

2023-2024 Faculty Handbook

Widener University Faculty Handbook

Faculty Council: April 25, 2016

Revised: April 24, 2017, May 17, 2017, April 18, 2019

Section I-History, Profile, Mission, and Goals of Widener University

- 1.1 History
- 1.2 Institutional Profile

- 1.3 Professional Accreditation
- 1.4 University Mission and Vision Statements and Goals

1. History, Profile, Mission and Goals of Widener University

1.1. History

Founded in Wilmington, Delaware, in 1821, Widener University, an independent, Carnegie-classified doctoral/research university, is composed of seven schools and colleges and the Center for extended Learning. Widener is a three-campus university offering more than 60 undergraduate and 13 graduate and professional programs leading to certificates, minors, and associate's, bachelor's, master's, and doctoral degrees. The main campus is located in Chester, Pennsylvania and include College of Arts and Sciences, School of Business Administration, School of Engineering, School of Human Service Professions, and School of Nursing. The Commonwealth Law School is located in Harrisburg, Pennsylvania and the Delaware Law School is located in Wilmington, Delaware.

Widener's nine predecessor institutions each had different educational missions. The Bullock School (1821-1846) and the Alsop School (1846-1853) were Quaker institutions for young gentlemen. In 1853, Alsop School became Hyatt's Select School for Boys (1853-1859). It introduced military instruction in 1858 and shortly thereafter changed its name to the Delaware Military Academy (1859-1862).

In 1862, the Academy was moved to facilities near West Chester, Pa. The institution received its universal charter from the Pennsylvania Legislature on April 8, 1862, as the Chester County Military Academy. Two months later, on June 26, 1862, the school was renamed Pennsylvania Military Academy (1862-1892). In 1867, the cornerstone for the present Old Main was laid on a newly purchased tract of land in Chester and the first baccalaureate degree was awarded to 3 civil engineering students. In order to indicate without ambiguity that the academy was vested with collegiate powers and privileges, the name was changed in 1892 to Pennsylvania Military College (1892-1966).

In the 1940s and 1950s, the profile of the student body began a dramatic change: World War II Army trainees were admitted to an Army Specialized Training Program as early as 1943; World War II veterans entered in 1946; off-campus living privileges were extended to nonveterans in 1949; and an Evening Division opened in 1954. While in fact there was still a boarding Corps of Cadets, an ever-growing number of civilian students were enrolled in both day and evening programs. In 1965, non-cadet boarding students were accepted and in 1966, with the acquisition of the College of Nursing of the Crozer Foundation, the first women were enrolled.

In 1966, Pennsylvania Military College officially became PMC Colleges (1966-1972). The name Pennsylvania Military College was retained for the cadet college and Penn Morton College was adopted for the civilian component

The modern structure of the university was introduced in 1972, when the cadet corps was disbanded and the academic offerings were reorganized into the Centers of Arts and Sciences, Engineering, Management, and Nursing, the forerunners of today's schools and colleges. Concomitant with these changes, the institution adopted the name Widener College (1972-1979) in honor of the Widener family which is as famous for its philanthropy and collections of art and rare books as it is for its contributions to higher education, business, finance, transportation, and thoroughbred horse racing.

In recognition of its comprehensive offerings, Widener College became Widener University in 1979 (to present). Graduate programs had been introduced in 1967 with a master's program in engineering, followed by the M.B.A. and then by some 35 additional master's and doctoral programs, most opened in the 1980s. Moreover, the university had, by 1979, expanded from a single campus in Chester, Pennsylvania to a two-campus institution.

The Delaware Campus of Widener University was opened in 1976 as the result of a merger with Brandywine Junior College (closed in May 1992), with a 40-acre campus located on Rte. 202, north of Wilmington, Delaware. For the first several years, the campus in Delaware was shared by Brandywine College and by the Delaware Law School, a formerly independent institution that had been acquired by Widener in 1975. In 1980, University College was organized on both the main campus in Chester and on the Delaware Campus to serve the nontraditional learner seeking part-time undergraduate programs. One year later, in 1981, the School of Hotel and Restaurant Management was opened, also on the Delaware Campus.

Three significant events took place in 1988: The School of Hotel and Restaurant Management was moved to new facilities on the Chester campus, thus consolidating all full-time undergraduate programs on the main campus; the law school's name was changed to the Widener University School of Law; and the university broke ground for its third campus, located in suburban Harrisburg, Pennsylvania. The Harrisburg Campus, officially opened in the fall of 1989, originally housed a branch of the School of Law and graduate level courses in nursing, education, and social work.

On July 1, 1993, the School of Human Service Professions was formed on the main campus. Most of the programs initially offered or administered by the School of Human Service Professions were previously housed within the College of Arts and Sciences. On July 1, 2012, the Center for Education, previously a part of the School of Human Service Professions, was merged with University College to form the School of Education, Innovation, and Continuing Studies. At that time, the School of Human Service Professions was reorganized to become the home for the Human Sexuality Program that had previously been a part of the Center for Education.

On July 1, 2015, the School of Hospitality Management was merged with the School of Education, Innovation, and Continuing Studies to create the School of Education, Hospitality, and Continuing Studies. On that same date, the Widener University School of Law, formerly one law school with a branch campus, became two separate, independent law schools – Commonwealth Law School and Delaware Law School. The Commonwealth Law School is located on the university's Harrisburg Campus. The Delaware Law School is located on the university's Delaware Campus and includes the university's Legal Education Institute.

On July 1, 2017, programs within the School of Education, Hospitality and Continuing Studies were merged with other academic units. The Center for Education was moved to the School of Human Service Professions, the Center for Hospitality Management was moved to the School of Business Administration, and the Center for Continuing Studies was renamed the Center for Extended Learning and placed under a new administrative unit, Graduate Studies and Extended Learning.

1.2. Institutional Profile

1.2.1. College of Arts and Sciences

The College of Arts and Sciences has three major academic divisions: Humanities, Science, and Social Sciences. It also administers several interdisciplinary programs and provides curricular oversight for military science and physical education. The College operates the Music Program, academic assistance centers in mathematics and writing, the Lone Brick Theater and Fresh Baked Theater, and the Widener University Art Gallery & Collection. A&S also hosts student digital media activities including the Blue and Gold Widener student media site, Widener University TV, and Widener films and publishes three student-run magazines including Widener Ink, Blue Route, and Q&A Queer Zine. All Widener undergraduate students receive a well-rounded liberal arts education through our general education offerings and have opportunities to do service and other types of community-based learning, research with faculty, and study abroad. Internships, externships, and/or practicum experiences are available to all majors.

Students interested in law, medical, dental, pharmacy, or veterinary school are offered special advising; pre-health care students may choose any major in the College but are required to take a particular sequence of courses in science and math and receive special advising to prepare. The College offers multiple majors and a sequence of preparatory courses for students interested in pre-Physical Therapy or pre-Occupational Therapy. These pre-PT or pre-OT students who maintain high grades are assured reserved seats in Widener's doctoral programs in PT or OT. An accelerated B.A./B.S./M.B.A. option is offered in conjunction with the School of Business Administration. Students interested in secondary education careers are supported by the College and the Center for Education. The College also offers Master's degree programs in Public Administration (in evening/hybrid format) and Criminal Justice (fully online) as well as graduate certificates in Nonprofit Leadership and Criminal Justice. All programs are offered on the Main Campus in Chester, Pennsylvania. The College of Arts and Sciences offers two interdisciplinary majors for undergraduate students – gender, women and sexuality studies and digital media informatics – and a minor in African and African American Studies. The College offers a wide range of writing enriched courses available for all undergraduate students. An interdisciplinary capstone course, the Values Seminar, is required of all undergraduate Arts & Sciences majors.

Humanities. The Humanities Division offers majors in creative writing, English, visual and performing arts, French, history, and Spanish. Courses in art history, art studio, Italian, music, dance, and philosophy are also available. A Bachelor of Arts degree is granted. In conjunction with the College of Health and Human Services, a six year 3+3 program awarding both the baccalaureate degree in Visual and Performing Arts and the Doctorate in Physical Therapy or Occupational Therapy is available.

Social Science. The Social Science Division offers Bachelor of Arts majors in anthropology, communications studies, criminal justice, international relations, political science, psychology, and sociology. In conjunction with the College of Health and Human Services, a six year 3+3 program awarding both the baccalaureate degree in anthropology, psychology or sociology and the Doctorate in Physical Therapy or Occupational Therapy is available.

Science. The Science Division offers majors in biology, biochemistry, chemistry, computer information systems, computer science, environmental science, environmental health and sustainability management, green chemistry, mathematics, physics, and science education. A Bachelor of Science degree is granted for all programs; biology and chemistry also offer Bachelor of Arts degrees. Minors are offered in all disciplines as well as in astronomy, natural science, or sustainability science. Double majors are offered between biology and environmental science, mathematics and computer science, and in response to student interest. An interdisciplinary major in digital media informatics is offered within the College of Arts and Sciences. Students majoring in computer science or computer information systems may enroll in an optional cooperative education program designed for completion within the usual four-year academic program. Dual degrees in chemistry/chemical engineering and physics/mechanical or electrical engineering are offered in conjunction with the School of Engineering. Internships, senior thesis or senior projects, and undergraduate research opportunities are offered in all majors. Biology and environmental science offer courses that include short term study abroad and service learning. In conjunction with the College of Health and Human Services, a

six year 3+3 program awarding both the baccalaureate degree in biology and the Doctorate in Physical Therapy or Occupational Therapy is available for either the Bachelor of Science or the Bachelor of Arts in biology. Accelerated programs offered in biology in cooperation with Philadelphia professional schools lead to the B.S./DMD, B.S./Doctor of Osteopathic Medicine, Doctor of Optometry or Doctor of Podiatric Medicine.

1.2.2.School of Engineering

Widener University's School of Engineering is dedicated to providing quality undergraduate and graduate education and to advancing the state of knowledge in engineering, with the aim of preparing graduates for successful professional careers. The four-year undergraduate curricula consist of a blend of mathematics, basic science, engineering science, engineering design, practical engineering applications, and the humanities and social sciences. The School of Engineering offers six undergraduate degree programs in biomedical, chemical, civil, electrical, mechanical and robotics engineering. Dual Bachelor of Science degrees are offered in biomedical and chemical engineering, electrical or mechanical engineering, and in electrical and mechanical engineering. Dual bachelor's degrees in chemical engineering and chemistry, electrical engineering and physics, and mechanical engineering and physics are also offered with the College of Arts and Sciences. Qualified freshmen are invited to enroll in the engineering honors program upon completion of their first semester at Widener. Students are encouraged to pursue minors in biomedical, chemical, electrical, environmental, mechanical, and robotics engineering, or outside the School of Engineering to broaden their horizons.

Engineering students can gain practical experience through an optional cooperative education program in which the student can participate in two periods of employment for a total of up to 12 months of practical experience, while obtaining the bachelor's degree within the normal four-year period. Summer internships offer another opportunity for gaining practical experience. An accelerated program allows qualified students to earn both the Bachelor's and Master's degrees in 5 years. The biomedical, chemical, civil, electrical and mechanical engineering programs are accredited by the Engineering Accreditation Commission of ABET (www.abet.org). The robotics engineering program will seek accreditation at the earliest opportunity allowed under the policy of ABET.

The Master of Science in Engineering degree program is offered with specialization in biomedical, chemical, civil, electrical and mechanical engineering, and in engineering management. A graduate certificate is available in land development. In conjunction with the School of Business Administration, a dual degree program leading to the Master of Science in Engineering and Master of Business Administration is also offered.

1.2.3. School of Business Administration

The School of Business Administration offers undergraduate programs in accounting, business analytics, economics, finance, international business, management, and marketing. Within the management program, students may focus their studies in human resources management, operations management, sport management or general management. Economics and finance majors have the option of taking a financial track which prepares them for taking the Certified Financial Planner Board of Standards certification exam (CFP™). Accounting majors have four different options available to pursue the 150 credit hour requirement to become a CPA. Each option allows for experiential learning and one option enables students to earn their Masters degree. Each major curriculum is built upon a common foundation of courses which emphasize fundamental business principles, conceptual skills, and analytical tools. The school also offers full-time undergraduates an optional cooperative education program through which students may participate in a total of 12 months of pre-professional employment while still obtaining the bachelor's degree within the normal four-year period. All full-time, undergraduate programs in business lead to the degree Bachelor of Science in Business Administration (B.S.) and are offered on the main campus in Chester, PA. Accelerated B.S./M.B.A. and B.S./M.S. in Business Process Innovation or Taxation & Financial Planning are also available.

The School's Master of Business Administration degree is offered in full-time and part-time, face-to-face and online formats. Students can concentrate in business process innovation, enterprise resource planning, financial planning, health care management, organizational leadership, and general management. The School also offers specialized

masters programs in business process innovation, and taxation and financial planning. Dual degree programs lead to the B.S./M.B.A., J.D./M.B.A. and M.J./M.B.A. (with Delaware Law School), M.E./M.B.A. (with School of Engineering), Psy.D./M.B.A., Psy.D./M.B.A. (all offered with the School of Human Service Professions), and M.D./M.B.A. The M.D./M.B.A. degree is offered with the Sidney Kimmel Medical College of Thomas Jefferson University.

Certificate programs include the Certificate of Advanced Graduate Studies (post master's), Business Process Innovation, Health Care Management, Organizational Leadership, and Taxation. The graduate programs are presented on the main campus in Chester, PA.

The School's undergraduate and graduate business programs are accredited by the Association to Advance Collegiate Schools of Business (AACSB) International. Health Care Management programs are also accredited by the Commission on Accreditation for Health Care Management Education (CAHME). The Master of Science in Taxation and Financial Planning and the Financial Planning track within the M.B.A., as well as the Certificate in Financial Planning, are registered with the CFP™ Board of Standards. Students completing any of these programs are eligible to sit for the CFP™ examination.

Center for Hospitality Management. Students enrolled in the Center for Hospitality Management's four-year program are required to complete courses in liberal arts and the sciences, business administration, and hotel and restaurant management, as well as three work experiences consisting of two paid summer internships and one cooperative education semester. The program leads to the Bachelor of Science in Hospitality Management. The undergraduate program is accredited by the Accreditation Commission for Programs in Hospitality Administration.

1.2.4. School of Nursing

The School of Nursing offers undergraduate coursework leading to the Bachelor of Science in Nursing (B.S.N.) degree. The curriculum incorporates a foundation in the humanities and natural and social sciences, expanding to a focus on health and application of the nursing process. Enrolled B.S.N. students study on the main campus in Chester and affiliate with various health care facilities in the tri-state region for their clinical experiences. Associate degree or diploma-prepared registered nurses can complete the online R.N. to B.S.N. option, after completing the pre-requisite requirements in as little three semesters.

Students can enroll in one of the available Master of Science in Nursing (M.S.N.) concentrations to prepare for certification as advanced practice registered nurses (APRNs). Concentrations include adult-gerontology clinical nurse specialist and family (individual across the lifespan) Certified Registered Nurse Practitioner (CRNP) specialties. Master's level preparation is available, as well, in nursing education and executive nurse leadership concentrations. Post-master's certificates are available in any of the M.S.N. concentrations. The R.N./M.S.N. accelerated program facilitates seamless progression toward the master's degree for registered nurses who hold associate degrees or diplomas in nursing and a bachelor's degree in another field.

Widener offers two doctoral degrees in nursing. The Doctor of Philosophy (Ph.D.) program prepares nurse scholars for roles in leadership, teaching, and research. Its focus is advancement of the science of nursing. The Doctor of Nursing Practice (D.N.P.) program, available to qualified B.S.N. or M.S.N.-prepared nurses, focuses in strengthening advancement of clinical practice.

All graduate programs offered in their entirety on the main campus in Chester. The family (individual across the lifespan) CRNP and adult-gerontology CNS programs are also offered on Widener's Harrisburg Campus.

The baccalaureate, master's, and DNP programs at Widener University are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791, and approved by the Pennsylvania Board of Nursing.

1.2.5. College of Health and Human Services

Primarily, but not exclusively, offering graduate programs, the College of Health and Human Services is composed two divisions: Health Sciences and Human Services. The Health Sciences division includes the Institute for Graduate Clinical Psychology, the Institute for Occupational Therapy Education, the Institute for Physical Therapy Education, the Institute for Physician Assistant Education, and the Institute for Speech-Language Pathology. The Human Services division is comprised of the Center for Education, and the Center for Human Sexuality Studies and the Center for Social Work Education. The College also houses several community-based clinics and services including the Biofeedback Clinic and Certification Center, the Chester Community Clinic, the Child Therapy Clinic, the Clinical Services for Vulnerable Adults (CSVVA), Community Outreach Resources and Engagement (CORE), Organizational Development Services (ODS), Social Work Counseling Services (SWCS), and Widener Community Connections (WCC)., and the Widener Intimacy, Sexuality, Education, and Relationships (W.I.S.E.R.) Clinic. Additionally, the College provides administrative support and oversight of the Widener Child Development Center (WCDC) and the Widener Partnership Charter School (WPCS). All academic programs of the College are offered on the Main campus in Chester, Pennsylvania via on-campus, hybrid or online formats.

Center for Education. The Center for Education offers an undergraduate major and certification in PreK-4/Special Education. Secondary education certification is also available in biology, chemistry, earth & space science, English, mathematics, physics, social studies (history) and Spanish. In addition, a Master of Education (M.Ed.) with options in Counselor Education, Higher Education, and Special Education and multiple certifications are offered. All graduate programs and certifications are online or hybrid. The Doctor of Education (Ed.D.) is available in K-12 school leadership, cognitive studies in reading, and higher education leadership. The Center for Education also operates the Widener Child Development Center, plays a major leadership role with the Widener Partnership Charter School, and supervises the Widener Reads and Widener Counts programs, part of the America Reads program.

Center for Human Sexuality Studies. The Center for Human Sexuality Studies offers the M.Ed. and Ph.D. in Human Sexuality Studies which prepare future and current professionals to teach, consult, provide counseling and therapy, and conduct research in a variety of settings on complex issues related to human sexuality. Students may also pursue dual degree programs with graduate clinical psychology (M.Ed./Psy.D.), public administration (M.Ed./M.P.A.), and social work (M.S.W./M.Ed., M.S.W./Ph.D.). Programs are offered via online, hybrid, and low residency formats. The Center is also home to the Sexuality and Aging Consortium, the Interdisciplinary Sexuality Research Collaborative, and the W.I.S.E.R. Clinic.

Center for Social Work Education. The Center for Human Sexuality Studies offers the M.Ed. and Ph.D. in Human Sexuality Studies which prepare future and current professionals to teach, consult, provide counseling and therapy, and conduct research in a variety of settings on complex issues related to human sexuality. Students may also pursue dual degree programs with graduate clinical psychology (M.Ed./Psy.D.), public administration (M.Ed./M.P.A.), and social work (M.S.W./M.Ed., M.S.W./Ph.D.). Programs are offered via online, hybrid, and low residency formats. The Center is also home to the Sexuality and Aging Consortium, and the Interdisciplinary Sexuality Research Collaborative.

Institute for Graduate Clinical Psychology. The Institute for Graduate Clinical Psychology offers a five-year, full-time clinical psychology program and three-year postdoctoral respecialization program. American Psychological Association (APA) continuing education credits and Act 48 credits from the state of Pennsylvania are granted for participation in specially designed workshops and seminars. Degrees granted are Master of Arts in Psychology (M.A.) and Doctor of Psychology (Psy.D.). The Institute also offers a number of dual degrees, including psychology and business administration (Psy.D./M.B.A.); psychology and health care management (Psy.D./ M.B.A./H.C.M.) with the School of Business Administration; psychology and criminal justice (Psy.D./M.A.C.J.) with the College of Arts and Sciences; and Psy.D./M. Ed. in Human Sexuality Education with the Center for Human Sexuality Studies. The Institute

houses the Biofeedback Clinic and Certification Center, the Child Therapy Clinic, and Organizational Development Services (ODS).

Institute for Occupational Therapy Education. The Institute offers a full-time three-year clinical doctorate in Occupational Therapy, which culminates in the O.T.D. degree. An accelerated 3 + 3 program permits Widener undergraduate students enrolled in appropriate majors to apply to the graduate program in the junior year. Students in the O.T.D. program take interprofessional courses with other health science division students and engage in leadership and pro bono service to the Chester Community Clinic.

Institute for Physical Therapy Education. The Institute offers a Doctor of Physical Therapy (D.P.T.) degree in a full-time three-year format. An accelerated 3 + 3 program permits Widener undergraduate students enrolled in appropriate majors to apply to the graduate program in the junior year. Students in the D.P.T. program take interprofessional courses with other health science division students and engage in leadership and pro bono service to the Chester Community Clinic. The Institute also provides primary administrative support to the Ph.D. in Health Professions Education, and interprofessional offering of the College.

Institute for Physician Assistant Education. Pending accreditation approval, The Institute will offer two-year full-time Master of Science (M.S.) in Physician Assistant Studies. format. An accelerated 3 + 2 program permits Widener undergraduate students enrolled in appropriate majors to apply to the graduate program in the junior year. Students in the master's program take interprofessional courses with other health science division students and engage in leadership and pro bono service to the Chester Community Clinic.

Institute for Speech-Language Pathology. The Institute offers a Masters of Science (M.S.) in Speech-Language Pathology in a two-year full-time format. Students in the master's program take interprofessional courses with other health science division students and engage in leadership and pro bono service to the Chester Community Clinic.

1.2.6. Center for Graduate and Continuing Studies

The Center for Graduate and Continuing Studies offers part-time, degree and non-degree undergraduate and graduate programs for adults through online, accelerated and off-site options. Programs lead to the following degrees: Associate in Arts (liberal arts), Associate in Science (allied health, general studies, professional studies and radiologic technology), Bachelor of Arts (majors in liberal studies, organizational development and leadership, and psychology), Bachelor of Science in Allied Health, and Bachelor of Science in Professional and Applied Studies, Master of Arts (Organizational Development and Leadership) and Master of Education (Allied Health Education). Certificate, associate and bachelor's degrees in Paralegal Studies are offered in conjunction with the Legal Education Institute on the Delaware Campus. The Center has responsibility for the Widener-Crozer Partnership Program in Allied Health and the Osher Lifelong Learning Institute for mature adults.

1.2.7. Delaware Law School

The Delaware Law School is one of Widener University's two law schools. Delaware Law School is fully accredited by the American Bar Association: Council of the Section of Legal Education and Admission to the Bar of the American Bar Association, 321 N. Clark Street, 21st Floor, Chicago, IL 60654. Phone: 312-988-6738. Delaware Law School is also a member of the Association of American Law Schools and the International Association of Law Schools. The Delaware Law School specializes in corporate law, environmental law, family health law and policy, and trial and

appellate advocacy. The curriculum at Delaware Law School offers experiential learning opportunities, including supervised clinical programs: a veterans law clinic, a criminal defense clinic, a Delaware civil clinic specializing in domestic violence matters, and an environmental law clinic, as well as innovative experiences such as those in youth courts and in the medical-legal partnership program in Delaware and Pennsylvania. The Delaware Law School also offers hands-on judicial, and public interest externships exemplified by the Wolcott fellowship program where Delaware Law School students serve as judicial clerks in the chambers of each justice of the Delaware Supreme Court. Students are eligible for semester abroad programs with the Southwest University of Political Science and Law in Chongqing, China, the Catholic University of Lyon, France, and Sookmyung Women's University in Seoul, Korea. Dual degree programs are available with the Catholic University of Lille, located in Lille, France, and the University of Coruna, located in Coruna, Spain, and Bahcesehir University in Istanbul, Turkey.

Degrees offered are the Juris Doctor, the first degree in law that qualifies a graduate to take the bar exam; the Master of Laws (LL.M.) in Corporate Law and Finance and the General Master of Laws which includes concentrations in criminal law, environmental law, international and business law, and American legal studies. Online General Master of Laws which include concentrations in health law regulatory analysis & compliance, corporate law regulatory analysis & compliance, global compliance & ethics (with a health law or corporate law focus), and higher education compliance. Dual degrees are offered in conjunction with Widener's School of Business Administration (J.D./M.B.A.) and with the University of Delaware, the Delaware Law School offers the Juris Doctor/Master of Marine Policy (J.D./M.M.P.) program. A joint degree – the Juris Doctor/Master of Public Health (J.D./M.P.H.) – is offered with Thomas Jefferson University. Delaware Law School also offers degrees for non-lawyers: Master of Jurisprudence (M.J.) in Corporate and Business Law, M.J. in Health Law, and a General M.J. in Higher Education Compliance. The masters programs offer specific tracks that allow students to earn the M.J. in Health Law with a concentration in regulatory analysis & compliance and global compliance and ethics. Students can earn the M.J. in Corporate Law with a concentration in regulatory analysis & compliance or a concentration in global compliance and ethics. A joint Master of Jurisprudence/Master of Business Administration (M.J./M.B.A.) is offered in conjunction with Widener's School of Business Administration. All Master of Jurisprudence programs are offered in an online only format. Graduate certificate programs are offered in the following concentrations: corporate regulatory analysis and compliance; health care regulatory analysis and compliance; global compliance and ethics, and higher education compliance. The Delaware Law School also offers in cooperation with the Continuing Studies Division of the School of Education, Hospitality, and Continuing Studies, a bachelor and associate degrees in Legal Studies. Also offered are paralegal studies certificates of completion with concentrations in corporate law, criminal law, estate administration, litigation, legal nurse consulting, forensic nursing, health law and intellectual property. Delaware Law School also offers continuing legal education programs for licensed attorneys.

1.2.8. Commonwealth Law School

The Widener University Commonwealth Law School ("Widener Law Commonwealth") is one of two ABA accredited law schools at Widener University and is located in Harrisburg, Pennsylvania. Widener University Commonwealth Law School is also a member of the Association of American Law Schools. Widener Law Commonwealth specializes in public law and legislation, constitutional law, advocacy, small business advising, and environmental law. The curriculum offers experiential learning opportunities, including supervised clinical programs. The Central Pennsylvania Law Clinic provides essential legal services to the community primarily in the practice areas of domestic relations, consumer law, elder law, and administrative law. Being in the capital city of Pennsylvania, students have numerous opportunities to do externships and internships with the state government. Through the Law & Government Institute, students may also participate in the Gedid Fellowships where they work with faculty, practicing attorneys, and government policy makers on projects designed to develop and improve government law, and hands-on judicial, public interest, and global externships. Widener Law Commonwealth offers the Juris Doctor, the first degree in law that qualifies a graduate to take the bar exam. It also offers an LL.M degree. A dual degree is offered in conjunction with Widener's School of Business Administration (J.D./M.B.A.). It also offers a Juris Doctor/Master of Library Science (J.D./M.S.L.S.) with Clarion University of Pennsylvania. Widener Law Commonwealth also offers a continuing legal education program.

