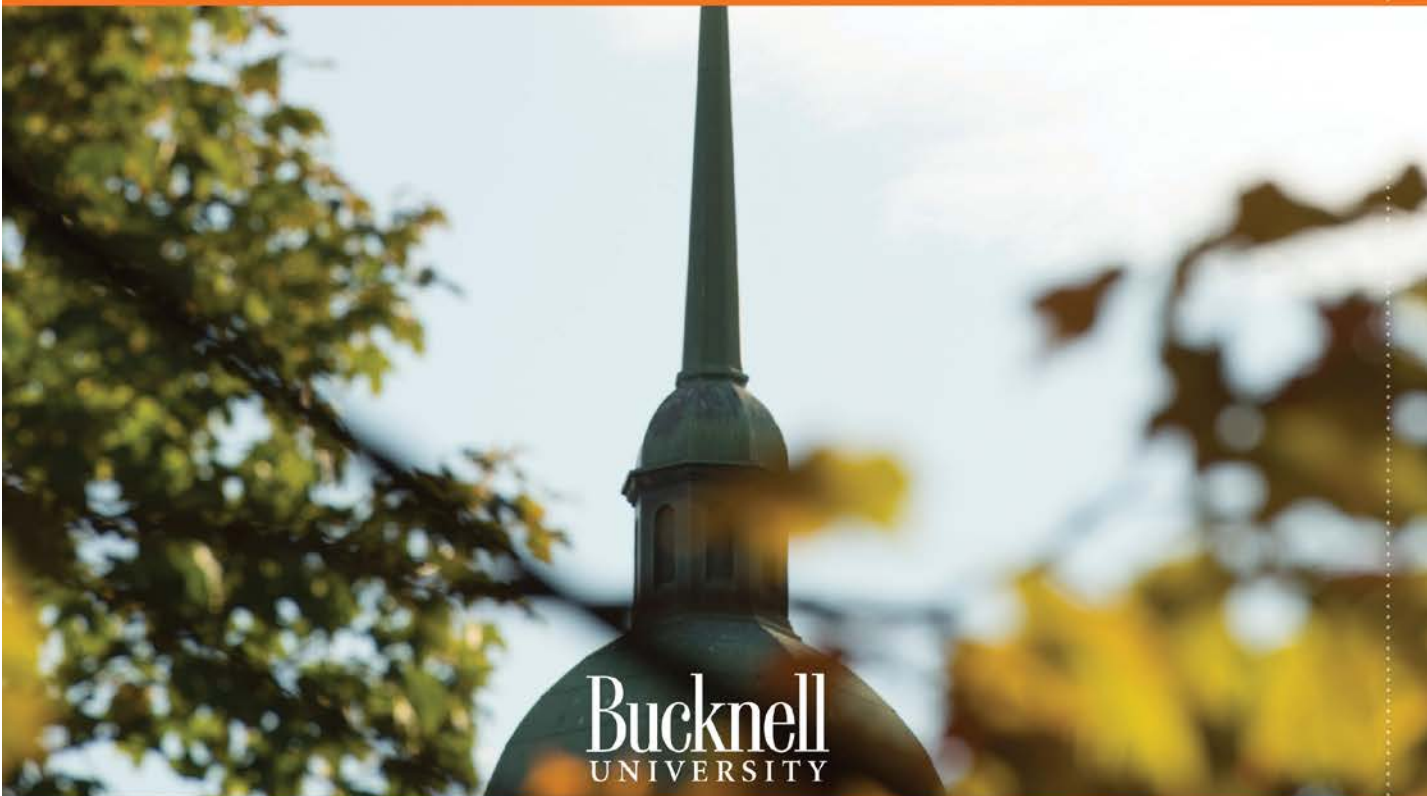




# FACULTY HANDBOOK



**Bucknell**  
UNIVERSITY

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# Faculty Handbook

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# Faculty Handbook

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# I. ORGANIZATION OF THE FACULTY

## A. THE FACULTY

The Faculty shall consist of the President, the Provost, the Deans of the Colleges, and those who are ranked as professors, associate professors, assistant professors, instructors, and academic lecturers.

Subject to the regulations which the Board of Trustees may provide, and in a manner consistent with general University policies, the Faculty:

- considers and makes recommendations to the President regarding any and all phases of education at Bucknell, as defined by the general purpose and mission of the University.
- determines the curricular and other requirements for recommendations for degrees in course.
- encourages and supports the development of courses, programs, and other academic activities that will enable the University to maintain and enhance its role as an institution of higher education.
- determines the qualifications for the admission of students.
- sets procedures for its own governance, including the selection of officers of the Faculty and the establishment of committees of the Faculty.
- determines the qualifications for membership in the Faculty; makes recommendations regarding recruitment and retention of members of the Faculty of the highest professional competence; and evaluates colleagues for purposes of recommendations regarding retention, tenure, and promotion.
- formulates policy on the general salary structure for academic personnel.
- participates in resource allocation and in the University budget process.
- has the power of enforcing the rules and regulations adopted by the trustees for the government and instruction of the students.
- advises the President in the appointment of the Vice Presidents and the Deans of the Colleges. The officers of the Faculty, in consultation with the University Council and the President, will appoint committees for this purpose.
- advises the Board of Trustees in the appointment of the President. The Chairperson of the Faculty and one other faculty member selected by the Faculty Council shall be members of the Presidential Search Committee.

## B. ACADEMIC DEPARTMENT CHAIRPERSONS

The department chairperson, in consultation with colleagues and in accordance with procedures adopted by the department, administers the programs of instruction offered by the department, oversees recruitment of department members, and is responsible for the assignment of courses and hours for departmental offerings, for the preparation and administration of the department budget, and for department governance. He/she shall supervise the process of evaluation of each member of the department and shall convey department recommendations regarding appointments, reappointments, promotion, tenure, leaves, and other personnel actions to the Dean of the College.

Members of each academic department participate in the selection of a chairperson through election by secret ballot or by requesting the Dean of the College to appoint a chairperson. The Provost administers the elections and distributes a ballot no later than November 30 in the academic year of an election. The Provost publishes a list of those elected and appointed before the date on which they take office, July 1.

Any faculty member who holds a tenured or tenure-track position with the rank of assistant professor or higher is eligible to serve as a department chairperson, and is eligible to vote in the election of chairpersons. Other faculty may be eligible to vote in elections of chairpersons if specified in the faculty member's terms of appointment.

If no candidate for a chair receives a majority of the votes cast, a second election is held. In the event that no candidate receives a majority of the votes cast in the second election, the Dean of the College appoints a chairperson after consultation with the voting faculty of the department concerned.

Chairpersons are expected to serve a four-year term. If they are unable to complete the term of office, vacancies are filled by appointment by the Dean of the College after consultation with members of the department concerned. On occasion, the President or Provost may appoint a chairperson from another department, or initiate a search for a chair from outside the institution, to strengthen the leadership of a department. Such appointments may be made after consultation with the Dean of the College and the faculty members of the department concerned. The term of appointment in such cases shall not exceed the normal term of four years; at the end of this term, the department returns to the elective system of selecting chairpersons. In exceptional circumstances, and after consultation with the Dean of the College, the Faculty and Academic Personnel Committee, and the members of the department concerned, the Provost may take action to replace a department chairperson.

### **C. THE COLLEGES**

The University is organized in three Colleges, each administered by a Dean who reports to the Provost. The instructional departments within the colleges are responsible to the curricular programs of the college of which they are a part and to the professional standards and commitments of their disciplines. Each department designs its own major and minor programs for approval by its college curriculum committee.

### **D. THE MISSION OF THE UNIVERSITY**

The faculty endorsed this mission statement in April 2009.

Bucknell is a unique national university where liberal arts and professional programs complement each other. Bucknell educates men and women for a lifetime of critical thinking and strong leadership characterized by continued intellectual exploration, creativity, and imagination. A Bucknell education enables students to interact daily with faculty who exemplify a passion for learning and a dedication to teaching and scholarship. Bucknell fosters a residential, co-curricular environment in which students develop intellectual maturity, personal conviction and strength of character, informed by a deep understanding of different cultures and diverse perspectives. Bucknell seeks to educate our students to serve the common good and to promote justice in ways sensitive to the moral and ethical dimensions of life.

Bucknell's rich history and heritage will influence its planning for the future. Bucknell's potential as an institution of higher learning extends beyond that of a traditional liberal arts college by virtue of its larger size and expansive programs. The University's broader spectrum of disciplines and courses of study within a diverse and active residential campus community enhance the quality of all aspects of the undergraduate experience, both in and out of the classroom.

### **E. THE FACULTY HANDBOOK**

The faculty handbook comprises four parts dealing with different aspects of the faculty's role in the university.

1. Section I is descriptive of the faculty and its position within the university. It is maintained by the Chair of the Faculty with all changes agreed to by Faculty Council, Faculty and Academic Personnel Committee (FAPC), and the President.
2. Section II contains university-level faculty policy on faculty governance. It is amended by action of the faculty in conjunction with the President according to the procedures in II.G. and II.H.
3. Section III contains major faculty policy on faculty personnel. It is amended by action of the faculty in conjunction with the President according to the procedures in III.T.
4. Section IV is descriptive of the benefits available to the faculty. Benefits decisions are made by the university, in consultation with the faculty through FAPC. The text of Section IV is maintained by the office of the Vice President for Finance and Administration, with all changes reported to the faculty through FAPC.



## II. UNIVERSITY GOVERNANCE

### A. INTRODUCTION

The Faculty carries out its duties in formulating policies and establishing procedures through Faculty meetings and its participation in fourteen standing committees and the University Council. As appropriate, policies related to specified aspects of the University's educational program are implemented through the Colleges, the Deans of the Colleges, departments of instruction and interdepartmental programs, department chairpersons, and the student government.

### B. FACULTY MEETINGS

The Faculty transacts corporate business in regular meetings during September, October, November, December, February, March, and April; and in special meetings when required. All members of the Faculty are expected to attend such regular and special University Faculty meetings, which are public.

A quorum in regular or special meetings of the University Faculty shall consist of one hundred (100) members of the Faculty. In accord with established practice, certain members of the University administration, professional librarians, and designated students are invited to attend all regular meetings of the University Faculty, with the right to speak. In September of each academic year, a list of persons so designated will be provided by the Provost for the approval of the Chairperson of the Faculty. Only voting members of the Faculty are eligible to present motions.

The privilege of voting at Faculty meetings extends to: all persons holding appointments as professor, associate professor, assistant professor, and instructor (including those designated as visiting), as well as those non-ranked members of the Faculty who teach on an annual contract at least one-half time in the University in regularly scheduled classes and laboratories; the President; the Provost; the Vice President for Finance and Administration; the Vice President for Student Affairs; the Vice President for Development and University Relations; the Vice President for Enrollment Management; the Deans of the Colleges; the Associate Vice President for Information Services and Resources, and the professional librarians<sup>4</sup>. The Director of the Military Science Program may vote only in matters directly affecting the Military Science Program.

Faculty Meetings generally are conducted according to the procedures in Robert's Rules of Order.

Any voting member of the faculty may submit items for the agenda, including questions for the President or members of the President's staff, to the Secretary of the Faculty. Ordinarily, these items are submitted eight days before a regular or special meeting. Items must be submitted at least three days prior to a faculty meeting in order to be published in the agenda.

Representatives of Faculty and University committees submit to the Secretary of the Faculty written summaries of their reports and the text of any motions. Ordinarily, these reports and motions are submitted eight days before a regular or special meeting, and must be submitted at least three days prior to the meeting in order to be published in the agenda. Reports received by the faculty are considered informational unless they are followed by a motion to implement specific recommendations, or a motion to adopt an entire report.

The presiding officers of the University Faculty are the Chairperson and the Secretary. Both officers are elected to serve staggered 4-year terms. Officers shall take office beginning on July 1 following their election. Normally, the election for the Chairperson will be held in November and the election for the Secretary will be held in April.

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<sup>4</sup>Although professional librarians (defined by contract as a librarian with the requisite professional degree in library science) are not members of the ranked Faculty, the University Faculty has extended to them voting status, as well as the right to stand for election to committees. By action of the Faculty, the services of the Committee on Academic Freedom and Tenure are available to librarians.

## **C. FACULTY COMMITTEES**

The standing Faculty committees are:

1. Faculty Council
2. Faculty and Academic Personnel Committee
3. Committee on Faculty Development
4. Faculty Committee on Honorary Degrees
5. Committee on Staff Planning
6. University Review Committee
7. Committee on Academic Freedom and Tenure
8. Faculty Hearing Committee

### ***1. Faculty Council***

Faculty Council fosters the operation of a responsive and inclusive Faculty governance system. Faculty Council supports the committee system by consulting with and coordinating the Faculty and University committees, by facilitating inter-committee communication, and by providing advice, oversight and guidance to insure that Faculty governance processes are executed effectively. The Faculty Council insures that committees other than the Committee on Academic Freedom and Tenure (see II.F) are populated, by preparing lists of nominees, soliciting additional nominees from the Faculty, and organizing elections to fill positions vacated by the routine cycle of terms, and by that means or by appointment to fill positions vacated mid-term. The Faculty Council also plays a role in some termination of contract issues and in proceedings to impose severe sanctions on a member of the faculty (see section III.N.1 and section III.O of the Faculty Handbook, and Regulation 5b of the *AAUP Recommended Institutional Regulations on Academic Freedom and Tenure* (1999)).

The Faculty Council helps to set the long-term agenda of the Faculty by identifying and reporting pending issues of importance to the Faculty with regard to governance and to the academic mission of the University. Faculty Council facilitates communication between the Faculty and the Administration by meeting regularly with the University Council and by providing advice to the president as requested on matters of substance and process. In consultation with the Faculty and University committees, the Faculty Council advises the Administration and makes recommendations on strategic planning through the University Council and otherwise as requested. The Faculty Council responds to issues of Faculty concern that are not under the purview of existing parts of the Faculty governance system, to act upon them or to direct them to an existing or *ad hoc* Faculty body. The Faculty Council receives governance matters when the Faculty is unable to meet, and may speak for the Faculty at such times if it believes this is necessary. When Faculty Council has acted for the Faculty because of the nature of the issue or because of its timing, Faculty Council will consult with relevant committees, will report actions to the Faculty, and will seek to integrate issues into normal governance channels, in a timely fashion.

Membership:

Chairperson of the Faculty

Secretary of the Faculty

Five members of the Faculty, one elected from each of the divisions in the College of Arts and Sciences, one from the College of Engineering, and one from the Freeman College of Management

One untenured member of the Faculty, to be replaced upon receiving tenure

The Chairperson of the Faculty will serve as the chairperson of the Faculty Council.

### ***2. Faculty and Academic Personnel Committee***

The Committee reviews and formulates for Faculty action:

- a. Policies on the general salary structure and benefits, including non-cash benefits, for Faculty and academic personnel
- b. Policies on the handling of grievances
- c. University policies on the evaluation of faculty members for retention, promotion and tenure
- d. Revisions of the Faculty Handbook

Policy formulation may be initiated by the Committee, or at the request of the University Faculty, the President, or the University Council.

#### Membership

: Provost

Dean or the designated Associate Dean, College of Engineering

Dean or the designated Associate Dean of Faculty, College of Arts and Sciences

Dean or the designated Associate Dean, Freeman College of Management

Three tenured members of the Faculty

Two non-tenured faculty members (If a non-tenured faculty member receives tenure during his/her term of office, he/she must be replaced by an untenured member.)

The chairperson of the Committee shall be elected from its elected membership. The committee may at its discretion request the presence of the Provost or Dean.

### ***3. Committee on Faculty Development***

The Committee proposes and administers policies and procedures for development of the Faculty as individuals and as a whole. The University defines development as improvement of quality of instruction and scholarship, and improvement of flexibility, consonant with University objectives and departmental long-range planning.

To meet its responsibilities, the Committee:

- a. Shall formulate policy and procedures for allocation of faculty development funds.
- b. Shall monitor the use of the funds for faculty development.
- c. For specific programs (e.g., the Scholarly Development Grant and the Curricular/Instructional Development Grant), the Committee shall:
  1. issue calls for grant proposals;
  2. evaluate proposals and award grants;
  3. receive progress and final reports on projects supported.
- d. Shall make recommendations on the proposals for sabbatical leaves, untenured faculty leaves, educational leaves, and other programs involving leaves of absence, including those for the purpose of attaining further degrees (Ph.D. where appropriate) or working in related, needed fields (e.g., to increase individual and institutional flexibility). For this purpose the Committee shall:
  1. set criteria for awarding leaves;
  2. issue calls for leave proposals;
  3. evaluate such proposals, taking into account the individual quality of the proposals, departmental programs, and institutional flexibility.
- e. May administer and evaluate a system for development of teaching and scholarship of untenured faculty members.
- f. May initiate and/or coordinate general faculty development programs.
- g. May encourage grant applications for general faculty development.
- h. May serve as a consulting body to consider changes in faculty careers, including changes in departmental assignments due to changing faculty interests, student enrollment patterns, and changing disciplinary emphases. The Committee will coordinate changes of teaching interest (including leaves for academic work in the new teaching area) with the Committee on Staff Planning.
- i. Shall submit a report to the Faculty each September which evaluates its activities during the past academic year and suggests the goals for the coming year.

