REGIS UNIVERSITY
SCHOOL FOR PROFESSIONAL STUDIES

FACULTY HANDBOOK
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OFFICE OF THE ACADEMIC DEAN
SCHOOL FOR PROFESSIONAL STUDIES
REGIS UNIVERSITY
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FACULTY HANDBOOK
Faculty of the Regis University School for Professional Studies

1. Introduction

1.1 School for Professional Studies Mission and Business

The Mission: The School for Professional Studies is a leader in adult higher education, offers learners innovative education opportunities, fosters collaborative, personalized education, and develops lifelong learners who contribute to their communities.

The School for Professional Studies Mission Statement recognizes the overall Mission Statement of the University:

Regis University educates men and women of all ages to take leadership roles and to make a positive impact in a changing society. Standing within the Catholic and United States traditions, we are inspired by the particular Jesuit vision of Ignatius Loyola. This vision challenges us to attain the inner freedom to make intelligent decisions.

We seek to provide value-centered undergraduate and graduate education as well as to strengthen commitment to community service. We nurture the life of the mind and the pursuit of truth within an environment conducive to effective teaching, learning and personal development. Consistent with Judeo-Christian principles, we apply knowledge to human needs and seek to preserve the best of the human heritage. We encourage the continual search for truth, values, and a just existence.

Throughout this process, we examine and attempt to answer the question: “How ought we to live?”

As a consequence of Ignatius Loyola’s vision, particularly as reflected in his Spiritual Exercises, we encourage all members of the Regis University community to learn proficiently, think logically and critically, identify and choose personal standards of values, and be socially responsible. We further encourage the development of skills and leadership abilities necessary for distinguished professional work and contributions to the improvement and transformation of society.

(Approved by the Regis University Board of Trustees, 1991)

The business: The School for Professional Studies creates and delivers quality, value-oriented, relevant education programs for adult learners of diverse occupations and locations through a variety of collaborative learning options.

1.2 Faculty
Faculty members are central to the teaching and learning mission of the Regis University School for Professional Studies (SPS). The scope of that mission is well reflected in the breadth of the faculty, their talents and capabilities, and the distinctive organizational arrangements that support them. In particular, the School for Professional Studies places deliberate and heavy reliance upon faculty members who are at once practicing professionals in their field of expertise and educators capable of effectively promoting learning within individual courses and programs.

Faculty facilitate learners’ connections among the learning environment, educational endeavors and career goals.

### 1.3 Faculty Committees

Regis University School for Professional Studies uses a number of committees, composed of faculty members, to make recommendations to the University concerning academic and administrative decisions and programs. Among these committees are the University-wide Academic Policy and Planning Council, the School for Professional Studies Academic Council, and the Graduate or Undergraduate committees of the SPS Academic Council, and other ad hoc committees established for specific purposes.

### 2. Employment

#### 2.1 Faculty Employment Policies and Procedures

This chapter of the Faculty Handbook contains policies and procedures that affect the employment of faculty at Regis University in the School for Professional Studies. The University has other policies that also apply to the employment of faculty and govern the general operations of the University and the School for Professional Studies. While information in this Handbook is not inclusive of all University policies and procedures, it is authoritative with respect to those policies and procedures that are contained in this chapter.

Faculty employed within the School are required to be familiar with and abide by the policies and procedures contained herein in the performance of their employment responsibilities on behalf of the School and the University. Regis University may interpret or change any or all of this Faculty Handbook at any time. Definitions, policies and procedures specified in this Handbook supersede prior versions of this Handbook.

#### 2.2 Definition of Faculty, and Faculty Titles for Regis University School for Professional Studies
### 2.2.1 Definition of Faculty, School for Professional Studies

School for Professional Studies faculty members encompass all individuals who are appointed to faculty status and are responsible for facilitating or authenticating learning in any manner that leads to the awarding of Regis University academic credit through programs or courses conducted by the School for Professional Studies.

### 2.2.2 Minimal Requirements for Appointment to Faculty Status

All determinations of satisfaction of requirements for appointment to School for Professional Studies Faculty Status and interpretation of standards and requirements are made at the sole discretion of Regis University.

All faculty in the School for Professional Studies are required to meet or exceed minimal requirements to achieve SPS faculty status. These minimal requirements include, but are not limited to:

1. At least a master's degree from an institution that was, at the time the degree was conferred, an institution accredited by a regional accrediting association or another accrediting association acceptable to Regis University, and with acceptable academic credentials in a relevant field,
2. Relevant experience that combines theory and practice,
3. Awareness of and respect for adult learning theory and practice,
4. Participation in and successful completion of a faculty assessment,
5. Completion of a formal orientation to the University, School and Program.

### 2.2.3 Faculty Appointment Categories

**Category 1.** Those Regis University School for Professional Studies full-time and part-time (minimum of .5 FTE) employees who teach and those who’s teaching is in excess of 50% of a full load.

1. Eligible for multiple-year appointments.
2. May be paid for overload teaching at Regis University. They must obtain prior approval of their supervisor and the appropriate Associate Academic Dean for the instructional activities.
3. Serve on governance committees.

**Category 2.** Those Regis University School for Professional Studies full-time and part-time employees who teach less than 50% of a full load.

1. Not eligible for multiple-year appointments.
2. May be paid for overload teaching at Regis University. They must obtain prior approval of their supervisor and the appropriate
Associate Academic Dean for the instructional activities.

3. Serve on governance committees.

Category 3. Affiliate Faculty and those Regis University full-time and part-time non-faculty employees who teach.

1. Eligible for limited term contracts only.
2. If a Regis University full-time administrative employee may or may not be paid for overload teaching. They must obtain prior approval of their supervisor at Regis University for the instructional activities.
3. May serve on governance committees as SPS faculty.
4. Full-time/exempt non-instructional employees at Regis University who wish to gain faculty status and title within the School must meet the University, School and Program requirements and the minimal instructional requirements as specified above. They must obtain approval of their supervisor at Regis University for their instructional activities. Assignment of full-time/exempt non-instructional employees to SPS teaching positions is at the discretion of the individual program director or designee.

2.2.4 Definitions of Academic Titles

For purposes of the following provisions a year of service means appointment to Faculty Status, full or part-time, at any time during a particular fiscal year of the University. Years of service must be consecutive unless otherwise approved. Determinations of equivalencies and qualifications for academic titles are the sole and final judgment of the School for Professional Studies.

The following definitions are faculty academic titles in the School for Professional Studies. The traditional model for advancing in rank is not utilized in the School for Professional Studies. In order to recognize the service of faculty, titles are used which reflect longevity in the School for Professional Studies:

2.2.4.1 Instructor

A Category 3 faculty member in the School for Professional Studies.

1. Who serves in an affiliate teaching capacity in the Regis University School for Professional Studies and who holds at least a Master’s degree; and
2. Who has demonstrated sufficient teaching experience or potential in the appropriate discipline; and
3. Who demonstrates practical, relevant professional experience in the appropriate field.
2.2.4.2 **Assistant Professor**

A Category 1 or 2, full-time or part-time faculty member in the School for Professional Studies,

1. Who serves in a teaching, or research capacity in the Regis University School for Professional Studies and who holds at least a Master's degree; and
2. Who has demonstrated sufficient teaching experience in the appropriate discipline; and
3. Who demonstrates practical, relevant professional experience in the appropriate field.