1.3. Professional Accreditation

The following programs within the university are currently accredited as indicated:

Program	Accreditation
School of Business Administration	Association to Advance Collegiate Schools of Business International
Child Development Center	Pennsylvania Department of Welfare (licensed) Pennsylvania Department of Education (licensed)
Chemistry	American Chemical Society approved list of schools
Clinical Psychology	American Psychological Association
Continuing Legal Education	Pennsylvania Continuing Legal Education Board of the Supreme Court
Education	Pennsylvania Department of Education; Pennsylvania, Private School Board; Council for the Accreditation of Educator Preparation (formerly National Council for Accreditation of Teacher Education)
Biomedical, Chemical, Civil, Electrical and Mechanical Engineering	Engineering Accreditation Commission of ABET
Health and Medical Services	Commission on Accreditation of Healthcare Management Administration Education
Hospitality Management	Accreditation Commission for Programs in Hospitality Administration (ACPHA)
Law Schools	American Bar Association American Association of Law Schools
Nursing	Commission on Collegiate Nursing Education Pennsylvania Board of Nurse Examiners (approved)
Paralegal	American Bar Association (approved)
Physical Therapy	Commission on Accreditation in Physical Therapy Education
Social Work	Council on Social Work Education

1.4. University Mission and Vision Statements and Goals

1.4.1. Vision Statement

Widener aspires to be the nation's preeminent metropolitan university recognized for an unparalleled academic environment, innovative approaches to learning, active scholarship, and the preparation of students for responsible citizenship in a global society.

1.4.2. Mission Statement

As a leading metropolitan university, we achieve our mission at Widener by creating a learning environment where curricula are connected to societal issues through civic engagement. We lead by providing a unique combination of liberal arts and professional education in a challenging, scholarly, and culturally diverse academic community. We engage our students through dynamic teaching, active scholarship, personal attention, and experiential learning. We inspire our students to be citizens of character who demonstrate professional and civic leadership. We contribute to the vitality and wellbeing of the communities we serve.

1.4.3. University Goals

By 2021, Widener University will be a leader among metropolitan universities in promoting STUDENT TRANSFORMATION AND SUCCESS through:

Rigorous Academic Expectations and High-Impact Educational Practices that support intended learning outcomes.

1. Articulate characteristics of rigorous academic expectations and practices.
2. Raise the level of academic rigor.
3. Expand the use of high-impact educational practices.
4. Improve high-impact educational practices and student learning outcomes.
5. Promote a university culture where academic expectations and high-impact educational practices are developed, supported and rewarded.

A Dynamic Campus Environment that immerses students in meaningful curricular, co-curricular, and extra-curricular experiences.

1. Increase students' participation in co-curricular and extra-curricular activities that promote student success.
2. Support and strengthen domestic and international university-recognized programs in order to engage students in global and multicultural activities.
3. Develop a campus infrastructure that promotes a vibrant living and learning environment.
4. Increase opportunities for student interactions outside the classroom with faculty, staff, administrators, and alumni.
5. Foster life-long commitments to the university in students and alumni.

A Culture of Leadership that inspires students, faculty, and staff to have a positive influence on their workplaces, professions, communities, and the world.

1. Position the university as a recognized international model for intellectual, scholarly, and experiential work on leadership.
2. Develop and assess professional and civic leadership attributes in students.
3. Provide collaborative academic, co-curricular, and extra-curricular programs and experiences for leadership development.
4. Engage faculty and staff with challenging leadership development opportunities.

A Diverse University Community that champions a culture of respect, civility, and inclusivity.

1. Continue to foster a campus climate that values multiple perspectives and experiences.
2. Prepare all students for success in a diverse and global society.
3. Expand and promote access, equity, and success for disadvantaged and underrepresented students, faculty, staff, and administrators.
4. Create and sustain institutional structures and processes to support a culture of inclusivity.

5. Promote scholarship related to diversity and inclusive excellence.

Scholarship by faculty and students that enriches learning and advances knowledge within and across disciplines.

1. Strengthen a culture that values, promotes, and supports faculty and student scholarship.
2. Increase faculty participation in scholarly activities, including the scholarship of discovery, integration, teaching, application, and engagement, in addition to types of scholarship specific to particular disciplines.
3. Increase student participation in scholarly activities.
4. Increase collaboration between faculty and students in scholarly activities.

Civic Engagement that furthers the university's national and global leadership in educating engaged citizens and in contributing to the vitality and well-being of the communities we serve.

1. Create and enhance institutional structures and processes to advance the university's leadership in civic engagement.
2. Increase the scope and impact of curricular and co-curricular civic engagement activities.
3. Increase support for developing strategic reciprocal partnerships that enhance student learning through civic engagement.
4. Enhance the university's role as an anchor institution.

Institutional Agility and Innovation that make the university attractive, accessible, and sustainable.

1. Optimize the university's enrollment.
2. Achieve strategic initiatives through effective allocation and stewardship of human and financial resources.
3. Anticipate and adapt to the changing environment with innovative educational and business practices.
4. Construct and maintain facilities, including the technology infrastructure, that serve the diverse needs of the university community.
5. Adopt policies and practices that promote efficient use and conservation of natural resources.

Section II- Governance

- 2.1. Faculty Handbook
- 2.2. Faculty Council
- 2.3. School/College/Library

- 2.4. Student Policies
- 2.5. Other University Policies and Handbooks
- 2.6. Discrimination, Harrassment, and Misconduct Policies

2. Governance

2.1. Faculty Handbook

2.1.1. Purpose

The policies and procedures set forth in this Faculty Handbook are intended to describe the responsibilities, rights, and expected standards of performance of the faculty and administration of the university as they pertain to the role of faculty at the university.

2.1.2. Authority

The procedures set forth in this Handbook supersede any conflicting procedures of Faculty Council Bylaws or any conflicting procedures of a particular school/college/library. Faculty Council Bylaws shall similarly supersede those of a school/college/library. The policies and procedures set forth in this Handbook do not apply to the law schools.

2.1.3. Procedure for Amending the Faculty Handbook

The Faculty Council Executive Committee shall update annually references to specific policies within this handbook.

The Provost's Office shall update annually Section I of this handbook.

Amendments to the Faculty Handbook that represent corrections or changes in title or changes of references to other policies, with no change in substantive content, may be made by the Provost, in consultation with the Faculty Chairperson, as a routine annual update of the Faculty Handbook and do not require the approval of the faculty, administration, or Board of Trustees. Notice of such corrections, however, will be sent 30 days prior to the release of the updated version of the handbook to all relevant parties. In the event of an objection, an alternative proposal may be submitted to the Executive Committee of the Faculty Council for resolution.

Section IX and the appendices to this Handbook shall be amended by action of the University Board of Trustees or action by university administration.

All other sections of this handbook shall be amended following the procedure outlined here.

The university administration shall inform the faculty in a timely manner of policy decisions affecting faculty employment and benefits in general. The university administration shall offer opportunities for dialogue and input early and at all stages in the process. The university and the Faculty Council shall endeavor to achieve agreement on policy issues affecting faculty. However, nothing in this Section or this handbook shall be construed to limit or in any way abridge the responsibility and authority of the president and the Board of Trustees to administer the university.

2.1.3.1. Proposed Amendments

Any faculty member, committee, or governing body of the faculty may suggest to the Provost proposals for revising sections II through VIII. All such proposals shall contain the text of the proposed amendment and a justification for the proposed amendment.

2.1.3.2. Processing of Proposed Amendments

Proposed amendments to this handbook shall be sent to the Faculty Council Executive Committee. The Faculty Council Executive Committee shall send the proposed amendment to the Faculty Affairs Committee of Faculty Council for consideration. The Faculty Affairs Committee may accept, reject, amend, or remand any amendments to the handbook proposed in accordance with this section. Upon acceptance of the amendment, the Faculty Affairs Committee shall send the proposed amendment to the Faculty Council Executive Committee for consideration; the Faculty Council Executive Committee shall follow the procedure for amendments described in the Faculty Council Bylaws. Upon passage of an amendment, the Widener University Faculty Council (Main Campus) shall present it in the form of a formal written recommendation to the president.

2.1.3.3. Role of the President

Should the president disagree with the recommendation of Faculty Council, he or she shall meet with the chair and vice chair of Faculty Council and with the chair of any appropriate Faculty Council committee to discuss further action on

the proposed amendment; such action may include further study, modification and/or resubmission of the proposal to Faculty Council.

The president, at her or his sole discretion, may accept, reject, amend or remand any amendments to the handbook proposed in accordance with this section.

2.1.3.4. Board of Trustees

Upon his or her approval, the president shall submit the amendment to the Board of Trustees for action.

Before taking definitive action on proposed amendments, the Board of Trustees may, at its sole discretion, commission an authorized subcommittee of its members to meet with the president, provost, the vice chair of Faculty Council or the appropriate Faculty Council committee to discuss the proposed amendments.

Should it wish to propose an amendment to the handbook, the Board of Trustees shall send the proposed amendment to Faculty Council for its consideration. The Faculty Council will make its recommendation on the proposed amendment to the president.

Except as limited by Section 2.1.3 hereof, the Board of Trustees, at its sole discretion, may accept, reject, amend or remand any amendments to the handbook proposed in accordance with Section 2.1.3.1.

2.1.3.5. General Rules for Implementation

Upon approval by the Board of Trustees, amendments to the Faculty Handbook shall take effect no later than the next academic year; however, the Board of Trustees may determine an earlier date for an amendment to be effective. Any grandfathering provisions will be specific to a given policy and so noted in specific language.

All members of the faculty shall receive a current copy of the Faculty Handbook at the time of their initial appointment.

The most recent Faculty Handbook shall be available in electronic form. The Provost's Office shall distribute annually any updates to the Faculty Handbook to continuing members of the faculty, inform them of where the file is maintained, and identify the sections that have been modified.

2.2. Faculty Council

2.2.1. Bylaws

The Faculty Council Bylaws describe policies and rules of operation of the Main Campus Faculty Council. These bylaws must be consistent with the policies and procedures set forth in this handbook and must be approved by the Board of Trustees.

2.2.2. Faculty Council Procedures

Faculty Council procedures govern the operation of Faculty Council committees. These procedures are approved by the relevant Faculty Council committee and reviewed by the provost. These procedures include processes put in place to clarify how Faculty Council committees will conduct business and make decisions. Copies of these procedures shall be

maintained by the faculty secretary and shall be available electronically. Faculty should be familiar with the content of these documents.

2.2.3. Academic Policies

University-wide academic policies affecting students are approved by Faculty Council and appear in the undergraduate and graduate catalogs and in the Student Handbook.

2.2.4. Communications with the Board of Trustees

The Bylaws of the Board of Trustees of Widener University stipulate that the president shall have the exclusive right to transmit all communications from the administrative staff, any faculty body, and any member thereof to the Board. The president shall be the official medium of communication between the Faculties and the Board and its committees.

2.3. School/College/Library

2.3.1. Bylaws

Each school/college/library has its own set of bylaws. Individual school/college/library bylaws must be consistent with the Faculty Council's bylaws, which in turn must be consistent with the policies and procedures set forth in this handbook.

2.3.2. Policies and Procedures

Each school/college/library's academic governance policies and procedures must be approved by the faculty in the respective academic unit, then by the dean/library director and by the provost. These include processes put in place to clarify how the school, college, or library conducts business and makes decisions. Copies will be maintained by the dean of the relevant academic unit/library director and will be available electronically. Faculty should be familiar with those documents that pertain to the programs in which they teach.

2.4. Student Policies

2.4.1. University-Wide Student Policies

University-wide academic policies affecting students are approved by Faculty Council and appear in the undergraduate and graduate catalogs and in the Student Handbook. Non-academic policies affecting students are developed by the Office of Student Affairs in collaboration with faculty and students.

2.4.2. School, College, and Library Student Policies

Academic policies that affect students enrolled in a specific school or college and that appear in official publications shall be available in undergraduate and graduate catalogs and student handbooks and on the university website. All

academic policies shall be approved by the faculty in that academic unit and then shall be approved by the dean, in consultation with the provost.

The dean of the respective academic unit will maintain copies of these policies and shall make them available electronically. Faculty should be familiar with the content of these documents.

2.5. Other University Policies and Handbooks

Non-academic university policies are available on the university's website. Faculty Council Executive Committee shall review and comment on new non-academic policies. Faculty Council Executive Committee shall also periodically review these policies and offer suggestions or comments.

2.6. Discrimination, Harassment, and Misconduct Policies

In order to provide a clear statement of the process and procedures which will be applied to allegations of discrimination or harassment, the university has developed the Equal Opportunity, Harassment, and Nondiscrimination (EOHN) Policy. Complete copies of this policy are posted on the University's website and are on file in all principal offices of the university, including the Human Resources Office, and will be made available for reference upon request by any student, member of the staff, or faculty.

The most recent Non-Discrimination Statement and Title IX notice appear below. The most recent Equal Opportunity, Harassment, and Nondiscrimination (EOHN) Policy is posted on the University's website and is available in the Human Resources Office.

2.6.1. Non-Discrimination Policy

The university's policy is to hire qualified applicants and, during employment, to treat employees equally without regard to sex, gender, pregnancy status, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity, marital status, or genetic information in all the terms and conditions of employment (e.g., in regard to training, rates of pay, promotion, etc.)

It is the policy of Widener University not to discriminate on the basis of sex, gender, pregnancy status, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity, marital status or genetic information in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs or activities. It is also the policy of Widener University that no individual may engage in conduct that constitutes discrimination and/or harassment, as defined in its Codes, with respect to a member of the university community. Discrimination and/or harassment will not be tolerated in any form and may result in disciplinary action being taken against any person found to have discriminated against and/or harassed another, up to and including dismissal from employment. The university will take appropriate steps to prevent recurrence of any discrimination and/or harassment found to have occurred and to correct its adverse effects on the complainant and others. The university further prohibits retaliation against any individual making a report or bringing a complaint or who participates in a discrimination and/or harassment inquiry.

In order to provide a clear statement of the process which will be applied at the university to respond to allegations of discrimination and/or harassment against faculty and employees, the university has developed an Equal Opportunity, Harassment, and Nondiscrimination (EOHN) Policy. Questions may be directed to the senior vice president of administration and finance, the Office of Human Resources, and the dean of student affairs.

2.6.2. Title IX Notice

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination based on sex and gender in educational programs and activities which receive federal financial assistance. Such programs include recruitment, admissions, financial aid and scholarships, athletics, course offerings and access, hiring and retention, and benefits and leave. Title IX also protects students and employees from unlawful sexual harassment (including sexual violence) in university programs and activities. In compliance with Title IX, the university prohibits discrimination and harassment based on sex in employment as well as in all programs and activities.

The university's Title IX Coordinator monitors compliance with Title IX and its accompanying regulations. Individuals with questions or concerns about Title IX and/or those who wish to file a complaint of noncompliance may contact the university's Title IX Coordinator or Deputy Title IX Coordinators as follows:

The university's Title IX Coordinator is Randi Teplitz, One University Place, Chester, PA 19013, 610-499-1301, e-mail: rbteplitz@widener.edu. The university has also appointed several Deputy Title IX coordinators. Students on the Chester, Pennsylvania campus and students enrolled in the Center for Extended Learning with Title IX issues are encouraged to contact Catherine Feminella, Associate Dean for Students, Deputy Title IX Coordinator, One University Place, Chester, PA 19013, 610-499-4392, e-mail: cafeminella@widener.edu or Kevin Raport, Deputy Title IX Coordinator, Chief of Campus Safety, Widener University Law Schools, Delaware Law School, 4601 Concord Pike, Wilmington, DE 19803, 302-477-2202, e-mail: kjraport@widener.edu. Students and employees at the Delaware Law School with Title IX issues are encouraged to contact Susan Goldberg, Associate Dean for Student Services, Deputy Title IX Coordinator, 4601 Concord Pike, Wilmington, DE 19803, 302-477-2173, e-mail: slgoldberg@widener.edu. Students and employees at the Commonwealth Law School with Title IX issues are encouraged to contact Mary Catherine Scott, Supervising Attorney, Central PA Law Clinics, Deputy Title IX Coordinator, 3605 Vartan Way, 2nd Floor, Harrisburg, PA 17110, 717-541-0320, e-mail: mccott9055@mail.widener.edu.

The United States Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding the OCR can be found at: www.ed.gov/about/offices/list/ocr/index.html.

For further information, see the university's Equal Opportunity, Harassment, and Nondiscrimination (EOHN) Policy located on the university's web site.

Section III- Faculty Appointment Policies and Procedures

- | | |
|--|--|
| <ul style="list-style-type: none">• 3.1. Introduction• 3.2. Academic Classifications and Faculty Status• 3.3. Appointments and Contract Definition Policies | <ul style="list-style-type: none">• 3.4. Search and Appointment Policies and Procedures• 3.5. Procedures for Faculty Recruitment and Hiring• 3.6. Personnel Records |
|--|--|

3. Faculty Appointment Policies and Procedures

3.1. Introduction

3.1.1. Appointment Status and General Definition of the Faculty

The university faculty ("faculty") shall consist of all full-time voting members of each of the faculties of the schools and colleges within the university and other university personnel having faculty status.

3.1.2. Effective Date of Policy and Procedure Changes

The policies and procedures contained in this handbook shall be considered appointment provisions for the academic year to which the annual letters of faculty appointment refer. Any change in these policies or procedures made during the academic year to which annual letters of faculty appointment refer shall not be effective until the beginning of the succeeding academic year, unless otherwise required by applicable law or factors beyond the control of the university.

3.2. Academic Classifications and Faculty Status

3.2.1. Tenure-Track Faculty

A tenure-track faculty member is a full-time employee who is appointed by the president and is tenured or, as established at the time of initial appointment, is working toward tenure and who holds the title of instructor, assistant professor, associate professor, or professor. All tenure-track faculty with the terminal degree in their discipline must be employed with the title of assistant professor or above. Tenure-track faculty who move to administrative positions will not lose their tenure status.

3.2.2. Library Faculty

A library faculty member is a full-time employee who is appointed by the president and has a probationary or 5 year extended-term appointment with the title of affiliate librarian, assistant librarian, associate librarian, or librarian. Library faculty who move to administrative positions will not lose their faculty status.

Separation of a librarian, with an extended-term appointment, or with a probationary appointment may occur as a result of changes in existing academic programs or in library services which directly affect the staffing needs of the library. In such cases, the same guidelines shall be followed as are followed for the termination of tenured or tenure track faculty who are affected by discontinuance of a program or department (see Section VIII-Separation).

3.2.3. Full-Time Non-Tenure Track Faculty

Full-time non-tenure-track faculty are those members of the faculty whose primary responsibility is teaching and who are appointed by the president based upon the recommendation of the appropriate faculty, the dean of the relevant school/college, and the provost.

Full-time non-tenure-track faculty can include highly qualified individuals with extensive professional experience and outstanding qualifications but who lack terminal degrees. Faculty in this category shall not exceed 10% of the full-time faculty of a given school or college.

Faculty with a terminal degree or Faculty with an advanced degree and significant professional experience and/or professional certifications will have the title Assistant Professor, Associate Professor, or Professor with one of the following modifiers chosen by the school or college: "Clinical", "Teaching" or "of Practice." Guidelines regarding what constitutes significant professional experience and professional certifications will be determined by each school or college.

Those faculty without terminal degrees and without appropriate professional experience or certifications will have the title of Lecturer or Senior Lecturer.

Faculty members appointed with a "Clinical" designation may also include individuals with extensive clinical and professional experience whose expertise is needed for the teaching of courses which emphasize the acquisition of clinical skills and for the supervision of students in clinical placements.

The total number of full-time non-tenure-track faculty shall collectively not exceed 20% of the full-time faculty.

3.2.3.1. Obligations and Rights of Full-Time Non-Tenure-Track Faculty

Full-time non-tenure track faculty are afforded the same protections and have the same obligations as tenure-track faculty as spelled out in the Faculty Handbook – especially Section IV-Faculty Obligations, Responsibilities, and Commitments – except:

- they shall not serve on any promotion, tenure and academic freedom committee when tenure and promotion cases are heard for tenure track faculty,
- they are not eligible for tenure,
- they are not eligible for sabbaticals.

The dean of a school or college may clearly specify certain expectations for full-time non-tenure-track faculty. However, none of those expectations should be inconsistent with Section V- University Support, Working Conditions and Leave .

3.2.4. Part-time Adjunct Faculty

A part-time adjunct faculty member is a part-time employee of Widener University who has been assigned one of the following temporary academic titles: adjunct instructor, adjunct assistant professor, adjunct associate professor, adjunct professor or adjunct librarian. Part-time faculty shall:

- have less than a full-time load;
- usually have no other faculty duties or responsibilities except those listed below and in Section IV-Faculty Obligations, Responsibilities, and Commitments ;
- meet or exceed the criteria of the applicable adjunct academic title as defined by the school or college dean or library director;
- receive only a term appointment (see Section 3.3.1.)
- receive no fringe benefits or tuition remission; and
- receive no tenure-track faculty privileges except academic freedom and federal and state human relations rights (see Section IV-Faculty Obligations, Responsibilities, and Commitments).

Part-time adjunct faculty are expected to be available for a reasonable amount of time (approximately 1-1/2 hours per week for each course taught) to meet with students enrolled in their courses. Part-time library faculty are expected to work in the library for the amount of time specified in their appointment letters.

3.2.4.1. Adjunct Faculty Title with the Approval of the Provost

Adjunct faculty titles will be determined by the relevant dean with the approval of the provost. Such titles will be based upon earned degree held or experience and will vary according to the traditional practice of the school or college.

3.2.5. Special Appointments

3.2.5.1. Professor Emeritus

This rank may be assigned to faculty who have limited or terminated their responsibilities as tenure-track faculty members for valid reasons (e.g., retirement, illness) after fifteen or more years of distinguished service to the university. Tenure-track faculty members may be nominated for this rank to the provost by their school/college promotion and tenure committee, the retiree, any tenured member of the faculty, or the dean. The provost and president shall recommend candidates for professor emeritus to the Board of Trustees, which makes the appointment. No compensation accrues by virtue of the rank of professor emeritus unless, by mutual agreement between the dean or library director of the school/college/library involved and the provost, the faculty member at the rank of professor emeritus is offered a part-time per-course term appointment by the president or her/his designee to teach or fulfill other duties. In such cases, supplementary benefits, if any, will be set forth in the letter of appointment. Such term appointment is limited to less-than-full-time faculty status. Emeritus faculty members may attend the meetings and other activities of their former school/college/library and department/division as non-voting members. Emeritus faculty members are welcome to participate in the university's commencement exercises as full-time faculty members do.

3.2.5.2. Status and Privileges of Retired Faculty Members

After retirement, faculty members may retain their employee identification cards. Upon annual validation, these cards will provide (subject to the current policies, restrictions and fees applicable to full-time faculty) access to Widener University's recreational and athletic facilities, library, bookstore, campus parking permits, and its cultural, athletic, and educational events.

3.2.5.3. Visiting Faculty

This title is assigned to individuals who are appointed to teach or to teach and pursue other duties at the University for a limited period of time. All such appointments are full-time term appointments with respect to duties and responsibilities. There shall be a limit of three consecutive years to such an appointment. The appointment shall be by the president. It shall be based upon the recommendation of the appropriate faculty, of the relevant school or college dean or library director, and of the provost. Visiting faculty will usually have no other faculty rights and responsibilities except those listed in Section 4.2.1.

3.2.5.4. Artist/Writer/Scholar in Residence

Widener University may appoint to the faculty distinguished artists, writers, poets, and scholars in the Special Faculty status of Artist/Writer/Scholar-In-Residence. Such appointments may be full-time or part-time, paid or unpaid, depending on the needs of the university. The appointments are Term Appointments and may be renewed at the

initiative of the university or the appointee. The appointment shall be by the president on recommendation of the provost after consultation with the dean of the school or college involved.

3.2.5.5. Other Appointments

Other appointments may be made as deemed appropriate by the president. The responsibilities of these faculty members will be detailed in the appointment letter.

3.3. Appointments and Contract Definition Policies

3.3.1. Term Appointments

Term appointments at Widener University are given to non-tenure-track faculty, part-time per-course adjunct faculty, and special appointment faculty members, and are limited to the term of employment stipulated in the letter of appointment. Term appointments are not tenure-track and do not confer upon a faculty member any entitlement to continued employment after the term specified in the letter of appointment.

"Reappointment" is the granting of a new contract for a term of no longer than one year to a non-tenure-track faculty member. All non-tenure-track faculty shall be reviewed annually for a recommendation of reappointment or non-reappointment by the Promotion, Tenure, and Academic Freedom committee responsible for the initial review of faculty holding tenure-track appointments in that academic unit. In the College of Arts and Sciences and the School of Human Service Professions, this is the division/center/institute Promotion, Tenure, and Academic Freedom committee. In the remaining schools, the reviewing committee is the school-wide Promotion, Tenure, and Academic Freedom committee.

Each school (or within the College of Arts and Sciences and the School of Human Service Professions, each division, center or institute) shall establish procedures for the evaluation of non-tenure-track faculty, and shall establish and maintain evaluation criteria appropriate to the contractual responsibilities of the various categories of non-tenure-track faculty employed within that academic unit. Non-tenure-track faculty shall be given copies of these review criteria and procedures by their immediate academic supervisor at the time of appointment.

The Promotion, Tenure, and Academic Freedom committee responsible for the review shall submit its recommendation for reappointment or non-reappointment to the dean of the school or college and to the faculty member by March 15th.

Recommendations of non-reappointment may not be appealed under Sections 6.2.2.5, 6.3.5., or 8.3.7. of this Handbook, or otherwise. Notwithstanding recommendations, the ultimate decision on reappointment is that of the president.

3.3.2. Probationary Appointments

Probationary appointments enable tenure-track faculty to apply for tenure upon successful completion of the requirements listed in Section 6.3. of this Handbook. Tenure-track faculty holding Probationary Appointments are subject to non-reappointment by the university with written notice as provided for in Section 6.3.4. of this Handbook.

Probationary appointments enable library faculty to apply for extended term appointment as described in Section 3.3.3 of this Handbook. Library faculty holding Probationary Appointments are subject to non-reappointment by the University with appropriate written notice.

3.3.3. Extended-Term Appointment: Library Faculty

To be eligible for an extended-term appointment, librarians must have served no fewer than five years in the Widener University libraries. At that time, they must have achieved the rank of, or be eligible for promotion to the rank of assistant or associate Librarian. Extended-term appointment does not require renewal for a five-year period. During the fifth year of each five- year period, librarians will undergo peer review and evaluation by the Library Committee on Promotion, Extended Term Appointment and Academic Freedom and a review by the Library Director. The library committee will submit its recommendations through the library director to the Provost. The library director will also submit a separate recommendation to the Provost and will solicit a letter of recommendation from the Vice President for Library and Information Services to be included in the materials forwarded to the provost.

If the Provost and the President concur with the positive recommendations for the renewal of the extended-term appointment, then the librarian will receive a new five-year extended-term appointment. If the committee or the library director makes an adverse recommendation, the librarian seeking renewal of an extended-term appointment may request a statement of reasons for the adverse recommendation. Library faculty may appeal the decision based on Section 6.3.5 Appeal Procedure in the Widener University Faculty Handbook. If the Provost and the President concur with an adverse recommendation for renewal of an extended-term appointment, then a one-year probationary appointment will be granted to the librarian, during which the librarian will have the opportunity to address deficiencies identified in the evaluations for the renewal of the extended-term appointment.