#### Membership:

Provost or Provost's designee

Dean or the designated Associate Dean, College of Engineering

Dean or the designated Associate Dean of Faculty, College of Arts and Sciences

Dean or the designated Associate Dean, Freeman College of Management

Four members of the Faculty (one elected from each of the standard groups, see II.F.6)  
Two faculty members elected at-large; no more than one faculty member from a single department.

The chairperson of the Committee shall be elected from its elected membership. The committee may at its discretion request the presence of the Provost or Dean.

#### ***4. Faculty Committee on Honorary Degrees***

The Committee operates under the general principle that honorary degrees are awarded in order to recognize individuals whose work exemplifies the qualities of intellect, character, and creativity most cherished by the University. The Committee gives special consideration to those individuals whose distinguished contributions have not yet been widely or formally recognized outside their own fields and to individuals who are part of the Bucknell community.

The Committee will receive nominations for honorary degrees from all members of the Bucknell community: faculty, administration, students, and trustees. These nominations will be evaluated by the Committee in consultation with the Trustee Sub-committee on Honorary Degrees. The list of candidates agreed on by both the Committee and the Trustee Sub-committee will be submitted to the President for review. The President's recommendations from this list will be submitted to the Committee on Educational Policy of the Board of Trustees for its approval and recommendation to the Board. Honorary degrees, although traditionally awarded during Commencement exercises, may be presented at any time during the academic year.

##### **Membership:**

Provost or Provost's designee  
Six faculty members (one elected from each of the standard groups, see II.F.6, and two elected at-large)

The chairperson of the Committee shall be elected from its elected membership.

#### ***5. Committee on Staff Planning***

The Committee develops a staff planning policy, recommends the allocation of instructional positions, coordinates with the President's Staff (charged with administrative staff planning) to develop joint staffing recommendations for faculty and administrative positions, monitors the hiring process, and regularly assesses the effectiveness of the University's faculty staffing procedures. The Committee will make staffing recommendations to the Provost and will report assessments and policy recommendations to the Faculty. It shall be the goal of the Committee to maintain a highly qualified Faculty while matching our Faculty to a gradually changing curriculum and promoting the affirmative action goals of the University.

To meet its charge the Committee on Staff Planning will, among other things, review faculty teaching loads in relation to department curricula, examine department and University staffing, maintain liaison with the College Curriculum Committees, and work with the President's Staff on matters concerning both faculty and administrative staffing.

##### **Membership:**

Provost, without vote  
Associate Provost for Diversity, without vote  
Deans of the Colleges  
Four members of the Faculty (one elected from each of the standard groups, see II.F.6)  
One faculty member elected at-large

The chairperson of the Committee shall be elected from its elected membership.

## **6. University Review Committee**

The University Review Committee receives departmental recommendations concerning retention, tenure, and promotion of individual faculty members. Subsequently the Committee formulates recommendations of its own based on the quality of the individual faculty member's teaching, scholarship, and service.

The objectives of the review conducted by the Committee are:

1. to assure that each departmental recommendation has been reached through careful, equitable, and considered means;
2. to assure that each departmental recommendation is consistent with the evidence that has accompanied it;
3. to assure that each departmental recommendation is consistent with the University's expectation that members of its Faculty, in all departments, be teachers and scholars of the highest quality;
4. to assure that the department's procedures and judgments are consistent with the procedures and judgments of other departments of the University in like cases.

Since departmental reviews vary greatly, the Committee may, after consultation with the candidate, seek evidence concerning the quality of teaching and scholarship in addition to that presented by a department in support of its recommendation. Such additional evidence might include (but is not necessarily limited to) further documentation of teaching quality (through contact with current students, alumni, and colleagues, course syllabi, etc.) and opinions from noted authorities in the field on the quality of the candidate's scholarship or professional activity. The Committee's obligations to the Faculty, students, and the Board of Trustees require adequate documentation of its recommendations; thus, the Committee will seek additional evidence if it believes this to be necessary.

Prior to the forwarding of the Committee's recommendations to the Board of Trustees for final action, the President meets with the Committee in order to be fully apprised of the documentation and deliberations which enter into the Committee's recommendations. In individual instances, the President may request the Committee to extend its review and/or reconsider its judgment. The President does not initiate or conduct any separate reviews. The recommendation of the Committee as submitted is forwarded by the President to the Educational Policy Committee of the Board of Trustees. The final authority to grant appointments, promotions, and tenure rests with the Board. The President, as agent of the Board, is not required to concur with, nor is the Board required to accept, a recommendation of the department or of the University Review Committee.

Review procedures and deadlines for tenure and retention are outlined in III.L.

The Committee shall review recommendations for promotion during the spring semester. (See III.L and III.M.) Recommendations for promotion in conjunction with the conferral of tenure shall be reviewed on the schedule laid out for tenure cases in III.L.

### **Membership:**

- Six tenured faculty members (one elected from each of the four standard groups, see II F.6.) and two elected at-large
- Provost
- Deans of the Colleges

The chairperson of the Committee shall be elected from its elected membership.

## **7. Committee on Academic Freedom and Tenure**

This Committee is elected by the University Faculty and is charged with responsibility for:

- a. rendering advice to the Faculty, to its individual members, to the professional librarians, and to the Administration on questions that are brought to its attention relating to the professional ethics and responsibilities of the Faculty.
- b. investigating any charge of violation of academic freedom which may be brought to the attention of the Committee.

- c. investigating a complaint of a faculty member or professional librarian regarding due process or violation of academic freedom in reviews for evaluation, retention, promotion, or tenure.
- d. reviewing and evaluating the departmental criteria for judging the performance of tenured and non-tenured members of the Faculty and of professional librarians.
- e. investigating, upon that person's formal request, the case of any faculty member or professional librarian who has been denied retention or tenure (see III.L.2).
- f. intervening with the Administration when the Committee deems it appropriate on any of the above matters.
- g. reporting to the Faculty in the event that any such matter is not resolved to the satisfaction of the Committee.

Any complaint requiring action by the Committee must be submitted, in writing, to the chairperson of the Committee.

Any complaint must contain the following information:

1. The entry or entries in the Faculty Handbook which are applicable to the complaint.
2. The rationale used for making the complaint.

The chairperson shall place the complaint on the agenda and attach a copy of the complaint. Individuals wishing to support their complaint in person will be notified, in writing, of the time and place of the meeting.

In a case where the complaint is in response to a notice of non-renewal of contract, the individual should bring his/her complaint to the Committee according to the timetable in III.L.2. Note that the timetable described there admits the possibility of extenuating circumstances causing a delay in bringing the complaint, and provides specifically for time to prepare a complaint after receipt of the result of a reconsideration by the University Review Committee, should such an appeal have been made to that body.

If the Committee decides to take no action on a complaint, the chairperson will so inform the requestor, giving the reasons for the Committee's decision.

#### Membership:

- Five tenured members of the Faculty, one elected from each of the divisions in the College of Arts and Sciences, one from the College of Engineering, and one from the Freeman College of Management
- Four non-tenured members of the Faculty elected at-large

#### Election Procedures:

New members are elected each year for a three-year term. At the February Faculty meeting each year, the Chairperson of the Faculty and chairperson of the Committee will announce the appointment of a nominating committee of three faculty members (selected from the Faculty at large) to serve for one year. This nominating committee will present a slate of candidates for membership on the Committee to the Faculty at its April meeting, at which time additional nominations may be made from the floor. The election will take place in April, with the newly-elected members taking office in September.

After the election, the nominating committee shall submit to the Chairpersons of the Faculty and of the Committee a list of successful candidates. Names of runners-up for each position shall also be retained in the event a replacement is needed.

Following the elections, the new Committee (carry-over members plus the newly elected members) shall choose a chairperson from that membership. The election must be completed by the end of the academic year. The outgoing chairperson shall preside and election of the chairperson shall be by simple majority. The quorum shall be derived only from members of the new Committee present and shall consist of at least seven members.

### **8. Faculty Hearing Committee**

The Faculty Hearing Committee investigates certain grievances and fulfills certain tasks as set forth more fully in sections III.N, III.O, and III.R of this Handbook.

For termination of contract (section III.O) or imposition of severe sanctions (section III.N.1) the Faculty Hearing Committee carries out specific duties assigned in the AAUP Recommended Institutional Regulations on Academic Freedom and Tenure, Regulation 5(c).

Any grievance brought by a faculty member must contain the following information:

1. Any applicable Faculty Handbook provisions and University policies. All AAUP policies adopted by the University appear in the Faculty Handbook.
2. The rationale for the complaint.
3. Any evidence in support of the complaint.
4. The resolution sought by the complainant.

Procedures by which the Committee conducts its investigations are available from the chair of the committee.

Membership:

Five tenured faculty members (one elected from each of the standard groups, see II.F.6, and one elected at-large).

The chairperson of the Committee shall be elected from its membership.

## **D. UNIVERSITY COMMITTEES**

The University committees upon which Faculty members serve are Athletics, Campus and Student Life, Instruction, Planning and Budget, Library and Information Resources, and Admissions and Financial Aid. (Student committee representatives shall be responsible to report on behalf of each committee to the Bucknell Student Government.)

### **1. Committee on Athletics**

The committee makes policy recommendations to the administration through the governance system about Bucknell's intercollegiate athletics programs, in order to foster an athletics program consistent with the educational mission of the University.

The responsibilities of the Committee on Athletics include:

- a. Respond as appropriate to requests from the university community on matters at the intersection of academics and athletics.
- b. Annually monitor and evaluate issues pertaining to gender equity and minority opportunities, including programs mandated by the NCAA.
- c. Annually review reports that provide information on the academic performance of student athletes.
- d. Periodically review programs specifically established for student athletes.
- e. Act as an advisory group to the Director of Athletics.
- f. Participate in the planning and assessment activities of the Department of Athletics.
- g. Communicate the results of its work to appropriate University committees or constituencies.

Membership:

Three members of the faculty elected at-large  
Faculty Athletics Representative to the NCAA  
Athletic Director  
Dean of Students (or appointee)  
VP for Enrollment Management (or appointee)  
Associate Dean of Arts and Sciences  
Associate Dean of Engineering  
Associate Dean of Management

Senior Woman Administrator of Athletics, without vote  
Senior Associate Director of Athletics, without vote  
Two students (one male, one female) elected from the Student Athlete Advisory Committee (SAAC) for a term to be set by SAAC, but not less than 1 year  
Student elected by the BSG, for a term to be set by the BSG, but not less than one year

The chairperson of the committee shall be elected from its elected faculty membership.

## ***2. Committee on Campus and Student Life***

The Committee (CCSL) seeks to promote an active, diverse, enriching community of students, faculty, administrators, and support staff to further the intellectual and personal aims of a Bucknell education. It will evaluate the services, programs, and other matters within its jurisdiction to ensure that University activities that complement academic instruction are an integral part of the student and community experience at Bucknell. We seek members from all represented constituencies with a willingness to work with a diverse student body, integrate diversity issues into University administration and decision-making, and navigate across cultural and social differences.

The Committee on Campus and Student Life coordinates its recommendations with other campus committees. CCSL reports its activities and forwards all recommendations to the President. CCSL also apprises the faculty and the BSG of its activities and recommendations. These recommendations are based upon the diverse integrated perspectives represented by the Committee, in order to best represent the Bucknell community. The faculty or the BSG may request the CCSL to reconsider any action taken, including recommendations forwarded to the President, and may also communicate directly with the President concerning a CCSL recommendation. If the faculty or the BSG believes administrative action taken on the CCSL's recommendation to be inappropriate, they may request to meet with the President (or other appropriate administrative officer) to discuss the decision. Likewise, the CCSL may request to meet with any organization or committee (the BSG, university committees, or the faculty) that take administrative action that affects the areas of concern described here.

CCSL's continuing areas of concern include:

- a. Services provided to students by administrative units of the University, including but not limited to, the Division of Student Affairs, including Bucknell Student Health, Counseling & Student Development, Campus Activities & Programs, Residential Education, Fraternity & Sorority Affairs, Office of Multicultural Student Services, Women's Resource Center, Office of the Chaplains & Religious Life, Office of LGBTQ Resources, Office of International Student Services, 7<sup>th</sup> Street Studio and programs affecting graduate student life. These units will report to the Committee when requested or within a five-year review cycle as communicated by CCSL. An advisory board for any of these units may be established by CCSL or by the appropriate administrator. Such boards will regularly report to CCSL, which must review major changes of policy or procedure implemented by these aforementioned units.
- b. Cultural and informational programs for students (e.g., lectures, art exhibits, theater, concert, and film offerings), where appropriate.
- c. Special non-instructional student University functions that occur on a regular basis, e.g., New Student Orientation.
- d. Regulations relating to the non-instructional use of University buildings and grounds, student residences, student conduct on University property, including rules and practices employed by the Bucknell University Public Safety Office.
- e. Procedures and policies affecting the student experience outside of the classroom and co-curricular activities. The Committee shall not infringe upon the mandates and responsibilities of these organizations but it may concern itself with their contributions to the academic community.



The President, the University Faculty, or the Congress of the BSG may request that an item be placed on the agenda of the Committee.

**Membership:**

- Dean of Students and three designees from Student Affairs
- Four faculty members
- Six student members (VP for Operations, Student Advocacy Chair, and four at-large)
- Provost or Provost's designee
- The President may meet with the Committee without vote.
- One student chair and one faculty member chair shall be elected from the Committee membership.

**3. *Committee on Instruction***

The Committee advises the Faculty with regard to the instructional programs of the University. The Committee will review the curriculum as a whole and that of each College. The Committee will be responsible for formulating and recommending policy for all academic programs not under the jurisdiction of a College, e.g., the Graduate Program, Summer Programs, Honors Program, and University Course Program. The Committee will be primarily responsible for formulating and recommending policy concerning grading and evaluation of students, and the keeping of records thereof. The Committee will oversee the construction of the University Calendar and the scheduling of courses, and will oversee the publication of the Catalogue. The Committee will make recommendations on policy on information resources (e.g., Information Services and Resources, Bookstore, Administrative Services), as they affect the instructional program. The Committee will review, recommend, and, when charged by the University Faculty, make provision for the administration of experimental and special instructional programs beyond the jurisdiction of the Colleges.

The Committee may choose or may be instructed by the University Faculty to study matters within the purview of the Colleges which nevertheless concern the whole Faculty. The Committee will keep itself fully informed of the deliberations of the Curriculum Committees of the Colleges.

The Committee shall make such recommendations to the Faculty as it deems appropriate. It may also make recommendations to the Curriculum Committees of the Colleges or directly to appropriate administrators; when it does so, it shall inform the Faculty by the next regular Faculty meeting, at which time the Faculty may alter or reverse such recommendations. The Congress of the Bucknell Student Government (BSG) also may request the Committee or the Faculty to reconsider those recommendations. The Congress may also formulate alternative recommendations for the consideration of the Committee and the Faculty.

**Membership:**

- Provost or Provost's designee
- Dean of each College or a long-term designee
- Five members of the Faculty (one elected from each of the standard groups, see II.F.6, and one elected at-large)
- Registrar or designated Associate Registrar
- Two students (to be elected by the Congress of the BSG, for terms to be set by the Congress, but not less than one year)
- One at-large member of the Congress of the BSG

The President may meet with the Committee without a vote.

The chairperson of the Committee shall be elected from its elected faculty membership. The committee may at its discretion request the presence of the Provost or Dean.

**4. *Committee on Planning and Budget***

The Committee makes recommendations to the Administration on the financial aspects of program planning, facilities planning, and the capital budget, and on the general policies and guidelines for the annual budget. The

Committee will receive annual reports from the Provost, the Vice President for Finance and Administration, the Vice President for Student Affairs, and the Vice President for Development and University Relations concerning:

- a. plans for generation of revenue;
- b. statements of needs and priorities made by the major standing committees and administrative officers, by the Faculty, and by the Congress of BSG;
- c. the present and past allocation of resources.

The Committee shall take care that its recommendations on resource allocation are consistent with the goals and objectives of the University.

The Committee regularly will report its activities to the Office of the President and forward all recommendations to that Office for decision or referral to the appropriate administrative officer or body. The Committee also will apprise the University Faculty and the Congress of the BSG of its activities and recommendations. The University Faculty or the Congress of the BSG may request the Committee to reconsider any action taken, including recommendations forwarded to the President's Office. The University Faculty or the Congress of the BSG may also communicate directly with the Office of the President concerning a recommendation from the Committee. If the University Faculty or the Congress of the BSG believes administrative action taken on the Committee's recommendation to be inappropriate, the President (or other appropriate administrative officer) may be requested to meet with the body to discuss the reasoning behind the action taken.

The Office of the President, the University Faculty, or the Congress of the BSG may request that an item be placed on the agenda of the Committee on Planning and Budget.