2.2.4.3 **Associate Professor**

A Category 1 or 2, full-time or part-time faculty member in the School for Professional Studies,

1. Who served for more than four years in a teaching or research capacity in the Regis University School for Professional Studies, or who holds or has held this title at another regionally accredited college or university; and
2. Who holds at least a doctoral degree in the appropriate discipline from an institution accredited by a regional accrediting association or another accrediting association acceptable to Regis University; and
3. Who has demonstrated sufficient teaching experience in the appropriate discipline; and
4. Who demonstrates practical, relevant professional experience in the appropriate field; and
5. Whose record of prior performance demonstrates competence in teaching and in the academic discipline.

2.2.4.4 **Professor**

A Category 1 or 2, full-time or part-time faculty member in the School for Professional Studies.

1. Who served for more than seven years in a teaching or research capacity in the Regis University School for Professional Studies, and who has served as an Associate Professor at Regis University for at least two years, or whom holds or has held this title at another accredited college or university; and
2. Who holds at least a doctoral degree in the appropriate discipline from an institution accredited by a regional accrediting association or another accrediting association acceptable to Regis University; and
3. Who has demonstrated sufficient teaching experience in the appropriate
4. Who demonstrates practical, relevant professional experience in the appropriate field; and
5. Whose record of prior performance demonstrates competence in teaching and in the academic discipline.

2.2.4.5 Exceptions

At the discretion of the Vice President/Academic Dean of the School for Professional Studies, an individual of exceptional quality and contribution to his or her field who otherwise does not meet the minimal standards set forth above, may be awarded the title of Associate Professor or Professor.

2.2.5 Affiliate Faculty

SPS Affiliate Faculty are classified as Category 3 faculty members who are contracted from time-to-time as course instructors and who are experienced and practicing professionals with the capacity of effectively promoting learning within individual courses and programs.

SPS Affiliate Faculty must provide student facilitation or instruction in any of the modes used within SPS for a minimum equivalent of three (3) semester hours of credit or more in one or more SPS Programs every three years to maintain active Affiliate Faculty status in SPS. Those SPS Affiliate Faculty providing less than such minimum equivalent are automatically placed on inactive status.

Those SPS Affiliate Faculty members who have facilitated the specified number of courses required for the upper compensation tier may be eligible for the faculty designation of “Affiliate Faculty, Meritis Level.” Those Affiliate Faculty, who in addition to meeting the requirements for Meritis level, have provided exceptional service to Regis University and have been identified by their departments, may be eligible for the designation of “Affiliate Faculty, Honoris Level.” Affiliate Faculty members eligible for these designations have demonstrated exemplary service to students and the Regis University community as evidenced by their record of prior performance, professional development efforts and participation in academic governance. Such designation is at the discretion of the Vice President/Academic Dean based on recommendation from the appropriate Associate Academic Dean. No additional compensation is given for such designation.

2.2.5.1 Minimal Requirements for Affiliate Faculty: Professional and Current Expertise

The School for Professional Studies places deliberate reliance upon faculty members who are experienced, practicing professionals in their fields of expertise and who are educators capable of effectively promoting learning within individual courses and programs. A principal criterion and requirement for utilizing specific affiliate faculty is professional
and current expertise as demonstrated by primary employment in a field related to their teaching discipline.

1. It is the intent of the School for Professional Studies to maintain excellence in the classroom by combining theory and practice. If an affiliate faculty member changes employment to a non-related field or ceases to maintain outside primary employment, the School for Professional Studies may decide to not issue future teaching contracts. Special consideration is given to people who find themselves in temporary employment transition beyond their control.

2. Consulting may provide a rich laboratory for the student's learning experience by exposure to many organizations and human systems. Consulting may be considered primary employment when the academic discipline is in a related field and can be shown to be the mainstay for the affiliate faculty.

3. Educators whose primary employment is at another educational institution may teach in the School for Professional Studies in discipline-related fields. Individuals who have retired from corporate employment may bring years of expertise to the learning environment. The requisite level of expertise is considered on an individual basis and is determined by the Vice President/Academic Dean of the School in his/her discretion.

4. Discipline areas not generally or explicitly practiced in the marketplace (e.g. English, History, Humanities, Mathematics, Philosophy, Religious Studies or Sociology) may not require demonstrated current correlated employment.

5. There is an expectation that affiliate faculty members have outside primary employment and are not considered full-time or part-time employees of Regis University. As such affiliate faculty are considered on-call employees and are contracted with from time-to-time for courses and other activities as needed.

2.2.5.2 Affiliate Faculty Access to Courses for Credit

Affiliate faculty may enroll in selected Regis University courses at graduate and undergraduate levels with tuition and fees waived subject to prior approval by the Vice President/Academic Dean of SPS or designee. This opportunity is available to Affiliate Faculty who have facilitated a minimum of one three (3)-credit hour course (classroom-based, online or GIS) within the previous four semesters. Enrollment is on a space available basis and is subject to other restrictions the University may apply from time to time.

2.2.6 Visiting Professor
This title is assigned to individuals who hold or have held professional academic title (Assistant Professor, Associate Professor, or Professor) at another institution of recognized standing or who have accomplishments that are considered equivalent (e.g., outstanding performance in the business community), and who are appointed to teach or to teach and pursue other duties at the university only for a limited period of time; such time is to be agreed upon in writing between the visiting professor and the Vice President/Academic Dean.

Visiting Professors are appointed by the Vice President/Academic Dean subject to Letter of Appointment approval by the Provost and Vice President for Academic Affairs. Any fringe or supplementary benefits must be agreed upon in writing prior to appointment and contained in the Letter of Appointment or an amendment or supplement thereto.

2.2.7 Academic Administrative Officers and Academic Titles

Academic administrative officers, including the Vice President/Academic Dean of the School for Professional Studies, the Associate Academic Deans of the School for Professional Studies, and academic program directors, who are not already considered Category 1 or 2 faculty, may be granted the academic title of assistant professor, associate professor, or professor subject to the following provisions:

1. The individual holds the academic credentials required for the academic title being awarded.
2. The precise terms and conditions of the appointment are clearly stated in writing by the Vice President/Academic Dean or, in the case of the Vice President/Academic Dean, by the Provost and Vice President for Academic Affairs, a copy of which is provided the program and the individual's immediate administrative supervisor.

2.2.8 Duties and responsibilities of individuals holding academic title under this section include:

1. Student instruction in any of the modes used within the SPS for an equivalent of three (3) semester hours of credit or more in one ore more SPS Programs every three years to maintain faculty status and title in the School; and
2. Assumption of responsibilities as other faculty members of the program (e.g., as needed to attend program meetings) and, if asked, bear a proportionate share of program business administrative responsibilities.

2.3 Types of Contracts and Contract Definition Policies

2.3.1 Faculty Letter of Appointment

A Letter of Appointment is the employment contract form faculty receive from the University. The Letter of Appointment defines the employment relationship between the University and the School and the Faculty member. Letters of Appointment can be for any duration, including the length of an individual course or assignment, but normally do
not exceed three-years in length. Letters of Appointment create no implication, promise, or expectation of continuing employment beyond the stated duration in the Letter of Appointment.

2.3.2 **Types of Faculty Letters of Appointment**

Faculty Letters of Appointment may include, but is not limited to, the following:

1. Faculty Letter of Appointment for full time and part time faculty form.
2. General form for non-teaching or specialized-teaching assignments.
3. Individual (Classroom or Online) Instruction form
4. Cluster Course Instruction form.

2.3.3 **Faculty Letters of Appointment for Full Time and Part Time Faculty Form**

The form of Letter of Appointment issued to full time and part time faculty, which are normally for one, two, or three year terms. The initial Letter of Appointment a Faculty member receives is normally for one-year.