By February 15 of the probationary year, the Library Committee on Promotion, Extended Term Appointment and Academic Freedom will submit its recommendations through the library director to the Provost, and the library director will submit a separate recommendation to the Provost regarding whether the librarian should be granted another extended-term appointment. The library director will also solicit a letter of recommendation from the Vice President of Library and Information Services. If the decision of the Provost and President is negative, notice of non-retention will be given by March 1 of the probationary year and the librarian's employment at the university will end upon conclusion of the probationary year.

3.3.4. Extended-Term Appointment: Full-Time Non-Tenure-Track Faculty

Review of non-tenure-track faculty members will be conducted by the Promotion, Tenure, and Academic Freedom committee responsible for the initial review of faculty holding tenure-track appointments in that academic unit. In the College of Arts and Sciences and the School of Human Service Professions, this is the division/center/institute Promotion, Tenure, and Academic Freedom committee. In the remaining schools, the reviewing committee is the school-wide Promotion, Tenure, and Academic Freedom committee.

A full-time non-tenure track faculty member in their third consecutive term appointment under section 3.3.1 is eligible to apply for an extended term appointment of 3 years based on their performance and the continuing need for the position. During the third year of each extended-term appointment, the faculty member may request to be evaluated for renewal of the extended-term appointment, if the position is still needed.

All candidates must demonstrate Excellence in teaching to earn an extended term appointment, as well as demonstrate how they have met any other criteria specified by the School/College as required for an extended-term appointment. Detailed criteria for granting of an extended-term appointment shall be developed by each school/college, including a timeline for submission of materials. In all cases, criteria must be consistent with the responsibilities of the candidate set forth in the initial appointment letter, any subsequent appointment letters, and any supplemental letters issued by the Dean, as described in section 3.4.1.3.

The committee will make a recommendation regarding the granting of an extended-term appointment to the Dean of the school/college. If there is disagreement between the Dean and the committee regarding the granting of an extended

term appointment based on the performance of the candidate, both recommendations will be forwarded to the Provost, who will make the final decision.

If the evaluation results in an unsatisfactory rating, the Faculty member is only eligible for a one-year term appointment and may re-apply for an extended term appointment as described in the first paragraph of section 3.3.4.

3.3.5. Continuous Appointments

Continuous appointments at Widener University are given to tenure-track faculty members who have attained tenure status as provided for in Section 6.3. of this handbook. Faculty members employed under continuous appointment are entitled to appointment renewal by the university unless separated pursuant to the provisions of Section VIII of this handbook.

3.3.6. Locus of Appointments

All faculty appointments, whether probationary or continuous, have the locus of their appointment within the discipline of their school/college/library as stated in their annual letter of appointment. A faculty member's locus of appointment may not be changed from that specified in the initial letter of appointment in any manner that disadvantages that faculty member with respect to employment protection in cases of program contraction or discontinuance without the agreement of the faculty member, or in accordance with Sections 8.3.5. and 8.3.6.

3.3.7. Issuance of Appointment Letter

Full-time tenured faculty have continuous appointments. After being granted tenure, faculty will receive a letter of appointment that specifies they are on continuous appointment.

Appointment letters for Faculty who are not on continuous appointment are normally issued by the president on or before April 15 and due to be returned within 15 calendar days. If the appointment letter is not returned within that time, the president or her/his representative will contact the faculty in writing to determine their intentions to return. If no written reply is received by the president within 15 calendar days beyond the date of the president's written reminder and no exception has been arranged with the provost, the faculty member effectively will have resigned employment.

All term appointment letters are issued on an individual basis as the necessity arises.

3.3.8. Issuance of Salary Letter

Full-time faculty will receive an annual salary letter issued by the president on or before December 1 for the following calendar year. Faculty base salary is stated as an annual amount which is payable monthly. Faculty may elect to receive their base salary over a ten-month period beginning in September and ending in June, or over a twelve-month period beginning in September and ending in August. Once an election for either ten- or twelve-month payment of base salary is made, it will remain in effect until changed in writing with the Human Resources Office. An election to receive base salary over twelve months does not amend the terms of a faculty appointment letter.

3.4. Search and Appointment Policies and Procedures

3.4.1. Authority to Hire

Sole authority to hire and retain faculty members is vested in the president. This authority is customarily exercised for full-time faculty through the provost and for part-time faculty through the school and college deans or library directors via procedures established to ensure adequate consultation with the faculty (see Section 3.5.).

3.4.1.1. Appointment of Tenure-Track Faculty

All appointments to tenure-track faculty status are made by the president on the recommendation of the provost, the appropriate dean, and the respective department chair or head/division associate dean.

At the time of initial appointment, the provost, in consultation with the dean and the department chair or head or the division's associate dean, shall determine an appropriate title for the initial appointment based upon terminal degree, teaching experience, scholarly achievements and prior professional experience.

All initial appointments of tenure-track faculty are probationary (see Section 3.2) except those made under section 3.2.5.5. and are for one year unless explicitly stated otherwise in the initial letter of appointment. The precise terms and conditions of every new appointment shall be clearly explained in the initial appointment letter and in any supplement to the appointment letter prepared by the dean in consultation with the provost, a copy of which will be kept in the individual's personnel file and provided to the school or college or division Committee on Promotion, Tenure and Academic Freedom for the purpose of any review. The rank offered new faculty members must be in accord with the requirements of that rank as specified in Section 3.2.

3.4.1.2. Appointment of Library Faculty

All appointment to library faculty status are made by the president on the recommendation of library director and Vice President for Library and Information Services, after consultation with the Provost.

All initial appointments of library faculty are probationary (see Section 3.2) except those made under section 3.2.5.5 and are for one year unless explicitly stated otherwise in the initial letter of appointment. The precise terms and conditions of every new appointment will be clearly explained in the initial appointment letter, a copy of which will be kept in the individual's personnel file. The rank offered new library faculty members must be in accord with the requirements of that rank as specified in Section 6.2.3.

3.4.1.3. Appointment of Full-Time Non-Tenure-Track Faculty

All appointments to full-time non-tenure-track faculty status are made by the president on the recommendation of the provost, the appropriate dean, and the respective department chair or head/division associate dean.

At the time of initial appointment, the provost, in consultation with the dean and the department chair or head or the division's associate dean, shall determine an appropriate title for the initial appointment based upon terminal degree, teaching experience, scholarly achievements and prior professional experience.

All initial appointments of full-time non-tenure-track faculty are term appointments except those made under section 3.2.5.5 and are for one year unless explicitly stated otherwise in the initial letter of appointment. The precise terms and conditions of every new appointment shall be clearly explained in the initial appointment letter and in any supplement to the appointment letter prepared by the dean in consultation with the provost, a copy of which will be kept in the individual's personnel file and provided to the school or college or division Committee on Promotion, Tenure and

Academic Freedom for the purpose of any review. The rank offered new faculty members must be in accord with the requirements of that rank as specified in Section 3.2.

3.4.1.4. Appointment of Part-time Adjunct Faculty

Such appointments are made by the school or college dean upon recommendation of the department chair or head/division associate dean after consultation with the appropriate faculty. Appointments to part-time per-course adjunct faculty are contingent upon adequate enrollment in the faculty member's course.

3.4.1.5. Appointment of Special Appointment Faculty

The procedures for the employment of special appointment faculty are outlined in Section 3.2.5 of this Handbook.

3.4.1.6. Summer Session Appointment

Summer session faculty may be full-time faculty, part-time per-course adjunct faculty, or special-appointment faculty. They are selected by the dean of the school or college in consultation with the department chair or head/division associate dean in accordance with the needs of the university. Summer session faculty are offered term appointments for the teaching of specific courses. Time spent teaching in a summer session does not count towards tenure, promotion, or eligibility for sabbatical leave.

Summer session faculty are expected to be available for a reasonable amount of time (approximately 1-1/2 hours per week per course) to meet with students enrolled in their courses. Within the limits of school or college policy, tenure-track faculty receive preference regarding course assignments for summer session. A commitment to offer a summer session course is contingent upon sufficient enrollment.

3.5. Procedures for Faculty Recruitment and Hiring

- a. Academic planning with special attention to the recruitment of faculty members is the responsibility of the provost in consultation with the deans or directors of the schools/colleges/libraries.
- b. For continuance of vacated faculty positions and for approval of proposed full-time faculty positions, the procedure will be as follows: the department chair or head/division associate dean, in consultation with the faculty in the appropriate disciplines, will present a written justification for the position to the dean or library director of the school/college/library. Deans will present the written justification for the position to the provost who in turn will present the request to the president. The library director will present the written justification to the Vice President for Library and Information Services who in turn will present the request to the president.
- c. The president, together with the provost or Vice President for Library and Information Services, will make the final decision on all replacement and new faculty positions. If the request is denied, the provost will communicate in writing the reasons for denial, and upon request, will fully discuss them with the appropriate school/college/library or department/division.
- d. After receiving presidential approval for a new or continued position, the provost or Vice-President for Library and Information Services will inform the dean or library director, who will in turn inform the department chair or head/division associate dean of this decision, along with such pertinent matters as salary range, search and selection procedures, and the recruitment budget. If there are any specific expectations for the position, consistent with the general criteria under which the individual occupying the position will be

- reviewed, the provost, the dean or library director, and the faculty in the discipline involved must be in agreement in order for the search to proceed.
- e. The search chair will contact Human Resources to arrange any required training for the search committee and for all policies regarding hiring and document retention.
 - f. Searches for new and replacement faculty will be the responsibility of the appropriate department chair or head/division associate dean. All searches will be open to the full participation of the faculty in the discipline involved. In those disciplines where there is no major, the department chair or head/ division associate dean shall select faculty from the department/division to participate in the search process. This procedure applies to all candidates for full-time appointments, tenure-track or non-tenure-track, and to internal as well as to external candidates.
 - g. Department chairs or head/division associate deans will forward the name of the candidate recommended by the faculty to the dean or library director along with their own recommendations. Deans or library directors will forward these recommendations along with their own recommendations to the provost or Vice-President for Library and Information Services who will forward all recommendations along with her/his own to the president.
 - h. The president, after consultation with the provost or Vice-President for Library and Information Services, will make the final decision regarding the appointment. The provost will inform the dean of approval to make an oral offer of employment to the faculty applicant. Upon notice to the provost's office by the dean that an offer of employment has been accepted by the applicant, the provost's office will generate a letter of appointment for signature by the president. In the event that the dean wishes to include a supplement to the appointment letter that provides information about specific expectations associated with the appointment, consistent with the general criteria under which the individual occupying the position will be reviewed, the job description, and the school/college promotion and tenure guidelines, the provost will review and approve the dean's supplemental letter. Employment of all employees is contingent upon successful completion of a background check. Background checks may include criminal history, employment, social security and educational verification, as well as other clearances as required by law.
 - i. It is the responsibility of the department chair or head/division associate dean and dean or library director of the respective school/college/library as well as the provost to transmit information to the candidate about departmental and university standards and policies, using the Faculty Handbook as a reference.
 - j. All new full-time faculty shall be given a copy of the current Faculty Handbook upon appointment. The chief Human Resources officer or that person's designee will inform them about fringe benefit policies and about related matters in writing. Part-time per-course adjunct faculty and special appointment faculty may request of their respective school or college dean or library director to review a copy of this handbook.

3.5.1. Credit for Prior Academic Service

At the time of initial appointment to a tenure-track faculty position, a candidate with previous full-time faculty appointments, including visiting appointments, at the rank of instructor or above at accredited colleges or universities of recognized standing, may negotiate to count up to three years of prior service as part of the probationary period preceding tenure. (A college or university of recognized standing is an institution accredited by one of the six regional accrediting associations, e.g., Middle States). The decision as to whether previous experience is to be counted will be made at the time of the initial appointment and stated in writing at that time in the appointment letter.

Subsequent to the initial appointment, the faculty member with prior service in a full-time faculty appointment may request an adjustment to the number of years of prior service that is to be counted toward the probationary period. Such an adjustment must be supported by the committee responsible for determining the faculty member's eligibility for tenure, the dean of the school or college, and the provost.

Initial rank will be determined according to the policy set forth in Section 3.2 of this handbook. A candidate qualified for appointment at the rank of professor may be appointed with tenure or with credit toward tenure in excess of three years upon recommendation of the appropriate school or college dean and the provost.

3.5.2. Procedures for Recruitment and Hiring of Academic Administrators

Searches for new and replacement academic administrators having direct-line responsibility for faculty will be the responsibility of the appropriate dean, except in cases in which the dean is being replaced. Searches for new and replacement deans will be the responsibility of the provost. All searches will include the full participation of the faculty in the disciplines involved. This procedure applies to internal as well as to external candidates.

3.6. Personnel Records

Appointment of a faculty member may lead to a continuing relationship with the university. For this reason it is an important responsibility of the university to maintain adequate and detailed documentation to support every action involving each individual, especially those actions pertaining to appointment, promotion, tenure, or separation from the university. The university maintains three categories of files.

3.6.1. Candidacy/Pre-employment File

All material accumulated for all candidates for any faculty post shall be maintained consistent with procedures issued by the Office of the Provost and with the requirements of Section 3.5. of this handbook. This material shall be made a part of the pre-employment file of the hired candidate and shall be maintained in the office of the dean or library director of the school/college/library hiring the candidate. The pre-employment file contains all material required or received by the university in connection with the faculty member's original employment. In all cases, an official transcript from all institutions at which the candidate studied must be obtained. Prior to appointment, this file is available only to the president, provost, dean, library director, members of the school/college/library or department/division considering the person's application for employment, and the director of Human Resources. After appointment, items in the file are transferred to the faculty member's permanent file.

The pre-employment files accumulated on other candidates considered for any faculty position, but not offered an appointment, shall also be maintained in the office of the dean or library director of the school/college/library conducting the search for the length of time established by federal and state statutes and regulations, and consistent with procedures issued by the director of Human Resources and with the requirements of Section 3.5.

3.6.2. Personnel File

Copies of personnel files are maintained in the offices of the provost and dean of the faculty member's respective school/college, or for librarians, in the office of the director of the appropriate library.

3.6.2.1. Provost's Office File

The provost's file will consist of documents and records pertaining to the original appointment of the faculty member, evaluations of the faculty member requiring review by the provost, and formal correspondence between the provost and the faculty member delivered by non-electronic means. Faculty may request to place additional material in this file in consultation with the Human Resources office.

3.6.2.2. Dean's/Library Director's File

The dean's/library director's file relating to promotion and tenure and other results of performance reviews and other forms of evaluation and discipline will be maintained in the office of the dean/library director of the faculty member's respective school/college/library.

3.6.2.3. Access to Personnel Files

Access to personnel files is available only to the president, provost, the faculty member's respective dean, department chair or head/division associate dean, library director, the school/college/library committee on promotion, tenure and academic freedom, the director of Human Resources, and the individual faculty member.

Faculty members may, for the cost of duplication, obtain copies of any materials in their own personnel files. Requests for such copies shall be made in writing to the provost's staff.

All personnel files will be kept in confidence and will be available for confidential use only by the individuals or groups indicated above. The faculty members may, however, authorize in writing access to their file by a person not indicated above.

After legal review, the university may permit access to and copying from personnel files pursuant to lawful order or subpoena issued by a court of competent jurisdiction or by a federal or state agency relevant to an investigation, hearing, or other proceeding pending before such court or agency. If allowed by law, the faculty member will be notified prior to permitting access.

3.6.3. Human Resources Office Files

The Human Resources Office will maintain a file for each faculty member which shall include all relevant documents required to administer payroll, benefits, and other human resources functions. Faculty may request to place additional material in this file in consultation with the Human Resources Office.

3.6.4. Personnel Files for Part-time Per-Course and Special-Appointment Faculty

The school, college, or library file shall contain a record of academic credentials as required, appointment letters, and any information included by the faculty member.

Human Resources Office file shall contain a copy of the appointment letter for each course or group of courses taught for each semester or summer session, personal data sufficient to accurately identify the faculty member in a university directory, and EEO compliance records if any.

Access to such files shall be provided as described in Section 3.6.2.3.

Section IV- Faculty Obligations, Responsibilities, and Commitments

<ul style="list-style-type: none">• 4.1. Obligations• 4.2. Responsibilities• 4.3. Academic Freedom	<ul style="list-style-type: none">• 4.4. Professional Ethics and Conflicts of Interest• 4.5. Violations of Rights, Academic Freedom, and Ethics
--	--

4. Faculty Obligations, Responsibilities, and Commitments

4.1. Obligations

4.1.1. Academic Year

The formal academic year begins with the opening university-wide meeting and concludes at the end of commencement ceremonies. All faculty are expected to attend both events unless excused by their school or college dean or library director. Teaching faculty may, within their contractual relationship, be asked to participate in planning activities before the opening meeting or following commencement, but within a nine-month period. All grades must be submitted before the end of the academic year.

4.1.2. General Duties and Responsibilities of the Teaching Faculty

Within the framework established here, the specific duties and responsibilities of the individual faculty members at Widener University are determined by the deans of the schools and colleges in consultation with the faculty. Such specific duties and responsibilities are contained in the individual school and college bylaws or school and college faculty handbooks. The duties and responsibilities here described apply to all full-time teaching faculty, day or evening, at the undergraduate or graduate level. They do not apply to faculty whose primary responsibility is provision of library or administrative services. In the case of librarians, specific duties and responsibilities are determined by the appropriate library director, in consultation with the library faculty.

4.1.3. Faculty Assignments

Individual faculty assignments are made semi-annually after consultation between the faculty members and their department chairs or heads/division associate deans and reviewed by the school or college deans. For librarians, individual faculty assignments are made after consultation between the faculty members and their department heads where such a position exists and is reviewed by the library director or, if no department head exists, after consultation with the library director. The purpose of the individual faculty assignment is to ensure that responsibilities are apportioned in a balanced way that reflects the individual member's expertise and the university's needs. As far as possible, individual faculty assignments should take into account the faculty members' particular qualifications and their programs of professional development. Faculty are responsible for carrying out satisfactorily the duties they have agreed to by the terms of their individual faculty assignments.

4.2. Responsibilities

4.2.1. Teaching - Primary Responsibility

The primary responsibility of the faculty is teaching. General teaching loads are determined by institutional policy, as established by the Board of Trustees in consultation with faculty representatives, in keeping with AAUP practices, and

by policy of the schools and colleges as established by the school and college deans in consultation with the faculty and as approved by the provost. Specific loads and assignments are determined by deans in consultation with faculty under their direction.

4.2.1.1. Course Offerings and Content

All course offerings shall be in accord with the general requirements of Widener University, the needs of the department/division majors, and the needs of the student body. Each instructor is responsible for planning and presenting the assigned course material; establishing course requirements and making them known to students; recommending texts or other materials; preparing, administering, and grading papers or examinations; relating and explaining examination grades to students in a timely fashion; and assigning grades.

4.2.1.2. Interaction with Students

Faculty shall interact with students outside the classroom. Student advising, meeting with prospective students on campus, and sponsorship of student activities shall be arranged by the school and college deans in consultation with faculty members involved. Faculty are expected to schedule a minimum of five office hours per week.

4.2.1.3. Normal Teaching Loads

The university establishes uniform teaching loads by categories. Within these categories the dean of the school or college determines the specific teaching load of the individual faculty member.

4.2.1.4. Overload

Under normal circumstances a maximum overload of one course per semester is permitted during the regular academic year. Exceptions are made for combinations of teaching and non-teaching overloads, e.g., a faculty member teaching an evening course as an overload may also serve as an evening counselor. Academic administrators should be paid for overloads during the regular academic year provided they teach at least six hours as part of their regular load. Deans may teach voluntarily on an unpaid overload basis.

4.2.2. Participation in Governance

Faculty are expected to participate in institutional governance, as described in the Faculty Council Bylaws and in their relevant school/college/library bylaws. They are also expected to serve on such additional committees as may be established from time to time by the faculty or by the administration.

4.2.3. Professional Development

Faculty are expected to engage in professional development. Evidence of continued professional development is required for promotion. The university shall foster the proper climate for such development through its policy on sabbaticals and by assisting faculty in securing grants, fellowships, etc.

4.3. Academic Freedom

It is fundamental to the health of an academic institution and ultimately to the health of a society at large that individual persons and groups of persons exercise their responsibility and freedom to search for the truth and to speak the truth as it is discovered. In a collegial community, the university, the faculty, the administration, and the student body bear mutual responsibility to exercise professional competence and to extend to one another the trust and respect which foster an environment for the exercise of academic freedom. Widener University endorses the principles of academic freedom.

4.4. Professional Ethics and Conflicts of Interest

4.4.1. Guidance and Consultation

Academic administrators at all levels are available for advance consultation with respect to potential conflicts of interest. The university expects faculty and staff members to seek advice from these sources.

4.4.2. Code of Professional Ethics

Widener University believes that the "Statement on Professional Ethics" promulgated by the American Association of University Professors in April of 1966 serves as a useful reminder of the variety of obligations assumed by all members of the academic profession.

Since all faculty members should strive to make these recognized standards of the profession an integral part of their professional and personal lives, the guiding principles of AAUP's "Statement on Professional Ethics" as revised in 2009 are quoted below in abbreviated form.

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.

4.4.3. External Activities

The university encourages consulting and other outside activities of a professional nature where such activities give the faculty member experience and knowledge valuable to professional growth and development. These activities may help the faculty make worthy contributions to knowledge, or contribute to their instructional programs, or otherwise make a positive contribution to the university or the community. While faculty are encouraged to engage in such activities, these activities shall be subordinate to the faculty's teaching, advising, research, and service responsibilities. No outside service or enterprise, professional or other, should be undertaken that interferes with the faculty member's primary responsibility to the university as defined in Sections 4.1. and 4.2.

4.4.4. Consulting

External consulting shall not exceed an average of eight hours per work week and must not interfere with classes or other faculty obligations.

4.4.5. Conflicts of Interest

Conflicts of interest with those of the university shall be avoided in all cases. Such conflicts of interest occur whenever faculty members are in a situation in which the prospect of direct or indirect pecuniary gain for the faculty members or members of their families could influence the employees' judgment or action in the conduct of university business. In any instance where a conflict of interest may arise, the faculty members shall consult with their school or college deans or library director for guidance.

4.4.6. Use of University Facilities and Services

Except for the use of assigned office space and available library services, faculty must obtain written approval of their department chair/head or division associate dean and school or college dean or library director in order to use university facilities in connection with outside activities. In all cases, faculty members or their outside employers or sponsors will pay the rate established by the university for the use of the facility or equipment. For use of secretarial services, see Section 5.4.5.

4.4.7. Use of the University Name and Seal

The university's name and seal are the exclusive property of the university and shall not be used without the prior permission of the appropriate school or college dean. Faculty members publish a considerable number of reports in the form of bulletins, circulars, scientific articles, monographs, and books, some of which are copyrighted and others of which are not. The university's name, seal, or official stationery may not be used in connection with outside activities except academic and scholarly activities.

4.4.8. Political Activity

Faculty members, as citizens, are free to engage in political activities. Any faculty members who wish to engage in direct political activity that will involve a substantial amount of time may request a leave of absence from their immediate academic supervisors. The terms of such leave of absence shall be set forth in writing, and the leave will not affect adversely the tenure status of a faculty member, except that time spent on such leave will not count as probationary service unless otherwise agreed to in writing prior to the commencement of the leave.

4.4.9. Teaching Members of Immediate Family

Faculty members should avoid having members of their immediate families enroll as students in their classes. Exceptions will be made only if the course is required for the student's program and if there is no possibility of the student's enrolling in the course with a different instructor.

4.4.10. Employment Policy on Nepotism

No faculty member may supervise or participate in the hiring of family members. No faculty member may participate in the promotion, tenure, retention, or appeals of a family member, or in any adjudicatory ruling involving a family member. No faculty member may be involved in decisions about grants, awards, or sabbaticals affecting a family member.

"Family Member" includes a spouse, parent, parent-in-law, child, child-in-law, sibling, sibling-in-law or domestic partner of a university employee, and anyone with like status by virtue of adoption or marriage (e.g., stepchildren, stepparents). For the purposes of this document "university employee" includes all full-time faculty and all full-time library faculty, regardless of rank, appointment, or tenure status.

4.5. Violations of Rights, Academic Freedom, and Ethics

Disputes involving a charge that a faculty member's rights or academic freedom have been abrogated or that professional ethics have not been maintained are to be settled through the established Grievance Procedures (Section VII- Grievance). While affirming academic freedom as a right, Widener University recognizes that, in some circumstances, questions of academic freedom may become enmeshed in questions of professional incompetence or irresponsibility. In an effort to distinguish between these sometimes confused issues, the guiding principle is that charges of professional incompetence or irresponsibility shall not be used to limit academic freedom, nor shall appeals to academic freedom be acceptable as a shield for professional incompetence or irresponsibility.

Section V- University Support, Working Conditions and Leave

- | | |
|---|--|
| <ul style="list-style-type: none">• 5.1. University Funding for Professional Growth and Development• 5.2. University Support Related to Research• 5.3. Travel Policy | <ul style="list-style-type: none">• 5.5. Leaves for Faculty Development• 5.6. Medical, Compassionate, and Public Service Leaves• 5.7. Intellectual Property |
|---|--|

5. University Support, Working Conditions, and Leave

5.1. University Funding for Professional Growth and Development

Faculty are responsible for keeping current with both the scholarship and the pedagogy of their fields and related areas. Faculty development programs may include: teaching improvement activities, research, formal or informal study, publication, consulting, travel, educational leaves of absence, sabbaticals, grants for faculty research, participation in conferences and institutes and such other activities as may be reasonably expected to assist faculty growth and development.

5.1.1. Teaching Development

Widener University is primarily a teaching institution; faculty are required, therefore, to continue to develop their teaching excellence. The provost and academic administrators at all levels will make known to faculty any internal resources available to help develop the faculty's teaching proficiency.

5.1.2. Curriculum and Program Development

Widener University encourages faculty to participate fully in the development of new academic programs, in curricular innovation, and in pedagogical research; and it shall provide funding for this purpose.

5.1.3. University Support of Faculty Development

Widener University shall provide, as part of its annual educational and instructional budget, funding for faculty research, study, and publication.

5.1.3.1. Provost Grants

The Provost Grant Program provides funds to support scholarly work by faculty. The provost administers these funds in consultation with the Faculty Council Faculty Grants and Awards Committee. Faculty members are encouraged to apply for grants according to the procedures determined by the Faculty Grants and Awards Committee.

5.1.3.2. Faculty Development Options

This program provides funding for a variety of different faculty development activities. The provost administers these funds in consultation with the school or college deans. Faculty members are encouraged to apply for these funds according to the procedures determined by the provost's office in consultation with the deans.

5.1.3.3. Other Funding

Other funding sources may be available through departments, divisions, student affairs, and other programs.