#### Membership:

Five members of the Faculty (one elected from each of the standard groups, see II.F.6, and one elected at-large)

One member of the salaried staff other than voting members of the Faculty and direct reports of the president or vice presidents, selected by vote of those eligible to serve, in an election organized by the Administrative Forum

Two members of the hourly staff selected by vote of those eligible to serve, in an election organized by the Support Staff Forum

Three students, elected by the Congress of the BSG, for terms to be set by the Congress, but not less than one year

One of the members at-large of the Congress of the BSG

One representative from the Committee on Campus and Student Life, without vote

One representative from the Committee on Instruction, without vote

One representative from the Committee on Faculty and Academic Personnel, without vote

Deans of the Colleges

The vice presidents of the University

The President may meet with the Committee without vote.

The chairperson of the Committee shall be elected from its elected faculty membership.

#### **5. *Committee on Library and Information Resources***

The Committee on Library and Information Resources (CLIR) reviews and develops standards and policies relating to library resources and academic technology. CLIR fosters communication between faculty, students, and L&IT. Working with the faculty, the Committee on Instruction (COI) and other constituencies, CLIR advises the Vice President for Library and Information Technology and L&IT directors on the adequacy of programs within the university, and assists with the integration of services into university-related academic missions.

Through coordination with departmental faculty representatives, the committee identifies opportunities where L&IT can assist in achieving Bucknell's academic and scholarly priorities, makes recommendations about the allocation of funds for academic technological resources, and provides input to the Vice President for Library

and Information Technology on the L&IT strategic planning process. CLIR seeks to ensure that information technology and library services are appropriately incorporated into all campus-level planning activities.

**Membership:**

- Vice President for Library and Information Technology
- Two L&IT Directors designated by Vice President for L&IT, without vote
- Four members of the Faculty (one elected from each of the standard groups, see II.F.6)
- One untenured faculty member, elected at-large
- Dean or designee of Arts and Sciences
- Dean or designee of Engineering
- Dean or designee of Management
- Director of Teaching and Learning Center or designee
- Student member appointed by Bucknell Student Government (BSG)
- Student member appointed by CLIR

The chairperson of the committee shall be elected from its elected faculty membership.

**6. *Committee on Admissions and Financial Aid***

The Committee on Admissions and Financial Aid (CAFA) is concerned with the alignment of admissions and financial aid with the mission of the university. Within the University's shared governance structure, CAFA is responsible for formulating and recommending policies for admissions and financial aid. It also acts as a conduit and coordinating body for the dissemination of information regarding admissions and financial aid.

Additionally, CAFA will:

- a. remain well-informed about admissions and financial aid activities and their impact on campus climate and student life through regular reporting from the Offices of Admissions and Financial Aid about policies, procedures and results of the admissions and financial aid efforts, and through other means as appropriate.
- b. report annually to the faculty regarding the results of the admissions process, as well as changes in policies and procedures related to admissions or financial aid at the University, and other related topics considered during the academic year;
- c. respond in a timely fashion to inquiries from the faculty on matters concerning admissions and financial aid; and
- d. act as a point of contact for initiatives related to admissions and financial aid.

The Committee comprises the following members:

- Dean of Admissions
- VP for Enrollment Management
- Director of Financial Aid
- Dean of each College or designee
- One faculty member from each of the five divisions, with one of these faculty members elected to chair the committee
- Dean of Students or designee
- Two students (one chosen by CAFA and the other appointed by BSG)

**E. THE UNIVERSITY COUNCIL**

The University Council is constituted to provide advice, from a broad range of perspectives, to the President in the execution of his/her responsibilities. The Council is responsible for University planning and will seek to determine the operational or functional goals of the University, and make recommendations about what those goals should be. It will consider whether the programs and budget of the University are conducive to achievement of its goals. More broadly, the Council may be asked to consider any policy questions brought to it by the President. The Council may be asked to make recommendations concerning procedures for dealing with complex issues, including referrals of such issues to committees or other responsible bodies.

The University Council will not normally receive or act upon committee reports. However, the President may refer such policy questions to the Council as he/she finds appropriate. In addition, the Faculty, the Congress of the BSG, and standing committees may refer questions of procedure or jurisdiction to the Council. The Council will make its recommendations to the President (and, when applicable, to the referring bodies). Such recommendations shall not be construed to bind the President or other bodies to any course of action. The President shall convene the Council not less than once each semester during the academic year, and at such other times as are necessary. The Council will not normally use parliamentary procedure and majority voting. However, when the Council deems it necessary, it may utilize such formal procedures.

The membership of the Council includes the President (chair); Provost; Vice President for Finance and Administration; the Deans of the Colleges; the members of the Faculty Council; the President of the Congress of the BSG, and three students elected by the Congress. The President may designate members of the Faculty and of the administration or students as members of the Council, for such terms as he/she shall specify. In no case will the total faculty membership be less than the total administration membership, and in no case will the total student membership be less than fifty percent of the total faculty membership. The University Council will not exceed twenty members.

#### **F. GENERAL PROCEDURES FOR ELECTION TO AND MEMBERSHIP ON FACULTY COMMITTEES (Except the Committee on Academic Freedom and Tenure) AND UNIVERSITY COMMITTEES**

1. For most Faculty Committees and University Committees, elections are held simultaneously in April following the regular April meeting of the Faculty. Preliminary nominations from the Faculty Council for all positions to these committees will be distributed at least five days prior to the April Faculty Meeting. Elections for Faculty Chair and the University Review Committee are held in November following the regular November meeting of the Faculty. Preliminary nominations from the Faculty Council for these positions will be distributed five days prior to the November Faculty Meeting.
2. In drawing up election slates, the Faculty Council shall provide at least 1.5 times as many nominees as there are positions to be filled.
3. Faculty Council shall be responsible for distributing ballots and reporting the results of all elections.
4. All committee terms begin at the start of the fall semester and are for three years. Committee members may serve no more than two consecutive terms. Terms for the Secretary of the Faculty and the Chair of the Faculty begin July 1 and are for four years.
5. If a committee member is unable to serve because of leave or temporary absence during his/her term, the Faculty Council shall appoint a faculty member to serve temporarily. If a faculty member is unable to complete a term by virtue of resignation or for any other cause, the Faculty Council shall appoint a replacement to serve until the time of the next election, at which time an election shall be held for the unexpired term.
6. Where appropriate distribution across academic divisions is required the Faculty Council shall nominate faculty members from each of the following categories:
  - a. Colleges of Engineering and Management
  - b. Division of Arts and Humanities
  - c. Division of Social Sciences
  - d. Division of Natural Sciences and Mathematics

#### **G. AMENDMENT OF GOVERNANCE PROCEDURES FOR FACULTY COMMITTEES**

Amendments to governance policies and procedures regarding faculty committees described in Section II.C may be made as follows:

1. The party with whom the motion originates shall refer the proposed Handbook amendment to the Committee

on Faculty and Academic Personnel for review, and also to Faculty Council and the President for the opportunity to comment, prior to introduction at a regular meeting of the Faculty.

2. Amendments to the Handbook may not be voted upon at the regular meeting in which they are introduced, but only at a subsequent regular meeting, at which time a simple majority of the body present and voting shall be sufficient to approve the motion.
3. Non-substantive changes, such as changes in administrative titles for positions with the same duties, grammatical corrections, and unification of formatting, may be made by FAPC in its role as caretaker of the Handbook, following referral to Faculty Council and the President for comment, without a formal vote of the Faculty. FAPC will report all proposed changes to the Faculty in the published agenda for a regular Faculty meeting, and changes will be considered approved by the faculty in the absence of objection.
4. Amendments to governance policies and procedures will become effective when the Faculty has approved them, and when the President has agreed to them.

#### **H. AMENDMENT OF GOVERNANCE PROCEDURES FOR UNIVERSITY COMMITTEES AND THE UNIVERSITY COUNCIL**

Amendments to policies and procedures of University committees as described in Sections II.D. and II.E. may be made as follows:

1. Proposed amendments to the Handbook may be introduced in a regular meeting of either the Faculty or the Congress of the Bucknell Student Government. Before motions are introduced to the Faculty, the party with whom the motion originates shall refer the motion to the Committee on Faculty and Academic Personnel for review, and also to Faculty Council and the President for the opportunity to comment.
2. Amendments may not be voted upon at the regular Faculty meeting in which they were introduced, but only at a subsequent regular meeting.
3. If the motion is approved by the standard approval procedures of the originating body, the motion to amend the Handbook shall then be introduced in the non-originating body (i.e., Faculty or Congress of BSG), where again it shall be voted upon according to the standard procedures of that body. The standard approval in regular meetings of the Faculty is a simple majority vote of those present and voting.
4. Non-substantive changes, such as changes in administrative titles for positions with the same duties, grammatical corrections, and unification of formatting, may be made by FAPC in its role as caretaker of the Handbook, following referral to Faculty Council and the President for comment, without a formal vote of the Faculty. FAPC will report all proposed changes to the Faculty in the published agenda for a regular Faculty meeting, and to the officers of BSG for introduction to the Congress of the BSG. All changes reported will be considered approved by the faculty and BSG in the absence of objection.
5. Amendments will become effective when the Faculty and the Congress of the BSG have concurred on them, and when the President has agreed to them. The Faculty and the Congress of BSG may, when necessary, appoint conference committees to resolve differences between them.

#### **I. STUDENT GOVERNANCE**

The Bucknell Student Government (BSG) is the student component of the University's governance structure. The function of this body is to serve as a forum for the expression of student opinion, concerns, and ideas, and to represent the interests and promote the welfare of all undergraduate students on the campus. The BSG consists of an Executive Council, a Congress, and a Student Appropriations Committee; the Executive Council serves as the steering committee for the Congress.

The Faculty and the BSG may each designate up to six of their members to attend and have the right to speak in one

another's meetings. This provision is not to be construed as abridging the right of other members to attend meetings of each body without right to speak; the purpose is to provide systematically for mutual representation of views.

#### **J. FACULTY REPRESENTATION AT TRUSTEE MEETINGS**

Faculty may serve as representatives to various committees of the Board of Trustees. These representatives, as well as the Chair of the Faculty and the Secretary of the Faculty, are invited to attend the fall, winter, and spring meetings of the Board of Trustees. Faculty representatives to Trustee committees will be determined in the following way:

To the Committee on Academic Affairs and Student Life: The chairs of Committee on Instruction, Committee on Campus and Student Life, and Committee on Athletics. If the chair of any of these designated committees is not a non-administrator faculty member, the faculty members of that committee will elect a faculty member of the committee as the representative.

To the Committee on Finance: The chairs of Committee on Planning and Budget and Committee on Faculty and Academic Personnel. If the chair of either of these committees is not a non-administrator faculty member, the faculty members of that committee will elect a faculty member of the committee as the representative.

To the Committee on Development and Alumni Relations: Two members selected by and from the Faculty Council.

If any of the designated trustee committees work through subcommittees, the chairs may invite the faculty representatives from their committees to participate in the subcommittees.

No faculty members are voting members of any trustee committees.

### **III. FACULTY PERSONNEL POLICIES**

Bucknell's dedication to the pursuit of excellence in teaching and scholarship informs its academic personnel policies, from hiring to the granting of tenure and promotion. All personnel decisions must reflect institutional purposes and priorities.

The terms and conditions of every appointment to the Faculty shall be stated in writing, and a copy of the statement of appointment shall be supplied to the appointee and to the chairperson of his/her department.

#### **A. HIRING AND AFFIRMATIVE ACTION**

It is Bucknell's goal to attract the finest Faculty possible within the limits of the University's resources. Each appointment to the Faculty must be considered in terms of the following criteria:

- effectiveness and promise of excellence in teaching and in advising students;
- effectiveness and promise of excellence in scholarship;
- potential for leadership and service in the University community.

It is the policy of Bucknell University to base employment on merit and on equal opportunity for all qualified persons. Bucknell does not discriminate in its hiring practices and welcomes applications from all qualified persons for advertised positions. A lively and diverse Faculty is essential in carrying out the educational mission of the University and in meeting the goals of the Bucknell curriculum. It is for this reason that Bucknell has chosen to embrace a voluntary affirmative action policy and conforms to the federal and state laws governing such plans. The guidelines for affirmative action are to be followed in the hiring and employment of all members of the Faculty and of the Administration. In the process of recruiting members of the Faculty and staff, representatives of the University will follow formal procedures to ensure the full consideration of members of protected minority groups and women. The purpose of this policy is to ensure that the composition of the Faculty and the professional staff reflects the balance of these groups in national employment pools.

In its essence, the principle of equal opportunity requires that evidence be provided, in each instance of a recommendation to employ, that steps have been taken to establish a non-discriminatory applicant pool from which

an appointment can be made on the basis of individual merit. Further, affirmative action requires that women and members of protected minority groups are to be sought out for vacancies at all levels of employment in those areas in which, in the past, such groups have been under-represented.

The Affirmative Action Officer works with the faculty and administrative officers in the recruitment and hiring of all members of the professional staff. He/she reports to the President and is responsible for University compliance with federal and Commonwealth regulations regarding non-discrimination and affirmative action.

The University's *Affirmative Action Plan* is included in Appendix A.

## **B. TENURE-TRACK APPOINTMENTS**

Provisional appointments may be made at any rank to tenure-track positions; such appointments provide an opportunity for the University to assess the qualifications of a person for a tenured appointment. A provisional appointment is a probationary one which does not include the right to permanent employment. The minimum requirements and conditions for retention and for the award of tenure are set forth in each department/program/college's stated criteria and in this Handbook, Section III.L.

The period of service without tenure for someone at the rank of assistant professor may not normally exceed seven years of full-time service at Bucknell. The period of service without tenure for someone at the rank of professor or associate professor may not normally exceed three years of full-time service at Bucknell; i.e., the tenure decision for professors and associate professors is made no later than the end of the third academic year. A year in which a faculty member on a provisional appointment has a reduced teaching load to complete a doctoral dissertation, or takes a childbearing or childrearing leave, an untenured faculty leave, a short-term disability leave, a family and medical leave, or a military leave normally will not count as full-time service if the leave is six weeks or more in duration (either continuous or aggregated from several leaves).

Every tenure-track faculty member normally may extend the probationary period by no more than three years. Within this constraint, each of the aforementioned leaves delays the next scheduled review by one academic year, and by default delays all remaining reviews by one academic year. However, upon consultation with the department/program/school chair and the appropriate academic dean, a faculty member may opt to be reviewed in any year between the originally scheduled review (based on the date and conditions of hire, see section III.L.) and the default year of the review as set by the number of leaves. The faculty member must inform the dean and his or her department/program/school chair of the timing of the review, as well as the number of leave years the faculty member wishes to count as full-time service, by the last day of classes in the spring semester prior to the year in which the next review will take place. The faculty member's decision is then forwarded to the Provost for consultation if the faculty member deems a consultation appropriate. Regardless of the timing of the review, all teaching materials accrued at Bucknell since the last review must be included in the submitted materials.

For cases in which a review is scheduled during a fall semester in which any kind of leave is taken, the provisional faculty member may elect to delay the review for one year; normally in this case, the faculty member must notify his or her department/program/school chair and Dean by the last day of classes in the spring semester prior to the year in which the review was originally scheduled to take place. Faculty members considering a delayed review should discuss with the dean the effect of the delay on the timing and level of future reviews.

Upon consultation with the department/program/school chair and the appropriate academic dean, a provisional faculty member, regardless of years of service, may opt to stop the tenure clock or extend the probationary period without taking a full or partial leave of absence, if the faculty member (regardless of gender) is a caregiver of newborn or newly adopted children. Thus, faculty members are entitled to stop the tenure clock while continuing to perform faculty duties at full salary. A faculty member's decision must be made by the last day of classes in the spring semester prior to the year in which the next review was scheduled to take place. The faculty member's decision is then forwarded to the Provost for consultation if the faculty member deems a consultation appropriate.

The tenure clock can be stopped for up to one year for each child, but a faculty member may normally take no more than three one-year extensions of the probationary period (for childbearing/childrearing leaves or for any other reason, such as an untenured faculty leave).

Only in exceptional cases may a provisional appointment be extended for one year beyond the limits specified above. These are cases in which (a) illness of one year's duration or more has reduced the opportunity for the evaluation of teaching and scholarship, (b) the goals of a department or its programs have shifted so significantly that the time required for an individual's professional development has reduced the opportunity for the evaluation of teaching and scholarship, or (c) there are other extenuating circumstances of a compelling nature. In these circumstances only, the faculty member and the department may petition the Provost for a one-year extension. The petition must be tendered prior to the year of the review in which the decision on tenure is to be made. An extension requires the consent of the Provost.

A provisional faculty member may request a maximum of four years of credit toward tenure for full-time teaching at Bucknell or elsewhere. Such credit requires the written agreement of the Dean and the Provost.

An initial appointment with tenure is rare but is sometimes made in order to strengthen departments or to develop new curricular programs. Such an appointment may be made only for appointees with exceptional qualifications. Designating a position as one in which a candidate may be hired with tenure will only be considered upon approval of the department or program, the Dean, and the Committee on Staff Planning at the beginning of the search process. In a search in which hiring with tenure is an option, it shall not be a mandatory requirement that a candidate be hired with tenure for the position to be filled. Thus, the position could be filled with either a tenured or a provisional candidate.