2.3.4 **General Form**

The form of Letter of Appointment issued to faculty members for non-teaching assignments or specialized-teaching assignments, including independent study, that do not fall under the other forms of the Letter of Appointment. These contracts are issued for a specific term only.

2.3.5 **Individual Instruction Form**

The form of Letter of Appointment issued to full time or part time faculty members for overload or to Affiliate Faculty to teach a specific course, and are limited to the term outlined in the form. This form of Letter of Appointment is issued on an individual basis as the necessity arises after the individual has been certified for the courses they are teaching. The following items are required to be incorporated into the Affiliate Faculty employee file:

1. A completed Regis University employment application.
2. Resume/vitae.
3. Official transcripts of post-secondary degree work.
4. I-9 form (original in Human Resources Office).
5. W4 form (original in Payroll Office).
6. Any other appropriate material (e.g., letters of reference).
7. A copy of a Social Security card, an annual benefits letter or other letter from Social Security.
8. Acknowledged receipt of Sexual Harassment Policy.
This file is maintained in the appropriate administrative office and in the Human Resource Department.

2.3.6 Cluster Courses Form

The form of Letter of Appointment issued to faculty when there are not sufficient students to make a normal course.

3. Searches and Appointment of Faculty

3.1 Search, Appointment, and Orientation of the Faculty

Regis University and the School for Professional Studies are committed to building an inclusive community that values the dignity and contributions of all members. In this community, human differences thrive in a learning environment characterized by the Jesuit traditions of mutual respect and the pursuit of justice.

3.2 Nondiscrimination Statement

“In accordance with its Jesuit Catholic mission, Regis University is committed to maintaining a humane atmosphere in which the civil rights of every individual are recognized and respected. Regis University does not unlawfully discriminate in either the provision of educational services or in employment practices on the basis of race, color, religion, national origin, creed, ancestry, gender, age, martial status, sexual orientation, military or veteran status, physical or mental disability, or any other characteristic protected by local, state, or federal law. Within this context, Regis University does reserve the right to give employment preference to persons who demonstrate by word and practice a commitment to the University’s mission and educational goals.”

3.3 Policies on Recruitment and Appointment of Faculty

3.3.1 Recruitment

Each program is responsible for the recruitment of new faculty.

The hiring Associate Academic Dean initiates action for hiring faculty as necessary. Requests for additional full-time faculty members originate in the authorized Program. The Associate Academic Dean discusses other needed full-time faculty with the Vice President/Academic Dean. The Vice President/Academic Dean approves any search prior
to any search being initiated.

It is the responsibility of the Associate Academic Dean to publicize the opening(s) in accordance with equal opportunity guidelines and to establish administrative procedures for the recruitment process with the approval of the Vice President/Academic Dean. It is the responsibility of the Associate Academic Dean to verify that the SPS faculty requirements (Section 2.1) and certification procedures, and university hiring practices and procedures, have been met.

Every appropriate effort is made to identify underrepresented populations and encourage applications from qualified applicants from such populations.

3.3.2 Appointment of Faculty

Sole authority to hire and retain faculty is vested in the President. This authority is customarily exercised through the Vice President/Academic Dean of the School for Professional Studies by procedures established to assure adequate consultation with the faculty and full compliance with Equal Employment Opportunity.

The Vice President/Academic Dean of the School makes all appointments of faculty for Professional Studies with the approval of the Provost and Vice President for Academic Affairs.

All initial appointments are for a specified period stated the faculty Letter of Appointment. The terms and conditions of every new appointment are stated in the initial Letter of Appointment, a copy of which is put in the individual's personnel file.

3.4 Certification

The Office of the Vice President/Academic Dean of the School approves all SPS full-time and part-time faculty appointments for Professional Studies. The appropriate Associate Academic Dean approves affiliate faculty. Credentials of full time and part-time faculty must be provided by the program employing the prospective faculty member to the Vice President/Academic Dean's office. The appropriate Associate Academic Dean or designee formally certifies the faculty member to teach specific courses or areas of study in the School.

3.5 Orientation

It is the responsibility of each Associate Academic Dean, or their designees, to orient each new faculty member to the policies, SPS Faculty Handbook, regulations and procedures of the University, School, and their program. Such orientation includes: the provision of a copy of this SPS Faculty Handbook, the relevant position description, evaluation procedures, a statement of the history and philosophy of Regis University and Jesuit education, and a personal meeting with the appropriate Program Director or
delegate. Thereafter, it is the obligation of the employee to inform the direct supervisor if further orientation is needed.

3.6 **Immigration Status Policy**

It is understood that all faculty members, based in the United States, must be eligible to work in the United States prior to any letter of appointment or course or term contract being issued. It is the responsibility of the candidate for employment to document employability to the satisfaction of Regis University and to meet other Immigration and Naturalization Service regulations govern and the requirements of law.

3.7 **Employment Conflict of Interest**

Faculty are not permitted to directly supervise an immediate relative or dependent. “Relative” is defined as any person within the first degree of consanguinity and “dependent” is anyone the faculty member is responsible for (such as a child).

3.8 **Outside Employment of Faculty**

Recognizing both that faculty may wish occasionally to engage in additional teaching, consulting, or employment and the right of the University to regulate outside employment by full-time faculty, a full-time faculty member is required to review with their Associate Academic Dean or designee the extent of outside employment and provide assurances that the full-time faculty member’s primary responsibility to Regis University is fulfilled, and that Regis University work will not suffer as a consequence of the outside endeavor. If, in the Associate Academic Dean or designee’s judgment, the amount of outside work is inappropriate and the faculty member disagrees, an appeal may be taken to the Vice President/Academic Dean whose decision is final.

3.9 **Official Personnel File**

A personnel file for each faculty member is maintained by the University Department of Human Resources and includes at least the following items:

1. Letters of application
2. Appointment and acceptance letters
3. Personal data information (race, sex, date of birth, marital status, etc.)
4. Hiring transaction documents (payroll notices, etc.)
5. Performance reviews and evaluations
6. Payroll change documents (salary increases or changes, changes in status)
7. Current official transcript with an updated resume and credentials
8. Salary and fringe benefit data.
9. Acknowledgement receipt of Sexual Harassment Policy.

Personnel files are the property of Regis University, and access to the information is
restricted. Generally, only the individual employee, immediate supervisor and management personnel of Regis University are allowed access to an employee file.

Employees who wish to review their file should contact the Department of Human Resources. With reasonable advance notice, employees may review their personnel file in the Department of Human Resources and in the presence of an individual appointed by Regis University. Documentation may not be added or removed from the personnel file without proper authorization.

3.10 Updates

It is the responsibility of the faculty member to maintain updated information in his/her personnel file and to keep a current address on file with the School for Professional Studies and the Department of Human Resources.

4. Evaluation and Performance

4.1 Evaluation Policies and Procedures

All faculty are responsible for completion of their contractual faculty responsibilities as specified by the Program. Regis University and the School for Professional Studies emphasize the qualities of skilled instruction and advising, integration of application and theory, and sensitivity to and knowledge of adults as learners. Furthermore, demonstration of these qualities by Regis University faculty is mandatory.

4.2 Policies and Procedures for Faculty Evaluations

The process of evaluation at Regis University is seen as a means by which members of the academic community can obtain constructive and balanced information, which enables them to better fulfill their academic responsibilities. The evaluation process is intended to be a constructive and proactive. Faculty evaluations are normally completed at least annually.

