Large Senators:

Stage One: All faculty eligible to vote will receive identical ballots and will be requested to vote for five (5) senators from the list of faculty eligible to serve.

Stage Two: Faculty eligible to vote will select five (5) names from the eight (8) faculty receiving the highest number of votes in stage one. In the event of a tie in stage one, the Vice President may include a maximum of ten (10) names or minimum of seven (7) names for the stage two ballot. The five (5) individuals receiving the highest number of votes in stage two will be elected to the Senate. Should a tie arise in stage two, an additional ballot will be issued to break the tie. Alternates will be selected from the individuals with the next highest number of votes.

Section 5. No more than two (2) members from the same academic department may serve on the Senate simultaneously.

ARTICLE V

Subcommittees

Section 1. Members of the subcommittees of the Senate shall be appointed by the Senate and the membership of these committees shall select their respective Chairpersons.

ARTICLE VI

Meetings

Section 1. In addition to the meeting of the Faculty Senate in May, the Senate shall meet at least once during each regular semester, Fall and Spring. Meetings shall be called by the Faculty Senate President.

Section 2. Special meetings may be called by the presentation of a petition signed by three members of the Senate or may be called by the President of Daemen University.

Section 3. Ordinarily each member of the Senate shall be notified in writing by the President of the Senate of any meeting not less than five (5) days before the date thereof.

Section 4. A two-thirds majority of the Senate shall constitute a quorum at all Faculty Senate meetings.

Section 5. Except as otherwise stated, all action taken by the Faculty Senate shall be taken by a simple majority vote of those Senators present and voting.

Section 6. A minority recommendation shall be taken in writing if at least one member of the Senate so desires.

ARTICLE VII

Amendment of Faculty Senate By-Laws

Section 1. A simple majority of the Faculty Senate at any regular or special meeting may propose an amendment in writing.

Section 2. Ten percent of the full-time (T/TT/NTT) Daemen University faculty members may propose an amendment in writing to the Faculty Senate, and that body will consider such amendment as the first item of business at the next meeting of the Senate.

Section 3. Such amendments will not become effective until submitted in writing to the Faculty of the University eligible to vote for Senate members and approved by a simple majority of that vote.

ARTICLE VIII

General Rules

Section 1. Modified Robert's Rules of Order shall govern all matters not covered specifically in these By-Laws.

ARTICLE IX

Effective Date

Section 1. These By-Laws shall be in full force and effect when approved by a simple majority of full-time faculty members voting in the Fall Semester 1968-69.

Section 2. All full-time faculty members (T/TT/NTT) regardless of rank are eligible to vote according to the Voting Rights and Eligibility table (see Appendix G) upon the adoption of these By-Laws.

Section 3. In the event of approval of these By-Laws, they shall become effective on the final day of balloting, such date to be set by the existing Faculty Senate. The voting period for online ballots is four (4) working days (weekend days excepted).

Section 4. Elections for Senate for the AY 2022-23 (conducted in Spring 2022) will consist of a two-step election in which the election of two (2) representatives from each of the three (3) colleges (to serve for a 1-Year Term) will occur followed by the election of five (5) At-Large representatives to implement the restructuring of Daemen College to Daemen University and from two Divisions to three Colleges. AY 2023-24 elections shall consist of elections of two (2) College representatives to a two-year term in order to reestablish an alternating annual cycle of electing College and At-Large representatives for two-year terms.

Note:

- Article IV was revised in May 2006.
- Article IX was amended June 2020.
- Article IV was revised in May 2006.
- Article IX was amended June 2020.

- By-Laws were amended March 15, 2022, by vote of Faculty Senate and full-faculty referendum to implement restructuring of Academic Affairs from two Divisions to three Colleges, effective AY2022-2023.

APPENDIX B
BY-LAWS OF THE EDUCATION POLICY COMMITTEE

Article I – Purpose

1. To advise the Vice President of Academic Affairs (VPAA)/Provost and thereby the President, on the academic policy of the University.
2. To review, and if warranted, make recommendations regarding the general education curriculum, new and existing courses, and new and existing programs.
3. To establish faculty-led subcommittees to ensure the appropriate oversight of the curriculum and completion of activities based on the needs of the University.
4. To ensure that Daemen University curriculum meets the ever-changing needs of its students and is managed by its faculty.