Individuals appointed with tenure are expected to have earned tenure at another institution. The approvals of the home department or program, two faculty members from the University Review Committee, designated by the University Review Committee, the Dean and Provost are required before an offer of appointment with tenure can be made. Departments and programs hiring candidates with tenure must compile a file that approximates the typical tenure file.<sup>1</sup> Departments and programs should encourage candidates seeking an appointment with tenure to submit such materials as part of the finalist stage of the application process. This file shall be evaluated using the same criteria as are applied to candidates in probationary appointments. As for all faculty, tenure is conferred only by vote of the Trustees through the President.

Credit towards tenure is not the same thing as credit toward a sabbatical leave. A faculty member who moves from a visiting position to a tenure track position may request a maximum of three years of credit towards a sabbatical for full-time teaching at Bucknell. Such credit requires the written agreement of the Dean. No credit toward a sabbatical will be awarded for teaching elsewhere.

Tenured or provisional ranks are:

**Assistant Professor** – At the time of appointment to the rank of assistant professor, the person normally holds the doctorate or its equivalent and shows promise of success in teaching and scholarship.

**Associate Professor** – At the time of appointment to the rank of associate professor, the appointee usually holds the doctorate or its equivalent and has demonstrated success in teaching and scholarship.

**Professor** – At the time of appointment to the rank of professor, the person usually holds the doctorate or its equivalent and has established a distinguished record in teaching and scholarship.

Members of the Faculty who become academic administrators shall retain academic rank and, if earned, tenure. Faculty rank for newly hired academic administrators is subject to the advice and consent of the concerned department. Departments will make recommendations on subsequent questions of promotion or tenure to the University Review Committee according to procedures prescribed by the department.



## C. TEMPORARY APPOINTMENTS

### *1. Full-time*

Full-time temporary appointments typically are made for the purpose of leave replacement or to meet emergencies such as late resignations or disability. Such appointments can be made at any rank for periods ranging from one semester to three years with no expectation of promotion or tenure. Appointments to positions of one year or less carry the qualifier “visiting”; as a courtesy to the temporary appointee, appointees to two- or three-year positions are not required to use the “visiting” designation although they may use it if they wish. Reappointment to a full-time, temporary position may occur when need for the position has been established and the Provost has accepted the recommendation of the department concerned.

**Instructor** – Some temporary appointments may be made at the rank of instructor. An instructor shows promise of success in teaching and scholarship and normally has a master’s degree or its equivalent. He/she may be appointed to a full-time or, occasionally, part-time limited-term position.

Temporary, non-tenurable positions include:

**Visiting Faculty** – The designation of “visiting” is restricted to a member of the staff who renders full-time instruction to the University and whose academic qualifications are the same as those which would warrant a provisional appointment to the Faculty were an appropriate position available. A visiting appointment signals that the appointment is of a specified duration; the term of reappointment normally shall be one year, and the total of all full-time continuous appointments for an individual may not exceed five years (ten semesters).

**Adjunct Faculty** – In rare cases, the term “adjunct” is used as a qualifier to one of the faculty ranks for an individual who renders full-time or part-time instruction to the University but whose qualifications are not those required of a provisional appointee. Adjunct faculty may be non-faculty members of the staff who occasionally teach a course or full-time temporary appointments whose knowledge and skills add richness to the curriculum.

### *2. Part-Time*

**Lecturer** – Appointments of lecturers are made to meet special part-time needs of departments or programs of instruction. The title is flexible and may denote established scholars, faculty members who have not yet completed an appropriate terminal degree, or persons who provide necessary instructional services. In many cases, the title of Lecturer is given to those whose primary professional responsibilities or qualifications have more typically been met in another setting, such as private practice, a public school, another university, a conservatory, government agency, medical center, industry, consulting company, research center, or university administration. Lecturers are not required to engage in scholarship, nor are they required or expected to share in the Faculty’s responsibility for governance, although they need not exclude themselves from these activities should they wish to participate as the opportunity arises.

Typically, part-time appointments to the Faculty are made for a fixed unit of work, i.e., a specific course, and a fixed period of time such as Summer School, a semester, or an academic year. Salary and benefits are related to the number of courses taught, since the contractual agreement pertains to teaching one or more courses rather than to serving as a member of the Faculty. Each letter of appointment will state the terms and conditions of employment. Part-time temporary appointees to the Faculty are not required or expected to serve on committees, counsel advisees, contribute to curriculum development, conduct research, and otherwise contribute to the academic community, although they need not exclude themselves from these activities should they wish to participate as the opportunity arises.

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<sup>1</sup>This file should include at least 3 years of teaching evaluations, a representative sample of scholarship, and some form of self-statement that puts the candidate’s teaching, scholarship, and service into the appropriate context. Furthermore, references should, to the extent they are able, address the individual’s scholarship in a similar fashion as external reviewers do whose input is solicited for a tenure review.

#### **D. JOINT APPOINTMENTS AND SHARED APPOINTMENTS**

Joint appointments and shared appointments may be made to tenure-track or temporary positions.

**Joint Appointments** – On occasion, the goals of the University and those of a member of the Faculty are best served by an appointment with faculty status in two departments or programs of instruction. Service may be divided equally or unequally between departments or programs. The faculty member's letter of appointment will state the conditions for evaluation for reappointment, tenure, promotion, salary, and other personnel decisions in conformity with the policies of the Faculty Handbook on such matters.

**Shared Appointments** – Occasionally, the goals of the University are best served by two persons sharing one appointment to the Faculty. Whether the shared appointment is for three-thirds time or four-thirds time, a single position exists for purposes of tenure, sabbatical leave, and attendant faculty privileges. Each faculty member's letter of appointment will state the conditions for evaluation for reappointment, tenure, promotion, salary, and other personnel decisions in conformity with the policies of the Faculty Handbook on such matters.

#### **E. EMERITUS APPOINTMENTS**

Status as an Emeritus member of the Faculty may be conferred on members of the Faculty by the Board of Trustees upon recommendation of the President. Faculty action is not required. The rights and benefits of the members of the Emeritus Faculty are stated in a policy memorandum (see Appendix A).

#### **F. COURTESY APPOINTMENTS**

On occasion, special appointments to the University may be given to individual scholars or researchers who are affiliated with Bucknell academic departments but receive neither salary nor benefits from the University.

For individual scholars or researchers who are senior members of the faculty of another college or university, the appointment may be made at the same professorial level as that held at the home institution, or the appointment may carry a specially devised title, e.g., Distinguished Visiting Professor or Visiting Fellow.

If the individual does not hold a professorial title or is not a member of the faculty at another college or university, the title Faculty Associate should be used and may carry appropriate modifiers, such as Distinguished, Clinical, or Research.

Arrangements concerning courtesy appointments (i.e., privileges, title, use of resources, length of appointment, and liability issues) shall be worked out in detail between the host department and the Dean of the appropriate college before the appointment is made. Normally, the initial term of appointment shall be for up to three years; reappointment shall not normally exceed a total period of two years. All courtesy appointments will be reviewed annually by relevant academic departments and Deans.

#### **G. COURTESY AFFILIATIONS FOR ACADEMIC ADMINISTRATORS WITH FACULTY RANK**

As noted in Section III.B., members of the Bucknell faculty who become academic administrators shall retain academic rank and, if earned, tenure.

Subject to review and consent by the relevant department, newly hired academic administrators who are not members of the voting faculty, but who have served as full-time faculty members at previous institution(s), shall retain, as a courtesy, their previously held academic rank and disciplinary affiliation. Such courtesy affiliations do not normally include tenure or pathways to tenure, departmental or faculty voting rights, or other research or teaching responsibilities associated with being a member of the faculty. The courtesy affiliation shall be noted in the form "[Academic Rank] of [Subject] (by courtesy)."

If the newly hired administrator's role includes teaching or other faculty responsibilities, the assignment of such duties is subject to the advice and consent of the concerned department. Details regarding the administrator's faculty responsibilities (e.g., teaching, research, and/or service privileges and obligations) will be established by the host

department, Dean of the appropriate college, and the Provost at the time of initial hire; these may be revisited during the administrator's annual review or as needed. When interacting with students or faculty in teaching or scholarly endeavors, the parenthetical designation "(by courtesy)" may be removed, but it must remain in the expression of the courtesy affiliation in all official documents such as personnel files, CVs, appointment and promotion papers, and administrative records. The term of the faculty affiliation shall be aligned with the term of the administrator's contract.

Decisions regarding the possibility of tenure and/or promotion in rank should be decided in consultation with relevant Dean and department at time of hire.

## **H. ORIENTATION OF FACULTY MEMBERS**

New members of the Faculty – no matter how long they may have taught elsewhere – deserve an introduction to the University's expectations regarding teaching, scholarship, and service to the academic community. The department's statement on criteria for the evaluation and retention, promotion, and tenure of department members will be provided to each faculty member. Each department, usually through its chairperson, will introduce new members to a wide range of policies and practices relating to academic procedures, instructional uses of the physical plant, and services available to members of the Faculty as aids in meeting responsibilities in teaching and scholarship.

The Deans of the Colleges and the Provost will provide occasions for new members to become acquainted with each other and with other members of the Faculty and the Administration. The Deans bear a responsibility for conveying and interpreting to new members the Faculty's expectations regarding teaching, scholarship, and service, as well as for clarifying policy and procedural matters of interest to the Faculty, particularly as they pertain to the review process.

## **I. RESPONSIBILITIES OF THE FACULTY**

The work of a full-time member of the Faculty includes teaching, scholarship, and service to the academic community. Excellence in performing these responsibilities is the primary criterion for retention, promotion, and the award of tenure.

### ***1. Teaching***

Effective teaching at Bucknell is essential, and teaching is the principal activity in which the Faculty of the University is engaged. The primary goal of teaching at Bucknell is to inspire and challenge students to become learned and thoughtful in new areas of study and in their chosen disciplines, to be capable of independent, critical, and creative thought and action, and to develop principles of moral behavior and of individual responsibility.

In trying to reach the goals expressed above, certain traditional activities on the part of teachers are essential. These include planning a syllabus for each course, preparing regularly for class, preparing and evaluating forms of assessment such as examinations, laboratory experiments, or papers, and advising students. While the evaluation of teaching takes all these activities into consideration, the critical focus of such an evaluation is not so much on the exact strategies adopted by a teacher as it is on whether the teacher has been able to contribute in a significant way to the attainment of the larger goals noted above.

Effective teaching may take a variety of forms: lectures, seminars, informal conversations, laboratories, field work, and student participation in scholarly work with the Faculty. Excellence in teaching thus extends beyond the classroom setting. It embraces a variety of points of view, methods of approach, and attitudes. The effective teacher enhances the quality of the student's life and encourages the student to enrich the lives of others.

#### **a. The Teaching Load**

The teaching load for full-time tenured or tenure-track Faculty consists of five courses or their equivalent each year, with adjustments for those courses that include laboratories.

Upon occasion, adjustments in teaching load may be made with consent of the department chairperson and the Dean in recognition of unusual demands on members of the Faculty. Such demands may include major involvement in:

- the development of a new program;
- supervision of research and theses;
- administrative responsibilities, including chairing an academic department or directing specified university programs, such as the Common Learning Agenda, the Writing Program, Graduate Studies, or the Bucknell University Press;
- research or creative activity which has reached a critical point in its development.

The determination of equivalence in terms of teaching load is approximate at best; thus, some variation among individual cases is to be expected.

The principal responsibility of all faculty members is to teach according to high professional standards. If a faculty member is ill or if he/she in rare instances must miss classes in order to attend a professional meeting, it is his/her obligation to inform the department chairperson and, when possible, to make arrangements for a faculty colleague to take the class or to make arrangements for an additional class meeting to recover the time lost to students. Absences of more than three days for reasons other than illness are to be approved by the Dean of the College.

Faculty members are also responsible to comply with the academic policies and regulations of the University, as published in the Faculty Adviser Handbooks and elsewhere.

#### b. Advising of Students

The advising of students is the responsibility of the full-time continuing members of the Faculty. For specific policies and procedures, see Faculty Adviser's Handbook.

The primary responsibility of the faculty adviser is to help students plan their academic programs and select courses during pre-registration each semester. The faculty member should help the advisee meet the requirements of the degree program in which the student is enrolled, making sure the student understands the educational principles underlying the rules and regulations in each program of study. Advisers are expected to discuss these records with their students as part of planning each semester's work and monitoring their progress.

An integral part of faculty advising is providing information about educational options open to the student and ways in which these options may relate to the student's academic goals, career plans, and personal interests.

The faculty adviser and the student should engage in dialogue about the pursuit of a higher education, the student's understanding of his/her own reasons for joining in this pursuit, and ways in which Bucknell's resources may be employed in making the pursuit a worthy one. The faculty adviser is in a position to offer support to the student; this support should be the core of the system of advising at Bucknell.

#### c. Other responsibilities

Faculty members are expected to attend department meetings, meetings of the Colleges and of the University Faculty, and meetings of committees on which they have agreed to serve. Faculty members are also expected to attend Commencement and Convocation and are strongly encouraged to be present at special University events – such as the reception for new faculty, reception for graduate students, Orientation, and Parents' Weekend. These occasions provide opportunities for faculty members to represent their disciplines, to meet students and their parents for informal advising, and to meet new colleagues.

## ***2. Scholarship***

Faculty scholarship at Bucknell is essential and it is unlikely that a person will be tenured without some form of published peer-reviewed scholarship. Research improves teaching effectiveness by encouraging the faculty member to keep abreast of new trends and ideas, to reevaluate existing ideas and theories, to think seriously on a professional level about concepts and issues that are part of the corpus of knowledge to which students are exposed, and to obtain valuable feedback by offering the results of this thinking to peers for their judgment and enlightenment. The form of scholarship varies with the discipline; those who react to it critically also vary. The form may be a book, script, poem, journal article, documentary film, invention, piece of sculpture, painting, public performance, peer-reviewed external grant, oral presentation before a learned society, or a creative work of technical or professional consultation. The critics will range from an informed audience for a public performance to the subscribers to a professional journal.

Work in progress, not yet submitted for publication, may be evaluated as part of a candidate's scholarly activity. Such evaluations will of necessity be made by professional peers, both within and outside the University.

## ***3. Service to the University Community***

Because the Faculty plays a key role in the governance of the University and in the establishment of University policies, service on University, Faculty, and department committees is a significant responsibility of members of the Faculty. Professional assistance to colleagues and administrative staff and service as an adviser to student activities and organizations are important contributions to the University community. Professional services given to community organizations may also be recognized.

# **J. FACULTY GROWTH AND DEVELOPMENT**

## ***1. Institutional Support for Professional Growth and Development***

Professional growth and development are personal matters which originate with the individual; however, in the quest for such growth, the faculty member has a right to expect Bucknell support in two important forms:

- Professional growth entails a willingness to experiment; Bucknell supports such experimentation when it is related to the basic purposes of the University. Within this context, the faculty member will be encouraged to take risks, and the success or failure of any single experiment will be judged in the light of the person's long-range objectives. Encouragement of such experimentation may include financial support as appropriate.
- Professional growth and development requires institutional support in the form of counsel and evaluation. Each faculty member has the right to know the extent to which his/her goals for professional growth are congruent with the purposes and expectations of the University. Department chairpersons and the Deans of the Colleges will assist the faculty member in formulating goals which best match his/her needs, talents, and aspirations, and in finding opportunities within the University for the achievement of such goals.

## ***2. Institutional Support for Teaching***

The richest sources of support for the improvement of teaching often lie in students and colleagues, in or outside one's discipline. Faculty members at Bucknell frequently assist one another in strengthening courses and improving teaching; such cooperation is encouraged.

Other support includes financial assistance from the Deans of the Colleges, who have limited budgets to support faculty attendance at short courses, workshops, and seminars on teaching. Financial grants in support of curricular and instructional development are awarded annually by the Committee on Faculty Development to encourage both new and experienced faculty members to improve their courses.

The Summer School offers additional opportunities to experiment with teaching methods and with courses. Support services for teaching, such as duplicating, secretarial services, supplies, and student assistance, are

provided by each department's operating budget, which is administered by the department chairperson. The first priority for funds in all departments is the instructional program.

### **3. Institutional Support for Scholarly Development**

Sources of support for scholarship at Bucknell are essentially the same as those for teaching. The Deans of the Colleges administer budgets for (1) travel to professional meetings to present the results of research, and (2) small grants in support of research in progress. DD The Committee on Faculty Development awards funds on a competitive basis in support of scholarly development. Information Services and Resources and department operating budgets often are able to provide limited assistance to individuals in their scholarly work.

### **4. Faculty Leaves**

Leave programs support both teaching and scholarship as additional means for professional growth and development. The main purpose of the leave policy is to improve the professional competence of the Bucknell Faculty and thereby enhance the instructional program of the University. The following policy statement has been written with these objectives in mind. All leaves require confirmation by the Board of Trustees.