5.1.4. Consulting Work Outside the University

The university recognizes that consulting work in some fields may be a valuable professional experience for faculty members (see Section 4.4.4.). Consulting work must not interfere with the faculty member's contractual arrangements with the University, as set forth in Section IV.

5.2. University Support Related to Research

Widener University also recognizes that in higher education both teaching and research are essential to a vigorous institution and a strong curriculum. The university supports faculty engaged in research as specified in the various subsections of Section IV. Widener University recognizes that every research investigation does not necessarily result 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. Nevertheless, publication, whenever appropriate and possible, is encouraged and recognized.

5.2.1. Reduced Teaching Load

Any tenure-track full-time faculty members engaged in significant funded research or development projects may request a reduction in teaching load. Such requests should be submitted in writing to their immediate academic supervisors ordinarily during the third week of the semester preceding the semester for which the reduction requested is to begin or occur. The immediate academic supervisors will submit the proposal with their recommendation to the school or college deans who, if they support the request, will present the proposal to the provost for final approval.

5.2.2. Technology for Research

Whenever possible, the university shall provide access to technology that supports faculty research. Faculty may consult with the chief information officer about the use of hardware and software for research purposes.

5.2.3. Support Staff for Research

Subject to the availability of support staff, the university shall provide clerical support for faculty projects. Such work by support staff shall be secondary to their regular duties. Support staff should not work on theses or dissertations during normal working hours.

5.2.4. External Grants

Faculty members are encouraged to seek research and study grants from agencies and foundations external to the university in accordance with the procedures set forth in the Faculty Grants Procedure.

The Office of Sponsored Research and Foundation Relations serves as a central point of contact for sponsored programs administration. The office coordinates the grant process with the appropriate internal and external offices to

assist applicants in seeking partial or full support in the form of private or public grants. Applicants must follow the policies and procedures of the university as well as the requirements and guidelines of the funding agency. All proposals must be approved by the applicant's dean, the provost, the senior vice president of development and the senior vice president of administration and finance before submission.

5.2.5. Human and Animal Research

Faculty conducting research with vertebrate animals must comply with rules established by the Institutional Animal Care and Use Committee. Faculty conducting research with human subjects must comply with policies and procedures established by the Widener University Institutional Review Board. Copies of these policies are available on the university website.

5.3. Travel Policy

5.3.1. Faculty Travel Subject to the Availability of Funds

- a. Faculty presenting papers, commenting on papers, or chairing sessions, who have been designated by the president or provost as official delegates of the university, or who are presiding as officers of a professional organization, shall have their expenses paid in full to any place within the continental United States.
- b. The university shall make a good-faith attempt to provide airfare for faculty traveling for the same purposes as in (a) above but to a foreign country. Meal and lodging expenses for foreign travel shall be covered as in (a) above.
- c. Subject to the approval of the school or college dean or library director, faculty attending conferences within the continental United States for their own professional development or interest will receive reimbursement for up to 50% of their expenses.
- d. Faculty and students authorized to attend conferences within the continental United States at the request of their school or college dean or library director will receive full reimbursement for all of their expenses.

5.3.2. General Travel

General travel is defined to include all means of transportation, meals, lodging, gratuities, telephone, and incidental expenses, such as registration fees, that are directly associated with the trip. Travel will be limited to the availability of funds within the individual cost center budgets. Travel expenses will be reimbursable up to:

- A per-mile reimbursement at a rate set annually by the senior vice president for administration and finance for the use of personal vehicles.
- Actual air or train fare other than first class.
- The actual cost of package plans for conventions, workshops, etc., that are covered by one fee.

Travel vouchers will be approved by the school or college dean or library director prior to any employee's being authorized to travel at university expense. The intent of this provision is to better control the cost of travel and to verify in advance that the individual is on university business in the event of an accident involving an insurance claim.

5.4. Working Conditions

5.4.1. Americans with Disabilities Act (ADA)

Widener University is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate.

If faculty members desire an ADA accommodation under either federal or state law, they should notify their supervisor or a representative of the Office of Human Resources.

If faculty members request an accommodation, their supervisor and the Human Resources Department may ask their assistance regarding the type of accommodation that they believe may be necessary for the functional limitations caused by the disability. They may also be requested to help the University obtain additional information from their physician or other medical or rehabilitation professionals. Depending upon the situation, they may be asked to obtain the information themselves or through a designated university individual.

The university reserves the right to make the determination about whether or not a reasonable accommodation is possible. Nevertheless, the university will make every effort to provide accommodations, consistent with applicable law.

5.4.2. Offices

Office space is provided for each full-time faculty member in one of the university buildings. When space is available and requested, offices are provided for part-time faculty. Faculty shall have access to their offices at any time.

5.4.3. Classrooms

The university shall furnish classrooms to accommodate various functions such as lectures, seminars, and laboratories. The university shall meet to the best of its ability the special requests of a faculty member for classroom equipment, instructional aids, technology, etc.

5.4.4. Media and Computer Equipment in Classrooms

Policies governing use of computer labs, computer classrooms, computer hardware, and computer software are available from the Office of Information Technology Services. Policies governing use of media and equipment in multimedia classrooms are available from Multimedia and Classroom Support.

5.4.5. Secretarial Services

Faculty may use such services according to the established priorities in each school/college/library.

5.4.6. Health Services

The professional members of student health services are available to faculty members during regular working hours for consultation regarding the health problems of students. The professional members of the student health services also render emergency assistance to faculty members during regular working hours, but they are not available to the faculty or their families for routine medical problems.

5.4.7. Counseling Center

The professional members of the counseling center are available to faculty members during regular office hours for consultation regarding problems that they may be encountering in dealing with students. However, counseling services are not available to the faculty or their families for help with personal problems, except that the members of the counseling center will, whenever possible, recommend local professionals to faculty members who request such information.

5.4.8. Academic Regalia

Faculty shall appear in academic regalia at commencement and at other formal university functions which may be announced, such as university convocations.

5.4.9. University Letterhead

Faculty may use university letterhead on university business; e.g., letters of recommendation for students and colleagues, department or division business, and professional correspondence. Faculty may use university letterhead for correspondence related to job searches, but must pay postage costs.

5.5. Leaves for Faculty Development

A faculty development leave is a negotiated agreement whereby faculty members or members of the administration who hold faculty rank are absent from their regular duties of appointment for more than ten working days for purposes of professional development. A development leave with pay means that the university pays all or a part of the faculty members' regular salary and fringe benefits during the leave period. This agreement allows the faculty to return to positions in the area which granted the leave for which they are qualified without losing previously earned benefits and seniority.

Sabbatical leave shall count toward promotion in rank. A development leave with pay for less than an academic year will count toward promotion and tenure unless the faculty member and the university agree in writing to the contrary at the time the leave is granted. A leave with pay for one academic year or longer or a leave without pay will not count toward promotion or tenure unless otherwise specified in writing prior to the date on which the leave commences (see Section 6.2.1.4.).

The policies and procedures for medical and compassionate leaves, leaves for public service, and leave without pay are provided for in Section 5.6.

5.5.1. Time Limit, Procedures, and Policies on Leaves for Faculty Development

Faculty development leaves with or without pay are for a definite period, normally for a single semester or an academic year, but under unusual circumstances for as much as two years. Leaves are to be requested according to the policies and procedures of this section and Section 5.5.3.

A formal, written request for a leave of absence with or without pay should be made, if possible, in time to allow for adequate administrative planning. The request must specify the purpose, plans, and length of the leave. It shall be submitted to the immediate academic supervisor. If the deans or library directors support the request, they shall forward

it to the provost or Vice-President for Library and Information Services, who will in turn make a recommendation to the president with regard to the needs and fiscal capabilities of the university. The president will make the final decision.

In the event that faculty members wish to extend the time of an approved leave, they will again follow the above procedure. The provost or Vice-President for Library and Information Services, in consultation with the school or college deans and library director, will recommend to the president the number and distribution of such leaves.

5.5.2. Support during Leaves

Whenever possible, the university shall provide the services to faculty on sabbatical or leave as outlined in Sections 5.2.2 and 5.2.3. Requests for such assistance should be directed to the appropriate dean.

5.5.3. Sabbatical Leave Policy and Procedure

5.5.3.1. Number of Awards

The university shall provide at least fifteen sabbatical awards each year to eligible faculty.

5.5.3.2. Application Process

The call for proposals shall be issued by the Faculty Council Faculty Affairs Committee in April, with a reminder issued in September. The format of the proposal shall follow the sabbatical proposal guidelines approved by Faculty Council on February 2011. The Faculty Council Faculty Affairs Committee must provide faculty with specific review criteria no later than September of the application year so that applicants can prepare accordingly. The deadline for receipt of proposals is November 1, and awards are announced by the president in December for the next academic year.

5.5.3.3. Eligibility for Sabbatical Awards

Eligibility for sabbatical awards is confined to tenure-track faculty members (see Section 3.2.1.) who, at the time that the sabbatical begins, (1) have been awarded tenure or continuing appointment, (2) have completed six years of employment at Widener, and (3) have not been awarded a sabbatical leave for an academic year during the prior six years. For tenured faculty members, the academic year in which the previous sabbatical occurred is considered "Year 0"; faculty members may then apply for a subsequent sabbatical in "Year 6" for awarding in "Year 7." Note that these conditions refer to the time that the sabbatical period actually begins, not to the applicant's situation at the time of application. During the year in which they are reviewed for tenure, untenured faculty members may apply for a sabbatical but may not take that sabbatical until such time as tenure or continuing appointment has been granted.

An awarded sabbatical may be deferred by up to one academic year at the request of the faculty member (e.g., constraints of institution at which the sabbatical is to be conducted) or in response to a request from the faculty member's dean, chair, or director for administrative reasons (e.g., departmental staffing). However, the originally approved time for the sabbatical will remain as "Year 0" (see previous paragraph) in determining eligibility for a subsequent sabbatical.

5.5.3.4. Types of Proposal

The major purpose of a sabbatical award is to provide faculty members with a defined period of time for uninterrupted scholarly activity or intellectual development in their fields or disciplines. Hence, the proposed projects may be judged either on their potential contributions to the relevant academic disciplines or on their contributions to the sabbatical candidate's teaching. Within these broad limits, many types of proposals are acceptable, in congruence with the applicant's academic discipline.

Proposals for preparation of book manuscripts, both scholarly books and textbooks, may be submitted. Proposals for writing textbooks or other teaching materials (such as computer programs) will be judged on the same general criteria as other proposals.

Proposals for formal postdoctoral (or other post-terminal degree) study are acceptable only if combined with a proposal for concurrent publishable research. Similarly, unpaid internships or "work-experience" activities from faculty in applied fields are acceptable if combined with a specific proposal for research which will be reported to the larger academic community in the form of an article submitted for publication to an appropriate scholarly journal.

Sabbatical awards may not be used for graduate study leading to the terminal degree as defined by the applicant's school or college, or for paid employment elsewhere.

Faculty members wishing to take temporary positions elsewhere should apply for an unpaid leave as per the conditions of the Widener University Leave Policy rather than a sabbatical award.

Faculty members engaged in research at other institutions as post-doctoral fellows may receive stipends subject to the usual restriction on total earnings during the sabbatical period.

5.5.3.5. Awarding of Sabbaticals

Sabbaticals will be awarded competitively. The Faculty Affairs Committee will review all proposals and make recommendations to the provost and president.

Awards will be determined on the basis of quality as evaluated through this review process. Only those proposals judged of sufficient quality by the committee, the provost, and the president will be awarded, even if there are fewer total applications than the available number of sabbaticals. The president will make the final decision.

If an award is declined by a faculty member, the committee will first recommend a substitute award to a meritorious (but not initially recommended) faculty member from among the original group of applications. Should there be no such substitution possible, the committee will re-issue the call for proposals.

5.5.3.6. Financial Considerations

Sabbatical awards provide, at the faculty member's option, payment of full salary for one semester, or half salary for two semesters. Full fringe benefits, including university contributions, remain in effect during the period of sabbatical award, i.e., the academic terms in which the sabbatical occurs.

Faculty shall not use sabbatical leaves as opportunities to earn additional income. Should faculty members receive earned income, or a grant or fellowship stipend during their sabbatical leave that they would not have been able to receive in the absence of a sabbatical award, the sabbatical award will be reduced by a like amount. This policy provision is applicable only to the living expenses part of grant income and not to funds specifically granted for travel, equipment, or salaries of research assistants. Faculty are not required by these conditions to forgo income from clinical practices, consultancies, and the like that they would have received without a sabbatical leave.

5.5.3.7. Obligations of Faculty Members

Faculty members receiving a sabbatical must resume their employment at Widener University for one academic year following a sabbatical leave.

Upon returning from a sabbatical leave, faculty members shall submit a written report on their activities to the president, with copies to the provost and their dean. Additionally, faculty members shall give an oral presentation of their activities to the faculty of their school or college.

5.6. Medical, Compassionate, and Public Service Leaves

The leaves covered in this section are other than those in Section 5.5. For more information on Family and Medical Leave see the Widener University Family and Medical Leave Act Policy. For more information on other benefits see Section IX of this handbook or contact Human Resources.

5.6.1. Leave for Jury Duty or Witness Duty

Widener University recognizes jury service as a civic responsibility; however, should such service interfere with a faculty member's duties or impair the operation of the university, an official request will be made for an exemption of the faculty member from jury service. Jury duty includes actual sitting as a juror and any time spent in preliminary examination and interviews required by the court prior to such service.

5.6.2. Annual Military Reserve Training Leave

Military differential pay will be granted for a period of up to two weeks to full-time faculty members who are activated to National Guard duty because of an emergency caused by an "Act of God" or civil disturbance

- Military differential pay will be granted to full-time faculty members who are required to attend annual military training tours in state or national military reserve units.
- Faculty members will be reimbursed for the difference between the basic military pay received and their base salary earnings. Military allowances for quarters, subsistence, and incentives (flights, etc.) are to be included in computing "military pay."
- Military differential pay is limited to a maximum of two weeks.
- Annual military training leave is not charged to an employee's vacation allowance where applicable.

5.6.3. Parental Leave

Paid leave of absence of six weeks for pregnancy and pregnancy-related conditions is covered by the university's short-term disability policy. When a paid leave of absence longer than six weeks from the date of delivery, or beginning prior to delivery, is medically necessary, it must be certified by a physician.

Parental leave is covered by the Family and Medical Leave Act (FMLA) and will be governed by the provisions of the FMLA, which is addressed in detail in the Human Resources Office.

5.6.4. Emergency Leave for Life Exigencies Affecting Employment

Faculty are provided up to five consecutive days of absence on the death of a spouse, domestic partner, child, parent, grandparent, grandchild, or sibling. In addition, faculty members who experience a significant life event (other than as provided for in university policies, such as disability and family medical leave policies) that they believe makes it unreasonably difficult or impossible to meet their obligations of employment may consult with any of the following: the immediate academic supervisor, the dean of the school or college or library director, or Human Resources. Such consultations may also include the provost or Vice-President for Library and Information Services. (For matters regarding progress towards tenure, see Section 6.3.2.1.).

After such consultation, faculty members may formally request an exception, either orally or in writing, to any of the following: the immediate academic supervisor, the dean of the school or college or library director, or Human Resources. Any written request by the faculty member will be copied to the provost or Vice-President for Library and Information Services and Human Resources. When the request is made through the immediate academic supervisor, the immediate academic supervisor will make a recommendation to the dean or library director; the dean or library director will then make a recommendation to the provost or Vice-President for Library and Information Services and Human Resources. When the request is made through the dean or library director, the dean or library director will make a recommendation to the provost or Vice-President for Library and Information Services and Human Resources. When the request is made through Human Resources, Human Resources will submit a written recommendation to the provost or Vice-President for Library and Information Services, copied to the faculty member and the dean or library director.

When deans or library directors do not support the request, they must submit the recommendation in writing; the recommendation will be copied to the faculty member. In such an event, the faculty member shall have the right to consult with and appeal to the provost or Vice-President for Library and Information Services. If the provost or Vice-President for Library and Information Services does not support the request for an exception, the reasons must be conveyed to the faculty member in writing, who may then appeal the decision to the president. The university has no obligation to make any such exception and will review all requests for exceptions on a case-by-case basis, taking into consideration any and all factors deemed relevant by the university. The president's decision shall be final.

5.6.5. Leave without Pay

5.6.5.1. Family and Medical Leave

A full-time faculty member may request a leave for the birth of the employee's child or the placement of a child with the employee for adoption or foster care, or to care for a spouse, domestic partner, child, or parent who has a serious medical condition. A leave requested under the Family and Medical Leave Policy, available from the Department of Human Resources, is limited to twelve weeks during the fiscal year July 1 through June 30. During a family and medical leave, the university will continue to provide health care coverage on the same basis as if the faculty member was actively at work. For additional details, faculty members are advised to review the university's Family and Medical Leave Policy.

5.6.5.2. Other Leave

A full-time faculty member may request a full-time or part-time leave of absence without pay. Application should be made in writing as provided in Section 5.5.

While faculty are on non-medical leave without pay, the university does not provide fringe benefits unless mutually agreed to in advance in writing. Faculty members may continue fringe benefits at their individual cost by arranging for payment in advance with the Office of Human Resources.

Leave without pay may not exceed one year without written approval of the provost.

5.7. Intellectual Property

5.7.1. Use of Copyrighted Material

See the Widener University Intellectual Property Policy adopted by Faculty Council April 2014 and last amended February 2015. Any modification of this policy must be approved by Faculty Council.

5.7.2. Patent and Copyright Policy

See the Widener University Intellectual Property Policy adopted by Faculty Council April 2014 and last amended February 2015. Any modification of this policy must be approved by Faculty Council.

Section VI- Review for Retention, Tenure, Promotion, and Merit

<ul style="list-style-type: none">• 6.1. General Performance Criteria• 6.2. Promotion Policy, Criteria, and Procedures	<ul style="list-style-type: none">• 6.3. Tenure Policy, Criteria, and Procedures• 6.4. Merit
---	---

6. Promotion, Tenure, Review and Merit

6.1. General Performance Criteria

General promotion and tenure criteria are contained in Sections 6.2 and 6.3 respectively. Specific evaluation criteria are contained in the bylaws of each school/college/library.

6.2. Promotion Policy, Criteria, and Procedures

Promotion in academic rank is a means by which the university encourages, recognizes and rewards faculty members for excellence in the performance of their duties.

6.2.1. Procedures for Promotion Review

The initial responsibility for applying for advancement in rank and the burden of proof for such advancement rests upon the individual faculty member. Faculty members who intend to apply for promotion in rank must inform their school or college dean or library director. The dean or library director will inform the appropriate committee responsible for promotion and tenure on or before October 1 of the academic year in which the faculty member wishes to be reviewed. The dean or library director will also inform the committee of any specific expectations that were part of the faculty member's original appointment.

The school/college/library or division committee responsible for promotion and tenure conducts a formal review of all faculty members who wish to apply for promotion in rank. On or before October 15 the chair of the school/college/library or division committee responsible for promotion and tenure will notify all candidates who are scheduled for promotion review of their responsibility for compiling a review file and of the appropriate deadlines.

6.2.1.1. Promotion Review Files

The evaluations of the school/college/library or division committee responsible for promotion and tenure will be based on evidence contained in the promotion review file or, in the case of those also being reviewed for tenure, the tenure review file prepared by the faculty member. This file shall contain a detailed table of contents identifying each and every item contained in the file, a current curriculum vitae, evidence of teaching excellence (including student evaluations), or for librarians evidence of superior professional performance, the individual program of professional development, letters of recommendation and other evidence that the candidate has met the various criteria (Sections 3.2. and 6.1) necessary for the promotion being requested, including any specific expectations consistent with the criteria that were included in the supplement to the original appointment letter prepared by the dean. It is the right and responsibility of the faculty member to make sure that his/her review file is complete for this formal evaluation.

The school or college dean or library director and the Promotion, Tenure, and Academic Freedom committees also have the right to consult experts, either from within or outside the university, for information which might aid them in their evaluation. The dean or library director and the committee responsible must agree on the consultant. The candidate will be consulted on the selection of the expert.

Once the promotion review file has been evaluated by the school/college/library committee and dean/director of library, the candidate will prepare an excerpted version of the file that will be forwarded to the provost, president and the Academic Committee of the Board of Trustees. All materials submitted at this stage by the faculty member must have been part of the original promotion review file. The candidate's statement may be excerpted and edited for clarity by the candidate from a longer statement that was part of the original file. This file sent to the provost, president and Academic Committee of the Board of Trustees will include the following:

Candidate's Name

School/College

Division if applicable

1 – Dean's Recommendation

2 – Recommendation from relevant Promotion and Tenure Committees

3 – Recommendation of Department Chairperson, if applicable

4 – Candidate's Statement (10 pages or less, double spaced)

For tenure-track faculty, the statement should include a teaching narrative that describes teaching philosophy and evidence of teaching excellence. Evidence of scholarship and academic citizenship should also be included. For library faculty, evidence of superior professional performance/librarianship, professional development and scholarly activity, and contribution to the University/ community should be described.

5 – Candidate's Curriculum Vitae

6 – Letters of Recommendations (internal and external references) 4 letters maximum, preference should be given to external references

The material in the review file will be available only to the Academic Committee of the Board of Trustees, the president, provost, school or college dean, library director and committee responsible for promotion and tenure,

department chair or head/division associate dean, and the candidate. Only the candidate may make this material available to others. The detailed table of contents will be retained in the dean's/library director's and provost's file.

6.2.1.2. Evaluation and Recommendation by Department Chair or Head/Division Associate Dean or School/College Dean or Library Director

An application for advancement in rank must be accompanied by an evaluation and recommendation from the appropriate department chair or head/division associate dean. In the case where a department chair or head/division associate dean is applying for promotion, the application must be accompanied by an evaluation and recommendation from the school or college dean or library director. In either case the evaluation should specifically address the degree to which the candidate meets or fails to meet the appropriate criteria (Sections 3.2. , 6.1, and 6.2.1).

6.2.1.3. Evaluation by Students

Faculty have the primary responsibility for determining how teaching is evaluated. It is the joint responsibility of the appropriate dean, department chair/head or unit associate dean and the faculty member to see that policies and procedures are developed, and formal evaluations of teaching are conducted for all faculty. For the purposes of application for retention, tenure, and promotion, candidates shall create a teaching narrative that includes a statement of teaching philosophy that puts materials used to evaluate teaching into context relevant to the committee's evaluation of candidates' eligibility for promotion. For decisions related to retention, faculty should address how student feedback and peer observation were used to improve teaching. Information from multiple sources should be used to evaluate teaching and arrive at a determination of teaching excellence.

Candidate Statement. The candidate should present a teaching narrative that includes a brief statement of teaching philosophy to put evidence for teaching excellence into context for any formal review. Concerns, problems, and suggestions raised in course evaluations and observations should be addressed in the teaching narrative with a description of how the feedback has influenced the faculty member's teaching in ways that have contributed to improved student learning and the faculty member's professional growth. The teaching narrative should include evidence that the candidate establishes rigorous academic expectations for students and uses appropriate high-impact educational practices in helping students meet those expectations. This statement should be clearly and explicitly supported by evidence. This evidence may include course evaluations, class observations, syllabi, sample assignments and rubrics, exams, samples of student work, and letters from alumni.

Student Course Evaluation. Student course evaluations must be conducted for each course taught. The course evaluations should be designed to provide formative information to faculty which they can use to improve teaching. The raw data from the course evaluations will be made available to the faculty member and their immediate academic supervisor once final grades have been submitted for the course. Faculty members will incorporate the information from the course evaluations into a narrative that describes how their teaching has developed over the time of the review.

Peer Observations. Each probationary term faculty member will have at least two peer observations of their teaching to provide actionable feedback toward building on strengths and making instructional improvements. Faculty members will incorporate the information from the peer observations into a narrative that describes how their teaching has developed over the time of the review. Each academic unit will develop its own process for peer observation for probationary term faculty members.

The teaching narrative will be accompanied by a summary of the student course evaluations, peer observations, and other evidence prepared by the immediate academic supervisor, in consultation with the faculty member, for use by the

Promotion, Tenure, and Academic Freedom (PTAF) Committee. The narrative and summary of the evidence will be presented to PTAF Committee for its review. While the course evaluations, peer observations, and other evidence are intended to be formative, faculty members' narrative accounts of how they have used the information to improve teaching and learning will constitute part of the evidence on which the PTAF committee will make summative judgments regarding reappointment and promotion and tenure of faculty members.

6.2.1.4. Action

After the faculty members have submitted the review files, the division or school/college/library committee responsible for promotion and tenure will examine the review files and determine the degree to which each candidate has successfully met the various criteria. The committee will notify each candidate of its recommendation, and will also indicate areas that need improvement before subsequent reviews. The committee will submit to the school or college dean or library director its recommendation (either positive or negative) in each case. The school or college deans or library director will notify candidates of their recommendations.

When a tenured faculty member is denied a recommendation of promotion by a faculty committee charged with these matters, the faculty member will be so advised, in writing, by the chair of the committee within five working days after the decision. Upon receipt of a written request for reasons from the faculty member, the chairperson will deliver to the faculty member a written statement of reasons, approved by the majority of the committee members, within fourteen working days from the date of the request.

When an administrator makes an adverse recommendation concerning the promotion of a tenured faculty member in contradiction to the recommendation of the faculty committee charged with considering the matter, the administrator shall so advise the chair of the committee. The faculty member involved will be advised, in writing, by the administrator making an adverse recommendation. Upon the faculty member's written request, the administrator will provide an oral or written statement of the reasons within ten working days after the receipt of the faculty member's request.

The division or the school/college/library committee responsible for promotion and tenure will submit through the dean or library director to the provost, its recommendations in each case. (Within the College of Arts and Sciences and the College of Health and Human Services, all promotion cases begin at the level of the division, center, or institute Promotion, Tenure, and Academic Freedom Committee).

The deans or library director will submit their recommendations to the provost separately from those of the committee. In the case of library faculty, the library director will solicit a letter of recommendation from the Vice President for Library and Information Services to be included in the materials forwarded the provost. The provost then transmits the recommendations of the committee along with the deans' or library director's recommendations and her/his own recommendations to the president. If and only if the president or the relevant promotion and tenure committees make a positive recommendation is the candidate's case brought forward to the Academic Committee of the Board of Trustees. In such cases the president and the provost then make known their recommendations to the Academic Committee of the Board of Trustees. Following review by the Academic Committee of the Board of Trustees, its chairperson transmits the recommendation of the president to the Board of Trustees for final action. The provost will inform the candidate of the action of the Board of Trustees.

Where applications for promotion are approved, such promotion becomes effective with the beginning of the next appointment year.

6.2.1.5. Appeal Procedure

In the case of a negative recommendation by a center/division/institute/school/college promotion, tenure, and academic freedom committee, the faculty members in question may appeal these recommendations in accordance with the procedures for appeal set forth in the bylaws of their school/college and of Faculty Council. Faculty members must submit notice of their intent to appeal by April 15 of the academic year of notification or four weeks after the

notification (whichever comes later), and the appeal petition must be filed by May 1 or six weeks after the notification (whichever comes later).