Article II – Duties of the Education Policy Committee

1. Full EPC Committee

a. Meets on at least a monthly basis during the Fall and Spring semesters. During the summer months, meetings will be held as necessary as determined by the VPAA/Provost in consultation with the College Deans and EPC co-chairs. Receives recommendations from EPC Subcommittees regarding general education, curriculum, and program proposals and their implementation.

b. Addresses more significant academic policy issues by examining educational research and best practices, as needed.

c. Meetings will be held in a hybrid or online modality as determined by the EPC co-chairs.

2. EPC Subcommittees

a. Meets on at least a monthly basis during the Fall and Spring semesters. During the summer months, meetings will be held as necessary as determined by the VPAA/Provost in consultation with the College Deans and EPC co-chairs. Engage in substantive review of various proposals related to general education, curriculum, and program development as follows:

i. General Education Advisory

1. Oversees General Education program, including its design, implementation, and assessment
2. Reviews all General Education-related policies and procedures

3. Reviews all General Education course proposals
4. Reviews and oversees Learning Communities and IND courses (excluding those IND courses sponsored by or cross-listed with a department)
5. Reviews proposals for the Bachelor of Arts Individualized Studies degrees
6. Regularly consults with the faculty on needed changes to the General Education program and/or curriculum
7. Receives reports on the work of the Writing Advisory Council, Global Education Task Force, and General Education Assessment Committee as it related to general education
8. Makes recommendations for the necessary support of any modification to the General Education program and/or other curriculum changes, as needed

ii. Curriculum Development

1. Reviews all Curriculum Development policies and procedures
2. Reviews and recommends approval, rejection, or modification of new courses
3. Reviews and recommends approval, rejection, or modification of existing courses
4. Receives reports on the work of the Quality in Online Education (QOnEC) Committee as it relates to curriculum
5. Sends reports to QOnEC when new or revised courses are approved for online instruction

iii. Pr**ogram Development**

1. Reviews all Program Development policies and procedures
2. Reviews and recommends approval, rejection, or modification of new programs
3. Reviews and recommends approval, rejection, or modification of existing programs
4. Reviews and comments on curriculum-related information as part of Daemen University Five-Year Program Review Assessment Process

b. EPC Co-Chairs may also require subcommittees to gather information and/or generate reports on issues related to their stated duties
c. Meetings will be held in a hybrid or fully online modality as determined by the EPC co-chairs

3. EPC Ad Hoc Committees

a. EPC may, from time to time, be called upon to undertake activities beyond the scope of its current committee structure
b. In such instances, EPC Leadership can call for the development of an ad hoc committee(s) to meet the needs of the university.

c. A committee charge and membership criteria must be identified for each ad hoc committee and approved by the Full EPC
d. Where possible, a specific timeframe and/or task plan should also be established for each ad hoc committee.

4. **External Committees**
   a. External committees with a curricular role (i.e., design, delivery, and/or evaluation) are required to provide regular updates to EPC in support of the committee's oversight role
   b. These external committees include:
      i. General Education Assessment Committee
      ii. Global Education Task Force
      iii. Quality in Online Education Committee (QOnEC)
      iv. Writing Advisory Council
   c. EPC Co-Chairs will meet with the chairs of these external committees at the beginning of the academic year, and as needed, to receive their report and discuss their plans as well as their need for support during the academic year.
   d. EPC Co-Chairs will disseminate update reports to appropriate subcommittees for discussion using the form(s) provided
   e. EPC Subcommittees will make comments/recommendations to the Full EPC regarding goals, activities, and/or need for support