#### **a. Sabbatical Leaves**

Sabbatical leaves of absence are granted to members of the Faculty according to these provisions:

1. Every faculty member is eligible to apply for a sabbatical leave to be taken during each seventh year of service with the first leave to follow the award of tenure. 'Service' here is normal Bucknell employment as described in the faculty member's contract. Not more than one semester's worth of unpaid leave may count toward the seven years. A sabbatical leave may be one semester at full pay or one academic year at half pay. Some funding at  $\frac{3}{4}$  pay for the academic year is available through a competitive process. (The years of service do not have to be consecutive; one who receives a fellowship, or takes a leave of absence to do work elsewhere, normally "loses" only the time away from campus.) If the faculty member is awarded one academic year at half pay, the faculty member may choose one of the following payroll options:
  - During the sabbatical year, the faculty member will be paid at 50% his/her salary. Upon return from sabbatical, the subsequent year will be paid at 100% of his/her salary.
  - During the sabbatical year, the faculty member will be paid at 75% of his/her salary. Upon return from sabbatical, the subsequent year will also be paid at 75% of his/her salary.

Faculty taking a one semester leave will teach three courses or their equivalent during the academic year in which the leave occurs.

Sabbatical leave, however, may be postponed for compelling professional reasons up to two years without altering a faculty member's sabbatical schedule permanently. Application to postpone one's leave must be initiated in writing by the faculty member and accepted by the department chair, the Dean of the College, and the Provost. If at least four years intervene between leaves, the faculty member will remain eligible for a second sabbatical leave in the fourteenth year, a third in the twenty-first year, and so on.

In order to mitigate staffing problems that may result from aggregation of faculty leaves in one year, a department may request that an individual faculty member's sabbatical leave schedule be advanced as many as three years. All other considerations being equal, preference will be given to more senior faculty, and faculty who have not previously benefited from an advanced leave schedule will be given priority if further schedule changes are necessary. The request must be approved by the cognate Dean and the Provost. It is expected that this remedy will be applied infrequently.

2. The recipient of a sabbatical leave agrees to return to the University to teach for one academic year directly following the sabbatical leave or to reimburse the University for compensation received during the sabbatical. In case of physical inability to teach following a sabbatical leave, or other exceptional circumstances, the requirement to return compensation may be waived upon recommendation by the Provost with the approval of the President and the Board of Trustees.

3. The applicant for a sabbatical leave shall submit a detailed application early in the Fall preceding the academic year of the desired leave. The proposal shall explain fully the faculty member's intended use of the sabbatical leave and its importance to his/her research and teaching. It will be accompanied by the endorsement of the department chairperson and a statement of replacement needs, if any, for the department. The application shall be submitted to the Provost for referral to the Committee on Faculty Development. Guidelines and dates for the submission of applications are published each September.
4. The Committee on Faculty Development shall evaluate each proposal and provide comment and counsel to each applicant. The Committee and the applicant shall work in concert to develop the best possible research plan for each leave. Ill-conceived applications which are not satisfactorily revised will be rejected. The award of sabbatical leaves will be announced by the Committee not later than December 30 of the year prior to the academic year of the desired leave.
5. A brief written report is to be submitted to the Provost and to the Committee on Faculty Development within two months after the end of the leave.
6. Because of the importance of scholarship and research to teaching, the University considers research projects, post-doctoral study, and travel that is related directly to one's profession as legitimate activities during a sabbatical leave. Because the University is unable to provide full salary for an academic-year leave, yet encourages full-year leaves, faculty members are urged to secure external funds to supplement the one-half salary awarded for a full-year leave.
7. Another paid position may be accepted during the sabbatical period if it enables the faculty member to take a full year's leave without detracting from the program of study or research approved by the University. However, if a paid position is accepted as a means of attaining the goals of the sabbatical proposal, the remuneration from it may not exceed one half of the person's University salary, excluding the expenses of travel to the site of temporary employment. Approval of the Provost is required before accepting a paid position as a means of carrying out the sabbatical proposal.

**b. Untenured Faculty Leaves**

Untenured faculty leaves of absence are granted to members of the Faculty to provide opportunities for faculty members who are young professionally to engage in productive professional development beyond their dissertations and graduate school contexts. Although it is expected that most participants will engage in scholarly research during the leave, proposals that set forth scholarly inquiry into the development of pedagogy also will be considered. Untenured faculty leaves are granted according to these provisions:

1. Provisional faculty members hired with zero or one-year credit toward tenure may apply to receive an untenured faculty leave in their third or fourth year of service. Award of the leave is contingent upon having received a favorable second- (or "third-") year review. Faculty members must apply during the Fall semester in which their second- (or "third-") year review occurs if they wish to be considered for an untenured faculty leave during the following year.
2. Primary criteria for the untenured faculty leave program are:
  - a. the strength of the proposal and its clear connection to the faculty member's scholarly and teaching development;
  - b. the likelihood of the successful completion of the project (e.g., a clear plan of study and project(s) of manageable size);
  - c. special circumstances that make such a leave especially advantageous;
  - d. strong support from the respective department/program/school chair and Dean.
3. The recipient of an untenured faculty leave agrees to return to the University to teach for one academic year following the untenured leave or to reimburse the University for compensation received during the

untentured faculty leave. In most cases, this will occur in the year directly following the untentured leave, but may be delayed if other forms of leave are taken immediately after the untentured leave. In case of physical inability to teach following the leave, or other exceptional circumstances, the requirement to return compensation may be waived upon recommendation by the Provost with the approval of the President and the Board of Trustees.

4. The applicant for an untentured faculty leave shall submit a detailed application early in the Fall preceding the academic year of the desired leave. The proposal shall explain fully the faculty member's intended use of the leave and its importance to his/her research and teaching. It will be accompanied by the endorsement of the department/program/school chairperson and a statement of replacement needs, if any, for the department/program/school. The application shall be submitted to the Provost for referral to the Committee on Faculty Development. Guidelines and dates for the submission of applications are published each September.
5. The Committee on Faculty Development shall evaluate each proposal and provide comment and counsel to each applicant. The Committee and the applicant shall work in concert to develop the best possible research plan for each leave. Ill-conceived applications which are not satisfactorily revised will be rejected. Upon receipt of Committee recommendations, the Provost shall announce the award of untentured faculty leaves.
6. A brief written report is to be submitted to the Provost and to the Committee on Faculty Development within two months after the end of the leave.
7. The program provides support for one-semester leaves (at full salary), full-year leaves (at half salary) or, where justified, one-year leaves at one-half released time (at full salary). A specific budget (where travel or research funds are necessary) not to exceed \$1000 may be requested, but award of funds is not guaranteed. An untentured faculty leave will not count as service toward tenure unless a faculty member opts to have it count as defined in section III.B. Faculty taking a one semester leave will teach three courses or their equivalent during the academic year in which the leave occurs.

#### **c. Leaves of Absence**

A leave without salary for a period of one semester or one year is encouraged when it is probable that the leave will contribute to the academic growth of the individual, provided that consent is given by the department chairperson, the Dean of the College and the Provost. Leaves of absence normally do not receive credit in determining eligibility for tenure, promotion and sabbaticals.

Exceptions to this practice require the approval of the Provost. Requests for a leave of absence for an additional year or requests for a leave for a period of two years will be approved only in unusual circumstances.

#### **b. Educational Leaves**

Educational leaves for one year with half salary or for one semester with full or partial salary are occasionally granted to tenure-track faculty members who are working for an appropriate terminal degree. Similarly, such leaves are occasionally granted to members of the Faculty for post- doctoral study to enhance significantly the ability of the instructor to teach new material or to teach in a new area of the University curriculum.

To be eligible for an educational leave, the applicant must (a) have served the University for at least two years as a full-time member of the Faculty, (b) obtain the recommendation of the department chairperson, and (c) submit a formal request for the leave to the Dean of the College and through him/her to the Provost. The application must include (a) the specific purpose of the leave, e.g., to complete course work or dissertation; and (b) the activities in which the candidate expects to engage.



The recipient of an educational leave agrees to return to the University to teach for one academic year directly following the educational leave or to reimburse the University for compensation received during the leave.

**c. Sick Leaves**

Requests for sick leaves are approved by the Board of Trustees upon the recommendation of the Provost.

**5. Research and Consultation**

A faculty member is employed full time during the academic year beginning with orientation and extending through Commencement to meet certain primary obligations, the most important of which is teaching. Research, scholarship, and consultation that do not interfere with or detract from instruction are encouraged. During the academic year, extra compensation from fees for services or from grants other than federal research grants<sup>2</sup> is permitted. However, the time required to engage in such additionally compensated activity may not exceed one day per week on the average and the activity must be supportive of the faculty member's teaching or scholarship. Each faculty member must inform the department chairperson and the Provost of any activity which may qualify under this paragraph and, as a general practice, should discuss such activity with the department chairperson in advance of accepting it. Research or consultation, which may require a faculty member to miss a class, can be approved only under unusual circumstances. Occasional or infrequent consultation (one day or less per month) does not require any report to a chairperson or to the Provost. See also *Conflict of Interest and Commitment* in Appendix A.

With the approval of the department chairperson, the Dean of the College, and the Provost, a faculty member may engage in sponsored research or consultation not to exceed one-half time during the academic year,<sup>3</sup> providing that the grant for the project reimburses the University for the faculty member's salary in an amount approximately equal to the proportion of time devoted to the project.

During the summer, members of the Faculty may receive not more than three-ninths of their salary for the preceding academic year as compensation for participation in any summer program or programs funded or administered by the University. Summer School salaries, grants paid to the University from any agency or foundation, and grants awarded by the Committee on Faculty Development are subject to this policy. Any University administered compensation, which would result in a Faculty member receiving more than two-ninths of their salary must be approved by the Provost before a commitment of service is made. External funding agencies may impose regulations in addition to those of the University.

Faculty members and students whose research or consultation results in a saleable product are expected to take appropriate action to record ownership of such intellectual property whether it be a copyright, a patent, software, or a trade secret. If such products result from effort for which the individual was compensated, or which required substantial use of University equipment or services, ownership of the intellectual property will be shared between the University and the individual in accordance with the University's stated policy on such matters. It is important for faculty members to obtain the written agreement of student assistants relative to the ownership of such intellectual property prior to the participation of students in the development of such intellectual property.

**K. ACADEMIC FREEDOM AND TENURE**

Academic freedom is an extension into the life of the University of two basic rights of a free society: the rights of free oral and free written expression of ideas. Although these rights are basic to any free society, they are in fact the essence of a free university. Wherever the freedom of inquiry or the liberty of an artistic expression is compromised, the life of the University is in jeopardy.

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<sup>2</sup> All federal grants are subject to the regulations set forth in Bureau of the Budget Circular A21, which states that "extra compensation above the base salary for work on Government research ... will be unallowable."

<sup>3</sup> Requests for release from more than one-half time teaching must have the approval of the Board of Trustees.

Academic freedom allows the faculty member to search for truth, to criticize existing beliefs and institutions, and to disseminate the results within the limits of his/her professional competence. Bucknell faculty members enjoy all of the rights of academic freedom; they are also responsible for preserving those rights for all members of the community, both colleagues and students.

Academic freedom insures that faculty members are free to support a controversial idea or a colleague whose responsible pursuit of truth runs against the tide of established or convenient opinion and belief. Academic freedom and tenure are closely linked. Academic tenure is one form by which the University gives legal protection to academic freedom. An appointment with tenure means an appointment without limit of time that can be terminated only for adequate cause (see Section III.O.).

Academic freedom entails the responsibility of insuring that methods of inquiry and results of work are continually open to critical examination. Such critical examination is part of the legitimate exercise of professional judgment; if substantive criticism is offered in order to improve a faculty member's performance – or to improve the quality of the Faculty as a whole – rather than to stifle the pursuit of truth, it is not only legitimate but serves to maintain the forum in which academic freedom flourishes. The Board of Trustees has approved the AAUP 1940 *Statement of Principles on Academic Freedom and Tenure*, and the University further subscribes to the AAUP *Recommended Institutional Regulations on Academic Freedom and Tenure* (1999) insofar as these regulations are not inconsistent with specific procedures or policies of the *Faculty Handbook*.

Any faculty member who thinks that his/her rights of academic freedom have been abridged may bring the issue before the Committee on Academic Freedom and Tenure.

#### **L. EVALUATION FOR RETENTION AND TENURE**

The University's fundamental commitment to academic freedom is strengthened by regular procedures of collegial evaluation of faculty members. Evaluation serves to relate the professional development of the individual faculty member to the institution's evolving purpose. The focus of evaluation goes beyond determining annual salary increases, promotions, and other rewards for individual faculty members. Evaluation is interpreted and employed as an instrument for the improvement of the educational program. It is the continuing responsibility of the individual faculty member, of colleagues (including, especially, the department chairperson and members of the department committee on reappointment and tenure), of the Deans of the Colleges, and of the Provost to ensure the constructive application of the evaluative process.

Provisional and tenured faculty members, regardless of rank, discipline, or area of specialization, are expected to maintain a high level of achievement in teaching, in scholarship, and in service to the University community. It is important to stress, however, that each of these areas can involve a variety of activities, and that Bucknell expects, respects, and encourages such diversity. The University has a responsibility to make known to each faculty member its expectations of the individual. It has the responsibility and the right to evaluate that faculty member according to those expectations.

Judgments which can result from an evaluation of a person who is serving in a provisional appointment are:

- a. to reappoint with continued provisional status
- b. to reappoint with tenure
- c. not to renew the appointment.

A decision not to reappoint or not to grant tenure differs significantly from termination for cause; see Section III.O. A provisional appointment is a probationary period, one which does not include the right to permanent employment. In deciding not to renew a provisional appointment, Bucknell is neither bringing charges nor showing cause for its action; instead, it is concluding that the candidate is not the best appointment that the University can make consistent with its resources. Following notice of non-reappointment, the Dean of the College will summarize the basis for the decision orally with the candidate.

At the candidate's request, a formal letter stating detailed reasons will be provided (see Section III.L.2. and the 1999 version of the AAUP *Recommended Institutional Regulations on Academic Freedom and Tenure*).

It is the policy of the University and the Committee on Staff Planning to plan carefully for appointments to the Faculty. Appointees are expected to make steady progress in meeting the institution's stated criteria for reappointment or award of tenure.

### ***1. Departmental Review***

For those appointed with provisional (tenure-track) status, reappointment to the same position is considered on the following schedule:

Assistant Professor	Years 2, 4, 6
Associate and Full Professor	Years 2, 3

Where the years here indicate the year of full-time service to Bucknell: e.g., "Year 4" means "after 3 years of full-time service to Bucknell." Review schedules for those appointed with credit for prior teaching will be determined at the time of employment and stated in the individual's written contract with the University.

It is the responsibility of each faculty member to become acquainted with the procedures and criteria for evaluation within the department, as specified in the department statement, and with the University procedures for review as outlined in the Faculty Handbook. The faculty member under review has the responsibility to cooperate with and contribute to the process of evaluation by supplying suitable materials for evaluation, including those materials specified by the department statement and such other materials as may seem most appropriate for judging his/her performance as teacher and scholar and in University service.

Each instructional department has a Departmental Review Committee (DRC) responsible for reappointment and tenure recommendations. The form of each DRC as described in the department statement is determined by the individual department and reviewed by the Committee on Academic Freedom and Tenure and by the Provost. Each DRC must be constituted of at least four tenured members of the full-time instructional faculty. Departments (or programs) that lack a sufficient number of tenured members shall consult with the appropriate dean to constitute a DRC from tenured faculty members from within the University. Untenured members of the faculty are not eligible to participate in or observe the deliberations of a DRC.

DRC statements of procedures are reviewed every five years by the department and the Committee on Academic Freedom and Tenure and by the Provost. DRC procedures should be dated to indicate the most recent revision date. Each member of a department is to be provided a copy by the department chairperson of the DRC procedures currently in use.

The chairperson of the department is responsible for convening the committee at appropriate intervals and for conveying its recommendations to the University Review Committee. Should the chairperson and the department committee not concur, both the committee's and the chairperson's recommendations are conveyed.

### ***2. Period Subject to Review***

The period subject to review ordinarily extends from the first date of employment in a tenure track position to the first day of classes of the Fall semester of the academic year in which the appropriate review (2<sup>nd</sup> year, 4<sup>th</sup> year, or tenure) is to take place, with an emphasis on the period since the prior review for 4<sup>th</sup> year and tenure reviews. The deliberation period is the period during which the DRC, PRC, or CRC, the URC, and other involved individuals or bodies conduct their review (excluding any appeals) and make recommendations, as set forth below. Review of the candidate by the DRC, PRC, or CRC, the URC, and other deliberative bodies or individuals will concern only material from the period subject to review, with the following exceptions:

- a. The DRC, PRC, or CRC, the URC, and other deliberative bodies or individuals may examine and consider, as needed, material from before the date of employment as indicated in the materials the candidate has chosen to include (e.g. the personal statement and CV of the candidate);

- b. The candidate may provide updates regarding material from the period subject to review, but not new materials, to the DRC, PRC, or CRC and/or URC during the deliberation period. Such submissions should be limited to significant developments, including, e.g., the acceptance of a paper submitted or award of a grant applied for during the period subject to review. Any such updates should be brought to the DRC, PRC, or CRC, or URC at least 10 days prior to the end of the corresponding deliberation period in order to be considered. If such information is provided during the URC's deliberation period, the URC will request that the DRC, PRC, or CRC consider the additional material and communicate its effect upon the DRC, PRC, or CRC recommendation;
- c. Upon an appeal from the candidate alleging procedural violations, CAFT will be able to examine any material offered by the candidate for consideration, including any updates provided during the deliberation period as described above.