In conducting an evaluation, a faculty member and the appropriate supervisor should seek to obtain pertinent information from a variety of sources, including peers and students. Several important elements make up the faculty member's evaluation. Pertinent information includes, but is not limited to:

1. The faculty member's self-evaluation and professional growth plan;
2. The supervisor’s assessment of the faculty member's role as an instructor, a professional, and a colleague in the life of the program area and the University;
3. The opinions of the faculty member's colleagues about instructional
4. Student evaluations of the faculty member.

4.3 Poor Faculty Performance

When a supervisor determines that the performance of a faculty member fails to meet requirements, specific actions may be taken directed at performance improvement, discipline, or separation. These actions may include, but are not limited to:

1. Internship
2. Mentoring
3. Training
4. Counseling
5. Goal setting
6. Probation
7. Verbal reprimand
8. Written reprimand
9. Termination of employment

The supervisor may impose goals and timelines for attainment of levels of performance improvement.

4.4 Faculty Evaluation Appeals

The results of the evaluation process may be used by the University for any employment related decision, including without limitations, the determination of whether the faculty member is eligible for renewal, a multiple year contract, or advancement in title. All faculty are responsible for reading and understanding their evaluations. Faculty may appeal the failure of the University to follow established policy in the conduct of the evaluation process using the grievance procedure outlined in Section 13, but may not appeal the evaluative judgment(s) unless it is alleged that a judgment is violates an applicable policy or law on non-discrimination.

5. Letters of Appointment and Terminations

5.1 Multiple-Year Letters of Appointment

Tenure is not available to faculty in the School for Professional Studies. SPS may offer multiple-year appointments of up to three (3) years to Category I faculty members of the School for Professional Studies who have successfully completed at least two (2) years of service as Category I faculty member.

Upon review of faculty prior and current performance, the Associate Academic Dean may recommend candidates eligible for multiple-year contracts to the Vice President/Academic Dean. Final decisions for awarding multiple-year contracts
are made by the Vice President/Academic Dean.

5.1.1 Faculty who are serving on two-year Letters of Appointment are subject to the following re-employment options.

1. The faculty member’s appointment may be allowed to continue through the second year with no change. The faculty member will then be eligible for a one-year Letter of Appointment.
2. The faculty member may be awarded another two (2) year Letter of Appointment.
3. The faculty member may be awarded a three (3) year Letter of Appointment.
4. The faculty member’s appointment may be allowed to expire without further notice or obligation subject to any notice requirements set forth in this Faculty Handbook, if any.

5.1.2 Faculty who are serving on three-year Letters of Appointment are subject to the following re-employment options:

1. The faculty member’s appointment will be allowed to run through the third year with no change and the faculty member is then eligible for a one-year appointment.
2. The faculty member is awarded another three (3) year appointment.
3. The faculty member’s appointment may be allowed to expire without further notice or obligation subject to any notice requirements set forth in this Faculty Handbook, if any.

5.2 Policies and Procedures Relating to Severance

At times, it may be necessary for the University or the individual faculty member to sever their professional relationship. In order to protect the interests of both parties, the various types of severance (non-reappointment, dismissal, termination or layoff) are defined, and the policies and procedures related to each category are set forth below.

5.3 Non-reappointment

Notice of non-reappointment is required to be given in writing only to a Category I faculty member. Notice must be given by the following dates:

1. At least forty-five (45) calendar days prior to the expiration of an annual or lesser term Letter of Appointment;
2. At least ninety (90) calendar days prior to the expiration of a two-year Letter of Appointment;
3. At least one hundred eighty (180) calendar days prior to the expiration of three-year Letter of Appointment.

If the University fails to give notice in time, non-renewal may nevertheless be implemented provided that the faculty member is entitled to receive a Letter of Appointment extension for a period equivalent to the notice deficiency or, at the University's option, severance pay in an amount equivalent to that which would have been received during a period of time equal to the notice deficiency based upon the last contract year's salary.

A faculty member may decide not to accept a renewal of the appointment. In such an event, notice must be given in writing at the earliest possible opportunity, but not later than fifteen (15) calendar days after receiving notification of the terms of appointment for the coming year. Failure to accept reappointment by the required date constitutes a rejection of the offered renewal. In case of hardship, or in a situation where the faculty member would otherwise be denied substantial professional advancement or other opportunity, a faculty member may request a waiver of this time period from their Associate Academic Dean or designee and the Vice President/Academic Dean. The decision to permit or deny a waiver is subject to the discretion of the Vice President/Academic Dean.

5.4 Termination for Cause

All SPS faculty contracts and appointments are subject to termination for cause. The provisions in sections 5.1.1, 5.1.2, and 5.3 do not apply in cases of termination for cause.

5.4.1 Layoff

The University reserves the right to terminate the appointment and contract rights of any faculty member for the following reasons: program re-organization or re-direction, changes in the educational program, low enrollment, lack of work, or financial exigency of the school or program.

5.4.2 Dismissal

Dismissal is a severance action by which the University ends its professional relationship with a faculty member for cause during the term of a contract or appointment. Dismissal proceedings may be instituted for one or more of the following reasons:

1. Professional incompetence;

2. Neglect of academic duties;

3. Serious personal or professional misconduct;
4. Violation of the rights and freedoms of fellow faculty members, administrators, staff or students;

5. Falsification of credentials or experience;

6. Willful failure to fulfill the obligations of a faculty member in a professionally capable manner;

7. Failure to follow procedures and policies of the University in performing the faculty member's obligations; or

8. Other just cause

5.4.2.1 Dismissal Procedures

An Associate Academic Dean, the Vice President/Academic Dean or any superior officer of the University may initiate the dismissal of a faculty member. The initiating officer shall make a recommendation to the Provost/Vice President for Academic Affairs. The faculty member shall be informed of the reasons for dismissal that are being considered and shall have the right to discuss the matter with the Vice President/Academic Dean prior to the dismissal being finalized. The faculty member may also meet with the Provost/Vice President for Academic Affairs prior to a final decision regarding dismissal. The final decision to effect a dismissal must be approved by the President or his designate.

Upon approval by the President, the faculty member will be issued a "Notice of Dismissal" and a Check Out form by the Department of Human Resources indicating the effective date of termination of fringe benefits and related items.

The faculty member has a right to appeal such a dismissal through the grievance process found in Section 13.

The Faculty's Obligations and Rights

6.1 Faculty Responsibilities

6.1.1 General Statement

Membership in the academic profession carries with it responsibilities for the advancement of knowledge, the intellectual growth of students, and the improvement of society. Faculty must order and evaluate their activities in terms of their commitment to these goals, as well as in terms of their own personal and professional development.
Moreover, the faculty of Regis University have a special obligation to understand the nature of this institution of higher learning, to appreciate its unique characteristics, philosophy and objectives, and to understand and appreciate its mission and educational goals. They should strive to improve the intellectual and practical effectiveness of the University.

A faculty member's overall responsibilities generally include: instructional activities; academic advising; curriculum development; faculty oversight including assessment, orientation and mentoring; scholarship which sustains and enriches teaching; other departmental responsibilities; participation in School and University Governance; and community service. Faculty are normally expected to assist in the major development or significant revision of at least two courses per academic year as well as assist with minor revisions.

The following statements outline in a general way the obligations incumbent on faculty members of the School for Professional Studies.

6.1.2 **Adherence to University Regulations**

The responsibility of each faculty member to adhere to University regulations is part of each employee's contractual commitment to the University. An organization can operate effectively and consistently only if it has policies and rules to guide it and its members. This SPS Faculty Handbook and policies and procedures of the University contain those regulations pertaining most directly to the faculty. Each faculty member has a responsibility to know these regulations and to adhere to them.