Article III – EPC Leadership and Terms

1. **EPC Co-Chairs (epc_chairs@daemen.edu)**

   a. Responsible for coordinating the work of the EPC, including but not limited to: determining meeting schedules for Full EPC/Subcommittees for the academic year; attending to EPC-related matters over the summer and intersession; initiating subcommittee membership discussions; reviewing proposals from faculty and administrators; disseminating materials to appropriate EPC subcommittees; determining meeting agenda, convening and facilitating meetings; engaging in follow-up with all interested parties, and ensuring the work of the committee is undertaken fairly and deliberately.
   b. EPC Co-Chairs will lead the Curriculum and Program Development Subcommittees.
   c. EPC Co-Chairs will have full rights of proposing motions, discussing business, and voting.
   d. EPC Co-Chairs will report on the year's completed business, including resolutions and policies passed and incomplete business for the next year's Committee to consider. Annual reports will be sent to the faculty and stored with physical/electronic copies of the year's minutes.
   e. EPC Co-Chairs will be elected by and from the members of the Full EPC for the upcoming academic year during the last regularly scheduled meeting of

the Full EPC (Spring Semester) and approved and appointed by the VPAA/Provost.

f. Each EPC Co-Chair will serve a one (1) year term and is eligible for re-election for one (1) additional term.
    i Each EPC Co-Chairs will receive release time of 6 credits for the academic year.
    ii When release time is not tenable, the VPAA/Provost may offer a stipend.

2. General Education Director (GED)

a. Responsible for design, implementation, and oversight of general education, including but not limited to general education curriculum (as well as preceding and succeeding curricula), first-year experience, first-year seminars, learning communities, IND courses, and breadth/depth course provision and/or sequencing.

b. The GED will work with the General Education Advisory Committee (GEAC) to construct needed policies and procedures and support documentation or general education modifications.

c. The GED will report to the Full EPC regarding:

i. Approved First Year Seminar courses and first-year experiences
ii. New Writing Instructive courses
iii. New Depth Discoveries sequences
iv. Courses added to or deleted from existing Depth Discoveries and courses added to the Breadth Explorations.

d. The GED is appointed by the VPAA/Provost

e. The GED is not a voting member of the Full EPC but can vote within the General Education Subcommittee.

3. Administrative Support (epc_support@daemen.edu)

a. Responsible for providing for providing general logistical support to EPC Co-Co-Chairs and GED, including but not limited to assisting course/program developer(s) in submitting proposal(s) for review; collating proposals and uploading to appropriate storage locations; maintaining the EPC website(s); documenting meetings via minute taking; and completing other duties as assigned.

b. Administrative support will be arranged with the assistance of the VPAA/Provost.

c. Administrative Support will not be a voting member of the EPC.

Article IV – Full EPC Membership and Terms

1. Faculty Membership
   a. The Full EPC will consist of fifteen (15) full-time faculty members elected to serve by their peers:
      i. Three (3) members from the College of Arts, Sciences, and Education
      ii. Three (3) members from the College of Health Professions
      iii. Three (3) members from the College of Health, Human Sciences, & Business
      iv. Six (6) At Large members
   b. No department may have more than two (2) EPC representatives at a time.
   c. A faculty member serving on the Faculty Senate may not be elected to serve concurrently on EPC.
   d. Each elected individual will be considered a member of the Full EPC.
   e. In addition, all EPC members will serve on an EPC subcommittee which will be determined at the last regularly scheduled meeting of a given academic year.
   f. All newly elected EPC Members will be required to participate in onboarding training provided by the current Co-Chairs to ensure they understand EPC structure and functioning as well as the criteria for any required review processes.

2. Non-Faculty Membership
   a. The EPC will include the VPAA/Provost or his/her designee and one (1) student representative selected based on faculty recommendations.
   b. The student representative shall serve a one-year term.
      i. In the event that the student representative member is unable to complete their full one-year term, they will submit a formal letter of resignation to the EPC Co-Chair.
   c. The VPAA/Provost (or designee) and student representative are considered non-voting members of EPC.

3. Ex-Officio Members/Other Interested Parties
   a. The GED will serve on the Full EPC and General Education Advisory Subcommittee for the duration of their term.
   b. Representatives from various administrative offices/committees with a specific interest in academic policy and related general education, curriculum, and program development discussions are invited to attend EPC subcommittee and full meetings including:
      i College Deans
      ii Registrar's Office
      iii Office of New Program Development
      iv Institutional Effectiveness and Systems Integration

v Center for Excellence in Teaching & Learning
vi Instructional Design
vii Quality in Online Education Committee (QOnEC)
viii Writing Team

c. These individuals are considered non-voting members of EPC.