### 3. *Schedule of Review Procedures*

- On or before May 1, the Deans of the Colleges will notify department chairpersons of the names of those department members who are to be evaluated during the following academic year.
- On or before May 15, the Deans of the Colleges meet with department chairpersons for preliminary discussion of procedures and the progress of evaluations.
- On or before May 15, prior to the evaluation of faculty members, the department chairpersons will invite provisional appointees to discuss the procedures to be followed in arriving at recommendations for their reappointment and tenure. Any questions concerning the procedures of a department committee (including the deadline for their submission) should be answered at this time. Agreements regarding procedures should be specified in a letter written to the candidate by the department chairperson dated on or before June 1.
- On or before September 20 for 2nd and 3rd year reviews, September 30 for 4th and 5th year reviews, and October 15 for tenure reviews, the department chairperson, representing the department review committee, will provide to each faculty member under review a written statement describing his/her standing, the statement to include evaluation of scholarship, teaching, and contributions to the University community.

The chairperson will give the candidate the opportunity to (a) meet again with the department committee before the final text of the statement is prepared, (b) see the final text of the statement before it is sent to the Dean of the College, and (c) respond in writing, if the candidate elects to do so, to the departmental statement.

- On or before September 30 for 2nd and 3rd year reviews, October 10 for 4th and 5th year reviews, and November 1 for tenure reviews, the final documented department recommendations and candidate statements of response (if any) will be submitted to the University Review Committee through the Dean of the College.
- The University Review Committee reviews department recommendations and all relevant documentation.
  - Normally, in the case of 2nd and 3rd year reviews, the Provost will not participate in URC reviews. However, the Provost shall participate in URC reviews in which preliminary recommendation is negative, the vote is tied, or the URC requests the Provost's involvement.
  - In the case of 4th, 5th, or 6th year reviews, the entire URC shall participate.
  - In all cases, the University Review Committee will formulate its own recommendations to be reported to the President. The President shall exercise the authority set forth under Section II.c.5 and in the case of tenure and promotion reviews will forward the URC's recommendation to the Board of Trustees. The final authority to grant appointments, promotions, and tenure rests with the Board of Trustees.
- On or about December 1 for 4th and 5th year reviews, and January 20th for tenure reviews, the President will apprise him/herself of the documentation which accompanied the department recommendations and will meet with the University Review Committee to discuss the Committee recommendations. The President is not typically involved in second and third year reviews.

- On or before December 15 for 2nd, 3rd, 4th, and 5th year reviews, and February 1st for tenure reviews, the Deans of the Colleges will send letters of notification of the University Review Committee's actions to each faculty member under review. By this date, the University Review Committee shall prepare for the file a separate letter of explanation for each candidate denied retention or tenure.
- A University Review Committee letter which indicates the University's intention to terminate an appointment is to be understood as the final notice of non-reappointment or denial of tenure, even if the Committee on Academic Freedom and Tenure is petitioned.
- If the final decision as stated in the University Review Committee letter of notification is to deny reappointment or tenure, the individual faculty member may appeal negative decisions on two possible grounds and in the following order: substantive issues and procedural issues. Requests for reconsideration based on substantive issues shall be directed to the University Review Committee before any appeal based on procedural issues is made to the Committee on Academic Freedom and Tenure. An appeal to the Committee on Academic Freedom and Tenure will foreclose the right of the candidate to appeal to the University Review Committee for reconsideration.
- January 1 for 2nd, 3rd, 4th, and 5th year reviews, and February 10 for tenure reviews, shall be the latest date on which a candidate who has been denied retention or tenure may request a letter of explanation from the University Review Committee. Letters of explanation which have not been requested shall be destroyed on March 1.
- January 15 For 2nd, 3rd, 4th and 5th year reviews, and February 20 for tenure reviews, shall be the latest date on which a candidate may request reconsideration by the University Review Committee.
- January 31 for 2nd, 3rd, 4th and 5th year reviews, and March 1 for tenure reviews, shall be the latest date on which a candidate may submit materials for reconsideration to the University Review Committee.
- February 15 for 2nd, 3rd, 4th and 5th year reviews, and March 15 for tenure reviews, shall be the latest date on which the candidate will receive notification of the result of the reconsideration by the University Review Committee.
- January 31 for 2nd, 3rd, 4th and 5th year reviews, and March 1 for tenure reviews, shall be the latest date on which a candidate may appeal to the Committee on Academic Freedom and Tenure unless the candidate has made a timely appeal to the University Review Committee, in which case the deadline will be fifteen days after the written notification to the candidate of the reconsideration decision. If such a petition is made, it is the faculty member's responsibility to establish a prima facie case before the Committee on Academic Freedom and Tenure takes any investigative action. The Committee shall endeavor to complete its investigation within 45 days of receipt of the petition. If, after its investigation, the Committee on Academic Freedom and Tenure finds grounds to support the claim of the candidate, it may direct the University Review Committee to conduct a new review, or it may direct that Committee to appoint an ad hoc committee for such a purpose. The University Review committee or ad hoc committee shall endeavor to complete its new review within 30 days. The Committee on Academic Freedom and Tenure may also direct a department/program to conduct a new review, the results of which shall be forwarded to the University Review Committee (or an *ad hoc* committee, if appropriate) for its new review. The Committee on Academic Freedom and Tenure shall establish the timetable for the new department/program review after consulting with the University Review Committee and the department/program.
- At the request of the candidate, the University Review Committee may, for extenuating circumstances, extend the deadlines for appeals listed above. In like manner, at the request of the candidate, the Committee on Academic Freedom and Tenure may, for extenuating circumstances, extend the deadlines for appeals and the fifteen-day period following the written notification to the candidate of the reconsideration decision.

The table below delineates how the calendar would work for each review.

	2nd & 3rd year	4th & 5th year	Tenure
9/20	DRC reports to candidates		
9/30	Materials sent to Dean, URC	DRC reports to candidates	
10/10		Materials sent to Dean, URC	
10/15			DRC reports to candidates
11/1			Materials sent to Dean, URC
12/1	URC discussion with President	URC discussion with President	
12/15	URC letters to candidates	URC letters to candidates	
1/15	Appeals to URC	Appeals to URC	
1/20			URC discussion with President
2/1			URC letters to candidates
2/15	Appeals responses to candidates	Appeals responses to candidates	
2/20			Appeals to URC
3/15			Appeals responses to candidates

### 3. Notification of Non-reappointment

Written notification of non-reappointment of a full-time member of the Faculty in a provisional status, following one year or more of contracted service, is given by the University as follows:

- On or before March 1 of the first academic year of service if the appointment expires at the end of that academic year; or if a one-year appointment terminates during the academic year, at least six months in advance of its termination.
- On or before December 15 of the second academic year of service, if the appointment expires at the end of that academic year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
- At least twelve months before the expiration of an appointment after two or more years of full-time service in the institution.
- It is understood that expiration of appointment at the end of a year will be interpreted to mean the end of the academic year.

An appointment may be terminated by a faculty member effective at the end of an academic year, provided that notice is given in writing at the earliest possible opportunity, but not later than May 1, or thirty days after receiving notification of the terms of the appointment for the coming year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he/she would otherwise be denied substantial professional advancement or other opportunity.

## M. PROMOTION

Recommendations for promotion are to be based upon individual departmental statements of criteria for tenure as well as the general requirements in this handbook. The quality of the faculty member's contributions to teaching, scholarship, and the academic community is to be the primary basis for promotion; thus, changes in rank shall not be decided solely by years of service or degrees held. All recommendations for promotion require the approval of the University Review Committee and the Board of Trustees.

Promotion from assistant professor to associate professor normally occurs with the conferral of tenure; the criteria for promotion to associate professor coincide with those on which recommendations for tenure are based. Individuals who come to Bucknell with extensive previous experience may be eligible to stand for promotion to associate professor before the tenure review.

For promotion from associate professor to professor, the Faculty has adopted the following policy:

**a. General qualities:** Promotion to professor acknowledges a continuation of the professional development with which faculty members earn tenure and promotion to associate professor. Bucknell faculty are dedicated teachers-scholars who are responsible for providing outstanding educational opportunities to a predominantly undergraduate student body. Promotion to professor requires a record of high-quality teaching, continued scholarly productivity indicative of intellectual growth, and significant service, including contributions to the university or a combination of contributions to the university and the academic profession. An expectation of future achievement in these categories must be assured.

Evaluation of candidates will be conducted in accordance with the Departmental Review Committee's approved procedures statement. Teaching will be evaluated based upon a record of performance as reported by current and former students and by colleagues. Scholarship will be evaluated based upon a public record of contributions to one's field as evaluated by peers both within and outside the University. Evaluation of service will be based upon the candidate's record of service contributions.

Tenured associate professors are expected to make steady progress in meeting the institution's stated criteria for promotion to professor. Potential candidates for promotion are urged to consult with their department head or dean for an evaluation of their own progress toward promotion.

**b. Time in rank:** Associate professors normally must complete five years of service at the associate professor rank at Bucknell or elsewhere to be eligible to stand for promotion to full professor. In exceptional cases, candidates may be considered as early as after completion of three years at the rank of associate professor. In such cases the candidate may stand for promotion following a consultation with their dean.

**c. Degrees:** The candidate for promotion to professor will normally hold the doctorate or other appropriate terminal degree.

**d. Procedure:** It is the individual who will initiate a review for promotion, following consultation with the department chairperson and/or dean. This meeting will occur on or before the first day of classes of the fall semester of the academic year in which they wish to apply for promotion. No later than October 1, and in accordance with the DRC's approved procedures statement, an annotated list of potential external reviewers who can assess the quality of the candidate's scholarly work will be created, and a list of past and current students to be contacted to evaluate the candidate's teaching will be developed. At the same time, the candidate will provide the DRC chair with copies of the scholarly work that is to be sent out to external reviews. No later than November 1, the material should be sent to external reviewers and letters solicited from students. No later than January 15, the candidate will provide the DRC with their full promotion packet. The case for promotion will then be evaluated by the DRC (see Section III.L.1 and 2.) with the same materials and procedures as used for tenure reviews except as modified within an approved DRC procedures statement. No later than February 15, the DRC will provide the candidate with their evaluation and redacted copies of all student letters and external reviews if they have not already been made available, permitting the candidate to respond to the DRC's evaluation and recommendation. The department chair will forward the candidate's materials and DRC report to the dean no later than March 1 for submission to the URC. The URC will formulate its own recommendations to be reported to the president. The president shall exercise the authority set forth under Section II.C.6 and will forward the URC's recommendation to the Board of Trustees for final approval. The Deans of the colleges will send a letter of notification of the University Review Committee's actions to the candidate on or before April 15.

## **N. PROCEDURES FOR IMPOSITION OF SANCTIONS OTHER THAN DISMISSAL**

1. This Section III.N. does not apply to sanctions resulting from a violation of the Bucknell University Sex Discrimination, Sexual Misconduct, Relationship Violence and Stalking Policy and Procedures for Resolving Complaints Against Faculty dated April 5, 2016, included in Appendix A. Sanctions resulting from such a violation will be addressed solely under that Policy. To the extent the Policy is revised without Faculty adoption of such revisions, this Section (N)(1) shall be voided.

### **2. Severe Sanction**

If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, the administration may institute a proceeding to impose such a severe sanction; the procedures outlined in Regulation 5 of the AAUP Recommended Institutional Regulations on Academic Freedom and Tenure (1999) will govern such a proceeding. Severe sanctions include a penalty that has severe adverse financial consequences for a faculty member and/or a penalty that significantly abridges the faculty member's normal rights and responsibilities within the University. Specifically, a severe sanction is defined as follows:

- a. Any raise below the minimum raise permitted by the merit procedures (normally ½ of CPI) is considered a severe sanction. In particular, a sanction that reduces base salary is considered a severe sanction. A loss of merit pay through the review process for any reason, including failure to participate in the merit review process, is a review consequence, not a sanction.
- b. In a one year period, a financial penalty greater than \$1000 or 1% of annual salary, whichever is lesser, is considered a severe sanction; a smaller amount is considered a minor sanction. Financial penalties are above and beyond reimbursement for theft, misuse of University property or funds, or other transgressions for which restitution is appropriate. Financial penalties may be deducted from pay over a 12-month period at the request of the sanctioned party.
- c. Sanctions that significantly impair an employee's ability to perform essential professional duties will be considered severe. Examples of such severe sanctions would include the loss of office space, suspension from meeting classes, and sanctions that significantly impair a faculty member's ability to engage in research.

### **3. Minor Sanction**

If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction that does not impair essential professional duties, such as a letter of reprimand, it will notify the faculty member of the basis of the proposed sanction and provide the faculty member with an opportunity to persuade the administration that the proposed sanction should not be imposed. A faculty member who believes that a major sanction has been incorrectly imposed under this paragraph, or that a minor sanction has been unjustly imposed, may, pursuant to Section III.R.3. of the Faculty Handbook, petition the Faculty Hearing Committee (see III. O.) for such action as may be appropriate.

## **O. TERMINATION OF CONTRACT**

1. This Section III.O. does not apply to sanctions resulting from a violation of the Bucknell University Sex Discrimination, Sexual Misconduct, Relationship Violence and Stalking Policy and Procedures for Resolving Complaints Against Faculty dated April 5, 2016, included in Appendix A. Sanctions resulting from such a violation will be addressed solely under that Policy. To the extent the Policy is revised without Faculty adoption of such revisions, this Section (O)(1) shall be voided.
2. Bucknell may terminate an appointment with continuous tenure, or a provisional or temporary appointment before the end of the specified term, but only for adequate cause established by following the procedures and standards prescribed for the cause alleged. The burden of proof that adequate cause exists rests with the University. Should the cause alleged be (a) bona fide financial exigency, or (b) discontinuance of a program or department of instruction upon educational considerations, or (c) incapacity of the faculty member to continue to fulfill the terms and conditions of an appointment for medical reasons, then the procedures and standards to be followed are those stipulated in the appropriate section of Regulation 4 of the AAUP Recommended Institutional Regulations on Academic Freedom and Tenure (1999). The Faculty Council shall recommend to



the faculty for its approval appropriate faculty committees or bodies to execute the tasks assigned in (c) and (d) of Regulation 4. If the cause alleged is related, directly and substantially, to the fitness of a faculty member in his or her professional capacity as teacher or scholar or researcher, the termination of the appointment is considered dismissal for cause, and the procedures to be followed are those stipulated in Regulations 5 and 6 of the Recommended Institutional Regulations. The willful failure to fulfill obligations for teaching, conviction for a serious crime, and physical interference with students or colleagues in the exercise of their civil or academic rights are examples of adequate cause for dismissal. The informal inquiry that is mandated in Regulation 5 (b) will be conducted by the Faculty Council. The Faculty Hearing Committee shall discharge the several tasks which are assigned to faculty committees by Regulation 5 (c), and as described in III.N.2. and III.R, and in accordance with the procedural regulations stipulated therein.

#### **P. GUIDELINES ON POLITICAL ACTIVITIES**

Bucknell University intends to maintain a climate in which each member of the University community is free to exercise the rights of citizenship. Under Section 501 (C) (3) of the Internal Revenue Code, tax- exempt organizations are, however, constrained from substantial activities directed toward influencing legislation, participating in any political campaign on behalf of a candidate, or contributing to a Federal election. Thus, under the law, a line must be drawn between scholarly inquiry and open discussion, on the one hand, and University supported activity or propaganda designed to produce a political result, on the other.

The buildings, facilities, or resources of the University may not be used to support or subsidize, directly or indirectly, any activities which cannot legitimately be carried out under Federal or Commonwealth laws. Guidelines to assure that Bucknell remains an open campus where all points of view may be heard within the limits of the law and within the conditions of Bucknell's status as a tax-exempt eleemosynary institution will be found in Bucknell's *Guidelines on Political Activity* in Appendix A. Members of the faculty who are uncertain about the application of the policy may consult the Provost or the General Counsel.

#### **Q. REGULATIONS RELATING TO CONDUCT**

Faculty believe that the educational aims and purposes of Bucknell must be upheld and promoted by means of the personal integrity and responsibility of each individual member of the University. The faculty values a constituency composed of individuals with diversity of interests and opinions, bound together by respect for the individual and collective rights of others. Rules and regulations to promote necessary order and unity derive from the corporate authority of Bucknell University. That corporate authority, in turn, derives both from public law and from the Charter of Bucknell. Rules and regulations governing conduct and procedures necessary for their implementation express Bucknell's corporate authority for its members and are consistent with the AAUP Joint Statement on Rights and *Freedoms of Students*, 1967 (see Appendix B and Bucknell's statement Students' Rights in Appendix A).