6.2 **Course Offerings**

The curriculum of each SPS program is primarily includes course objectives, outcomes and supporting materials as determined by the faculty of that program based on needs of students and standards of the profession, accrediting requirements and the good judgment of the faculty, subject to the organizational decision-making hierarchy of the University. Faculty are required to present course offerings in a manner consistent with the established curriculum.

6.3 **Academic Schedules**

The Associate Academic Dean or designee determines the schedule of each faculty member after consultation with the faculty member. The academic schedule for each degree program is subject to the approval of the Vice President/Academic Dean or designate. Faculty are required to adhere to the established teaching schedule unless the appropriate Associate Academic Dean authorizes an exception in advance.
6.4 **Classes**

Faculty members are required to meet their classes punctually and for the full time assigned, and to conduct them at a level appropriate for the program level of the course, i.e., undergraduate or graduate level.

Faculty members teaching online are required to respond to students in a timely manner, appropriately monitor interaction online, and to conduct such classes at a level appropriate for the program level of the course, i.e., undergraduate or graduate education.

If, for any reason, a faculty member cannot meet a class, the campus associate or department designee must be contacted as early as possible in advance so that the students can be notified. When inclement weather necessitates the closing of Regis University, the Vice President/Academic Dean or designee is responsible for making the determination and for notifying the Public Relations Office. That office attempts to notify the major radio stations by 3:00 pm (for evening classes) on the day of cancellation. Faculty and students can determine whether classes have been canceled by phoning 303-458-1818.

6.5 **Special Fees**

The Vice President/Academic Dean and the Vice-President for University Services must approve any special fee assessed to a student in conjunction with any course. Such fees may include lab fees, fees for special materials, challenge exam fees, make-up examination fees, etc. Any such fee must be identified in all registration materials. The student ordinarily pays these fees through the Business Office. Once approved by the Vice President/Academic Dean and the Vice-President for University Services the means for the faculty member in advance of collection must arrange collection and disbursal of such fees.

6.6 **Advising**

Since a basic objective of Regis University is to assist each student to reach full personal and professional potential, the University encourages the role of its faculty in the academic advising of students. However, the role of faculty in academic advising necessarily varies by program. Thus the program specifies the advising relationship faculty has with students.

In this document “Advising” refers to both the advising that is given to students in pursuing their degree plan as a whole, or individual courses, as well as the advising that is given to Guided Independent Study students as a part of their instruction.

6.7 **Faculty Availability**
It is considered essential that each student have sufficient opportunity to see, email, or speak with faculty members. Specific guidelines or standards may be established by each program and must be observed by each faculty member in the program.

6.8 Hours on Campus

6.8.1 Requirements

Full-time faculty members of SPS programs are normally required to be on campus during a portion of all days when the university is open for business as established by their supervisor. Part-time faculty members of SPS are required to maintain scheduled office hours as established by their supervisor at an appropriate Regis University location during some portion of all weeks when the University is open for business. Exceptions may be made according to program needs.

6.8.2 Office Hours

Each faculty member, in consultation with their faculty director or designee, must establish regular and adequate office hours so distributed throughout the week as to be of maximum convenience to the students. Established office hours and/or procedures for appointments must be brought to the attention of the students and a copy filed with the Faculty Director or his/her designee. The usual minimum number of office hours is ten (10) hours per week. Office hours include actual office time at one of the campuses or online via email and chat rooms.

6.9 Service to the Institution

Regis University can function effectively only if its faculty members participate actively in University governance. Faculty members must be willing to attend meetings, contribute their ideas and experience during the decision-making process, and must assume responsibility for their fair share of the work.

6.10 Program Areas

The faculty member's first line of administrative responsibility is to his/her primary degree program area. The faculty member must, therefore, maintain regular communication with all members of their primary degree program area and perform any duties assigned. Affiliate faculty members are encouraged to participate as appropriate.

6.11 University

All faculty members are expected to serve at some time on University and faculty
committees and to assume other non-teaching assignments. Members of the faculty are required to attend all University academic functions, such as Commencement, at which the presence of the faculty is explicitly requested. As a courtesy, the faculty member must notify his/her faculty director when absence from any of these functions is unavoidable. All faculty members are encouraged to attend lectures, special presentations, and other educational events sponsored by the University.

6.12 Faculty Meetings

All faculty members are required to attend scheduled and special faculty meetings. Special faculty meetings may be called by a specific degree program, the Associate Academic Dean or designee, or Vice President/Academic Dean. Affiliate faculty are encouraged to participate as appropriate or expected.

6.13 Community Service

Service to Regis University and the general community is encouraged and expected. The University encourages faculty members to accept individually their responsibility to support those community activities in which they can make a contribution. Involvement in the community may not only benefit society, but it also publicizes the University and adds to its prestige. Service to the community may include activities such as public speaking, civic association leadership and/or other use of one's academic and professional skills for the good of the community.

6.14 Research

Regis University recognizes that in higher education both teaching and research related to the improvement of teaching and the expansion of knowledge are essential to a vigorous institution and a sound curriculum. Regis University is primarily a teaching institution where research is encouraged. Some departments may encourage research and writing more strongly than others.

A faculty member conducting or supervising research with animal or human subjects must adhere to the applicable federal and state regulations and submit an application to the University's Human Subjects Review Committee before beginning data collection on any research proposal. The faculty member must also adhere to the ethical standards established by the profession for such work. A copy of these regulations and standards is available in the office of the Academic Vice-President.

Regis University recognizes that not every research investigation necessarily results in publishable material. The results of scholarly research can be shared with the academic community not only in writing and publication, but also by oral presentation to professional groups, both on and off campus.
6.15 Library Resources for Faculty

The Regis University Libraries offer resources and support to faculty at all Regis campus locations as well as to those teaching online classes. In addition to Dayton Memorial Library on the Lowell campus and the Colorado Spring Branch Library, library services extend to the Denver Tech Center (DTC) campus in Denver under a cooperative agreement with Koelbel Public Library, and to Las Vegas, Nevada, through an agreement with the Lied Library at the University of Nevada Las Vegas (UNLV). Access to the Regis University library collections, as well as full information about services provided, is available through the Libraries’ home page at [http://www.regis.edu/lib](http://www.regis.edu/lib). In addition to over 260,000 print volumes, library collections include numerous online databases and full-text journals, many of which are available remotely to faculty and students. Lists of suggested research databases for specific subject areas are available through the libraries’ web page by following the Distance Learning Library Services links. Since these pages provided proprietary authorization and password information, you the user is required to supply the user name “student” and the password “@regis” to view them.

Course-specific library use instruction is strongly encouraged so that students benefit from the full array of available library resources and services. Librarians are available for instruction at all Regis University sites. For more information and contact phone numbers, follow the Departments, Services and Collections link to Information Services.

Other services provided to faculty and students, regardless of their geographic location, include Interlibrary Loan and electronic course reserves. For more information, follow the Departments, Service and Collections links.

7. Academic Freedom and Ethical Behavior

7.1 Academic Freedom

Regis University affirms and is guided by the ideal that all members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the 1940 “Statement of Principles on Academic Freedom and Tenure” jointly formulated by the American Association of University Professors and the Association of American Universities as reissued in 1990.

Specifically, the following excerpts from the 1940 Statement, as reworded in 1990, define what is meant by academic freedom.

“Institutions of higher education are conducted for the common good and not to further the interests 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 duties correlated with rights.”

1. “Teachers are entitled to full freedom in research and in 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.”

2. “Teachers are entitled to freedom in the classroom in discussing their subject, but should be careful not to introduce into their teaching controversial matter which has no relation to their subject.”

3. “College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution 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 institution.”