4. Terms

a. EPC appointment runs from September 1st through August 31st each standard academic year (i.e., Fall/Spring/summer)

b. Representation of the Full EPC will be available (in person and/or electronically) during intersession and/or summer upon request of the VPAA/Provost, in consultation with the College Deans and EPC Co-Chairs.

c. Faculty members will serve two (2) year terms on the EPC, with half of the members' terms expiring each year.

i In the event that an EPC member is unable to complete their full two-year term, that member will submit a formal letter of resignation with endorsement from the Department Chair and College Dean to the EPC Co-Chairs, who will then consult with the Vice President of the Faculty Senate in order to appoint a replacement member with the next highest number of votes from the resignee's election.

ii A member who has been elected to complete the term of a member who has resigned from this committee is immediately eligible for re-election to a full two-year term if they have served up to a maximum of one (1) academic year on EPC.

d. To ensure continuity within the EPC, terms will be staggered such that committee members from each college will rotate off in alternate years.

e. A faculty member may not be elected to serve on EPC for more than two (2) consecutive two (2) year terms, or a maximum of five (5) consecutive years of service should their first year be a replacement appointment

Article V – Subcommittee Membership and Terms

1. Subcommittee Membership
   a. All EPC Subcommittees should include representatives from each college, where possible.
   b. Subcommittee membership can be adjusted at any time based on the needs of the EPC.
2. General Education Advisory
   a. The General Education Director (GED) will act as Chair
      i. Membership will consist of a minimum of five (5) EPC members
         1. One (1) EPC Co-Chair

2. Four (4) EPC members
3. Ex Officio Members
    a. Registrar's Office Representative
    b. Institutional Effectiveness and Systems Integration Representative
    c. College Deans
    d. Writing Coordinator

ii. The GED may invite additional participants as warranted to meet the subcommittee's needs.

3. Curriculum Development
    a. One (1) of the EPC Co-Chairs will act as Chair
        i. Membership will consist of a minimum of five (5) EPC members
            1. Four (4) EPC members
            2. Registrar's Office Representative
        ii. The EPC Co-Chair may invite additional participants as warranted to meet the subcommittee's needs.

4. Program Development
    a. One (1) of the EPC Co-Chairs will act as Chair
        i. Membership will consist of a minimum of five (5) EPC members
            1. Four (4) EPC members
            2. Registrar's Office Representative
        ii. The EPC Co-Chair may invite additional participants as warranted to meet the subcommittee's needs.

5. Terms
    a. EPC subcommittee member representation will be determined during the last regularly scheduled meeting of the Full EPC (Spring Semester).
    b. EPC subcommittee membership will be for the period of one (1) year term.

Article VI – Attendance

1. EPC Members are expected to regularly attend Full EPC and Subcommittee meetings.
    a. Two-thirds of the full EPC membership is required for a quorum.
        i. Based on current membership, ten (10) members are required for a quorum at Full EPC meetings, with eight (8) affirmative votes needed for a Full EPC decision.
    b. Subcommittee quorum requirements will match those of the full EPC.
        i. For a subcommittee of five (5) voting members, four (4) members are required for a quorum, with three (3) affirmative votes needed for a subcommittee decision.
    c. If required attendance is not possible at Full EPC or Subcommittee meetings, viewing of recorded meetings and online voting may be used.

2. In case of an unavoidable conflict, members should inform the EPC Co-Chairs that they will be unable to attend a scheduled meeting.
3. In the event that a member's repeated failure to attend meetings interferes with the EPC's ability to conduct business, the EPC Co-Chairs, with the assent of the majority of committee members, will request that member's resignation.
    a. The EPC Co-Chairs will inform the Faculty Senate of the request for the individual's resignation and will also request Faculty Senate assistance in filling the vacated seat.
    b. Should the faculty member in question fail to submit his/her resignation in a timely manner, the EPC Co-Chairs will request the Faculty Senate to proceed with the replacement of the member.
    c. A letter of dismissal shall be sent to the individual who is resigning.