The following acts will subject a person to University disciplinary action:

- conduct involving violations against the academic community.
- conduct involving trespass or damage to University property.
- conduct involving the provision of false information to the University.
- conduct involving firearms and/or alcoholic beverages.
- conduct involving violations of civil and criminal laws.
- intimate relations with students.

Non-consensual or unwelcome sexual advances and encounters between faculty members and students are violations of the University's sexual harassment policy. A sexual or romantic relationship with a student over whom a faculty member exercises professional responsibility on the part of the university (class instruction or grading, research supervision, employment supervision, departmental or advising responsibilities, etc.) constitutes an unacceptable conflict of interest. This is because the proper protection of the interests of the student and the university is inevitably threatened by the interests of faculty member in managing the relationship. Such a relationship would make a faculty member subject to University disciplinary action. Any sexual or romantic

relationship between a faculty member and a student may damage the integrity of the academic and living environment at Bucknell, and is therefore strongly discouraged. Such a relationship that is found to undermine the trust, respect, and fairness that are essential to the success of Bucknell's educational mission, or to degrade public confidence in the faculty, would make the faculty member subject to University disciplinary action.

## **R. GRIEVANCE PROCEDURES**

Grievance procedures are available to any member of the University Faculty, whether tenured or untenured, whether fully or partially affiliated. Before filing a grievance, a faculty member is expected to review the cause for grievance with his/her department chairperson, Dean, and/or the Provost. Failing to receive satisfaction, the grievant may use the following procedures.

1. When a member of the Faculty believes that evaluation has been based, or retention, promotion, or tenure has been denied, on improper substantive or procedural grounds involving impermissible use of the factor of race, creed, national origin, sex, age, or other irrelevant quality, he/she may invoke the jurisdiction of the Committee on Academic Freedom and Tenure, an elected committee of the Faculty. That Committee will adjudge the presence or absence of improper factors in the processes used for reaching decisions. Recommendations of the Committee are forwarded to the President for his/her review and action.
2. In matters not covered in the preceding paragraph or if the faculty member elects not to petition the Committee on Academic Freedom and Tenure, any faculty member who has a grievance involving the impermissible use of the factor of race, creed, national origin, sex, age, or other irrelevant quality may present a written complaint within 180 days of the date of the grievance to the Affirmative Action Officer, who shall review the matter within thirty days. If the grievance is not resolved by the Affirmative Action Officer, the complainant may invoke the jurisdiction of the Faculty Hearing Committee (see III.O). When the grievance includes a charge directed against the Affirmative Action Officer, the President shall act in his/her stead. The Faculty Hearing Committee shall investigate the charge and report its recommendations to the President.
3. In grievances involving teaching loads, office space, working conditions, and other issues not covered above, the faculty member is expected to discuss the problem with his/her department chairperson, Dean, and/or the Provost. If this discussion does not resolve the question, the complainant may invoke the jurisdiction of the Faculty Hearing Committee. The faculty member may present a written complaint to the Provost, who shall convene the Faculty Hearing Committee. When the grievance includes a charge directed against the Provost, the President shall act in his/her stead. The Faculty Hearing Committee shall investigate the charge and report its recommendations to the Provost or President.

Questions about complaint procedures should be addressed to the Affirmative Action Officer or the Office of the Provost.

## **S. BUCKNELL POLICY ON SEXUAL HARASSMENT**

1. Bucknell faculty is committed to maintaining an academic environment in which members of its community can pursue their academic and professional activities of teaching, learning, and research. This environment cannot thrive unless each member is accepted as a discrete individual and is treated civilly, without regard to his or her sex or sexual orientation or any other factor irrelevant to participation in the life of the University. The faculty is committed to providing such an environment, free from all forms of harassment and illegal discrimination, including sexual harassment. Sexual harassment compromises the integrity of the University, its tradition of academic freedom and learning, and the trust placed in its members. Bucknell will work to eliminate sexual harassment on campus, and the University intends to take all necessary actions to prevent, correct, and, where appropriate, discipline sexual harassment. As members of an academic community committed both to the elimination of sexual harassment and the free and open exchange of ideas, the faculty intends this policy to foster an environment permitting full participation by all of its members, while not inhibiting the robust and open pursuit of ideas and freedom of speech. Nonetheless, members of the faculty should understand that a standard of respect, civility and tolerance should shape our interactions, regardless of whether particular conduct constitutes "sexual harassment" or not. Certain types of behavior may be inappropriate even though not illegal; speech can be offensive even though allowed. Sexual harassment

may take many forms. Some are overt and unambiguous, while others may be more subtle and indirect. Direct forms of sexual harassment include sexual advances accompanied by an offer of reward or a threat of reprisal. Such behavior constitutes serious misconduct, and a single incident establishes grounds for disciplinary action. Other forms of sexual harassment may include sexual advances, physical or verbal, or other severe or repeated conduct of a sexual nature that the harasser knows is unwanted (such as stalking). Sexual harassment between peers is also prohibited by this policy. The faculty encourages the reporting of all perceived incidents of sexual harassment. Supervisors, department chairs, and deans who may receive complaints alleging sexual harassment are expected to consult with the Title IX Coordinator or Vice President for Human Resources to insure that the University's response is prompt, effective and consistent with university policy. Complainants are assured that their reports will be handled with discretion and in a manner intended to preserve their privacy as much as possible, subject to the University's obligation to respond promptly and effectively to all instances of sexual harassment. The faculty also prohibit threats or acts of reprisal against anyone who initiates a report or complaint of sexual harassment in good faith.

2. The full Bucknell University Sex Discrimination, Sexual Misconduct, Relationship Violence and Stalking Policy and Procedures for Resolving Complaints Against Faculty dated April 5, 2016, is included in Appendix A and incorporated herein by reference. To the extent the Policy is revised without Faculty adoption of such revisions, this Section (S)(2) shall be voided.

#### **T. AMENDMENT OF FACULTY PERSONNEL POLICIES**

Review and amendment to the policies in Section III of the Faculty Handbook may be proposed as follows:

1. Any member of the voting faculty, as well as the President of the University by virtue of his/her office or on behalf of the Board of Trustees, may propose motions to amend the Faculty Handbook.
2. The party with whom the motion originates shall refer the proposed Handbook amendment to the Committee on Faculty and Academic Personnel for review, and also to Faculty Council and the President for the opportunity to comment, prior to introduction at a regular meeting of the Faculty.
3. Amendments may not be voted upon at the regular meeting in which they were introduced, but only at a subsequent regular meeting, at which time a two-thirds vote of the body present and voting shall be sufficient to approve the motion.
4. Non-substantive changes, such as changes in administrative titles for positions with the same duties, grammatical corrections, and unification of formatting, may be made by FAPC in its role as caretaker of the Handbook, following referral to Faculty Council and the President for comment, without a formal vote of the Faculty. FAPC will report all proposed changes to the Faculty in the published agenda for a regular Faculty meeting, and changes will be considered approved by the faculty in the absence of objection.
5. Amendments will become effective when the Faculty has approved them, and when the President has agreed to them.

## IV. FACULTY BENEFITS

The University provides regular full-time faculty members with a comprehensive benefits program. Benefits include health care coverage, life insurance, long-term disability insurance, leaves of absence, tuition, and retirement benefits. Each year during the open enrollment period eligible members of the faculty have the option of enrolling in or changing coverage in the following benefit plans: health care plans, health care and dependent care reimbursement accounts, dental insurance, vision insurance, eyewear plan, and optional life insurance.

Official summary plan descriptions for University benefit programs are available in Human Resources. Proposed changes in benefit policy are shared with the Faculty and Academic Personnel Committee and the University Faculty prior to adoption. The following descriptions are not legally precise nor are they intended to be contractual guarantees.

### A. COMPENSATION

#### *1. Appointments and Salary Payments*

Faculty appointments normally extend for the nine months of the academic year, beginning with orientation for first-year students in late August and extending through Commencement in May. Remuneration of faculty members appointed for the nine-month academic year is payable over twelve months. Faculty members who teach in the summer session receive a supplemental payment for these services.

#### *2. Salary Increases*

Individual salary increases are recommended to the Provost and the President by the Deans of the Colleges after consultation with department chairpersons. Salary increases generally include recognition of merit and promotion.

#### *3. Reimbursements*

Requests for payments in reimbursement for expenses such as travel to participate in meetings of professional organizations are to be submitted to Accounts Payable in the Finance Office. A detailed memorandum regarding travel funds is distributed annually to all faculty members. The travel guidelines are also available on the web at myBucknell (under the Forms and Policies/Finance link).

### B. HEALTH CARE BENEFITS

#### *1. Health Care Coverage*

The University offers group health care coverage for regular full-time members of the faculty and their eligible dependents. These faculty members share a portion of the premium cost for the coverage. Dependent coverage includes spouse/spousal equivalent and dependent children up to 26 years of age. This coverage is effective the first day of classes. Coverage includes a prescription drug plan. Coverage, including cost sharing, continues after retirement, but programs and benefits change. A detailed summary booklet on the University's health care plan is available from the Human Resources Office at the time of enrollment or at any time upon request.

Any change in health care coverage is limited to the annual open enrollment period, unless there is a change in family status.

New Faculty members may enroll in a group plan during the orientation for new faculty. Summary booklets that explain the kind of services that are covered, who is eligible under the plan, and other details about the coverage are available at the Human Resources link on myBucknell.

When a faculty member's health care benefits cease for reasons such as employment termination or death, or when group benefits end for covered dependents for reasons such as divorce, legal separation, and children

reaching limiting age, the faculty member and/or covered dependents may have the right to continue coverage at their full cost under the group plan under the COBRA option. Human Resources can provide information on the cost of continuing under the group plan and the length of time that this option is available. As required by law, the University will provide written notice of this option to each covered faculty member and faculty member's spouse/spousal equivalent (if any) at the time of enrollment in the health care plan.

For information on health care benefits during sabbatical leaves, leaves of absence, after retirement, or in relation to death, please refer to those headings in this Handbook or contact Human Resources.

## ***2. Dental Coverage***

Faculty members may choose to purchase dental insurance for themselves and their eligible dependents. Premiums are at a group rate and are withheld from the employee's pay before federal income, state income, and Social Security taxes are calculated. Once a faculty member signs up for the plan, he/she must remain in the plan for the remainder of the calendar year, unless there is a change in family status. Faculty members may enroll or discontinue the plan during the annual open enrollment period.

Complete details of the plan, including premium rates, deductibles, co-pay and maximum benefit amounts for specific procedures, are available from Human Resources or under the Human Resources tab on myBucknell.

## ***3. Eyewear Plan***

Faculty members may choose to purchase membership in an eyewear discount plan for a small annual fee. The membership fee is withheld from their pay on a pre-tax basis. The faculty member and his/her eligible family members may receive discounts off the retail price of eyewear such as lenses, frames, and contact lenses. The eyewear discount is available only from participating providers and may, in some cases, cover vision testing. A complete list of providers, membership fees, and discount information is available from Human Resources or under the Human Resources tab on myBucknell.

## ***4. Vision Insurance***

Faculty may choose to purchase vision insurance for themselves and their eligible dependents. Premiums are at a group rate. Once a faculty member signs up for the plan, he/she must stay in the plan for two years. Faculty members may enroll or discontinue the plan (provided they have met the two year requirement) during the annual open enrollment period. .

## ***5. Group Life Insurance***

The University provides a death benefit equivalent to annual base salary (to the next highest \$1,000), with a maximum limit of \$50,000 for each full-time faculty member prior to age 56. This coverage includes additional accidental death and dismemberment insurance equal to the amount of life insurance in the event of accidental death. Coverage reduces ten percent a year beginning at age 56 through age 59. At age 60, the amount of life insurance further reduces by five percent a year until retirement or age 73, whichever occurs first. Minimum coverage of \$5,000 will be maintained up to age 74. At age 74 and older, the amount of life insurance will be \$1,000.

## ***6. Optional Accident and Term Insurance***

Faculty members may purchase additional accident insurance and additional term life insurance for themselves and for their eligible dependents at their own expense. Information on this option is covered in the summary booklet on life insurance available from Human Resources or the Human Resources tab at myBucknell.

New faculty members may enroll at the time of initial hiring. Other faculty members may apply for optional life insurance coverage during open enrollment; however, the insurance company reserves the right to require a physical examination and may deny insurance to certain individuals.

Group life insurance and optional insurances are cancelled automatically at the termination of employment, retirement or after 130 days of disability if waiver of premium is denied. However, these insurances may be converted to an individual contract within 30 days of leaving employment.

### ***7. Long-Term Disability Insurance***

After one year of service, the University provides disability income insurance for all full-time members of the Faculty. After six months of total disability, the plan pays 60% of covered salary up to a maximum monthly income benefit. This benefit is inclusive of Social Security, Workers' Compensation or other disability benefits and is not in addition thereto.

Faculty members who were covered by group disability insurance with a previous employer may be eligible for this insurance on the first day of the month following the date of employment.

Details of the long-term disability program are available from Human Resources or the Human Resources tab at myBucknell.

### ***8. Flexible Spending Accounts***

All regular full-time faculty who are eligible for Bucknell's regular benefits program may participate in a health care and/or dependent care flexible spending account to pay for certain health and dependent care expenses while reducing federal income and Social Security taxes. Use of the accounts is voluntary and is subject to IRS regulations.

Each year, faculty members decide whether, and how much, to contribute to one or both accounts for the following year. New faculty members may begin to participate on the first of the month following their employment dates. Details about flexible spending accounts are available from Human Resources or the Human Resources tab at myBucknell.

## **C. LEAVES OF ABSENCE\***

### ***1. Short-Term Disability/Sick Leave***

After one year of service, full-time members of the faculty who are unable to perform their regularly assigned duties due to illness, bodily injury, or pregnancy will continue to receive wages for up to six months following the onset of the disability. If such paid sick leave/short-term disability also meets the requirements of FMLA leave, time spent on such leave will be considered part of a faculty member's FMLA entitlement.

### ***2. Long-Term Disability / Sick Leave***

Health care coverage is continued for the first six months following the onset of a disability. During this time, the faculty member will pay the same cost-share as active staff members for the specific contract type.

After six months, if the faculty member is NOT approved for long-term disability benefits, Bucknell will discontinue health care coverage, and the faculty member and/or covered dependents may have the right to continue coverage at the full group plan cost under the COBRA option.

If the faculty member is approved for long-term disability benefits, health care coverage is continued for an additional six months, with the faculty member continuing to pay the cost-share amount. After twelve months, Bucknell will discontinue health care coverage and the faculty member and/or covered dependents may have the right to continue coverage at the full group plan cost under the COBRA option.

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\*For the possible effects of a leave of absence on one's tenure clock, see III.B.

### 3. *Childbearing and Child-rearing Leave*

A flowchart reflecting childbearing and child-rearing leave is attached for illustration purposes only.

**a. Child-bearing Leave.** A faculty member who bears a child is eligible for a childbearing leave as described below. The amount of leave depends on faculty status:

- i. *Tenure-track and tenured faculty* are eligible for one semester of paid leave, to occur either in the semester the child is born or the semester immediately following at the discretion of the faculty member, in consultation with the department chair and the appropriate dean.
- ii. *Non-tenure-track faculty* who have taught for at least one year at Bucknell are eligible for six weeks of leave at full salary for the year, or a full semester of leave at two-thirds (2/3) annual salary for that year.
- iii. *Non-tenure-track faculty who have not yet completed one year of teaching at Bucknell* are eligible for four weeks of paid leave.

Full-semester leaves may be taken in the semester the child is born or the semester immediately following (e.g., the leave may be taken in the subsequent fall semester for a child born in the spring). Shorter leaves will typically be taken immediately following the birth, but may be taken at any time within twelve months of the child's birth. The timing of the leave is to be determined in consultation with the appropriate Dean and the faculty member's department chairperson, to support the particular circumstances of the child's arrival. Faculty members should discuss the upcoming leave with the Dean and the department chairperson as soon as is practical, so that course coverage may be arranged by the chairperson.

A childbearing leave is distinct from any untenured or sabbatical leave. The faculty member's teaching load for the year should be determined according to the normal departmental process, and the faculty member is not expected to "repay" an extra course if the leave is taken in a semester with a heavier teaching load. For instance, a faculty member on a full five-course teaching load will not by default be required to teach three courses in the semester they are not on childbearing leave, though a three-course load for the semester may occur as an outcome of the normal scheduling process for the department. Benefits (with employee cost-share), will be continued during the childbearing leave. TIAA-CREF payments will be continued based on the amount of salary paid to the faculty member. Any FMLA leave for which the faculty member is eligible will run concurrently with the leaves described above.