7.2 Professional Ethics

Although no set of rules or professional code can either guarantee or take the place of a scholar’s personal integrity, Regis University believes that the “Statement on Professional Ethics” promulgated by the American Association of University Professors is a reliable statement of ethical obligations of all faculty. Faculty are required to observe the following tenets in their conduct of activities on behalf of Regis University.

“I. 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.

“II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly 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 assure that their evaluations of students reflects each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

“III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professor do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. 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.

“IV. 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.

“V. 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.

7.3 **Improper or Inappropriate Conduct including Sexual Harassment**

Faculty are required to conduct their activities in behalf of Regis University in a professional and business-like manner. Regis University prohibits violence or threats of violence in the workplace, harassment including sexual harassment, creation of a hostile work environment, and other improper or inappropriate behaviors. Such behaviors includes, but are not limited to, threatening or abusive language, both verbal and written, threatening gestures, hazing, physical fighting, making explicit or implicit sexually oriented or degrading remarks, or demanding sexual favors. At no time are weapons allowed on any campus or at Regis University events.

Faculty are responsible to ensure that such behaviors do not enter the classroom.
environment including online classes. In general, the use of good judgment, based on high ethical principles, results in appropriate conduct. In cases where improper conduct is experienced or observed, the faculty member must report such behavior to the appropriate office of the University. If there is an immediate danger of physical harm, such behavior is to be reported to Campus Security or law enforcement.

7.4 **Regis University Policy on Sexual Harassment**

“Sexual harassment is a form of sexual discrimination and is illegal under Title VII of the Civil Rights Act and Title IX of the Higher Education Act. Sexual harassment most often exploits a relationship between individuals of unequal power and authority (for example, between a supervisor and employee, or between a faculty member and student), but may also occur between student peers or employees of equal rank. Regis University will not tolerate any form of sexual harassment. Regis will take immediate and appropriate corrective action in cases of sexual harassment.

All Regis University community members (faculty, students, staff, administrators, trustees, contract personnel, agents, visitors, invitees, volunteers, and other individuals associated with the University) are prohibited from engaging in acts of sexual harassment directed toward other Regis University community members.”

7.5 Faculty who personally violate the University’s sexual harassment policies or exhibit improper or inappropriate behavior may be disciplined up to and including termination, a Letter of Appointment or a course or term contract notwithstanding.

8. **Professional Development**

8.1 **Professional Growth and Development**

It is the essence of the faculty position that faculty members should be considered an expert and competent professional in their fields. It is incumbent on each faculty member, therefore, to maintain competence by keeping abreast of the developments in one's own field and in other related fields.

There are various ways of maintaining growth and development, and each faculty member must find those that are appropriate. Possibilities include research, writing for refereed journals, or consultation in one's field. Other possibilities include reading current books, monographs, and professional journals; participation in conferences and institutes; post doctoral grants and fellowships; occasionally teaching courses at another non-competing university; travel; and taking post-doctoral courses at other universities.

8.2 **Sabbatical Leave**

Regis University, recognizing the necessity for faculty members to acquire new
experiences to enrich their teaching and to secure uninterrupted time for research and writing, supports the principle of sabbatical leave. The University desires to encourage professional growth and increased competence and productivity among faculty members by subsidizing significant research, creative work, or a program which is judged to be of equivalent value, such as some other program of study, an organized experiential program, or an exchange of teaching responsibilities with a faculty member at another four year college or university. Only one faculty member per program may be on a sabbatical leave at a time.

8.2.1 Eligibility

Any faculty member who has served in a Category I faculty status for six or more years at Regis University is eligible for consideration for a sabbatical leave. Consideration is prorated for part-time Category I faculty. Sabbatical leaves are not automatically earned or granted. The award of a sabbatical is based upon the availability of funding and the merit of the faculty member’s proposed sabbatical leave activity.

8.2.2 Stipend

Stipends for sabbatical leaves may be paid by Regis University, based on available funding and will not exceed one semester at full salary or one academic year at one-half of full salary. Salary means the base salary provided in the current Letter of Appointment; normal raises and benefits will not be withheld by reason of the sabbatical leave. While the faculty member is on sabbatical leave, both the employee and the University will continue to pay the normal share toward retirement, group life, health, disability insurance, and other agreed on items.

A faculty member receiving a sabbatical leave may also receive an additional fellowship or grant from an appropriate source for this period. When such additional monies are added to the sabbatical stipend and all expenses related to the sabbatical project are subtracted, the net should not total more than the faculty member's normal salary. If the net exceeds the faculty member’s normal salary, the sabbatical stipend may be reduced by the amount that exceeds the normal academic salary. In the case of such a refund by a faculty member on sabbatical leave, the University will ensure that its normal full share of retirement, group life, health, disability insurance, and Social Security are paid; it may also bill, if necessary and appropriate, the faculty member for his/her normal share of these items.

8.2.3 Application for Sabbatical

Since sabbatical leaves are not granted automatically upon the completion of the necessary period of service, the faculty member must demonstrate in writing, as part of his/her application, the activities that are planned during the sabbatical period.

Evidence must also indicate that the proposed program accomplishes one or more of the
general purposes set forth in the opening paragraph of section 8.2 "Sabbatical Leave."

A faculty member must make a formal application for sabbatical leave during the year prior to the requested leave. The application must include a narrative outline of the intended project and a statement showing how it increases professional competence and value to the School for Professional Studies and the qualifications to pursue such a project. These items must be submitted to the Associate Academic Dean or designee in sufficient time to permit the general deadlines set forth below to be met.

Since the regular full-time staff of the department or program may be expected to absorb the teaching load of the individual on leave, the director, in consultation with the members of the department or program, shall prepare a statement showing how this is accomplished, which must be attached to the sabbatical application.

The original and two copies of the application, the Associate Academic Dean or Designee’s evaluation and recommendation, and the statement of the academic unit’s plans referred to above are submitted to the Vice President/Academic Dean no later than the first class day following October 1, of the year preceding the year in which the sabbatical leave is taken. The request is retained by the Vice President/Academic Dean for eventual inclusion in the personnel file.

The Vice President/Academic Dean, in consultation with the Associate Academic Deans, makes the final decision in light of the total needs and capabilities of the School. During the first full week of school in January, the Vice President/Academic Dean simultaneously informs, in writing, the applicant and the Faculty Director, and the SPS Academic Council of the decision.

8.2.4 **Obligations of Sabbatical Recipients**

The recipient of a sabbatical leave incurs these obligations:

1. To return to the University for service equivalent to that contracted before taking leave for a minimum of one year following the completion of the sabbatical leave; and
2. To file a report on the results of the sabbatical project with the Associate Academic Dean or designee and the Vice President/Academic Dean within ninety days after the beginning of the semester following the sabbatical leave.
3. Present project results to the faculty or other interested parties.

8.2.5 **Additional Information**

Sabbatical leave may subsidize work on dissertations toward advanced degrees but is primarily offered for reasons of faculty development.

Time toward each new sabbatical begins immediately upon return to full-time service
regardless of the semester of return.

Time on sabbatical leave counts toward time in service for the purpose of academic title qualification.

9. Faculty Teaching Loads

9.1 Teaching Load

Faculty teaching loads do not exceed a full time load as defined by this Handbook. Where an individual’s faculty teaching load does exceed a full time load, it is referred to as overload, and should not exceed the maximum (Maximum load minus full time load = overload.) A teaching load includes instructional activities, academic advising, course development activities, faculty oversight including assessment, orientation and mentoring, and other faculty responsibilities. Faculty are normally expected to assist in the major development or significant revision of at least two courses per academic year as well as assist with minor revisions.