6.2.1.6. Specific Evaluation and Promotion Policies of Individual Schools, Colleges and Libraries

Such policies shall supplement Section VI of this Handbook by reference. Policies defined by individual schools/colleges/libraries must be consistent with Section VI. In the event of a conflict, the policies set forth in Section VI of this handbook will supersede those of the individual school/college/library.

6.2.2. Eligibility for Promotion for Tenure Track Faculty

Faculty applying for promotion are expected to demonstrate continuous, long-term engagement by making meaningful contributions to the University and its mission through ongoing professional development related to teaching, scholarship, and academic citizenship. Candidates for promotion are expected to provide evidence of the impact of their work in each of these three areas. Specific criteria are set forth in the bylaws of each school or college.

Teaching is defined as facilitating student learning and ensuring that students develop the intellectual skills and dispositions appropriate to their program of study. Candidates must demonstrate how they contribute to and have an impact on student learning by developing, implementing, assessing, and refining their teaching. Candidates shall use a statement of teaching philosophy as well as a narrative to put this material into context for the promotion, tenure, and academic freedom (PTAF) committee's review of their teaching. Materials to support teaching excellence may include: course evaluations, classroom observations by peers, syllabi, sample assignments and rubrics, exams, samples of student work, and letters from students or alumni. Additionally, candidates should show how they use student feedback to improve student learning.

Scholarship is defined as advancing a field of academic inquiry by creating and disseminating knowledge in that discipline. Candidates must demonstrate that their scholarship has made meaningful intellectual contributions, and that these contributions are being shared in appropriate venues. The candidate must provide the PTAF committee with evidence adequate for the committee to make an informed decision. Candidates shall use a narrative to put this material into context for the PTAF committee's review.

Academic Citizenship is defined as service to the institution, profession, discipline, or community. Candidates must demonstrate effective contributions through constructive and purposeful citizenship, including evidence of leadership. Letters from committee chairs and colleagues that explain the candidate's roles and individual contributions, as well as the impact of this work, are particularly useful. Candidates shall use a narrative to put this material into context for the PTAF committee's review.

6.2.2.1. Instructor to Assistant Professor

The rank of instructor is intended for faculty who do not possess a terminal degree. Faculty with probationary appointments can be appointed as instructors, but should be actively engaged in completing the degree within the number of years specified by their school or college policy. In no case may a probationary-appointment faculty member hold the rank of instructor beyond six years. Probationary-appointment faculty members will be promoted to assistant professor when they obtain the terminal degree.

6.2.2.2. Assistant to Associate Professor

Assistant professors will normally be eligible for promotion to associate professor when they are eligible for tenure. For tenure-track faculty, denial of promotion from assistant professor to associate professor will result in denial of tenure.

For promotion to the rank of associate professor, the individual must have demonstrated excellence in teaching, excellence in one of the other two areas (see Section 6.2.1), and satisfactory performance in the third. The second area of excellence may be stipulated by the individual school/college or department/division or in the original supplement to the letter of appointment prepared by the dean.

6.2.2.3. Associate Professor to Professor

Faculty members will be eligible for promotion after five years in the associate professor rank, at least three years of which must be at Widener University.

The rank of professor is reserved for those individuals whose performance is truly exceptional as defined by the individual's school or college promotion and tenure committee or other relevant committee. Promotion to professor is an affirmation by the University that the promoted faculty members possess the qualities of excellence in teaching, scholarship, and institutional service. The teaching should be judged as excellent by peers and students. The scholarship should be at a sustained level during the years at the rank of associate professor and should be widely recognized as superior by peers nationally or internationally. Institutional service should involve being active academic citizens, being recognized as campus leaders by their colleagues, and being recognized as role models for junior faculty.

While there is a minimum of five years of service required at the associate professor rank to be considered for promotion to the rank of professor, it is expected that attainment of the superior credentials required for promotion to the rank of professor would in general require a time period in excess of five years. Therefore, the Academic Committee of the Board of Trustees believes that it will be the exceptional person who will achieve by the end of the minimum five years of service at the rank of associate professor the level of excellence expected for promotion to the rank of professor.

6.2.2.4. General Policies Regarding Promotion

Each school/college and department/division will publish a detailed set of criteria, hallmarks and evidence, all of which are consistent with the general criteria set forth in Section 6.2 of this handbook.

All recommendations for promotion must be documented for consideration by the Academic Committee of the Board of Trustees. Although a department chair or head/division associate dean or school/college dean and the appropriate committee responsible for promotion and tenure may recognize superior service by recommending advancement in rank and the university may concur by offering advancement in rank, individual faculty members may not apply for advancement until the minimum length of time in current rank has been completed.

Sabbatical leave will count toward promotion in rank. A leave with pay for less than an academic year will count toward promotion and or tenure unless the faculty member and the University agree in writing to the contrary at the time the leave is granted. A leave with pay for one academic year or longer or a leave without pay will not count toward promotion and tenure unless otherwise specified in writing prior to the date on which the leave commences (see Section 5.5.).

6.2.3. Library Faculty Eligibility for Promotion

All criteria for eligibility and promotion are defined by the Guidelines and Procedures for Appointment, Retention, Promotion, Extended Term Appointment and Renewal of Extended Term Appointment of Library Faculty (internal library document).

Within the context of a librarian's promotion, librarianship shall be considered that body of work which constitutes the primary roles for which the individual was hired. Typically, the elements comprising librarianship for an individual will differ based on the particular position and its library department. In terms of the usual promotion evaluation criteria of teaching, professional development, and academic citizenship, librarianship takes the place of teaching in librarians' evaluations.

6.2.3.1. Affiliate Librarian

Affiliate Librarian is an entry level position. The minimum qualification for this rank is a master's degree in Library or Information Science from an American Library Association (ALA) accredited institution.

6.2.3.2. Affiliate to Assistant Librarian

The Assistant Librarian rank designates professional competence beyond the entry level. Qualifications are a minimum of three years professional experience during which the candidate demonstrates satisfactory professional effectiveness, professional development, and contribution to the University and community in this or another library.

6.2.3.3. Assistant to Associate Librarian

The Associate Librarian rank designates above average professional competence. Qualifications include a second graduate degree, or an advanced degree beyond the master's degree in Library or Information Science, and six years of above average professional effectiveness, professional development, and contribution to the University and community in this or another library. Only under extraordinary circumstances can the other criteria of publishing, research, etc., replace the educational requirements for appointment to this rank.

6.2.3.4. Associate Librarian to Librarian

The highest rank achieved only through superior professional competence as a Librarian as well as through the completion of an appropriate degree beyond the Masters in Library or Information Science. It is to be awarded as an acknowledgement of exceptional contribution to the University and the Profession. Promotion to Librarian is an affirmation by the University that the promoted librarian possesses the qualities of excellence in librarianship, scholarship, and institutional service. The librarianship should be judged as excellent by peers. The scholarship should be at a sustained level during the years at the rank of associate librarian and should be recognized by peers nationally or internationally. Institutional service should involve being active academic citizens, being recognized as leaders by their colleagues, and being recognized as role models for junior librarians. It cannot be awarded in less than five years in the Associate Rank.

6.2.4. Full-Time Non-Tenure-Track Faculty Eligibility for Promotion

6.2.4.1. Lecturer or Senior Lecturer to Assistant Professor

A non-tenure track faculty member who completes the terminal degree while at the rank of Lecturer or Senior Lecturer will be given the title of Assistant Professor, as described in section 3.2.3. and will be eligible to apply for promotion to Associate Professor as described in section 6.2.4.2.

6.2.4.2. Assistant to Associate Professor

Non-tenure-track faculty members who are in the third year of at least their first Extended-Term Appointment at the rank of Assistant Professor are eligible to apply for promotion to the rank of Associate Professor. Specific criteria for promotion to the rank of Associate Professor will be developed by each school or college, but at minimum must include (1) excellence in teaching, (2) engagement in service activities to the unit and/or university and (3) continuous efforts to maintain currency in their field through professional development.

6.2.4.3. Associate Professor to Professor

A non-tenure-track faculty member at the rank of Associate Professor who is engaged in sustained scholarly activities is eligible to apply for promotion to the rank of Professor. Specific criteria for promotion to the rank of Professor will be developed by each school or college.

6.3. Tenure Policy, Criteria, and Procedures

Widener University recognizes the value of tenure as promoting favorable conditions for the exercise of academic freedom and for the orderly development of the university as a community of teachers and scholars.

Types of appointment are defined in Sections 3.2. and 3.3., which should be read in conjunction with this section.

6.3.1. Definition of Probationary and Tenured Status and of Retention

The probationary period, which precedes the granting of tenure, gives individuals time to demonstrate their ability and also gives their colleagues time to observe and evaluate them on the basis of their performance in faculty positions. During this period, faculty members have the same academic freedom as tenured faculty members, and nonretention (see Section 6.3.4.1) cannot be based on reasons which involve a violation of academic freedom. Termination, dismissal, or suspension of probationary faculty members can occur only in accordance with the provisions of Section VIII of this handbook. Retention is the renewal of a probationary appointment. Faculty members holding probationary appointments are evaluated for retention as specified in Sections 6.3.4 and 6.3.4.1, and for tenure as specified in Sections 6.3.4 and 6.3.4.2.

Conferral of tenure means that the Board of Trustees grants faculty members continued full-time appointment within their disciplines until resignation or retirement as defined in Sections 8.1. and 8.2. A tenured appointment cannot be terminated unless there is proof of adequate cause (as defined in Section 8.4., "Dismissal for Cause"), prolonged mental or physical illness (as defined in Section 8.3.4.), financial exigency (as defined in Sections 8.3.3. and 8.3.5.), or changes in the educational program (as defined in Sections 8.3.1. and 8.3.2.).

6.3.2. Eligibility for Tenure

To be eligible for tenure, a faculty member must hold a probationary appointment as defined in Section 3.3.2. The probationary period of a faculty member at Widener shall not exceed six years, counted as beginning with a full-time appointment as an instructor or at any higher rank. The candidate may negotiate to count prior service as part of the probationary period (see Section 3.5.1.). Such service must have been at the rank of instructor or above at accredited colleges and universities of recognized standing. (A college or university of recognized standing is an institution accredited by one of the six regional accrediting associations; e.g., Middle States). Except by special action of the president and the Board of Trustees, Widener University will require no fewer than three years of full-time tenure-track

service at Widener even though the faculty member's total probationary period in the academic profession is thereby extended beyond the normal maximum of six years. The precise terms of any credit given for previous teaching experience and the length of the probationary period to be fulfilled at the university shall be stated in writing at the time of the initial appointment and shall be incorporated into the initial letter of appointment. Under extenuating circumstances, the faculty member may request an extension of the probationary period (see Section 6.3.2.1).

Since the actual conferral of tenure is an affirmative act by the president and the Board of Trustees, the faculty member must formally request tenure during the sixth year of probationary status or its equivalent in cases where the probationary period at faculty request was shortened or extended by mutual agreement, as provided in the first paragraph of Section 6.3.2.

The university may recognize superior service by offering an early grant of tenure. However, individual faculty members may not apply for tenure until they are in the sixth year of probation or its equivalent, as defined above.

6.3.2.1. Extension of the Tenure Probationary Period

Probationary faculty are eligible for a one-year extension of the six-year probationary period (indicated in Section 6.3.2) when extenuating circumstances significantly impede progress toward achieving tenure. The tenure probationary period will resume 12 months after the extension is requested. If a faculty member is granted an extension to the tenure probationary period but continues to work at the university (i.e., is not on leave), the period continues to be included in years of service to the university. No documentation for the Promotion, Tenure, and Academic Freedom Committee is required during the academic year in which such an extension to the tenure probationary period is granted. The process described in this subsection does not affect the merit evaluation process. Faculty members may request one additional extension of one year following the procedure described herein. The tenure probationary period may not be extended after faculty members have submitted their application for promotion and tenure documents to their Promotion, Tenure, and Academic Freedom Committee. If a faculty member elects to take a one-year extension under these circumstances, a single one-year extension to the probationary period is automatically available to faculty for the birth of a child, adoption of a child, or significant responsibility for the care of a family member with major health issues. In these cases the faculty member must notify their immediate academic supervisor, the dean of the school or college, and the provost in writing. The notification must include documentation of the extenuating circumstances and a plan for resuming the tenure probationary period.

Faculty with other extenuating circumstances that significantly impede progress towards receiving tenure may apply for a one-year extension to the probationary period. Faculty must submit a formal request for an extension, in writing, to the dean of the school or college with a copy to the immediate academic supervisor. The written request must include documentation of the extenuating circumstances and a plan for resuming the tenure probationary period. The dean will forward the request with their recommendation to the provost. If the dean does not support the request, the faculty member may consult with the provost. The provost will send their recommendation and the recommendation from the dean to the president. The president's decision shall be final, with no right of appeal. The faculty member shall be notified in writing of the decision within 10 days of the initial request.

Faculty may also request a second one-year extension to the probationary period. Faculty must submit a formal request for this additional extension, in writing, to the dean of the school or college with a copy to the immediate academic supervisor. The written request must include documentation of the extenuating circumstances and a plan for resuming the tenure probationary period. The dean will forward the request with their recommendation to the provost. If the dean does not support the request, the faculty member may consult with the provost. The provost will send their recommendation and the recommendation from the dean to the president. The president's decision shall be final, with no right of appeal. The faculty member shall be notified in writing of the decision within 10 days of the initial request.

6.3.3. Procedure for Retention and Tenure Review

It is the duty of the department/division and/or school/college committee responsible for promotion and tenure to conduct each year a formal review of all probationary faculty. On or before September 15 of each year, the dean of each school or college will prepare a list of all probationary faculty. This list is to be sent to all faculty in each school or college. Any faculty members who believe that they have been improperly omitted from the list of faculty scheduled for review should make this known to the appropriate dean. In the event that the dean and the faculty members cannot reach a mutually satisfactory agreement, the provost, in consultation with the school or college Committee on Promotion, Tenure, and Academic Freedom, will decide whether or not the faculty members in question are eligible for review. On or before October 15, the school or college dean will notify all candidates who are scheduled for retention or tenure review of their responsibility for compiling a review file and of the appropriate deadlines for the completion of their portion of the review file.

6.3.3.1. First-Year Review File

The evaluation of the division or school/college Committee on Promotion, Tenure, and Academic Freedom will be based on the evidence contained in the review file of the faculty members. The file will consist of three parts: the material submitted by the faculty members, the material submitted by the immediate academic supervisor, and the material solicited by the department/division or school/college Committee on Promotion, Tenure, and Academic Freedom.

- a. Material submitted by the faculty members: This material should include a current curriculum vitae, syllabi of all courses taught during the Fall semester at Widener, and evidence of teaching ability. The material may also include copies of examinations and a statement by the candidates in support of their candidacy. It is the responsibility of the faculty members to make sure that this portion of the review file is complete for these formal evaluations.
- b. Material submitted by the immediate academic supervisor: The faculty members' immediate academic supervisor will provide any specific expectations consistent with the criteria for evaluation that were part of the faculty member's original appointment, documentation of teaching ability, including student evaluations (or summaries thereof as defined by the individual schools, colleges and divisions), representative summaries of student comments, results of other evaluative methods deemed appropriate by each individual school, college, and division, and reports of all formal meetings between the immediate academic supervisor and the faculty members concerning their teaching. (Here and hereafter a "formal meeting" is defined as one for which the faculty members have been previously informed the meeting will be a meeting of record). If the faculty members' immediate academic supervisor is not a member of the originating review Committee on Promotion, Tenure and Academic Freedom, the supervisor will also submit a written evaluation of the faculty members' teaching. All material placed in this file will be available to the faculty members under review.
- c. Material solicited by the school or college or division Committee on Promotion, Tenure, and Academic Freedom: The school/college or division committee responsible for promotion and tenure may solicit additional written information from the appropriate department chair or head/division associate dean or school/college dean for each faculty member being reviewed. All material placed in this file will be available to the faculty member under review.

The material in the review file will be available only to the Academic Committee of the Board of Trustees, the president, provost, school or college dean, department chair or head/division associate dean, immediate academic supervisor, the committee responsible for promotion and tenure, and the candidate. Only the candidate may make this material available to others. Personal property provided by the candidate (e.g. manuscripts, reprints) will be returned. Other material and all of the material solicited by the committee will remain in a file in the office of the school or college dean or his/her designee. Where appropriate, this material may be considered in subsequent formal reviews of the faculty member by the school/college or division committee responsible for promotion and tenure. The material in the file can be used for no other purpose.

Unless the candidate has received credit toward tenure for prior academic experience, the first year review is based solely on an evaluation of the candidate's teaching as a tenure-track faculty member at Widener. If a candidate has taken credit toward tenure for prior academic experience, the evaluation shall be based on teaching as a tenure-track faculty member at Widener, and may also include prior as well as current professional development.

6.3.3.2. Second- through Fifth-Year and Tenure Review Files

The evaluations of the school/college/division Committee on Promotion, Tenure and Academic Freedom will be based on evidence contained in the review file of the faculty member. This file will consist of three parts: the material submitted by the faculty member, the material submitted by the immediate academic supervisor, and additional material solicited by the school/college/division Committee on Promotion, Tenure and Academic Freedom.

- a. Material submitted by the faculty member: This material should include a current curriculum vitae, evidence of teaching excellence, evidence of professional development, evidence of academic citizenship, letters of recommendation and other evidence that the candidate has adequately met the various criteria necessary for the second through fifth year review or the awarding of tenure. The material may also include a statement by the candidate in support of his/her candidacy. It is the responsibility of the faculty member to make sure that this portion of the file is complete for these formal evaluations.
- b. Material submitted by the immediate academic supervisor: The faculty member's immediate academic supervisor will provide any specific expectations consistent with the evaluation criteria that were part of the faculty member's original appointment, student evaluations of teaching (or summaries thereof as defined by the individual Schools, Colleges or Divisions), representative summaries of student comments, and reports of all formal meetings between the immediate academic supervisor and the faculty member concerning his/her teaching, scholarly activity and service. If the faculty member's immediate academic supervisor is not a member of the originating review Committee on Promotion, Tenure and Academic Freedom, the supervisor will also submit a written evaluation of the faculty member's teaching, scholarly activity and service. All material placed in this file will be available to the faculty member under review.
- c. Material solicited by the school/college or division Committee on Promotion, Tenure and Academic Freedom: The school/college or division committee responsible for promotion and tenure may request additional information in writing from the appropriate department chair/head or division associate dean and/or school/college dean for each faculty member being reviewed. The committee also has the right to consult additional experts, either from within or outside of the university, for written information which might aid in its evaluation. All material placed in this file will be available to the faculty member under review.

The material in the review file will be available only to the Academic Committee of the Board of Trustees, the president, provost, school/college dean, department chair or head/division associate dean, immediate academic supervisor, the committee(s) responsible for promotion and tenure, and the candidate. Only the candidate may make this material available to others. Personal property provided by the candidate (e.g. manuscripts, reprints) will be returned. Other material and all of the material solicited by the committee will remain in a file in the office of the school/college dean or his/her designate. Where appropriate, this material may be considered in subsequent formal reviews of the faculty member by the committees responsible for promotion and tenure. The material in the file can be used for no other purpose.

6.3.3.3. Evaluation by the Department Chair or Head/Division Associate Dean

Department chairs or head/division associate deans will submit their letters of evaluation to the school/college dean.

6.3.3.4. Use of Evaluations by Students

Evaluations by students will be considered as part of assessing teaching effectiveness in all tenure considerations.

6.3.4. Action, Notice, and Standards

After faculty members have submitted the first- through-fifth year or tenure review files, the school/college, center, institute, or division committee responsible for promotion and tenure shall examine the first- through fifth-year or tenure review files and determine the degree to which the candidates have met the criteria for first- through fifth-year retention or tenure, as the case may be. In conformity with the requirements of Sections 6.3.4.1 or 6.3.4.2, the committee shall notify the school or college deans in writing, with a copy to the faculty members, of its recommendation and indicate in such notice the basis upon which the recommendation was made, and the school or college deans shall also notify the faculty members of their recommendation. Notification of non-retention or denial of tenure shall be given by the university as follows:

- a. on or before March 1 of the first academic year of service if the initial appointment is not to be renewed, or at least three months prior to the expiration of an initial one-year appointment if it expires during an academic year; or,
- b. on or before December 15 of the second academic year of service if the appointment is not to be renewed, or at least six months prior to the expiration of the appointment if it expires during an academic year; or,
- c. at least twelve months prior to the termination date of the faculty members if they are in the third year or beyond of an academic probationary appointment.

The legitimate bases for recommendation of non-retention or denial of tenure are:

- a. incongruity between the teaching expertise of the faculty members and the educational goals or needs of the university; or,
- b. inadequate performance of the faculty members' major appointment responsibilities in teaching, as established in accordance with the standards and procedures of the relevant academic unit and in conformity with Section 6.2.1 and its subparts.
- c. inadequate performance of the faculty members' major appointment responsibilities in professional development, as established in accordance with the standards and procedures of the relevant academic unit and in conformity with Section 6.2.1 and its subparts.
- d. inadequate performance of the faculty members' major appointment responsibilities in academic citizenship, as established in accordance with the standards and procedures of the relevant academic unit and in conformity with Section 6.2.1 and its subparts.
- e. inadequate performance of the faculty members' responsibilities as set forth throughout Section IV, or violations of policies set forth in this section.

6.3.4.1. First through Fifth-Year Review

The chair of a committee which makes a negative recommendation for retention shall notify the faculty members of this recommendation, in writing, within five business days after the committee's decision. Faculty members receiving negative recommendations for retention from a school/college, center, institute, or division committee are entitled to receive a statement of the reasons for the committee's recommendation. Affected faculty members who wish a statement of reasons shall so request of the chair of the committee, in writing, indicating their preference for an oral or written statement. The committee shall prepare a statement of reasons, approved by a majority of the committee, which shall be transmitted to the provost for review before it is given to the faculty members. Faculty members shall be provided with the statement of reasons within 14 business days of the date of the request.

When an administrator makes an adverse recommendation concerning the retention of faculty members in contradiction to that of the faculty committee charged with considering the matter, the administrator shall so advise the chair of that committee in writing. The faculty members involved shall be advised, in writing, by the administrator making the adverse recommendation. The affected faculty members are entitled to a statement of reasons for the adverse recommendation. Affected faculty members who wish a statement of reasons shall so request of the administrator in writing, indicating their preference for an oral or written statement. The administrator shall provide this statement to the faculty members within ten business days of receipt of the request. If the committee recommends retention in the case of a first- through fifth-year review, and the dean, provost, and president concur, a new appointment letter shall be issued for the following academic year. If the committee recommends against retention, and the dean, provost, and president concur, the faculty members shall be given notification of nonretention as specified in Section 6.3.4. If the

committee and the dean do not agree on the recommendation, the case shall be referred to the provost, who shall submit her/his recommendation to the president for a final decision. If the committee and the dean agree but the provost does not concur, the provost shall submit his/her recommendation, along with those of the committee and the dean, to the president for a final decision. If the case is ultimately decided negatively, the faculty members shall be given notification as specified in Section 6.3.4.

6.3.4.2. Tenure

The chair of a committee which makes a negative recommendation for tenure shall notify the faculty members of this recommendation in writing within five business days after the committee's decision. Faculty members receiving negative recommendations for tenure from a school/college, center, institute, or division committee are entitled to receive a statement of the reasons for the committee's recommendation. Affected faculty members who wish a statement of reasons shall so request of the chair of the committee, in writing, indicating their preference for an oral or written statement. The committee shall prepare a statement of reasons, approved by a majority of the committee, which shall be transmitted to the provost for review before it is given to the faculty members. Faculty members shall be provided with a statement of reasons within 14 business days of the date of the request.

When an administrator makes an adverse recommendation concerning the tenure of faculty members in contradiction to the faculty committee charged with considering the matter, the administrator shall so advise the chair of that committee in writing. The faculty members involved shall be advised, in writing, by the administrator making the adverse recommendation. The affected faculty members are entitled to a statement of reasons for the adverse recommendation. Candidates who wish a statement of reasons shall so request of the administrator in writing, indicating their preference for an oral or written statement. The administrator shall provide this statement to the candidate within ten business days of receipt of the request. The center, institute, division and/or school/college Committee on Promotion, Tenure, and Academic Freedom shall submit through the dean to the provost its recommendations in each case. (Within the College of Arts and Sciences and the School of Human Service Professions, all tenure cases begin at the level of the division, center, or institute Promotion, Tenure, and Academic Freedom Committee). Deans shall submit their recommendations to the provost separately from those of the committees. If and only if the president or the relevant promotion and tenure committees make a positive recommendation are the candidates cases brought forward to the Academic Committee of the Board of Trustees. In such cases, the president and the provost then make known their recommendations to the Academic Committee of the Board of Trustees. Following review by the Academic Committee of the Board of Trustees, its chairman transmits the recommendation of the committee, along with those of the provost and president, to the Board of Trustees for final action. The provost shall inform the candidates of the action of the Board of Trustees.

A decision with regard to the awarding of tenure is based on a judgment by the committees responsible for promotion and tenure and the appropriate academic administrators as to whether or not the faculty members meet the established criteria and the degree of correspondence between the individuals' expertise and the university's educational needs. Award of tenure is, in the final instance, a decision by the Board of Trustees.

6.3.5. Appeal Procedure

In cases of negative recommendation for retention or tenure, the faculty members in question may appeal this recommendation in accordance with the procedures for appeal set forth in the bylaws of the school or college and in Section 5.11 (a) (3) of the bylaws of Faculty Council. Faculty members in the first two years of academic service who wish to appeal a committee's recommendation of denial of retention or tenure must submit notice of the intent to appeal by April 15, and the appeal petition must be filed by May 1 of the academic year of notification. For faculty members in the third year of service and beyond, notice of intent to appeal must be filed by April 15 or four weeks after notification of the committee's recommendation (whichever comes later), and the appeal petition must be filed by May 1 or six weeks after the notification (whichever comes later).

There are two grounds of appeal of committee recommendations of nonretention or denial of tenure to the Faculty Council Promotion, Tenure, and Academic Freedom Committee:

- a. allegations by faculty members that they were denied adequate consideration in terms of the relevant standards of the institution; and,
- b. allegations by faculty members that the Committee's recommendation was based on illegal discrimination. (Faculty alleging discrimination must follow standard university procedures through the Office of Human Resources).

Recommendations of denial of retention and tenure are not otherwise subject to appeal.

6.3.6. Specific Evaluation and Tenure Policies of Individual Schools and Colleges

Such policies shall supplement Section VI of this handbook by reference. Policies defined by individual schools or colleges must be consistent with Section VI. In the event of a conflict, the policies set forth in this section will supersede those of the individual school or college.

6.4. Merit

The process of determining merit awards begins in May when faculty members submit information to their immediate supervisors documenting meritorious teaching, professional development or scholarship, and service for the just completed academic year. The immediate supervisors evaluate the submissions from all of the faculty that report to them consistent with the merit implementation document of the local unit. The supervisors record this evaluation in writing and share it with the faculty members being reviewed. The academic supervisors then report this evaluation to the academic deans/director of the school/college/library. (In certain cases the immediate academic supervisor is the dean/director).