Article VII – Elections

1. Elections of faculty representatives to the EPC will be conducted by the Vice President of the Faculty Senate annually.
2. Election Procedures
    a. The Vice President of the Faculty Senate will distribute the names of all faculty eligible to serve on EPC to the full-time faculty in each college.
        i. All full-time tenure track faculty, with a minimum of 1-year employment at the university, are eligible to serve as EPC members.
        ii. A faculty member may request to have his/her/their name removed from the ballot in accordance with the guidelines set forth by the Faculty Senate.
    b. Colleges will elect their representatives by majority vote, in multiple stages, as necessary.
    c. At-Large EPC Member(s) will be chosen in an election held after those for the separate colleges.
    d. EPC Co-Chairs will be elected by and from the members of the Full EPC for the upcoming academic year during the last regularly scheduled meeting of the Full EPC (Spring Semester) and approved and appointed by the VPAA/Provost.
    e. EPC Co-Chairs will be responsible for populating EPC Subcommittees for each academic year - ensuring representation from each college, when possible

Article VIII – General EPC Policies and Procedures

1. Full EPC Meetings
    a. EPC Co-Chairs shall publish a regular schedule of meetings to the University community for the academic year.

b. EPC Co-Chairs shall publish an agenda to the University community prior to each EPC meeting.
    i. When the EPC considers curriculum or program proposals, the EPC Co-Chairs shall invite representatives from the course(s), program(s), and/or department(s) involved to participate.
c. Meetings of the EPC will be open to guests.
d. Guests may provide comments during full committee meetings at times designated by the Co-Chairs so as not to disrupt the work of the EPC.
e. Any non-EPC member who wishes to add a meeting agenda item may do so by obtaining prior permission from the EPC Co-Chairs or GED.
f. Minutes of each meeting shall be recorded by an individual designated by the EPC Co-Chairs or GED and shall be made available to the University community.
g. Additional meetings may be called to discuss major issues before the EPC.
h. EPC also has a co-equal role with the Senate in setting the agenda for regularly scheduled Faculty Forums.

2. EPC Subcommittee Meetings
    a. Each Subcommittee Chair shall publish a regular schedule of meetings to the University community for the academic year.
    b. Subcommittee Chairs shall publish an agenda to the University community prior to each subcommittee meeting.
        i. When subcommittees consider proposals, the Chairs shall invite representatives from the course(s), program(s), and/or department(s) involved to participate.
    c. Meetings of EPC will be open to guests.
    d. Guests may provide comments during subcommittee meetings at times designated by the Co-Chairs so as not to disrupt the work of the EPC.
    e. Any non-EPC member who wishes to add a meeting agenda item may do so by obtaining prior permission from the Subcommittee Chair.
    f. Minutes of each subcommittee meeting shall be recorded by an individual designated by the Subcommittee Chairs and shall be made available to the University community.
    g. Additional meetings may be called to discuss major issues before the subcommittee.
3. Submission of EPC Proposals
    a. Proposals must be prepared according to current EPC policies and procedures.
        i. Policies and Procedures for General Education
        ii. Policies and Procedures for Curriculum Development
        iii. Policies and Procedures for Program Development
    b. All program, curriculum, and general education proposals must include at least one (1) full-time faculty and one (1) academic department/program sponsor.

c. Proposals must be submitted to the EPC Co-Chairs via designated channels for distribution to EPC members.
d. Proposals must be complete and must be received at least one (1) week prior to the scheduled meeting (inclusive of any required endorsement sheets).
e. It is within the purview of EPC Co-Chairs or Subcommittee Chairs to delay the review of proposals until they are complete.
f. It is within the purview of EPC Co-Chairs or Subcommittee Chairs to modify and/or delay agenda activities to facilitate the work of the EPC.
g. Any and all catalog-related changes (e.g., general education, course, or program) must be submitted and approved by the last regularly scheduled meeting of the Full EPC (Spring Semester) for inclusion in the University catalog.
    i. Changes approved by the Full EPC (and, as necessary, NYSED) by the end of the Spring semester will be included in catalog updates
    ii. The Registrar will use finalized information from EPC to make official catalog changes for the following academic year
    iii. Department Chairs will review catalog changes for accuracy during the summer

4. General Education Advisory

a. Proposals for general education courses (new and revised) are reviewed by the General Education Advisory Subcommittee (GEA)
    i. These proposals do not need to go through a separate Curriculum Development or Program Development Subcommittee review, provided they meet established course/program standards in addition to General Education criteria.

b. The GED has the authority to reject courses deemed ineligible for General Education based on NYSED guidelines.

c. Proposals must be approved by the GEA before they are forwarded to the Full EPC.
    i. If minor concerns are identified, the GED will work with the developer(s) to modify the proposal prior to the next Full EPC meeting.
    ii. If substantial concerns are identified, the proposal may be forwarded to the Curriculum or Program Development Subcommittee and/or returned to GEA for additional review following revision before being considered by the Full EPC.

d. Only elected EPC members are permitted to vote as well as the GED.
e. All general education courses/programs must be approved by the Full EPC.