9.2 Faculty Load for Full Time by Letter of Appointment:

In addition to providing academic advising, course development, faculty oversight, and fulfilling faculty responsibilities as defined in section 9.1 above, full time faculty are required to teach the equivalent of twenty-seven (27) credit hours (classroom or online) per academic year.

9.2.1 Non Classroom-based Instructional Faculty – Teacher Education, both Undergraduate and Graduate; and Graduate Programs.

For those faculty primarily managing or monitoring guided independent study and advising such students, the twenty-seven credit hours equivalency is met by:

1300 student generated credit hours per academic year if not supervising in the field; and
1150 student generated credit hours per academic year when supervising students in clinical or teaching settings in the field.

When faculty who are primarily responsible for managing guided independent study also teach courses either in the classroom or online a one-credit course equates to fifty (50) student generated credit hours and a three-credit course equates to one hundred fifty (150) student generated credit hours.

When faculty who are primarily supervising students in clinical or teaching settings also teach courses either in the classroom or online a one-credit course equates to forty-five (45) student-generated credit hours and a three-credit course equates to one hundred thirty
(130) student generated credit hours.

9.2.2 **Student Academic Services Faculty**

Student academic services includes all activities in support of degree completion by School for Professional Studies undergraduate students.

For those faculty who are primarily student academic services faculty, the twenty-seven credit hour equivalency is met by advising students representing 7,000 student generated credit hours within an academic year.

When faculty who are primarily providing student academic services also teach courses either in the classroom or online a one-credit course equates to two hundred fifty (250) student generated credit hours and a three-credit course equates to seven hundred eighty (780) student generated credit hours.

9.3 **School for Professional Studies Maximum Load**

Faculty teaching loads normally do not exceed a full time load as defined by this Handbook. In the event where faculty teaching load exceeds a full-time load, it is called overload, and should not exceed the maximum. (Maximum load minus full time load = overload).

Faculty described in sections 9.2.1 and 9.2.2 are expected to fulfill their load requirements through either managing guided independent study or providing student academic services. They may also teach in the classroom or online, with permission of the Associate Academic Dean or designee. When they do so, and if such duties exceed normal load, the faculty member may be paid affiliate pay for such teaching.

9.3.1 **Maximum Load for Full time Faculty by Letter of Appointment**

The maximum load for a full time faculty member is the equivalent of thirty-nine (39) credit hours (classroom or online) in any academic year. The maximum load includes any combination of classroom and online teaching, guided independent study, and student academic services; and any combination among Undergraduate, Graduate, and Teacher Education within the University.

9.3.2 **Maximum Load Equivalency for Non Classroom-based Instructional Faculty – Teacher Education, both Undergraduate and Graduate; and Graduate Programs.**

For those faculty primarily managing or monitoring guided independent study and advising such students, the thirty-nine (39) credit hour (classroom or online) equivalency is met by:

1,700 student generated credit hours per year, if not supervising in the field; and
1,500 student generated credit hours per year when supervising students in clinical or
teaching settings in the field.

9.3.3 **Maximum Load Equivalency for Student Academic Services Faculty**

For those faculty who are primarily student academic services faculty, the twenty-seven credit hour equivalency is met by advising students representing 9,300 student generated credit hours within an academic year.

9.4 **Category 1 and Category 2 Faculty**

Category 1 and 2 faculty may be hired under a course or term contract to teach in excess of the number for which they are required to teach in their annual appointment letter, and load does not exceed the limits as set forth in sections 9.3.1, 9.3.2, or 9.3.3. A faculty member will be compensated for the extra course load at the normal affiliate rate and scale of the program generating the course.

9.5 **Release Time:**

When faculty are assigned duties that exceed a normal load, as defined by faculty load in sections 9.2, 9.2.1, and 9.2.2, and as negotiated with the immediate supervisor and approved by the appropriate Associate Academic Dean or designee, provision may be made through release time or compensatory time to accommodate the overload created by the additionally assigned duties.

9.6 **Affiliate Faculty Load**

The normal facilitation load for affiliate faculty (graduate and undergraduate) is defined as no more than one course per term for both on-line and classroom based courses. This provision applies to any combination of classroom and online courses; and among all programs at the University.

9.6.1 **Exception from Normal Load**

It is intended that the affiliate faculty loads generally not exceed normal load as defined above so as to provide an equitable and reasonable distribution of assignments to available faculty. It is recognized that from time to time, differences in affiliate faculty availability and scheduling anomalies may require a deviation from normal load. Exceptions from normal load are negotiated and approved by the Associate Academic Dean.

10. **Political Activity**
10.1  Engaging in Political Activity

Any member of the faculty who wishes to engage in direct political activity which involves a substantial amount of time (e.g. holding or running for political office, managing a campaign, directing group action on behalf of a political candidate or issue) is expected to work out a mutual agreement for released time with his or her Associate Academic Dean or designee and the Vice President/Academic Dean before undertaking such an activity.


11.1  Ownership

When a faculty member is contracted with or assigned responsibilities for developing, writing, preparing, and teaching a course, the rights to the intellectual property resides with the University. The University may, at its discretion, agree to allow a faculty member to use such intellectual property in another setting, if in the opinion of the University such use will not cause any economic or academic harm to the University.

Any faculty member who owns the rights to any intellectual property prior to being employed, or prior to developing any course, must notify the University in writing of such ownership, and allow the University to use such property as its own if such property is used in any courses developed or offered by the University.

11.2  Classroom Video Rights

As a condition of employment, all faculty grant and assign to the University the exclusive right and license to record, by means of audio and video recordation techniques, all classroom and online presentations of the faculty member for all classes, laboratories, seminars, or other presentations made by the faculty member as a part of the faculty member’s assigned duties. All faculty further grant and assign to the University, as a condition of employment, the exclusive right and license to exhibit, distribute, transmit, and perform said recordings in all media at any place, including without limitation, the right to use the faculty member’s name and likeness in the recording and any promotions thereof and the right to edit and adapt the recording as the University shall deem appropriate, provided, that the University may not exhibit, distribute, transmit, or perform any such video recordings containing the faculty member’s likeness for other than educational purposes or promotions related thereto. The rights granted to the University hereunder shall include the exclusive right to copyright the recordings in the name of the University and to license in perpetuity the recordings in all media, whether now or hereafter known, and to all persons or entities for the purpose(s) set forth herein.
12. Faculty Leaves of Absence

12.1 Leave with Pay

Full time and part time faculty may be eligible for leave with pay for the following absences:

1. Sick leave
2. Sick leave bank
3. Long term disability
4. Pregnancy and childbirth leave/parental leave
5. Injury on duty leave
6. Bereavement leave
7. Jury duty, witness duty, voting leave

Terms and conditions of such leaves are established by the University and are applied to the faculty of SPS in accordance with the provisions of the University policy and the hiring conditions of the faculty member. For determination of the applicability of such leaves, contact should be made with the Human Resources office.

12.2 Military Leave

Regis University complies with the Uniformed Services Employment and Reemployment Rights Act. A copy of this policy may be found in the Office of the Vice President/Academic Dean of the School for Professional Studies.

12.3 Leave Without Pay

Any full-time faculty member may request a full-time or part-time leave of absence without pay for one of the following reasons:

1. Fellowship award
2. Completion of research
3. Formal study
4. Extended service in the Armed Forces of the United States of America
5. Defense work during a war or national emergency
6. Any program of enrichment approved by the University
7. Assignments or work that are considered to benefit the University
8. Other specified reasons in the best interests of the University.

