

FACULTY HANDBOOK NOTES

Pg. 18 (3.1) While it makes sense to REQUIRE Turnit-in, as it is a College provided resource, I would caution that the Faculty Manual not overly constrain individual faculty members related to grammatical audits, such as Grammarly.com. There are a number of grammatical tools, one of which is the ability of students to submit significant papers like this to a reader through Tutor.com. It might be better to REQUIRE that students provide evidence that an external reader had reviewed the final draft.

Pg 44 (9.2) “all administrators” might better be stated all “all academic administrators” or “all administrative staff associated with academic oversight”. This would be in keeping with the scope of the Faculty Manual and in alignment with the rest of the policy, which is specific to the CAO. It is also in alignment with a later modification in the same paragraph.

Pg 33 (7.3.1.1) While it might be reasonable to refer to contracted faculty as contracted faculty, the College does not issue contracts. Therefore the language is a little misleading.

The term ~~faculty~~ *appointment* describes a kind or type of faculty position used when classifying employment categories at the College. The use of the term *appointment* describes a class of faculty that serve as the primary members of the faculty with responsibilities including instruction, advising, and curricular oversight. These faculty are differentiated from ~~contracted~~ faculty **are hired** in that ~~contracted~~ faculty are only responsible for specific terms and responsibilities.

Appointed faculty receive an annual Work Agreement, ~~The contract~~ serves as the documented agreement between the College and the individual. Typically, ~~contracts~~ **Work Agreements** are provided on an annual basis ~~or term to term for non-appointed faculty members.~~

Pg 33 (7.3.1.1) The paragraph explains the annual relationship that a faculty member has with the institution, specifically defining the 12 month period into 9 months of teaching, advising, and oversight, and four months of scholarly pursuit. However, the fourth sentence of the paragraph inadvertently includes *scholarship* as a basis for supplemental pay. This is incongruent with the intent of the paragraph.

Pg 33 (7.3.1.2) For some reason the Board has been removed from its responsibilities in recognizing emeriti faculty.

In reviewing the policy, it might be best to revise the entire process, recognizing the role that the Faculty Senate should play.

The Faculty Senate shall consider and recommend the awarding of Emeritus/Emerita status. Recommendations will include a curriculum vitae and a summary of achievements describing the faculty member’s term of service. Concurrence with the Chief Academic Office is required. The President shall represent the recommendation to the Board for final affirmation.

Pg 35 (7.5.1) The Catalog captures specific statements related to Freedom of Expression, Diversity & Respect, and Academic Freedom. The Diversity & Respect Statement (7.5.1) seems to be an alternate statement. The following is suggested:

- 7.5 add, “In addition to the Academic Freedom statement stated in the Catalog, the following provides further amplification related to Faculty.
- Move 7.5.1 and include in 7.5, with the following modifications

- No modifications to the first paragraph
- Students **and faculty** are asked to treat ~~show respect and peers~~ **each other with respect and dignity in compliance with the College's Diversity and Respect Statement affirmed in the Catalog.** ~~in a way that validates various experiences and opinions. As a campus community, residentially and virtually, we recognize the dignity and worth of all humans, regardless of age, gender, sexual orientation, race, ethnicity, color, socio-economic status, disability, faith tradition, or any other distinction.~~ Hate speech and racial slurs used for the explicit purpose of abasing another person or group of people are strictly prohibited. If you or someone you care about has experienced any ~~one of these crimes~~ **of these actions** or is aware of violations of the CCK Code of Character, please know that you have rights, reporting options, and other support services available to you.
- 7.5.2 be elevated to 7.6 as it is a separate issue from Academic Freedom.
 - Delete, "In addition to the rights of the faculty member,"
 - Add in place of the deletion, "In alignment with the Freedom of Expression policy articulated in the Catalog,"

Pg. 39 (7.8) The Hiring process is unclear concerning what happens when it is the Chair that is needing to be hired.