5. Curriculum Development

a. Proposals for new courses as well as existing course modifications or discontinuations, are reviewed by the Curriculum Development Subcommittee.

b. Required courses may be offered one (1) time (semester) prior to EPC approval, while new elective courses may be offered up to three (3) times (semesters) before EPC approval.
c. New course proposals must be developed in keeping with the current Policies and Procedures for Curriculum Development.
d. Existing courses that are modified with respect to the course name, credits, grading scale, or other characteristics but do not significantly change the course learning objectives may undergo an abbreviated review.

i. New and existing courses taught in a fully online format must also successfully complete a Quality Matters review.
ii. Proposals must be approved by the Curriculum Development Subcommittee before they are forwarded to the Full EPC.
iii. If minor concerns are identified, the Curriculum Development Subcommittee Chair will work with the developer(s) to modify the proposal before the Full EPC meeting.
iv. If substantial concerns are identified, the proposal will be returned to the Curriculum Development Subcommittee for additional review following revision before being considered by the Full EPC.

e. Only elected EPC members are permitted to vote.
f. All new and revised courses must be approved by the Full EPC before being forwarded to other administrative offices and/or to the VPAA/Provost and President for their approval.

6. Program Development

a. Proposals for new programs as well as existing program modifications, are reviewed by the Program Development Subcommittee.
b. Program proposals must be developed in keeping with the current Policies and Procedures for Program Development.
c. Proposals must be approved by the Program Development Subcommittee before they are forwarded to the Full EPC.

i. If minor concerns are identified, the Program Development Subcommittee Chair will work with the developer(s) to modify the proposal before the Full EPC meeting.
ii. If substantial concerns are identified, the proposal will be returned to the Program Development Subcommittee for additional review following revision before being considered by the Full EPC.

d. Only elected EPC members are permitted to vote.
e. All new and existing program revisions must be approved by the Full EPC before being forwarded to other administrative offices and/or to the Vice President for Academic Affairs (VPAA)/Provost and President for their approval.

Article IX - Special Considerations

1. Reconsidering EPC Decisions
    a. The Full EPC may be petitioned to reconsider any decision regarding general education, curriculum, and/or program review by a majority vote of the full-time faculty.
    b. In such circumstances, the item under consideration will be returned to the appropriate subcommittee for further discussion and recommendation before returning to the Full EPC.
    c. All other protocols will be followed regarding proposal review and return to Full EPC.
2. EPC By-Laws
    a. Any member can propose and EPC By-Laws amendment.
    b. EPC By-Laws Amendments are subject to approval by the full membership and must be submitted in writing

APPENDIX C
STATEMENT OF MAINTENANCE OF PUBLIC ORDER AT DAEMEN UNIVERSITY

APPENDIX D
RESEARCH INTEGRITY POLICY AND GUIDELINES ON MISCONDUCT

APPENDIX E
INTELLECTUAL PROPERTY POLICY

APPENDIX F
STATEMENT ON PROFESSIONAL ETHICS

This item was submitted to and approved by the Board of Trustees on May 6, 2014.
Please see the full Statement at:

Professional Ethics

The statement that follows was originally adopted in 1966. Revisions were made and approved by the Association's Council in 1987 and 2009.

Introduction

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research. The Statement on Professional Ethics that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and the Committee on Professional Ethics, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 Statement of Principles on Academic Freedom and Tenure, the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings (1) or the applicable provisions of the Association's Recommended Institutional Regulations on Academic Freedom and Tenure. (2)

The Statement

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence.

They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Notes

1. *AAUP*, *Policy Documents and Reports*, 11th ed. (Baltimore: Johns Hopkins University Press, 2015), 91–93.