Before the merit award is finalized, faculty members have the opportunity to comment on their supervisors' evaluations. If faculty members feel that the criteria have not been fairly applied, they have the right to appeal to their school or college deans/library director and, if necessary, to the provost or Vice-President for Library and Information Services. Faculty also have the right to make appeals consistent with Section VII of the Faculty Handbook.

Deans/directors review all recommendations concerning faculty in their school/college/library and assign dollar amounts for merit based upon the merit evaluations that have been received and on their own evaluations of the faculty members' performance. If the dean's evaluations of the faculty members' performance differ from those of the immediate academic supervisors, the faculty members will be so informed in writing and given an opportunity to respond. The merit amounts assigned may be based either on lump sum increments or on awards tied to a percent of base salary. (Each school/college/library determines a preference between these two approaches. Based upon the preference of the faculty and the recommendation of the dean/director and provost/Vice-President for Library and Information Services, the president approves the approach for each school/college/library).

The total pool of money that the dean or director has to award for merit is determined by the budget director based upon the following formula. One half of the merit monies made available by the Board of Trustees is allocated based on the fraction of the total full-time faculty eligible for merit assigned to the school/college/library in question. The other half of the merit monies is allocated based on the fraction of the total salaries of full-time faculty eligible for merit assigned to the school/college/library in question.

The dean or director of the school/college/library submits merit recommendations to the provost or Vice-President for Library and Information Services. The dean/library director and provost/Vice-President for Library and Information Services discuss these and reach agreement on all recommendations. If the provost's/ or Vice-President for Library and Information Services' evaluation of the faculty member's performance differs from that of the dean, faculty members will be so informed in writing and given an opportunity to respond before the award is finalized. The provost or Vice-President for Library and Information Services then forwards the merit adjustments to the Budget Director, who processes them for the generation of salary award letters by the provost's office.

If a full time tenured or tenure-track faculty member does not qualify for a merit salary adjustment for three consecutive years, then, in the fourth and succeeding year(s), that faculty member will not be given an economic adjustment. Only after again qualifying for a merit adjustment will the faculty member receive an economic adjustment.

Section VII- Grievance

- 7.1. Application and Intent
- 7.2. Definition

- 7.3. Procedures

7. Grievance Procedures

7.1. Application and Intent

The grievance procedures set forth in this Section VII shall not apply to disputes relating to appointment, reappointment, retention, tenure, promotion, dismissal, suspension, reassignment and termination nor to complaints brought under any of the university's discrimination and harassment codes. The grievance procedure set forth hereinafter is designed to protect academic due process and academic freedom and to respect professional conduct. In conjunction therewith, the university recognizes and endorses the importance of academic due process and of addressing grievances properly without fear of prejudice or reprisal. Accordingly, the university encourages the informal and prompt settlement of grievances, as defined below.

7.2. Definition

A grievance is defined as an allegation by a faculty member that there has been a violation of University policy or procedure as set forth in this Handbook.

7.3. Procedures

The procedure for dealing with grievances is to occur sequentially as follows:

- a. Faculty members will first attempt to resolve the issue through informal discussion with their immediate academic supervisors.
- b. If no resolution is reached, they will next attempt to resolve the issue through informal discussion with their school or college dean or library director.
- c. If no resolution is reached, they will bring the matter before their appropriate school/college/library committee as stipulated in the school/college/library bylaws. (Normally this is the Faculty Affairs Committee). Specific procedures for such reviews are contained in the bylaws of each school/college/library of the university.
- d. If requested by the grieving party, cases brought before a school/college/library committee under 7.3.c will be reviewed by the Faculty Council Faculty Affairs Committee with regard to questions of due process only, following action by the school/college/library committee. If the Faculty Council Faculty Affairs Committee determines that there are violations of due process, the grievance will be remanded to and reconsidered by the committee having jurisdiction thereof.

All decisions on grievances are subject to review by the provost and the president. The decision of the president is final. When a grievance substantially similar to a grievance under these procedures has been filed with an outside agency, no

faculty committee shall review the matter unless there is evidence that such a review would facilitate a resolution of the grievance. An exception may be made to this policy when a delay in filing with an outside agency would not allow the grievant to file because of the time it might take to follow the university's grievance procedures. This exception applies only to filing with an outside agency, not to bringing suit in a court of law. Any grievance which has been filed or resolved by an outside agency cannot thereafter be presented as a grievance.

Section VIII- Separation

- | | |
|--|---|
| <ul style="list-style-type: none">• 8.1. Resignation• 8.2. Retirement• 8.3. Termination• 8.4. Dismissal for Cause | <ul style="list-style-type: none">• 8.5. Temporary Exclusion of a Faculty Member• 8.6. Progressive Discipline of Faculty Member• 8.7. Substance Abuse |
|--|---|

8. Separation

The categories of separation are listed below, and the definitions, policies, and procedures related to each are set forth in the individual subsections of Section VII.

Categories of Separation:

- a. resignation – all faculty
- b. retirement – all faculty
- c. termination – all tenure-track and library faculty
- d. dismissal for cause – all faculty
- e. temporary exclusion - all faculty

8.1. Resignation

Faculty members may voluntarily terminate their appointments effective at the end of an academic year, provided that they give notice in writing at the earliest possible opportunity, but not later than May 15 or 30 days after postmark of notification of the terms of appointment for the coming year, whichever date occurs later. Faculty members may request a waiver of this requirement of notice in case of hardship.

8.2. Retirement

Retirement from active service assignments to the university is the termination of duties and responsibilities for the employee because of age, infirmity, or other valid reasons after rendering extended and sufficient service to the university.

After retirement, appointments to the faculty are on a term basis and are mutually agreed upon by individual faculty members and the school or college deans, after consultation with the department chairs/division associate deans, and with the approval of the provost and the president.

Any tenure-track faculty member at Widener University who is eligible and retires, is deemed for the purposes of these rules to have been separated from the university's service in good standing.

8.3. Termination

Termination is a severance action by which the university terminates the services of tenure-track faculty members without prejudice as to their performance. Reasons for termination are:

- a. The discontinuance of a program (e.g., a major or a sequence of courses constituting a special education project) or of an academic department;
- b. The contraction of enrollment which would require a reduction in faculty beyond normal attrition;
- c. Financial exigency;
- d. Prolonged mental or physical illness.

8.3.1. Contraction of Enrollment in a Program or Department

Termination of the appointment of a tenure-track faculty member may occur as a result of bona fide contraction of enrollment in a program or department of instruction. (A "program" is an organized sequence of courses such as the requirements for a major or special educational projects). Decisions on such terminations shall be made by the president after consultation with the provost, the school or college dean, the relevant program administrator, and a committee elected by the faculty of the school or college or of the affected unit of the College of Arts and Sciences or School of Human Service Professions. The majority, not to exceed two-thirds, of the membership of this committee must come from the program affected by the enrollment contraction. The election shall be organized by the school or college dean or by the associate dean/director of the affected unit of the College of Arts and Sciences or School of Human Service Professions. Academic quality and program integrity are factors which must be considered in such decisions. Decisions to terminate tenure-track faculty for reasons of contraction of enrollment in a program will not be based on temporary reductions in enrollment. Subsequent to a decision to contract a program or department, the faculty of the affected program or their elected representatives shall participate with the dean in the development of an implementation plan, taking into consideration the procedures of Sections 8.3.5 and 8.3.6.

A faculty member whose position is terminated as the result of contraction of enrollment in a program or department will be notified in accordance with the deadlines specified in Section 6.3.4.

Faculty terminated under this Section have the right of appeal as delineated in Section 8.3.7.

8.3.2. Discontinuance of a Program or Department not Mandated by Financial Exigency

Termination of the appointment of a tenure-track faculty member may occur as a result of formal discontinuance of a program or department of instruction. Decisions on program or department discontinuance shall be made by the president after consultation with the provost, the school or college dean, the relevant program administrator, and a committee elected in accordance with the following guidelines:

- a. The school or college dean, or the associate dean/director of the affected unit of the College of Arts and Sciences or the School of Human Service Professions, shall set the number of committee members, not to exceed twelve, subject to the condition that one-third of the membership be drawn from and elected by the tenure-track faculty in the affected program.
- b. The remaining members of the committee shall be elected at large by the faculty of the school or of the affected unit of the College of Arts and Sciences or the School of Human Service Professions. This election shall be organized by the school or college dean, or the associate dean/Director of the affected unit of the College of Arts and Sciences or the School of Human Service Professions.

Consideration shall be given to other actions, such as consolidation or merger of the affected program with other departments, before the decision is made to discontinue a program or department. Academic quality and program integrity are factors which must be considered in such decisions. Decisions to terminate tenure-track faculty for reasons

of program discontinuance will not be based on temporary reductions or cyclical variations in enrollment. Subsequent to a decision to terminate a program or department, the faculty of the affected program shall participate with the dean in the development of an implementation plan, taking into consideration the procedures of Sections 8.3.5. and 8.3.6.

A faculty member whose position is terminated as the result of discontinuance of a program or department will be notified in accordance with the deadlines specified in Section 6.3.4. Faculty terminated under this Section have the right of appeal as delineated in Section 8.3.7.

8.3.3. Financial Exigency

Termination of a continuous appointment or of a probationary or special appointment before the end of the specified term, may occur under extraordinary circumstances because of a demonstrably 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.

Before any faculty are terminated because of financial exigency, the Board of Trustees must officially declare that a financial exigency exists. Prior to declaring a state of financial exigency, the Board of Trustees:

- a. Shall direct the president to consult with the Faculty Council Faculty Affairs Committee to explore and discuss feasible alternatives to a declaration of a state of financial exigency;
- b. Shall itself explore reasonable alternatives to the declaration of a state of financial exigency.

After determination of financial exigency, the faculty shall be represented in administrative processes relating to program reorganization, or the curtailment or termination of instructional programs through the Faculty Council Academic Affairs and Faculty Affairs Committees. The president and the Board of Trustees shall have final authority in all matters related to a determination of financial exigency, program reorganization or the curtailment or termination of instructional programs.

In the case of financial exigency where short notice is necessary, the following procedures will be followed: The Faculty Council Faculty Affairs Committee, the school/college deans or library director and the provost may advise the president to hold all appointments until May 31 and serve notice to non-tenured faculty of non-renewal of appointments, pending a final decision on the seriousness of the financial exigency.

Tenured faculty who are to be terminated will receive one year's notice from the date of their official receipt of notification of the action of the Board of Trustees with respect to a solution to the financial exigency. Non-tenure track faculty and untenured faculty who are to be terminated will complete the academic semester if such is in progress on the date of the decision by the Board of Trustees. The procedures of Sections 8.3.5. and 8.3.6. shall be followed.

8.3.4. Prolonged Illness

Termination of an appointment with tenure or a probationary appointment for medical reasons shall require and be based upon clear and convincing medical evidence that a faculty member is or will be unable to meet the terms, conditions, and perform the normal duties of the appointment for a period of at least two years. Faculty members whose positions have been terminated due to prolonged mental or physical illness will be given preference should a position in their field become available after their recovery from such prolonged illness.

The decision to terminate for medical reasons will be made only after there has been appropriate consultation with the faculty members (or their representatives) and the faculty members' physicians, and after the faculty members or their representatives have been informed in writing of the basis of the proposed action and the reasons for it. If the faculty members or their representatives so request within twenty working days of the notice of termination, the proposed termination will be reviewed by the Faculty Council Faculty Affairs Committee before final action is taken by the president. The university will in each case work within the disability program to ease the burden of any such medical termination.

8.3.5. General Procedures Regarding Termination

When financial exigency, the discontinuance of a program or academic department, or the contraction of enrollment in a program or academic department necessitates the termination of tenure-track faculty members, an effort will be made by the university to assist such faculty members to find employment either at Widener or elsewhere.

Before termination procedures begin, a tenured faculty member shall be given the opportunity to retrain if placement in another position at the university will be facilitated by a reasonable period of retraining.

In general, when it is necessary to reduce the size of the faculty in a program, a tenure-track faculty member in the program shall not be terminated until all non-tenure-track faculty, including but not limited to adjunct faculty, have been terminated. This provision is subject to the condition that the tenure-track faculty possess the qualifications and expertise required to teach the courses that were or would have been taught by the terminated non-tenure-track faculty in the absence of the financial exigency.

No tenure-track faculty in a program teaching a full-time load or the equivalent, as defined for that program, will be terminated and replaced with one or more adjunct faculty, except when the termination is the result of an implementation plan. In such an exception, the implementation plan must be developed in accordance with the procedures outlined in Section 8.3.1. (Contraction of Enrollment) or Section 8.3.2. (Discontinuance of a Program). However, even when part of an implementation plan, the terminated tenure-track faculty member may not be replaced by one or more adjunct faculty during the next three semesters.

If the appointment of a tenure-track faculty member is terminated for reasons of financial exigency, the discontinuance of a program or academic department, or the contraction of enrollment in a program or academic department, a replacement for that position shall not be hired within a period of three years, unless the terminated faculty member has been offered another position under conditions comparable to those held at the time of termination, and has been given at least one month following receipt of written notice of the offer of a new position within which to respond to this offer.

It shall be the duty of terminated faculty members to keep the university informed of their current addresses for purposes of this section, and notices sent to the address by the university shall be presumed received if sent by certified mail.

8.3.6. Specific Procedures for Termination

Once the departments or academic programs to be affected have been determined, the decision of termination of a particular faculty member shall be according to the following guidelines, keeping in mind the program integrity guidelines above.

- a. Prior to involuntary dismissals, the following voluntary actions and programs shall be investigated:
 - i. If a department is directed to operate with one fewer person, it will consider retaining all faculty but on a reduced salary and work load. For example, if a department with five persons is to be reduced to four, all five could volunteer to go on four-fifths salary and work load, thus keeping everyone employed during the crisis.
 - ii. Voluntary early or phased retirements.
- b. The appointment of a faculty member with tenure shall 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. The determination that such extraordinary circumstances exist shall be made by the president following receipt of a recommendation from the provost, who shall consult with the school or college dean or library director, the director/associate dean of the affected unit and the Faculty Council Faculty Affairs Committee.
- c. Tenured faculty who have been terminated shall be offered non-teaching positions at Widener if there are openings for which they are qualified.

- d. Before terminating a tenured appointment because of contraction of enrollment, discontinuance or financial exigency, the university, with faculty participation, shall make every reasonable effort to place the faculty member concerned in another teaching position within the university. The university shall assist displaced tenured faculty in finding employment in industry, government, or other educational institutions.
- e. Except in the case of financial exigency, faculty shall receive notice in accordance with Section 6.3.4.

The university's assistance to displaced tenured faculty shall include outplacement assistance through a service selected by the university; letters of reference upon request; admission either for credit or for auditing purposes to undergraduate courses at the university; admission either for credit or for auditing purposes for up to fifteen credits of graduate courses at the university; and tuition-only reimbursement for up to nine credits of graduate courses at another institution. The university shall have no further retraining or outplacement obligations.

In order for a faculty member to be eligible to attend a graduate program at the university, for credit, the faculty member must meet usual admission criteria for that program. Admission to graduate courses at the university or tuition reimbursement at another institution is limited to courses started during the twelve (12) month period immediately following the conclusion of the faculty member's terminal year unless prior written authorization is procured from the provost. (During the faculty member's terminal year, the standard policies apply).

8.3.7. Appeals of Termination or Reassignment of Duties

If the university issues notice to a faculty member of the intention to terminate the appointment because of reasons discussed in 8.3.1. and/or 8.3.2., the faculty member shall have the right to a full hearing before the Faculty Council Faculty Affairs Committee, for appeals confined to procedural issues specified in Sections 8.3.1. through 8.3.6.

If, upon appeal, the procedure is found to have been faulty, deliberation shall resume at the point where the fault occurred.

Appeals based on other than procedural issues may be made to the faculty member's school/college/library Faculty Affairs Committee. The recommendation of this committee shall be sent to the provost and the president. The president shall render a final decision on the matter.

Appeals relating to retraining and/or reassignment of duties may be made to the Faculty Council Faculty Affairs Committee. The recommendation of this committee shall be sent to the provost and the president. The president shall render a final decision on the matter.

8.4. Dismissal for Cause

Dismissal for cause is a severance action by which Widener University terminates the appointment of faculty members for adequate cause. Any teaching appointment is subject to action under this Section. Adequate cause for dismissal must be directly and substantially related to the fitness of faculty members to continue in their professional capacity and shall be determined in each instance by the president in accordance with procedures outlined below. In addition, adequate cause for dismissal may arise by virtue of faculty members' violation of the university's Equal Opportunity, Harassment, and Nondiscrimination (EOHN) Policy or the university's Sexual Misconduct Policy and Procedures. Complaints brought under these policies shall be governed by the provisions and procedures set forth therein, notwithstanding anything contained in this Handbook to the contrary.

Threat of dismissal shall not be used to restrain a faculty member's academic freedom or other rights as a citizen.

8.4.1. Action

Except as set forth in Section 8.4., Dismissal for Cause, dismissal procedures shall include the following steps and meet the following conditions:

- a. An opportunity for the faculty members to meet with the provost and other appropriate administrators to present their defense to the dismissal charges before a formal recommendation is made.
- b. Discussions among the faculty members, the provost, and other appropriate administrators looking toward a mutually agreeable resolution.
- c. Informal inquiry by the Faculty Council Faculty Affairs Committee as prescribed in Section 5.08(a)(4) of the Bylaws of the Widener University Faculty Council.
- d. Written notice to the faculty members from the provost that a recommendation for dismissal for cause shall be made to the president. This notice shall contain a written statement of the grounds upon which the recommendation is to be made and a brief summary of information supporting such grounds.
- e. The right of faculty members to be heard by the Faculty Council Promotion, Tenure and Academic Freedom Committee as prescribed in Section 5.11(a)(2) of the Bylaws of the Widener University Faculty Council.
- f. An opportunity for faculty members to meet with the president to present their defense to the dismissal recommendation before the president takes final action on the recommendation.
- g. The burden of proof that adequate cause exists rests with the institution and will be satisfied only by clear and convincing evidence in the record considered as a whole.

8.5. Temporary Exclusion of a Faculty Member

If a faculty member's continued presence at the university presents a risk of substantial harm to persons, including the faculty member, or to equipment or other property, the faculty member shall be temporarily excluded from classrooms, laboratories, or other facilities.

Where there is a threat of immediate injury to persons or to property, preventive action shall be taken by an appropriate academic administrator. In other cases, which are not of such emergency nature, the appropriate academic administrator shall seek the advice of the elected Faculty Council Faculty Affairs Committee before taking action to exclude a faculty member. Exclusion may not exceed seven working days, unless extended by the provost, acting with the advice of the Faculty Council Faculty Affairs Committee. The president and provost, by memorandum, may promulgate further procedures for temporary exclusion of faculty members.

Compensation of a faculty member shall not be discontinued as a result of temporary exclusion.

Actions taken under Section 8.5 may be appealed through the procedures set forth in Section 7.3.

8.6. Progressive Discipline of Faculty Members

Dismissal for cause should in normal circumstances be preceded by a written admonition by the appropriate administrative officer describing the alleged problem and warning that the faculty member's appointment status is in jeopardy. The warning must also stipulate a period of time within which correction of the alleged problem is expected. If the faculty member fails to correct the negligence, dismissal procedures or a lesser sanction may be applied.

If faculty members wish to contest the allegations made or any action short of dismissal against them, the procedures set forth in Section VII will apply.

Progressive discipline may or may not be appropriate or utilized in cases involving alleged violations by a faculty member of the university's Equal Opportunity, Harassment, and Nondiscrimination (EOHN) Policy and the Sexual Misconduct Policy and Procedure. In addition, Section VIII shall not apply to cases governed by such Code.

8.7. Substance Abuse

Widener University recognizes that substance abuse is an illness and a major health problem. Moreover, the behavior which stems from abuse of drugs and alcohol is not compatible with a faculty member's ability to function

appropriately in the workplace. Therefore, faculty members are encouraged to seek appropriate help for any substance abuse problem. Confidential on-campus assistance is available from the Employee Assistance Program (EAP). Information regarding the EAP phone number is available from the Human Resources Office. The university will attempt to maintain confidentiality at all times. The university Drug and Alcohol Policy for Employees is distributed annually and is also available from the Human Resources Office.

Faculty who need outpatient therapy or hospitalization due to substance abuse may take advantage of the health insurance option they have elected through the Widener University Health Care Plan. Faculty members should call their health insurance providers for details on the coverage contained in their plans.

8.7.1. Progressive Discipline

As related to substance abuse, faculty members are required to be in appropriate physical and mental condition to meet their contractual responsibilities. Moreover, behavior on the part of a faculty member which stems from or is related to that faculty member's substance abuse and/or which promotes the illegal use of substances by others, may lead to dismissal of the faculty member.

Separation from university (termination or dismissal) should in normal circumstances be preceded by a written statement from the Provost's Office describing the record of the situation and stating that the faculty member's appointment status is in jeopardy. The warning must also stipulate a period of time within which correction of the alleged substance related problem is expected in compliance with the requirements of the Family Medical Leave and the Americans with Disabilities Acts. In the university's sole discretion, such employees may be referred to a substance counseling, rehabilitation, or employee assistance program. If the faculty member fails to correct the alleged substance related problem, termination or dismissal procedures or a lesser sanction may be applied.

For faculty members who wish to contest the allegations made or any action short of termination or dismissal against them, the procedures set forth in Section VII will apply.

8.7.2. Termination

Termination of appointments with tenure or probationary appointments for reasons of substance abuse shall require and be based upon clear and convincing evidence that faculty members are or have been unable to meet the terms and conditions and perform the normal duties of the appointment. This evidence will include but will not be limited to the written record of the faculty members' inability to perform their duties. As defined by the American with Disabilities Act, recovered faculty members whose positions have been terminated for reasons of prolonged substance abuse will be given preference should a position in their field become available after their recovery from such prolonged illness in accordance with the Family Medical Leave Act.

The decision to terminate for reasons of substance abuse will be made only after there has been appropriate consultation, with the faculty members (or their representatives) and after the faculty members or their representatives have been informed in writing of the basis of the proposed action and the reasons for it. If the faculty members or their representatives so request in writing of the Chair of the Faculty Council Faculty Affairs Committee within twenty working days of receipt of notice of the proposed termination, the proposed termination will be reviewed by that committee before final action is taken by the president. The university will in each case work within the disability program to ease the burden of any such termination.

8.7.3. Dismissal

Faculty who unlawfully use, distribute, manufacture, or are under the influence of illicit drugs on university premises, or as part of any of the university's activities are subject to discipline up to and including immediate discharge.

Faculty must report any conviction under a criminal drug statute for violations occurring on or off university premises while conducting university business. A report of a conviction must be made to the faculty member's immediate academic supervisor and to the chief human resources officer within five days after the conviction.

Faculty members convicted of manufacture or distribution of illicit drugs shall be dismissed for cause.

Section IX- Benefits

<ul style="list-style-type: none">• 9.1. Enrollment in Benefits• 9.2. Insurance• 9.3. Retirement	<ul style="list-style-type: none">• 9.4. Tuition• 9.5 Other Benefits
--	---

9. Benefits

(NOTE: THIS SECTION DOES NOT UNDERGO FACULTY APPROVAL)

Faculty holding a full-time appointment are provided a comprehensive program of fringe benefits, the nature of which shall be determined from time to time by the university.

The information contained herein is in summary form only. The details of each benefit are provided in policy statements issued by the university or in publications provided by the respective benefit carrier, copies of which are maintained in the Office of Human Resources.

The Faculty Council Faculty Affairs Committee shall be notified of changes initiated by the university in the nature of benefits provided or the amounts of such coverage, and timely notice of any such changes will be given to all eligible faculty members. However, nothing in this section or this handbook shall be construed to limit or otherwise abridge the right of the university to increase, decrease, modify, or amend the nature of the fringe benefits provided or the levels of coverage applicable thereto.

9.1. Enrollment in Benefits

All new faculty members are required to visit the Office of Human Resources, ground floor, Old Main, Chester campus during the first week of their first semester of employment (or earlier, if more convenient). The following information will be obtained and benefit programs discussed:

- a. Data as may be required by governmental entities to establish a payroll record;
- b. Personnel Data Record form for compliance reporting;
- c. Online enrollment forms to initiate participation;
- d. Retirement Plan application and contribution forms to meet ERISA (Employee Retirement Income Security Act) requirements.

Enrollment in benefit programs, including the retirement plan, is the responsibility of the faculty member. Participation is not automatic, since the employee's signature and date of signing are required on a document of record for each plan to establish eligibility and to designate beneficiaries.

9.2. Insurance

9.2.1. Health Insurance Plans

The University provides a range of comprehensive health plans for employees, their spouses, domestic partners, and dependents. Detailed descriptions of the plans are available on the Human Resources webpage accessible through my.widener.edu.

The health plans provide coverage for preventative care, vision services, prescription drugs, out-patient services, and mental health services.

You may waive medical insurance if you have adequate coverage elsewhere.

9.2.2 Dental Insurance Plan

The dental plans provide coverage for basic and restorative services.

9.2.3. Disability

9.2.3.1. Short-Term Disability and Sick Leave to Ninety Days

The University self-insures full-time faculty members for a period of 90 consecutive days for 100% of base earnings for time not worked because of a disability caused by illness or accident. During the course of any short-term disability, the university, through designated administrators and supervisors, reserves the right to require an employee to provide medical evidence of disability.

9.2.3.2. Long-Term Disability and Salary Continuation Program

Long-term disability compensation pays 60% of regular base salary up to \$12,000 maximum per month and is taxable income. Payments are reduced by payment received from other programs such as social security. Payments will cease when the disability ceases or age 65, whichever is sooner; there is a phase-out of benefits if disability begins after attaining age 62.

In order to qualify for long-term disability compensation coverage, employees must satisfy certain provisions related to an inability to work as provided by the University's group insurance policy.

Tenured faculty receive an extended initial additional benefit that equals 40% of base salary during the second ninety (90) consecutive days of absence because of an approved disability.

Details of the long-term disability program are available on the Human Resources webpage accessible through my.widener.edu.

9.2.4. Group Life Insurance and Accidental Death and Dismemberment Coverage

Group life insurance coverage is provided to all full-time faculty in the amount of one and one-half times base salary to a maximum insurance of \$150,000. However, see also section 9.2.10 as to benefits after age 65. A full description of

the group life insurance coverage and its potential income tax implications are available on the Human Resources webpage accessible through my.widener.edu.

9.2.5. Travel/Accident Insurance

Full-time faculty are covered by travel accident insurance in the amount of \$250,000 payable in the event death is caused by accident while traveling on university business. Commutation is not deemed to be travel on university business.