The beginning and ending dates of a leave normally coincide with the beginning and ending of an academic term.

Such leaves must be mutually agreed to and are not ordinarily longer than one year; although the University, through the Vice President/Academic Dean, may grant a further extended full-time or part-time leave without pay in special circumstances.
Time on such leave may or may not count toward qualification for academic titles and is not credited toward time in service. For sabbatical leave, the individual and the University must agree in writing prior to the beginning of the leave. However, the faculty member will not forfeit his or her title as a result of being on leave without pay.

While on leave without pay the University does not provide fringe benefits unless the faculty member and the University have mutually agreed to another arrangement in writing.

Requests for leave without pay must be submitted in writing to the Associate Academic Dean or designee through the Faculty Director/Faculty Chair as early as possible so the academic schedule is not disturbed. The Associate Academic Dean will transmit such requests to the Vice President/Academic Dean with his/her recommendation. The Provost/Vice President for Academic Affairs will make a final decision on such leave requests.

12.4 Family Medical Leave Act (FMLA)

Full-time and part-time faculty may be eligible for leave without pay under FMLA. An explanation of the benefits under FMLA are available through the Human Resource office.

12.5 Fringe Benefits for Faculty

Faculty may be eligible for benefit programs as defined by the University. These may include health insurance, participation in TIAA-CREF, term life insurance, workers compensation, unemployment insurance, tuition reimbursement, leave, mission leave, and other programs as determined by the University. An explanation of the benefits and their applicability to SPS faculty may be obtained from the Human Resource office.

13. Grievance Procedures

13.1 General

The School for Professional Studies encourages settlement of a complaint in an informal manner. However, in such cases where a complaint cannot be settled informally, a written grievance may be filed with the Vice President/Academic Dean by any faculty member, or group of faculty members, who allege that there has been a misinterpretation, misapplication, or violation of terms or provisions of this Faculty Handbook.

13.2 Grievance Committee Description

A grievance committee is normally appointed for any grievance that reaches the Vice President/Academic Dean. The committee is composed of three (3) persons appointed by
the Vice President/Academic Dean.

The Vice President/Academic Dean for SPS appoints a chair. The chair must be a full-time, Category I faculty member who has been employed by SPS for three or more years;

The Vice President/Academic Dean will appoint two additional Category I faculty members after providing an opportunity for recommendations from the appropriate Associate Academic Dean, if any, and from the grievant.

13.3 Grievance Process

Step 1 If the grievance deals with an issue at the program level, the grievant should first discuss the grievance with the appropriate program chair or director and attempt to work out a resolution to the grievance. The grievant must submit the grievance within fourteen (14) calendar days of the occurrence of the events giving rise to the grievance. The program chair or director will render a decision on the grievance in writing no later than five (5) business days of the submission of the grievance, provided that a longer response time may be authorized by the Vice President/Academic Dean if necessary to obtain sufficient information to allow a fully informed decision.

Step 2 If the grievant is not satisfied with the resolution at the program level, or the grievance is at the Undergraduate, Graduate, or Teacher Education level, the grievant should meet with the appropriate Associate Academic Dean or designee to discuss the grievance and attempt to work out a resolution to the grievance. The submission of the grievance must occur no later than fourteen (14) calendar days after the program chair or director’s decision or within fourteen (14) calendar days of the occurrence of the events giving rise to the grievance if the grievance is against the program chair or director. The Associate Academic Dean or designee will render a decision in writing on the grievance within five (5) business days of the submission of the grievance to the Associate Academic Dean or designee, provided that a longer response time may be authorized by the Vice President/Academic Dean if necessary to obtain sufficient information to allow a fully informed decision.

Step 3 If the grievant is not satisfied with the resolution at the Associate Academic Dean level, or the grievance involves actions taken by the Associate Academic Dean, the grievant may file the grievance in writing with the Office of the Vice President/Academic Dean.

A detailed description of the alleged grievable action must be submitted in writing to the Vice President/Academic Dean stating the alleged wrong, the policy(ies), procedure(s) or Letter of Appointment provision(s) allegedly violated, misinterpreted, or misapplied, and the redress or remedy sought. This must be submitted no later than fourteen (14) calendar days following the Associate Dean or designee’s decision or of the occurrence of the events giving rise to the grievance.
Step 4 Upon receipt of the written grievance, the Vice President/Academic Dean will appoint a grievance committee and within five (5) business days send copies of the written grievance to all parties involved and the appropriate Associate Academic Dean, if any.

Step 5 The Grievance Committee Chair may request written documentation from all parties to the grievance to be submitted to the Committee no later than fourteen (14) calendar days after issuance of the request. The time period for receipt of written responses may be extended by direction of the Grievance Committee Chair at the request of the grievant or any other respondent for good cause as determined in the sole judgment of the Chair or the Committee. Such an extension usually will not exceed fourteen (14) calendar days.

Step 6 The Chair will convene the Grievance Committee no later than five (5) business days after receipt of all written responses or after the deadline for receipt of responses has passed, whichever occurs first. The Chair shall distribute the written grievance and response to members of the committee, and the grievant(s). The Committee shall determine what further proceedings it will undertake prior to rendering its decision. The grievance consideration will proceed in accordance with the process prescribed by the Committee. The Committee shall render its decision in writing. The decision will take the form of findings of fact, conclusions, and a recommended disposition and will be delivered to the Vice President/Academic Dean, the grievant, and any respondent.

Step 7 The Vice President/Academic Dean may accept the recommendation, reject the recommendation, or modify the recommendation. The Vice President/Academic Dean’s decision is final. The Vice President/Academic Dean shall communicate the final decision to the grievant, the Office of the Provost and the Office of the President as well as any respondent no later than five (5) business days of receiving the recommendation from the grievance committee, unless the Vice President/Academic Dean, shall determine that additional proceedings are necessary to obtain information necessary to the making of an informed decision, in which case the decision shall be rendered no later than five (5) business days after completion of all such proceedings.

13.4 General Provisions

The Vice President/Academic Dean may refer any grievance to the Office of the Provost/Vice President for Academic Affairs at any time for resolution if the resolution of the matter exceeds the authority of the Vice President/Academic Dean, or if the matter involves a conflict of interest on the part of the Vice President/Academic Dean. The grievance shall then be processed in accordance with procedures prescribed by the Office of the Provost/Vice President for Academic Affairs.

The Provost/Vice President for Academic Affairs or the President may at any time after a final decision is rendered by the Vice President/Academic Dean undertake a review of the grievance decision if it is determined that the decision implicates matters of general applicability or great importance to the University. Upon notice of the intent to undertake such review, implementation of the decision of the Vice President/Academic Dean shall
be suspended and further review of the grievance shall be undertaken in accordance with procedures prescribed by the Provost/Vice President for Academic Affairs, the President, or both.

14. Amendments and Revisions

14.1 The School of Professional Studies will review this Faculty Handbook at least every five years. The Vice President/Academic Dean may, at his/her discretion, appoint a committee to review any revisions or amendments being considered and to make recommendations.

14.2 If any faculty member or group of faculty members believe there is need for amendments between the five-year review periods, they may request the Vice President/Academic Dean consider such changes. The faculty member or group of faculty members shall submit a written explanation of the changes being requested. The Vice President/Academic Dean may at his/her discretion appoint a committee to consider the requested changes.

14.3.1 The Vice President/Academic Dean and the Provost/Vice President for Academic Affairs must approve any amendments or revisions to this Handbook before they are effective. The revisions will not be effective until such approvals are given.

--End --
Regis University School for Professional Studies
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