2. Ibid., 79–90.

APPENDIX G
VOTING RIGHTS AND ELIGIBILITY

Committee	Eligibility to Serve	Eligible to Vote
Faculty Senate	**T, TT**	**T, TT1+, NTT 1+**
Faculty Review	**T**	**T, TT 1+**
EPC	**T, TT 1+**	**T, TT1+, NTT 1+**
T&P	**T**	**T, TT 1+**
Faculty Development	**T, TT 2+**	**T, TT**

T= Tenured

TT = Tenure Track

NTT = Non-Tenure Track

1+ = have completed at least 1 year of service

2+ = have completed at least 2 years of service

APPENDIX H
DISTINGUISHED PROFESSOR: RIGHTS, RESPONSIBILITIES, POLICY AND APPLICATION PROCEDURE

The academic rank of Distinguished Professor exists to enable Daemen University to honor individual faculty members who have achieved singular distinction in their scholarly disciplines as well as in service to the University, their discipline, and society at large. Promotion to Distinguished Professor demonstrates to the academy and to the broader community that Daemen University is committed to academic rigor and excellence.

To be eligible for promotion to Distinguished Professor, a candidate must hold the rank of Professor and must have achieved high distinction in category #1 below and in at least one of the remaining two categories:

1. The candidate must have produced exceptional scholarly work that has achieved national and/or international recognition for scholarly research, creative production, or leadership in creative or scholarly activities. This recognition by the candidate's national peers acknowledges the individual's eminence in their field of study, as achieved through the candidate's entire corpus of scholarly accomplishment.

2. The candidate must be clearly identified by students, colleagues, and/or external agencies as an outstanding teacher and a leader in the University for excellence in learning.

3. The candidate must have contributed demonstrable distinguished service to their discipline, the University, or society.

There can be no more than one Distinguished Professor appointed every three (3) years. Ordinarily a candidate for Distinguished Professor shall have been at the rank of Professor for a minimum of four (4) years. The VPAA/Provost shall announce to the campus, by May of the previous semester, at the beginning of the process.

Responsibilities and Rights of a Distinguished Professor

A Distinguished Professor shall continue to hold the rank of Distinguished Professor throughout their tenure at Daemen University.

Each Distinguished Professor will be invited to deliver one public lecture or presentation on a topic of their choosing. The lecture will be widely advertised within and outside the University community.

As with all other academic ranks, an individual may not be promoted to Distinguished Professor on the basis of administrative service. However, faculty holding administrative appointments may apply for promotion to Distinguished Professor on the merits of their academic work as members of the University faculty. Moreover, a Distinguished Professor who

accepts an administrative position, including department chairperson, shall continue to hold the rank of Distinguished Professor.

Upon conferral of the rank of Distinguished Professor, the newly named Distinguished Professor will receive a permanent salary increase equivalent to the salary increase given to faculty promoted from Associate Professor to Professor. In addition, for two years a newly named Distinguished Professor shall receive a budget of 1.5 % of the median salary of full-time faculty per annum in support of activities as a Distinguished Professor.

Policy and Procedure

As the rank of Distinguished Professor is an academic rank beyond that of Professor, all applications for a Distinguished Professorship shall be submitted to the Office of the VPAA/Provost, according to the University's standard procedures for applying for promotion and must include all supporting documentation (see Article IX.B.1. Faculty Rank/"Distinguished Professor"; Article X. Tenure and Promotion). The candidates shall also submit their scholarship for external review to scholars within the candidate's field, with the external scholars chosen by the VPAA/Provost based on a list supplied by the candidate's department with input from the candidate. The applicant shall submit the portfolio to the external reviewers by June 1st and the external reviewers shall respond by the following October 1st. The VPAA/Provost shall convene a committee of five faculty of the status of Full Professor, chosen in consultation with the Faculty Senate, with the VPAA/Provost submitting the names to the Senate for approval**.** The committee will evaluate all Distinguished Professor applications and make recommendations to the VPAA/Provost. The committee will meet with the VPAA/Provost, and they will make a joint recommendation to the President. The President, at their discretion, will submit a final recommendation to the Board of Trustees for approval.