9.2.6. Liability Insurance

Subject to the express language of the university bylaws, it is the policy of the university to indemnify and defend members of the university faculty who have acted within the course and scope of their employment and, as a result thereof, are defendants or are threatened to be made defendants to any lawsuit or governmental claim (other than an action by or in the right of the university), provided that the university faculty members acted in good faith; and, with respect to any criminal proceeding did not have reasonable cause to believe that their conduct was unlawful; and whose conduct did not fall substantially below the standards generally practiced and accepted in like circumstances by similar persons performing the same or similar duties.

9.2.7. Worker's Compensation

All employees are covered by worker's compensation insurance for work-related injuries. The insurance provides for medical care and disability payments if an employee is out of work for an extended period. All injuries must be reported on a timely basis to the Risk Management Office to initiate a claim.

9.2.8. Unemployment Compensation

Faculty are covered under the respective state unemployment compensation insurance laws. This insurance provides income to employees who have been laid off and cannot find other employment immediately. Award of unemployment benefits is at the discretion of the individual state office of unemployment compensation.

9.2.9. Death Benefits

The university provides a death benefit on behalf of a full-time faculty member equal to five percent of salary for each five years of completed employment. This benefit is payable only to the elected life insurance beneficiary of a full-time faculty member whose death occurs while employed.

9.2.10. Insurance Benefits Working after Age 65

Participation in any group medical plan is offered to all employees without regard to age.

Participation in the Widener University Retirement Plan is offered to all employees without regard to age.

Participation in the group life insurance plan continues at sixty-five percent (65%) of the amount of base salary. At age 70, the insurance in force is reduced to fifty percent (50%) of base salary.

Participation in the long-term disability plan continues until termination of full-time employment or retirement or age 70, whichever is earlier. Any covered employee who becomes disabled after age 62 receives benefits under a schedule specified in the agreement then in effect between the University and the insurance carrier.

9.3. Retirement

9.3.1. Social Security

Old age, survivors, disability, and hospital insurance benefits are provided by taxes levied under the provisions of the Federal Insurance Contribution Act (FICA). This tax is levied on both the employee and the university at the rates established by law.

9.3.2. Widener University 403(b) Retirement Plan

To help plan for future retirement, the University offers a defined contribution retirement plan. The plan offers a variety of investment options with varying fees and rates of return.

The University contributes through both an employer match of employee contributions and through a nondiscretionary base contribution which does not require an employee contribution.

Upon employment, an eligible employee may elect to make voluntary contributions to the plan. The University will match the employee election up to 5% of base salary in ½% increments from 1% to 5%.

After one year and attaining age 21, the University will contribute 5% of base salary in addition to the matching contribution.

Employees are immediately vested in University contributions.

The plan permits employees to make additional contributions up to the IRS annual limit. Compliance with this limit is the responsibility of the employee. The percent of base salary the employee elects to contribute is an option that may be exercised twice each plan year (calendar.)

Although the retirement plan is designed primarily to assist employees with long-term savings, the plan offers options for in-service withdrawals, hardship withdrawals, and loans.

Detailed plan information is available on the Human Resources webpage accessible through my.widener.edu.

9.3.3. Post-Retirement Medical Benefit

Widener University provides post-retirement medical insurance or contributes to a VEBA Post-retirement Health Reimbursement Account for faculty hired prior to September 16, 2016. Plan participation is determined by employment date and age.

Both plans require eligible employees to have a minimum of 16 years of service and retire at or after attaining age 65.

Retiring faculty are encouraged to meet with a Human Resources representative to review plan options, cost, and to enroll in a University plan.

The details of the post-retirement medical plan and the VEBA Post-retirement Health Reimbursement Account are available on the Human Resources webpage accessible at my.widener.edu.

9.4. Tuition

9.4.1. Tuition Remission

Full-time faculty are eligible for tuition remission benefits for themselves, their spouses, their domestic partners, and their dependent children for selected academic programs provided all eligibility and admissions requirements are met.

The tuition remission benefit covers full tuition cost for undergraduate programs and up to the master's level tuition cost for all graduate level courses. Tuition remissions does not extend to room or board charges or charges such as general fee, parking, athletic team participation, etc.

Dependent children will be eligible for tuition remission only for courses leading to a baccalaureate or associate's degree at Widener University. This can include up to 9 credits prior to matriculation provided the dependent child is at least 18 years old. Dependent children may only receive one undergraduate degree through the tuition benefit.

Spouses or domestic partners of employees with at least three (3) years of full-time service are eligible for tuition remission for graduate level courses with the exception of law school courses, the online MSW program, and the online MBA program.

Details about applying for tuition remission for dependent children are available on the Human Resources webpage accessible through my.widener.edu.

Dependent children (as defined above) of full-time faculty are eligible to receive a cash grant of up to \$500 per semester for payment of tuition and required fees at an accredited institution of higher education, provided the faculty member has completed five (5) or more years of service at Widener University. The dependent child must be pursuing a program leading toward an associate's or baccalaureate degree. Benefits are restricted to a total of two children and may not exceed \$1,000 per year per child. Dependent children who have scholarships or other tuition benefits at other institutions which exceed Widener's tuition are not eligible. Dependent children participating in tuition remission at Widener or utilizing tuition exchange are not eligible for a cash grant.

Dependent children of tenured faculty with five (5) or more years of service are eligible for tuition benefits if the employee dies or becomes disabled through prolonged mental or physical illness (see Section 8.3.4.) while in the service of the university.

Dependent children of retired faculty who have completed five or more years of service are also eligible for the above tuition benefits. However, natural born or legally adopted children acquired after retirement will not be eligible for the foregoing benefits.

9.4.2. Tuition Exchange Programs

Children of faculty, as defined in Section 9.4.1., are eligible to participate in the tuition exchange programs of which the university is a member. Widener University is a participating member of Tuition Exchange, Inc., a non-profit corporation which is comprised of institutions of higher education, and of the Council of Independent Colleges (CIC) Tuition Exchange Program.

The purpose of the tuition exchange programs is to provide an opportunity for children of faculty and staff of member institutions to attend other member institutions with tuition remission provided by the host institution.

Each host institution establishes its own policy with regard to the amount and duration of tuition remission granted at that institution. These are competitive scholarships and the University does not guarantee scholarship awards. Each participating institution determines the number of scholarships that will be awarded, the criteria for the award, the scholarship amount, and to whom the scholarship will be awarded.

The dependent children of all full-time faculty and exempt staff are eligible for participation in the tuition exchange programs; however, participation may not exceed eight (8) semester of study per dependent child.

Dependent children may receive only one undergraduate degree through the tuition benefit programs.

9.5. Other Benefits

9.5.1. Pride Recreation Center

Faculty members may use the facilities and equipment in the Pride Recreation Center. Spouses and domestic partners of faculty members may use the facilities after completing the appropriate forms and paying a \$60.00 annual fee. Detailed information and forms are available at the Pride Recreation Center.

9.5.2. Employee Assistance Program

The university provides an Employee Assistance Program which assists with short-term counseling, referral services, work/life resources and legal/financial resources. For confidential assistance, employees can call 877-695-2789.

9.5.3. Flexible Spending Accounts

Flexible Spending Accounts (FSAs) let full-time employees set aside pre-tax dollars to help offset medical and dependent care costs that are not reimbursed by insurance plans. These accounts can also be used to reimburse dental and vision expenses. Expenses incurred by anyone the employee claims as a dependent on his/her income tax return are eligible to be reimbursed under the FSA plan.

9.5.4. Compensation Policy

Compensation includes both salary and costs paid by the university for the faculty member's benefits that are made available through insurance plans, tuition remission, and the retirement plan. Each component of compensation is subject to annual review to effect the most prudent use of the university's financial resources.

Faculty Council Bylaws

- | | |
|---|--|
| <ul style="list-style-type: none">• Article I: Name and Purpose• Article II: Definitions• Article III: Widener University (Main Campus) Faculty• Article IV: Faculty Council | <ul style="list-style-type: none">• Article V: Standing Committees• Article VI: Widener University (Main Campus) Faculty Council Procedures• Article VII: General Provisions |
|---|--|

WIDENER UNIVERSITY FACULTY COUNCIL BYLAWS (MAIN CAMPUS)

ARTICLE I. NAME AND PURPOSES

Section 1.01 Name

The name of this organization is the Widener University (Main Campus) Faculty Council, hereinafter referred to as "Council."

Section 1.02 Purposes

The purposes for which this Council is formed are

- a. under delegation of authority from the Board of Trustees and the President of Widener University, to review campus-wide and University-wide matters relating to academic affairs, faculty affairs, academic support services, student services, promotion, tenure and academic freedom, budget and planning assessment, admissions and financial aid, and other like measures;
- b. to advise the President of the University and the Board of Trustees through the President on policies relating to campus-wide and University-wide matters; and
- c. to perform any other campus-wide and University-wide service consistent with the purposes described in (a) and (b).

ARTICLE II. DEFINITIONS

Section 2.01 Definitions

The following definitions apply to these Bylaws unless the context clearly indicates otherwise:

- a. "Chair" means the Chair of Council as constituted by Section 4.05(b) of these bylaws or any person acting in place of the Chair.
- b. "Committee Chair" means any chair of any standing or ad hoc Council committee, or subcommittee where applicable, or any person acting in place of the committee chair.
- c. "Committee Member" means any elected committee member, any appointed committee member, any ex officio committee member, or any alternate acting in place of the committee member.
- d. "Council" means the Widener University (Main Campus) Faculty Council as constituted by these Bylaws.
- e. "Days" means calendar days unless otherwise specified.
- f. "Measure" means any motion, resolution, or other item of business before the Council.
- g. "Member" means any Council member or alternate Council member.
- h. "Faculty" means the Main Campus Faculty of Widener University as constituted by Section 3.01(c) of these Bylaws.
- i. "Secretary" means the Secretary of Council as constituted by Section 4.05(d) and the Secretary of the Faculty as constituted by Section 3.02(a) of these Bylaws, or any person acting in the place of the Secretary.

Section 2.02 Rules of Construction

Unless the context clearly indicates otherwise, the singular implies the plural, the male implies the female, and the present tense includes both the past and future tense.

Section 2.03 Rules for Interpretation

These Bylaws are to be liberally interpreted to accomplish the mission and goals of the University and the purposes of the Council and to conform to the Bylaws of the Board of Trustees of Widener University. Should conflicts arise between these Bylaws and the Faculty Handbook, the policies and procedures set forth in the Faculty Handbook shall supersede those set forth in these Bylaws.

ARTICLE III. WIDENER UNIVERSITY (MAIN CAMPUS) FACULTY

Section 3.01 Widener University (Main Campus) Faculty

- a. The official faculty organization shall be known as the Widener University (Main Campus) Faculty, hereinafter referred to as "the Faculty."
- b. purpose of the Faculty is to provide a general forum for the exchange of information and discussion of University goals and policies.
- c. The Faculty shall consist of all the full-time voting members of each of the faculties of the schools and colleges on the Main Campus and other Main Campus personnel having faculty status, including full-time library faculty with faculty or academic librarian rank.

Section 3.02 Officers and Duties of Officers

- a. Faculty Chair shall serve as the Vice Chair of Council. The Secretary of the Faculty shall serve as the Secretary of Council.
- b. duties of the Faculty Chair are to
 1. preside over Faculty meetings;
 2. inform the Secretary of any meeting of the Faculty which is to be held;
 3. set the the time and place for Faculty meetings and provide a written agenda to the Faculty seven days in advance of a meeting;
 4. preside over all regular and special Council meetings in the absence of the Council Chair;
 5. exercise the powers and perform the duties of the Chair specified in subsections (2) through (4) in Section 4.05(b) in the absence of the Chair;
 6. preside over Executive Committee meetings;
 7. attend meetings of the Board of Trustees and the President's Cabinet upon invitation;
 8. attend the faculty meeting of any school or college upon written request of a majority of that school or college faculty for the purposes of clarification and information;

9. serve as a member of the search committee in all searches for the Provost, and in searches for the President at the invitation of the Chairman of the Board of Trustees; and
 10. do anything incidental to (1) through (9) above necessary to the proper execution of the Faculty Chair's duties.
- c. duties of the Secretary of the Faculty are to
1. record and keep custody of Faculty, Council, and Executive Committee meeting minutes, annual reports, and other records;
 2. publish Faculty and Council meeting minutes according to Section 6.11;
 3. accept any measure for filing and referral to the Executive Committee according to Section 6.01;
 4. receive committee reports to be included with the agenda according to Section 6.12(a);
 5. distribute, collect and tally secret ballots at Faculty and Council meetings when a secret ballot is requested according to Section 6.02(d);
 6. publish amendments to the Bylaws according to Section 7.04;
 7. certify by memo the results of any election to the Faculty Chair within two weeks of the election; and
 8. do anything incidental to (1) through (7) above necessary to the proper execution of the Secretary of the Faculty's duties.

Section 3.03 Faculty Meetings

- a. Meetings of the Faculty shall be scheduled in the months of November, February, April, and if necessary, May. Additional meetings may be called by the Faculty Chair.
- b. A special meeting of the Faculty may be called by the President, by the Provost, by a majority vote of the members of the Council present at a Council meeting, by the Faculty Chair, or upon written request of at least 15% of the Faculty to the Faculty Chair, not less than ten days prior to the time and date set for the meeting.
- c. Faculty meetings may be conducted in plenary session or executive session to be indicated at the time of the meeting call. Plenary session meetings are open to the trustees, faculty, administrators and students of the University and to invited guests. Executive sessions of the Faculty are open only to Faculty members.

Section 3.04 Faculty Procedures

- a. The President or Provost shall issue notice of the time and place of any Faculty meeting called by the President or Provost at least seven days before the meeting date. An agenda shall be attached to the notice.
- b. The Faculty Chair shall issue notice of the time and place of any Main Campus Faculty meeting called by the Faculty Chair or by the Council or by 15% of the Main Campus Faculty according to Section 3.03(b), at least seven days before the meeting date, and indicate whether the meeting will be a plenary or executive session.
- c. A simple majority of the Faculty members constitutes a quorum for the purpose of conducting business at Faculty meetings.
- d. A quorum of the Faculty present at any meeting may waive, by two-thirds vote of the Faculty present, any notice and call of a meeting and attachment of an agenda.
- e. Voting at Faculty meetings shall be conducted in the same manner as specified for Council meetings under Sections 6.02 through 6.04.
- f. The Faculty may also meet as a committee of the whole to consider measures before it.

Section 3.05 Summer Meetings

A special meeting of the Faculty may be held during the period beginning June 1 and terminating with the first day of classes for the Main Campus by petition of at least 15% of the Faculty.

Section 3.06 Election of Faculty Officers

- a. The Nominating Committee shall prepare a slate of candidates for Faculty Chair and Faculty Secretary.
- b. In preparing the slate, the Nominating Committee shall solicit expressions of interest from the entire Main Campus and put together a balanced slate reflecting the suggestions made by the Faculty.
- c. The slate of nominees must be presented to all Faculty members at least four weeks in advance of the April meeting of the Faculty.
- d. Additional nominations may be made by Faculty members if supported by signatures of at least fifteen Faculty members and presented to the Faculty Secretary at least two weeks prior to the April meeting. The Faculty Secretary shall forward these nominations to all Faculty members at least ten days prior to the April meeting.
- e. Faculty officers shall be elected by majority vote of the Faculty present and voting at the April meeting. In the absence of a majority, balloting shall be repeated as many times as necessary to obtain a majority vote for

a single candidate.

- f. See also Section 4.05(c-j).

Section 3.07 Faculty Organizations of Schools and Colleges

- a. Each school or college shall have its own faculty organization presided over by its dean. Each faculty organization shall determine its composition, committee structure, and method of operation. Every school or college and the Library must have a Faculty Affairs Committee, a Promotion, Tenure and Academic Freedom Committee, and an Academic Affairs Committee. The members of these committees shall be elected by their respective faculties. These committees may also include ex officio members.
- b. The method of operation of any school or college faculty organization must not conflict with these Bylaws, the Faculty Handbook, the Bylaws of the Board of Trustees of Widener University or other governing instruments. The Provost is responsible for supervision and approval of any bylaws produced by any school or college.
- c. The faculty organization of each school or college is responsible for internal academic and administrative affairs.
- d. The faculty organization of each school or college shall prepare bylaws and make its bylaws available to all University faculty.

ARTICLE IV. FACULTY COUNCIL

Section 4.01 Function

- a. The Widener University (Main Campus) Faculty Council is the legislative arm of the Faculty. The Council deals only with issues of Main Campus or University-wide impact which involve intercollegiate matters. The Council shall also deal with those matters which may be assigned to it by the Board of Trustees through the President.
- b. Council is concerned with the development of new policies and procedures, and shall resolve existing conflicts in policy.

Section 4.02 Membership

- a. The members of Council are:
1. the President of the University
 2. the Provost of the University
 3. the Dean of each school or college on the Main Campus, together with the Director of the Wolfgram Library
 4. the Faculty Chair
 5. the Faculty Secretary
 6. all members of the Academic Affairs Committee (see Section 5.09(b))
 7. all Main Campus members of the Faculty Affairs Committee (see Section 5.08)
 8. the chairs of all Faculty Council standing committees
 9. representatives from the Faculty of each school or college on the Main Campus and from the Wolfgram Library who shall be elected according to the apportionment formula in Section 4.02(b)
 10. the Faculty Affairs Committee representative from the School of Law when dealing with matters relevant to Section 5.08(a)(1) and (2)
- b. following apportionment formula applies to Council representation for each school or college and the Wolfgram Library:

Number of full-time faculty in each school or college teaching at least half-time or above (including faculty on sabbatical leave), or number of professional librarians	Number of representatives
1-15	0
16-30	1
31-45	2
46-60	3
61-75	4
76-90	5
91-105	6
106-120	7
Each additional 15 or part thereof	1 additional

Section 4.03 Term of Council Members

- a. Faculty representatives are elected for a two-year term.
- b. The terms of one-half of the faculty representatives are to expire each year.
- c. A faculty representative may serve an unlimited number of terms.
- d. A faculty representative may represent only 1 school of college during a term of service.

Section 4.04 Council Elections

- a. Council elections shall be completed by each school or college and by the Library by the last week of April each year. Council members, elected committee members, and any alternates shall be chosen at the election.
- b. Elected Council and Committee members shall be chosen by the voting faculties of each school or college and by the voting librarians.
- c. Council elections shall be monitored by the Executive Committee as prescribed by Section 5.07(a)(4). The Executive Committee shall prepare specimen ballots, and descriptions of committee positions and Council members' duties, as may be required to assist the schools, colleges and the Library in conducting an election.
- d. The Deans of each school or college and the Library Director shall report to the Faculty Chair the names of Council members, committee members, and any alternates elected, not later than the first Monday in May.
- e. The Faculty Secretary shall certify by memo the results of any election to the Faculty Chair within two weeks of the election.
- f. The term of persons elected to Council or to any committee begins on the first day of the fall semester of the following academic year.
- g. Special elections to fill vacancies on the Council or for elected committee members may be called by the Executive Committee after consultation with the dean of the school or college affected or with the Library Director. Special election procedures shall follow those outlined for elections, except as to time of election.
- h. Any school or college or the Library may elect an alternate member for the Council or any committee at the same time the school, college or Library elects a primary member to such body. An alternate must have the same qualifications as are required of Council or committee members. Appointed committee members may also be represented by an alternate chosen in the same manner as the member was chosen. A person may serve as an alternate for more than one body. Ex officio committee members may select their alternates.
- i. Faculty Council Committee Chairs are ineligible to serve as an elected representative to the Academic Affairs Committee, an elected representative to the Faculty Affairs Committee, or an elected Faculty Council representative for their school or college. Members of the Academic Affairs Committee and the Faculty

Affairs Committee are not eligible to serve as an elected Faculty Council representative for their school or college.

Section 4.05 Council Officers

- a. The officers of the Council are the Chair, the Vice Chair, and the Secretary.
- b. The Chair is the University Provost. This individual shall act as facilitator of the business of the Council. The Council Chair also has the following duties:
 1. preside at all regular and special Council meetings
 2. rule on questions of parliamentary procedure according to Section 6.14
 3. issue notice and call of any regular or special Council meeting according to Section 6.06
 4. do anything incidental to (1) through (3) above necessary to the proper execution of the Council Chair's duties
- c. The Vice Chair of Council is the Faculty Chair. The Faculty Chair is elected by the Faculty from among the Faculty at the April Faculty meeting of odd-numbered years. The Faculty Chair serves a two-year term and is eligible to serve additional terms without limit. This individual has the duties prescribed in Section 3.02(b) of these Bylaws.
- d. The Secretary of Council is the Faculty Secretary. The Secretary is elected by the Faculty from among the Faculty at the April Faculty meeting of even-numbered years. The Secretary serves a two-year term and is eligible to serve additional terms without limit. This individual has the duties prescribed in Section 3.02(c) of these Bylaws.
- e. Election of Faculty Officers shall be monitored by the Executive Committee as prescribed by Section 5.07(a)(4), including the preparation of ballots.
- f. The Executive Committee shall certify the results of any election to the Chair by the second Monday in May.
- g. The term of Council Officers begins on June 1 following their election and ends May 31.
- h. Special elections to fill vacancies may be called by the Executive Committee after consultation with Council. Special election procedures will follow those outlined for elections, except as to time of election.
- i. If a Faculty Officer is already an elected member of Council, the Officer's school or college shall elect a replacement to fill the unexpired term.
- j. If a Faculty Officer is already an elected Council standing committee chair, Council shall elect a replacement committee chair to fill the unexpired term.

ARTICLE V. STANDING COMMITTEES OF FACULTY COUNCIL

Section 5.01 Committees

- a. The standing committees of Council are:
 1. Executive Committee
 2. Faculty Affairs Committee
 3. Academic Affairs Committee
 4. Student Affairs Committee
 5. Promotion, Tenure and Academic Freedom Committee
 6. Budget and Planning Assessment Committee
 7. Admissions and Financial Aid Committee
 8. Nominating Committee
 9. Faculty Grants and Awards Committee
 10. Library Committee
 11. Technology and Instructional Resources Committee
 12. Student Learning Assessment Committee
 13. Diversity, Equity, and Inclusion Committee
- b. The Council may establish special or *ad hoc* committees which are necessary to conduct the business of the Council.
- c. Each committee may establish task forces, when necessary, to conduct business of that committee. These task forces shall report directly to the establishing committee.

Section 5.02 Eligibility for Membership

- a. The following persons are eligible to serve as committee members:

1. Deans of the schools or colleges on the Main Campus and Director of the Wolfgram Library
 2. Main campus faculty holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave)
 3. Main campus full-time library faculty
 4. Other persons named in Sections 5.07(b), 5.10(b), 5.12(b), 5.13(b), 5.14(b), 5.17, and 5.18 of these Bylaws *ex officio*
- b. *Ad hoc* committee members need not conform to subsections (a)(1) through (3).

Section 5.03 Term of Membership

- a. The term of membership on all standing committees is two years.
- b. Committee members are eligible to serve two consecutive terms. Members who serve for a partial term may not serve more than a total of five consecutive years.
- c. Membership on standing committees shall be arranged such that in any given year, approximately one-half of the members are serving the first year of a two-year term, and one-half are serving the second year of a two-year term. Faculty Council Executive Committee will coordinate the use of special elections for one-year terms to ensure the continued balance of the committee membership terms.
- d. Committee members shall be chosen by the end of the spring semester preceding the term of membership.
- e. If a committee member resigns from the committee, becomes unqualified to act as a committee member, or is disqualified because of a conflict of interest, the individual shall not act as a committee member and a new committee member shall be chosen as a replacement to fill the unexpired term of the committee member, unless a previously chosen alternate is available to serve the unexpired term. Questions which concern committee members becoming unqualified or being disqualified may be referred to the Executive Committee.

Section 5.04 Officers of Standing Committees

- a. The Nominating Committee shall prepare a slate of candidates for committee chairs for all standing Council committees other than the Executive Committee and the Nominating Committee.
- b. In preparing the slate, the Nominating Committee shall solicit expressions of interest from the entire Main Campus and put together a balanced slate reflecting the suggestions made by the Faculty, and taking into account the terms of office of current Executive Committee members with a view to achieving broad representation of the various Schools/College/Library.
- c. The slate of nominees must be presented to all Council members at least four weeks in advance of the April meeting of the Council.

- d. Additional nominations may be made by Council members if supported by at least five signatures of Council members and if presented to the Secretary at least two weeks prior to the April meeting. The Secretary shall forward the nominations to all Council members at least ten days prior to the April meeting.
- e. All committee chairs shall be elected by majority vote of the Council at the April meeting. In the absence of a majority, balloting shall be repeated as many times as necessary to obtain a majority vote for a single candidate.
- f. In the event of a vacancy in a Faculty Council Committee Chair when there is no elected vice chair, and especially if the committee has business to conduct prior to the next Faculty Council meeting, the Chair of the Faculty should convene the committee to elect an interim chair. The nomination process to elect a committee chair follows the guidelines set forth in Section 3.06 except for the dates cited. The Faculty Council votes on the committee chair at its next regularly scheduled meeting.
- g. The Faculty Chair is the Chair of the Executive Committee and of the Nominating Committee.
- h. Eachg Council committee shall elect a vice chair who shall serve as chair in the absence of the chair.

Section 5.05 Terms of Office of Committee Chairs

- a. The term of office for all committee chairs is two years.
- b. Committee chairs are eligible to serve two consecutive terms. Chairs who serve for a partial term may not serve more than a total of five consecutive years.

Section 5.06 Jurisdiction of Standing Committees

- a. Any committee action, decision or report, except for those provided for by Section 5.08(a)(2),(3),(4), and (7), Section 5.11(a)(2) and (3), Section 5.14(a) (1) and (2), and Section 5.15(a)(1),(2) and (3) must be approved by Council.

Section 5.07 Executive Committee

- a. The charge to the Executive Committee is to:

1. determine which matters submitted to the Council affect more than one school or college, or the Library and one or more school or college, and are appropriate for Council consideration, and refer such matters to the appropriate Council committee;
 2. exercise jurisdiction in the case of conflicting policies;
 3. set the Council agenda and order of business;
 4. monitor and certify elections of Faculty Officers and Council elections;
 5. monitor Council Bylaws;
 6. mediate Council disputes;
 7. monitor membership of committees;
 8. make recommendations concerning the creation or deletion of standing committees;
 9. coordinate the University calendar; and
 10. carry out duties as assigned in Section 7.02(a), (b) and (c) of these Bylaws.
- b. Executive Committee membership consists of:
1. the Faculty Chair, who shall serve as Chair;
 2. the Council Chair (the Provost);
 3. the Faculty Secretary, who shall serve as Secretary;
 4. the chairs of all Council standing committees.
- c. Faculty Council Executive Committee has as a standing subcommittee:
1. Faculty Handbook Subcommittee, which is charged to:
 - a. update references to specific policies referenced in the Faculty Handbook
 - b. annually review the Faculty Handbook for any needed changes;
 - c. review policies referenced in the Faculty Handbook for any needed changes.
 2. Faculty Handbook Subcommittee membership consists of:
 - a. Faculty Chair, who shall serve as Chair;
 - b. Council Chair (the Provost);
 - c. Chair of the Faculty Affairs Committee;
 - d. one other member of the Faculty Council Executive Committee elected by the Executive Committee

Section 5.08 Faculty Affairs Committee

- a. charge to the Faculty Affairs Committee is to:
 1. consider general policies in the areas of conditions of academic employment, including compensation, fringe benefits, merit adjustments, and letters of appointment, including meeting with the Provost, the Executive Director of Human Resources and the Senior Vice President for Administration and Finance or their designees in the Spring semester to discuss any anticipated major changes in benefits, and again in the Fall semester to review changes in healthcare plans that will be presented to faculty during the open enrollment period;
 2. make recommendations to the President regarding annual salary increments;
 3. consider faculty grievances;
 4. serve as the Committee of Informal Inquiry in accordance with American Association of University Professors "1982 Recommended Institutional Regulations on Academic Freedom and Tenure," Sec. 5(b), procedures regarding dismissal for cause;
 5. consider other matters relating to faculty welfare;
 6. consider other matters relating to the assurance of the effective implementation of the mission of Widener University;
 7. make recommendations to the President and Provost on the awarding of sabbatical leaves; and
 8. consider general policy regarding sabbatical leaves.
- b. Faculty Affairs Committee membership consists of:
 1. one tenured Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college;
 2. one elected Main Campus full-time library faculty member with an extended-term appointment;
 3. one tenured member of the Commonwealth Law School and one tenured member of the Delaware Law School for purposes of Section 5.08(a)(1) and (2) only;
 4. Committee Chair, who must be tenured and must be confirmed by majority vote of the Faculty Affairs Committee
- c. When considering any matter arising under Section 5.08 (a)(3) and (4) and any matter affecting specific faculty individuals regarding the areas of conditions of employment, compensation, fringe benefits, merit increments, and contracts, the Faculty Affairs Committee shall not report to Council. Committee reports and recommendations on such matters shall be transmitted to the Provost and the President for consideration by the President in accordance with the American Association of University Professors "1982 Recommended Institutional Regulations on Academic Freedom and Tenure" and in accordance with the current edition of the *Faculty Handbook*.

Section 5.09 Academic Affairs Committee

- a. charge to the Academic Affairs Committee is to:
 1. ensure consistency of transcribed items between units and ensure communication between units, especially when a new curricular program may result in new courses or increased enrollments in units other than the unit proposing the new program;
 2. review and recommend to Faculty Council new academic programs that culminate in the awarding of a degree or transcript designation. This includes new majors, minors and certificates not housed in an established academic program;
 3. approve (without further review by Faculty Council) the addition of tracks, specializations, minors and certificates housed in an established academic program. Changes to individual course or program requirements are delegated to the school or college charged with oversight of the program;
 4. review proposals for changes to university-wide distribution requirements such as the Undergraduate Writing Program and the General Education Program;
 5. review proposals for changes to university-wide academic policies, including policies that relate to graduation, policies that affect transcript designations, and policies that affect a student grade in a course;
 6. make recommendations regarding the educational philosophy of the University as it relates to teaching and professional development;
 7. approve student academic honors and awards in cases which transcend any individual school or college;
 8. proposed termination of existing programs and majors with university-wide impact.
- b. Academic Affairs Committee membership consists of:
 1. One Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college
 2. One elected Main Campus full-time library faculty member
 3. One main campus full-time faculty member selected by the Center for Graduate Continuing Studies Academic Council
 4. The Committee Chair, who must be tenured
- c. Proposals submitted to the committee for review or approval shall be evaluated using the criteria approved by Faculty Council. Should the committee return a proposal deemed incomplete or insufficient (based on the criteria cited above) to the unit from which it came, the committee will provide a documented explanation of concerns or suggestions for revision. A unit wishing to appeal the committee's decision may submit the proposal and documented concerns or suggestions to Faculty Council Executive Committee for review.

Section 5.10 Student Affairs Committee

- a. The charge to the Student Affairs Committee is to:
 1. make recommendations concerning all aspects of student affairs to the appropriate university departments;
 2. serve as a forum for communication among the faculty, students, and the Offices of Student Life and Affairs as well as other student services departments.

- b. The Student Affairs Committee membership consists of:
 1. the Dean of Students;
 2. the Associate Provost for Undergraduate Academic Affairs;
 3. Associate Provost and Dean of Graduate Studies and Extended Learning;
 4. the President of the Student Government Association and one alternate member chosen by the President of the SGA;
 5. one Continuing Studies student and one alternate member in the Center for Extended Learning, who shall be chosen by the Associate Provost and Dean of Graduate Studies and Extended Learning;
 6. one graduate student and one alternate member who shall be chosen by the Associate Provost and Dean of Graduate Studies and Extended Learning;
 7. one faculty member elected from each school or college drawn from category (2) section 5.02(a) and one elected Main Campus full-time library faculty member; and
 8. Committee Chair.

Section 5.11 Promotion, Tenure and Academic Freedom Committee

- a. The charge to the Promotion, Tenure and Academic Freedom (PTAF) Committee is to:
 1. make recommendations concerning policies and procedures in the area of promotion, tenure and academic freedom;
 2. serve as the Hearing Committee in accordance with the most recent edition of the American Association of University Professors Recommended Institutional Regulations on Academic Freedom and Tenure, Section 5(c), procedures regarding dismissal for cause; and
 3. serve as the committee to review a faculty member's allegations for appeals in nonrenewal and promotion cases in accordance with Section 2(f) of the above-mentioned American Association of University Professors Recommended Institutional Regulations, procedures regarding nonrenewal.

- b. the PTAF Committee membership consists of:
1. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college;
 2. one elected Main Campus full-time library faculty member with an extended-term appointment;
 3. the Committee Chair, who must be tenured and must be confirmed by majority vote of the PTAF Committee;
 4. in the event of an appeal to the University PTAF Committee from a faculty member concerning a recommendation not to retain, tenure, or promote the faculty member, the membership of the University PTAF Committee shall be limited in the following way: Any member of the University PTAF Committee, including its chair, who also sat on the school or college PTAF Committee or a PTAF Committee from a unit within the school or college that reviewed the appellant or an earlier appeal of that appellant, shall be replaced for the appeal in question by an alternate who did not sit on the original committee(s). The Faculty of the school or college from which this appeal came shall elect an alternate. In the event the chair is to be replaced and the vice chair is ineligible to serve on the Committee for the appeal, the Committee shall elect an alternate vice chair for hearing that appeal only. In the case where there is no eligible faculty to serve as the school or college alternate, none will be elected.
- c. Any matter referred to the PTAF Committee under Section 5.11 (a)(2) and (3) shall not be further referred to Council. Committee reports and recommendations on these matters shall be transmitted to the Provost and President for consideration by the President in accordance with the most recent edition of the American Association of University Professors "Recommended Institutional Regulations on Academic Freedom and Tenure" and in accordance with the current edition of the *Faculty Handbook*.

Section 5.12 Budget and Planning Assessment Committee

- a. The charge to the Budget and Planning Assessment Committee is to:
1. annually review the current operating and capital budgets as approved by the Board of Trustees for conformity to the institution's mission and goals. The budgets and other appropriate information shall be submitted to the Committee by the Senior Vice President for Administration and Finance (hereafter called Vice President).
 2. annually review a general summary of the budget highlighting instructional (Provost) and non-instructional (Vice President) priorities for the current fiscal year at the time the approved budget is forwarded to the Committee. The Committee may request additional information from the Provost, the Vice President, or other administrative personnel as needed.
 3. annually review and assess institutional research data provided by the Director for Institutional Research and Effectiveness;
 4. annually review progress on the strategic plan goals and outcomes;

5. provide input on budget priorities to the Vice President; and
 6. at the end of each academic year submit a report to Faculty Council on committee actions, trends in budgeting and enrollment, suggestions for future planning, and other pertinent information.
- b. the Budget and Planning Assessment Committee membership consists of:
1. Provost (non-voting)
 2. the Vice Provost (non-voting)
 3. the Vice President for Administration and Finance (non-voting)
 4. the Director of Institutional Research and Effectiveness (non-voting)
 5. the Executive Director of Facilities Management and Real Estate (non-voting)
 6. Associate Vice President for Financial Planning and Strategic Analysis (non-voting)
 7. One Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college and one elected Main Campus full-time library faculty member
 8. Committee Chair

Section 5.13 Admissions and Financial Aid Committee

- a. The charge to the Admissions and Financial Aid Committee is to:
1. review and make recommendations regarding policy concerning admissions, financial aid, and scholarships; and
 2. review and make recommendations regarding selection criteria for, and recipients of, Faculty Scholarships and for the termination of such awards.
- b. The Admissions and Financial Aid Committee membership consists of:
1. Executive Director of Admissions;
 2. the Director of Financial Aid Services;
 3. Associate Vice President for Enrollment Management;
 4. Director of Student Success and Retention;
 5. the Director of the Honors Program in General Education;
 6. the Dean of Students;
 7. the Associate Provost for Undergraduate Academic Affairs;
 8. Director of Graduate Admissions and Enrollment;
 9. one member elected from among the Faculty in each school or college;

10. the Committee Chair.

Section 5.14 Nominating Committee

- a. The charge to the Nominating Committee is to:
 1. prepare a slate of candidates for Faculty Officers comprising at least two candidates for each office; and
 2. prepare a slate of candidates for committee chairs for all standing Council committees other than the Executive Committee and the Nominating Committee.
- b. Nominating Committee membership consists of:
 1. the Faculty Chair, who shall serve as Chair;
 2. the Council Chair (the Provost);
 3. the Chair of the Academic Affairs Committee;
 4. the Chair of the Faculty Affairs Committee;
 5. the Faculty Secretary.

Section 5.15 Faculty Grants and Awards Committee

- a. The charge to the Faculty Grants and Awards Committee is to:
 1. make recommendations to the President for honorary degrees;
 2. make recommendations to the President for the President's Lecture Series;
 3. make recommendations to the Provost for the awarding of Provost's Grants; and
 4. consider other matters relating to faculty grants and awards.
- b. The Faculty Grants and Awards Committee membership consists of:
 1. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college

2. elected Main Campus full-time library faculty member with a continuing appointment;
3. the Committee Chair, who must be tenured.

Section 5.16 Library Committee

- a. charge to the Library Committee is to:
 1. make recommendations concerning library services;
 2. recommend policies on use, acquisition of materials, and services to academic programs; and
 3. provide an additional communication link between the library and the respective schools and colleges.
- b. the Library Committee membership consists of:
 1. the Director of Library and Instructional Services;
 2. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college and one elected Main Campus full-time library faculty member;
 3. the Committee Chair.

Section 5.17 Technology and Instructional Resources Committee

- a. the charge to the Technology and Instructional Resources Committee is to:
 1. review relevant data, analytics, and metrics, as appropriate, to allow the committee to make recommendations concerning facilities, resources, and computer services to enhance teaching, learning, research and administrative tasks. This charge includes technology support, hardware, software, curricular support, and learning spaces. "Learning spaces" includes, but is not limited to, face-to-face, virtual, formal and informal learning environments.
 2. facilitate faculty professional development relating to the use of technology to enhance instruction, research and administrative tasks to include the face-to-face, virtual, formal and informal learning environments;
 3. review proposals regarding learning space design, use, and resourcing across the university and forward feedback and recommendations to the appropriate academic or administrative unit;

4. make recommendations concerning policies and planning for computer services, technology, and learning spaces.
- b. The Technology and Instructional Resources Committee membership consists of:
1. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college;
 2. one elected Main Campus full-time library faculty member;
 3. the Chief Information Officer (non-voting);
 4. the Associate Vice President for Learning and Client Services (non-voting);
 5. the Vice Provost for Academic Affairs and Strategy (non-voting);
 6. the Dean of Graduate and Continuing Studies or Dean's designee (non-voting);
 7. the Committee Chair.

Guests:

- the Provost
- the Director of Teaching and Learning Technologies;
- the Director of Client Experience and Learning Spaces;
- the Director of Technology Operations and Planning.

Section 5.18 Student Learning Assessment Committee

- a. The charge to the Student Learning Assessment Committee is to:
1. gather information and review assessment reports relating to university-wide student learning goals and objectives. This charge includes reports of undergraduate and graduate student learning that address university-wide student learning goals and objectives;
 2. make recommendations on university policies, academic requirements, and assessment processes to improve achievement of university-wide student learning outcomes;
 3. report to Faculty Council Executive Committee and Faculty Council on assessment of university-wide student learning goals and objectives, and on recommendations to improve student learning;
 4. collaborate with the Provost on the implementation of recommendations regarding learning goals and objectives that are endorsed by Faculty Council.
- b. The Student Learning Assessment Committee membership consists of:
1. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college;
 2. one elected Main Campus full-time library faculty member;
 3. one member from Student affairs appointed by the Dean of Students;
 4. one member from Student Success appointed by the Associate Provost for Student Success;

5. the Committee Chair, who must be tenured.
- c. The Student Learning Assessment Committee has as a standing subcommittee:
 1. General Education Subcommittee, which is charged to
 - a. serve as an academic forum for general education discussion across the university;
 - b. coordinate the university-wide general education assessment activities (curricular and co-curricular);
 - c. evaluate periodically the extent to which general education at Widener contributes to the achievement of the General Education Learning Goals and propose changes to improve student learning;
 - d. summarize general education assessment activities and student outcomes, and make recommendations based upon assessment results in an annual report to the Student Learning Assessment Committee.
 2. the General Education Subcommittee membership consists of:
 - a. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each division from the College of Arts and Sciences;
 - b. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from the Center for Social Work Education;
 - c. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each remaining school;
 - d. one elected Main Campus full-time library faculty member;
 - e. one member appointed by the Dean of Students;
 - f. one member appointed from Student Success appointed by the Associate Provost for Student Success;
 - g. the Subcommittee Chair, who shall be elected by the Student Learning Assessment Committee from among its members.

Section 5.19 Diversity, Equity and Inclusion Committee

- a. the charge of the Diversity, Equity and Inclusion Committee is to:

1. foster an inclusive campus environment that promotes equity for all members of the campus community;
 2. support the hiring, retention, and promotion of a diverse faculty and staff;
 3. advocate for the recruitment, enrollment, retention, and graduation of students from diverse backgrounds and experiences;
 4. share best practices related to diversity, equity, and inclusion in higher education;
 5. encourage campus development of diversity, equity and inclusion education and training opportunities for faculty, staff, and students; and
 6. provide an annual report to the Faculty on the state of diversity, equity and inclusion practices at Widener University.
- b. The Diversity, Equity and Inclusion Committee membership consists of:
1. the Chief Diversity Officer, or their designee
 2. Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college and one elected Main Campus full-time library faculty member;
 3. the Committee Chair;

ARTICLE VI. WIDENER UNIVERSITY (MAIN CAMPUS) FACULTY COUNCIL PROCEDURE

Section 6.01 Submission of Measures to Council

- a. Any Council member may submit a measure to Council for consideration.
- b. Any other person desiring to place a measure before Council may do so by attaching to the measure a petition signed by not less than 15% of the Faculty as defined in Section 3.01(c) of these Bylaws, requesting the Council to consider the measure.
- c. measure submitted under subsections (a) or (b) to Council must be filed with the Secretary in writing. A measure which is filed less than 30 days before the end of an academic semester shall be deferred until the next academic semester for further action under subsections (f).

- d. The Secretary shall refer any measure to the Executive Committee for review within 14 days after the measure is filed, or within 14 days from the beginning of the next semester for measures deferred under (c). The Executive Committee shall review the proposed measure at its next meeting.
- e. If the Executive Committee finds that any measure is of (1) campus-wide or University-wide impact and (2) a major measure, the Executive Committee shall forward the measure to be included in the agenda for the next regular meeting of the Council or to the appropriate committee.
- f. If the Executive Committee fails to act on any measure sent to it for review by 14 days prior to the last Council meeting of the academic semester in which the measure was filed with the Secretary, unless deferred under subsection (c), any Council member may request the Council at its last regular meeting of the semester for a suspension of the rules and for consideration of that measure. Council may suspend the provision of subsection (c) by two-thirds vote of the members present at the last regular meeting and may consider the measure, and may also suspend the requirements of Sections 6.06 and 6.13 with respect to notice and prior publication respectively.

Section 6.02 Voting

- a. A simply majority of Council members consitites a quorum for Council meetings.
- b. Voting on questions before a Council meeting may be by voice vote, show of hands, or secret ballot. The Secretary shall tally all votes.
- c. Voting on questions before any committee of the Council may be by voice vote, show of hands, or secret ballot. In the event that a secret ballot is requested and one or more members is participating in the committee meeting by electronic means, the committee chair shall postpone the vote until the next meeting of the committee so as to give all members the opportunity to be physically present to participate in the vote. The committee chair shall tally all votes.
- d. Any Council member may request a secret ballot on any issue before the Council. A request for secret ballot is a personal privilege and cannot be refused.
- e. The Secretary shall distribute, collect and tally secret ballots in Council meetings.
- f. Any committee member may request a secret ballot on any issue before any committee. The request is a personal privilege and cannot be refused. The committee chair shall distribute, collect and tally secret ballots in committee meetings.

Section 6.03 Majority Vote Sufficient

- a. A simple majority of the members voting at any Council meeting is sufficient to pass any matter before the Council, unless a larger majority is required by these Bylaws. The Council Chair may vote. Abstentions and blank ballots shall not count as votes.

- b. A simple majority of committee members voting at any committee meeting is sufficient to pass any matter before a committee. The committee chair may vote. Abstentions and blank ballots may not count as votes.

Section 6.04 Proxy Voting Prohibited

- a. No Council member who is absent from a Council meeting may vote on any matter before the meeting by proxy or similar device.
- b. A committee member who is not present and does not participate in a committee meeting may not vote on any matter before the committee at that meeting by proxy or similar device. However, a committee member participating in a committee meeting by electronic means may vote on any matter before the committee, except in those instances in which a secret ballot is requested.

Section 6.05 Council Meetings

- a. The Council shall meet during every academic year in the months of November, February, April and if necessary, May. Additional meetings may be called by the Chair or Vice Chair of Council.
- b. Council meetings may be conducted in plenary or executive session. Plenary session meetings are open to the trustees, faculty, administration, and students of the University, and invited guests. Executive sessions of the Council are open only to Council members. A motion to adjourn a plenary session and to take up in executive session may be passed by a majority vote of Council members present at the Council meeting.
- c. If no Council member from a particular school or college or the Library can be present at a Council meeting, the Chair may reserve any measure directly relating to that unit to the next meeting.

Section 6.06 Notice and Call of Council Meeting

- a. The Chair shall issue written notice of the time and place of a Council meeting at least seven days before the meeting date. The chair shall attach an agenda to the notice of meeting as prescribed by Section 6.13.
- b. Notice of a Council meeting shall be sent to Council members and to all Faculty members by University mail. If a Council member is not on campus for an extended period, meeting notices must be sent by U.S. mail postage prepaid to the Council member's home.
- c. In order to call a Council meeting with less than seven days' notice, personal oral notice must be given to each Council member. If a quorum is present at such a Council meeting, the Council may waive the requirements of an agenda, notice and call of meeting, and Section 6.01(c) by two-thirds vote and proceed to transact any business before it.

Section 6.07 Summer Council Meetings

No regular Council meetings shall be held during the period beginning June 1 and terminating with the first day of classes for the Main Campus. A special meeting may be held during this time by the call of at least one Council member from each school or college.

Section 6.08 Committee Meetings

- a. Committee meetings may be conducted in plenary or executive session. Plenary session committee meetings are open to the trustees, faculty, administration, and students of the University, and invited guests. Executive session committee meetings are open only to committee members. A motion to adjourn a plenary session and to take up in executive session may be passed by a majority vote of committee members present at the committee meeting.
- b. Committee members are encouraged to be physically present for meetings of the committee. However, a member who cannot be physically present for a committee meeting may request of the chair permission to participate in the meeting electronically, pursuant to Section 6.10.c.
- c. Voting at committee meetings is conducted according to the voting rules of Sections 6.02 through 6.04.
- d. A simple majority of all committee members participating either in person or by electronic means constitutes a quorum for committee meetings.
- e. Committee chairs shall ensure that a written record of each committee meeting is kept and permanently retained.
- f. Each standing committee chair shall submit to the Chair, Vice Chair and Secretary of Council and to all committee members the minutes of all committee meetings as soon as they become available except for matters described in Section 5.08(a)(2),(3),(4), and (7), Section 5.11(a)(2) and (3), and Section 5.15(a)(1),(2) and (3).
- g. Standing committee chairs shall submit to the Faculty Chair and to the Faculty Secretary by the conclusion of the fiscal year an annual report indicating a summary of actions taken and items discussed.
- h. Subcommittee meetings are governed by the same rules as committee meetings described in subsections (a) through (e) of current section.
- i. If no committee member from a particular school or college or the Library can be present at a committee meeting, the committee chair may reserve any measure directly relating to that unit to the next meeting.
- j. All standing committees shall meet at least once per semester during the academic year.

Section 6.09 Submission of Measures to the Faculty Affairs Committee and the Promotion, Tenure, and Academic Freedom Committee

- a. A Faculty member may submit a measure to the Faculty Affairs Committee or to the Promotion, Tenure, and Academic Freedom Committee under Sections 5.08(a)(3), (4), or 5.11(a)(2), (3) respectively, and/or in accordance with the relevant sections of the Faculty Handbook.
- b. The committee chair shall notify the Provost in writing within 14 days of any measure submitted under subsection (a).

Section 6.10 Notice and Call of Committee Meetings

- a. Notices of committee meetings shall be given by the committee chair not less than seven days prior to the time and date set for the meeting.
- b. If the committee chair fails to call a meeting on request of any committee member, a majority of committee members may call a committee meeting by notice given not less than seven days prior to the time and date set for the meeting.
- c. The committee chair shall send written notice and agenda of the time and place of a committee meeting to every committee member and to the Council Chair, Faculty Chair, and Secretary not less than seven days before the time and date set for the meeting. The agenda shall contain a list of all reports and measures to be considered at the meeting, copies of which shall normally be attached to the agenda for reference. Any member requesting to participate in the committee meeting by electronic means should so advise the chair at least five days prior to the meeting. The committee chair may waive this notification requirement in the case of emergencies.
- d. If the committee chair fails to send written notice of a meeting called according to subsection (b), the committee vice chair shall send written notice as outlined in subsection (c) on the committee chair's behalf and chair the meeting.
- e. Notice of a committee meeting shall be sent to each committee member by University e-mail.
- f. In order to call a committee meeting with less than seven days' notice, personal oral notice must be given to each committee member. If a quorum is present at such a committee meeting, the committee may waive the requirements of notice and call of meeting and proceed to transact any business before it.

Section 6.11 Publication of Council Minutes

The Secretary shall publish the minutes of each regular and special session of the Council and of the Faculty by sending a copy of the minutes to each Faculty member, the President, and all University Vice Presidents.

Section 6.12 Submission of Committee Reports

- a. A committee report must be submitted in writing to the Secretary at least ten days prior to the Council meeting at which it will be considered.
- b. The Council may suspend, by two-thirds vote of members present at the meeting, subsection (a) at any meeting and proceed to consider any report not complying with subsection (a). The Council may also suspend by two-thirds vote the requirements of Section 6.13(a),(b) with respect to prior publication, if the committee report is in writing and can be distributed to the Council at the meeting.

Section 6.13 Preparation of the Agenda

- a. The Executive Committee shall prepare an agenda for each regular or special meeting of the Council. The Secretary shall publish the agenda by sending a copy to each Council member at least seven days before the meeting.
- b. The agenda shall contain a list of all committee reports and measures to be considered at the meeting, copies of which shall be attached to the agenda for reference.
- c. The Secretary shall send the agenda and attachments to every Faculty member at least seven days before the meeting.

Section 6.14 Parliamentary Procedure

- a. Proceedings of the Council and of committees shall be conducted according to current Robert's Rules of Order Newly Revised, except as modified by these Bylaws.
- b. An appeal from a ruling of the Council Chair may be taken to Council on questions of parliamentary procedure.
- c. An appeal from a ruling of a committee chair may be taken to the committee on questions of parliamentary procedure.

ARTICLE VII. GENERAL PROVISIONS

Section 7.01 Who May Propose Amendments

An amendment to these Bylaws may be proposed by individuals referenced in Section 6.01(a) and (b), or may be proposed by the Board of Trustees. Amendments to these Bylaws shall be proposed in the same way as any measure submitted to Council (see Section 6.01).

Section 7.02 Procedure for Amendment of Bylaws

- a. Proposed amendments to these Bylaws shall be referred by the Secretary to the Executive Committee.
- b. The Executive Committee shall review any proposed amendments to these Bylaws submitted to it by the Secretary and report to the Council on the amendment by the last regular Council meeting of the academic semester in which the proposed amendment is submitted.
- c. Any proposed amendment to these Bylaws which is not reported out by the Executive Committee by the last regular Council meeting of the academic semester in which the proposed amendment is submitted may be discharged from the Executive Committee by two-thirds vote of the members of the Council present at the last regular Council meeting. If discharged from the Executive Committee the amendment shall be added by the Secretary to the agenda for that meeting.
- d. A two-thirds vote of the members present at the Council meeting at which the proposed amendment is considered is required to pass the amendment.
- e. Amendments to these Bylaws filed with the Secretary within thirty days prior to the end of the academic semester shall be deferred until the next academic semester for consideration under subsections (b) through (d) of this section.
- f. Amendments to the Faculty Council Bylaws that represent corrections or changes in title, with no change in substantive content and no additions or deletions in representation, may be made as a routine update at the time of publishing the Faculty Council Bylaws and do not require the approval of the faculty, administration, or Board of Trustees. Notice of such corrections, however, will be sent within 10 days of the release of the published updates to all parties. In the event of an objection, an alternative proposal will be submitted to the Executive Committee of the Faculty Council for resolution.

Section 7.03 Review by Board of Trustees of Amendments to Bylaws

- a. The President shall transmit any amendment to the Bylaws passed by the Council to the Board of Trustees for review.
- b. If the Board of Trustees approves an amendment transmitted by the President, it shall become part of these Bylaws.
- c. An amendment to these Bylaws shall be effective on the date it is approved by the Board of Trustees.
- d. The decision of the Board of Trustees shall be transmitted to the Secretary by the Chair of Council.

Section 7.04 Publication of Amendments

The Secretary shall publish any amendments to the Bylaws after approval by the Board of Trustees in the same way that Council minutes are published under Section 6.11 of these Bylaws.

Section 7.05 Governance Reserved to the Trustees, the President, the Schools and Colleges

- a. The Council shall exercise no power or duty not delegated to it by these Bylaws.
- b. Nothing in these Bylaws shall be deemed to restrict the powers and duties of the Board of Trustees of Widener University.
- c. The faculty of each school and college of Widener University shall make appropriate Bylaws for the governance of the school or college subject to approval by the Provost, the President and the Board of Trustees.

Section 7.06 Effective Date

These Bylaws shall be effective on the date the Board of Trustees of Widener University approves them.

Approved by the Board of Trustees on May 12, 2016.