**b. Child-rearing Leave.** Any faculty member who does not take a childbearing leave, but is the parent of a newborn and/or newly adopted child under the age of six is eligible for a child-rearing leave with that child. The amount of leave depends on faculty status:

- i. *Tenure-track and tenured faculty* are eligible for six weeks of paid child-rearing leave.
- ii. *All non-tenure-track faculty* are eligible for four weeks of paid child-rearing leave.

Child-rearing leaves will typically be taken immediately following the birth or arrival of the child, but may be taken at any time within twelve months of the child's birth or arrival. A tenure-track or tenured faculty member may choose instead to take the child-rearing leave as a one-course reduction in the faculty member's teaching load for the semester in which they take leave. The timing of the leave is to be determined in consultation with the appropriate Dean and the faculty member's department chairperson, to support the particular circumstances of the child's birth or arrival. Faculty should discuss their upcoming leave with the Dean and the department chairperson as soon as is practical so that course coverage may be arranged by the chairperson. Benefits (with employee cost-share), will be continued during the child-rearing leave. TIAA-CREF payments will be continued based on the amount of salary paid to the faculty member. Any FMLA leave for which the faculty member is eligible will run concurrently with the leaves described above.

**c. Unpaid Child-rearing Leave.** Faculty members who are parents of newborn or newly adopted children may request an unpaid leave of absence for child-rearing purposes. Unpaid child-rearing leaves of absence

will be granted in semester intervals only. During a one-semester unpaid child-rearing leave, benefits (with employee cost share), will be continued. Requests should be submitted in writing to the department chairperson and the Dean of the College as far in advance as is possible.

One additional semester of unpaid child-rearing leave may be requested under special circumstances. However, University continuation of benefits is available only for the initial semester in this situation. Benefits may be continued under the group plan at the faculty member's expense. The University does not continue TIAA-CREF payments during unpaid leaves of absence.

Leaves of absence normally do not receive credit in determining eligibility for tenure, promotion, and sabbaticals. (See III Faculty Personnel Policies, J.4.c.)

#### ***4. Family and Medical Leave***

In accordance with the Family and Medical Leave Act of 1993 (FMLA), eligible faculty members may request an unpaid leave of absence for up to 12 weeks within each 12-month period, to be taken for the care of a new child (birth, adoption, or foster placement of a child), or to care for a covered relative with a serious health condition. Covered relatives include a spouse/spousal equivalent, a parent, biological, adopted, or foster child, a stepchild, legal ward, or a "child" of a person acting in the capacity of a parent. Parents include biological parents, as well as a person that acted in the capacity of a parent towards the faculty member. Siblings and in-laws are not covered by the act. Family and Medical Leave may also be taken if a serious health condition renders the faculty member unable to perform the functions of his/her position.

During a 12-week Family and Medical leave, benefits are continued. The faculty member pays his/her normal share of the cost directly to the University. (Life insurance and long-term disability insurance are also continued at University expense, although this is not required by the FMLA.)

The FMLA requires only that 12 weeks of combined leave be allowed to two parents who are both employed by Bucknell in order to care for a new child or a covered relative with a serious health condition. However, Bucknell's policy is to allow one 12-week leave for each faculty member within any 12-month period.

Child-rearing, childbearing, and personal leaves may also be considered Family and Medical Leave, if they are for the purposes described above. Faculty members requesting a Family and Medical Leave should submit a written request to their department chair and to the Dean of the College (with a copy to Human Resources) at least thirty days prior to the start of the leave, if the leave is foreseeable, or as soon as is practicable (ordinarily within one or two days of learning about the need for the leave) if circumstances prevent a prior application.

Bucknell's policies provide several benefits in addition to those mandated by the FMLA. Faculty members who are considering such a leave may request a copy of the notice "Your Rights Under the Family and Medical Leave Act of 1993" from Human Resources. This notice, which is published by the U.S. Department of Labor, describes the basics of the Family Medical Leave Act of 1993.

For more specific details of Bucknell's FMLA policy, please contact Human Resources.

#### ***5. Military Leave***

The University grants unpaid leave for active duty with Military Reserve and National Guard units. During these leaves, the University will pay the difference between regular pay (computed on a daily basis) and military pay up to a maximum of ten working days each year. After the employee provides the University with documentation regarding military pay received, a supplemental pay will be issued for the difference.



The University will continue existing health care benefits (with cost-share) for faculty members and their covered dependents for up to 12 months of a military leave. If the military leave extends beyond a total of 12 months, faculty members and/or covered dependents have the right to continue coverage at their full cost under the group plan using the USERRA or COBRA option. Group life and long-term disability insurance coverage will continue. The University will not require personal loan repayments during the leave.

Upon release from active duty, the faculty member will return to University employment in the position held just prior to the military leave. The salary should reflect average increases that occurred during the period of the leave, as if the faculty member had not been on leave. Leaves of absence for National Guard, military reserve or summer camp activities are also available. During these leaves, the University will pay the difference between regular salary (computed on a daily basis) and military pay up to a maximum of ten working days each year.

Faculty members must present copies of orders and receipts for service pay in order to receive pay.

Written orders should be presented to the administration whenever faculty members must leave the job for any military-related activities. All faculty members called to active duty will meet with a member of the Human Resources staff prior to their departure, and will receive a letter detailing the procedures that apply to their situation. Families of faculty members on leave will be encouraged to contact Human Resources for assistance with benefits or other concerns.

#### **D. TUITION PROGRAMS**

Regular full-time faculty members are eligible for various tuition programs at Bucknell. As the tax-exempt status of the cost of graduate tuition is subject to change, faculty members should consult with the Finance Office to determine whether graduate tuition for faculty members and spouses/spousal equivalents is currently subject to federal income tax.

To be eligible for any of the tuition programs, faculty members must meet the minimum university service requirements before or within the semester for which the request has been made. Service anniversaries are calculated using the start date of the faculty member's benefits-eligible service in an approved position at Bucknell or at other institutions of higher education. Time spent in casual/temporary service is not included for purposes of establishing eligibility for tuition programs.

All tuition benefit programs are subject to revision or termination at any time at the option of the University.

All tuition benefit programs are available to the eligible dependents of retired or deceased faculty members on the same basis as they are offered to current faculty members. Tuition remission and tuition exchange scholarship programs are available to dependent children of faculty members receiving long-term disability or Workers' Compensation payments who have attained five years of service. The tuition grants program is available to faculty members on long-term disability or Workers' Compensation who have attained ten years of service.

##### ***1. Tuition Programs Eligibility Requirements***

a. **Tuition Exchange Scholarship Eligibility** — Faculty members' dependent children are eligible to apply for a tuition exchange scholarship with colleges on the tuition exchange list, after a faculty member has five years of university service. The five-year service anniversary must occur before or during the semester for which the tuition exchange has been requested.

b. **Tuition Grant Program** — Faculty members' dependent children are eligible for tuition grants to other colleges and universities after the faculty member has attained ten years of university service. The ten-year service anniversary must occur before or during the semester for which the tuition grant has been requested.

c. **Bucknell University Tuition Remission** — Regular full-time faculty members are eligible for tuition remission at Bucknell University. As the tax-exempt status of the cost of graduate tuition is subject to change, faculty members should consult with the Finance Office to determine whether graduate tuition for faculty members is currently subject to federal income tax.

Under this program, faculty members and their spouses/spousal equivalents may take up to two courses per regular semester. It is understood that enrollment as a student will not be permitted to interfere with the faculty member's schedule or responsibilities as a teacher. Dependent children, however, may take only one course per semester, until the faculty member has attained five years of university service, at which point dependent children and spouses/spousal equivalents are eligible to become full-time undergraduate students. The five-year service anniversary must occur before or during the semester for which the tuition remission has been requested.

Tuition for a summer course can be allowed if the required numbers of students are enrolled for that course without including the faculty member in the count. This program is only applicable to regularly scheduled classes or classes required for a degree. Tuition payment is not available for physical education courses, studio work, or private lessons in music or art.

For faculty members who receive tuition remission at Bucknell and are participating in a Bucknell Program (*Bucknell en France*, Bucknell in London, Bucknell in Barbados, or Nottingham- Bucknell Engineering Program), tuition remission applies just as if they were attending Bucknell. For participation in a non-Bucknell program, tuition remission will cover 70% of Bucknell tuition. Students will be responsible for the remaining 30%.

For admission to undergraduate course work, faculty members must apply to the Admissions Office. Applications should be made to the Office of Graduate Studies for graduate-level courses. Applications for tuition remission may be obtained from Human Resources or the Forms & Policies link on myBucknell.

d. **Informal Tuition Exchange for Faculty Members** — Tuition payment for undergraduate courses at Susquehanna University is available on a per-course basis through an informal tuition exchange program. Faculty members are eligible for two undergraduate courses per semester through this program. Under some circumstances, dependent children may also be eligible for this program. Applications may be obtained from Human Resources or the Forms & Policies link on myBucknell.

## 2. *Definition of Dependents and Eligibility for Tuition Programs*

a. **Spouse/Spousal Equivalent** – A spouse/spousal equivalent who meets academic requirements, whether or not admitted to a degree program, is eligible for tuition remission for graduate as well as undergraduate courses and for “special student” as well as “regular” student enrollment. For continuing eligibility, the spouse/spousal equivalent must attain the level of academic proficiency required of other students enrolled at Bucknell. Staff members should consult the Finance Office to determine if the value of graduate tuition remission for spouses/spousal equivalents is currently considered taxable compensation, and is subject to withholding at the time of study.

b. **Children** – Dependent children whose dependency is established by birth or adoption, or who are stepchildren, shall be considered eligible for tuition benefits if responsibility for support of the dependent child is established prior to the child's 14th birthday. Other children who have been claimed as dependents for income tax purposes for five years or more (not necessarily immediately preceding enrollment) are also eligible for tuition benefits. Children must be under 28 years of age at the beginning of the term or semester to qualify for this program. Children meeting the above conditions are eligible regardless of marital status.

Individual dependent children are eligible for no more than four academic years or eight regular semesters, plus summer school in any one, or in combination of the following three programs: tuition remission, tuition exchange, or tuition grant. These programs are available also to the eligible dependents of retired or deceased

faculty members on the same basis as they are offered to current faculty members. Dependent children enrolled in the grant program at the onset of the disability will be able to continue until the completion of their four-year degree.

### ***3. Tuition Remission for Spouses/Spousal Equivalents and Dependent Children***

Tuition payment for full-time undergraduate classes at Bucknell is available for dependents of regular full-time faculty members who have completed five years of service. No waiting period is required for one course per semester (undergraduate only) for dependent children, and for two courses (undergraduate and/or graduate) for spouses/spousal equivalents. Previous full-time employment at Bucknell or at another institution of higher education will be counted towards meeting these service requirements. Tuition payment covers the tuition fee only. The faculty member must pay the fees required of all full-time students including student activities fees, other fees, and charges.

Tuition is remitted only for undergraduate instruction in a regular degree program and to dependent children who have completed high school, but who have not yet completed a four-year degree program. For continuing eligibility the student must maintain an academic standing and level of progress towards a degree required of other students enrolled at Bucknell.

While tuition remission for dependent children is limited to undergraduate coursework under the staff tuition benefit program, dependent children of Bucknell staff are eligible to apply for graduate financial aid. Financial aid for graduate studies at Bucknell is available in two forms: (1) graduate scholarships which offset graduate course tuition costs, and (2) graduate assistantships, which include a stipend for services rendered in addition to a scholarship to offset graduate course tuition costs. For more information related to financial aid for graduate study at Bucknell, contact the Graduate Studies Office.

This program is applicable to regularly scheduled classes only or to classes required for a degree. Tuition payment is not available for physical education courses, studio work, or private lessons in music or art.

For eligible dependents that receive tuition remission at Bucknell and are participating in a Bucknell Program (*Bucknell en France*, Bucknell in London, Bucknell in Barbados, or the Nottingham-Bucknell Engineering Program), tuition remission applies just as if they were attending Bucknell. For participation in a non-Bucknell program, tuition remission will cover 70% of Bucknell tuition. Students will be responsible for the remaining 30%.

### ***4. Tuition Exchange for Dependent Children***

Dependent children who are eligible for tuition remission at Bucknell are also eligible to participate in the tuition exchange program with participating colleges. This program is available for undergraduate programs only. The admitting institution determines the selection process and the extent of the benefits under this program. Application should be made as early as possible during the year preceding the initial enrollment; forms may be obtained from Human Resources or the Forms & Policies link on myBucknell. Since the exchange program cannot guarantee admission at a specific school, students are advised to apply to more than one school on the tuition exchange list.

When the value of the tuition exchange scholarship is less than the value of the tuition grant, a faculty member may apply for a supplemental tuition grant for the difference between the exchange award and the actual tuition. The combined value of the supplemental grant and the tuition exchange scholarship is not to exceed the value of the regular tuition grant. Ten years of university service is required for the supplemental grant. His/her supplemental grant will be considered the equivalent of one semester of grant usage. Tuition grant programs are limited to 16 semesters per faculty member. When tuition exchange and a supplemental tuition grant are used for the same semester, only one semester of tuition benefit will be counted toward the total of the eight-semester-per-student maximum.

### ***5. Tuition Grants for Dependent Children***

Scholarship grants for attendance at other institutions are available to dependent children of faculty members. These are equal to 60% of Bucknell tuition or tuition at the admitting institution, whichever is less.

*Eligibility is limited as follows:*

- a. The student must be admitted to an accredited undergraduate college or university in a regular two-year or four-year degree program and maintain an academic standing and level of progress toward a degree required of other students enrolled at the institution;
- b. The faculty member must have ten or more years of full-time qualifying service;
- c. Grants are limited to four academic years or eight regular semesters per student recipient;
- d. Grants are limited to a maximum of eight academic years or sixteen regular semesters per faculty member;
- e. In addition to the above semester limitations, tuition remission at Bucknell summer school will be offered for post-high school undergraduate instruction, if the required number of students is enrolled in the course;
- f. Payments are made directly to the admitting institution. Tuition grant awards can be applied for annually by completing an application form which may be obtained from Human Resources or the Forms & Policies link on myBucknell;
- g. Students applying to colleges or universities participating in the tuition exchange program must first apply for a tuition exchange scholarship. If tuition exchange is not offered by the importing school, the faculty member is then eligible to apply for a tuition grant, provided the required ten years of university service have been attained;
- h. Faculty members who have ten or more years of service prior to a disabling event will be eligible for the tuition grant program. Disabled faculty members will have the same level of benefit that is in effect for active faculty members.

**SUMMARY OF TUITION BENEFITS FOR REGULAR AND FULL-TIME FACULTY AND STAFF**

	Remission			Exchange	Grant	Informal Tuition Exchange
<b>Who is eligible</b>	Regular full-time and regular part-time faculty & staff members	Spouse / spousal equivalent of regular full-time faculty & staff members	Dependent children of regular full-time faculty & staff members	Dependent children of regular full-time faculty & staff members	Dependent children of regular full-time faculty & staff members	Regular full-time and regular part-time faculty & staff members
<b>When to apply</b>	Any time before the course starts	Any time before the course starts	Any time before the course starts	Fall of student's senior year in high school	At least 90 days before Fall semester tuition payment is due	Prior to registration
<b>College or Univ.</b>	Bucknell University	Bucknell University	Bucknell University	Over 450 colleges on the tuition exchange list	4-year colleges other than Bucknell University	Susquehanna University
<b>Required years of service</b>	No minimum	5 yrs No minimum needed to take 2 courses / semester	5 yrs No minimum needed to take 1 course / semester	5 yrs	10 yrs	No minimum
<b>Limits</b>	2 courses per semester undergrad. &/or grad. coursework	Undergrad. &/or graduate coursework	8 semesters per child (undergrad. coursework only)	8 semesters per child (undergrad. coursework only)	8 semesters per child & maximum of 16 semesters per employee (undergrad. coursework only)	2 courses per semester

\*Each University sets the value of its own tuition exchange scholarship. Some schools include room and board.

\*\*Under some circumstances, dependent children may also be eligible.

Tuition applications must be completed each academic year. For more information about tuition programs, contact Human Resources or review the tuition benefits information under the Human Resources link on myBucknell.

**E. WORKERS' COMPENSATION**

Human Resources administers the Workers' Compensation insurance program, which allows for compensation coverage for faculty members who are injured on the job. All work-related injuries that occur on the job must be reported to Human Resources. Forms for reporting injuries or incidents are available in department offices or from Human Resources. Faculty members should act to assure timely reporting of injuries and incidents. A faculty member's failure to report a workplace injury in a timely manner may result in the loss of compensation benefits.

A list of designated health care providers to be consulted for Workers' Compensation injuries is provided to all new staff members as part of their orientation. The information is also available from Human Resources or under the Human Resources link on myBucknell.

## **F. RETIREMENT**

Regular full-time members of the faculty who have 15 years of continuous employment at Bucknell University following attainment of age 47 are eligible for retirement benefits. A member of the faculty nearing retirement is requested to advise his/her department head of the anticipated date of retirement as soon as it is known, preferably one year in advance and, at the least, no later than the close of the previous semester, if possible.

In cases where a faculty member wishes to end active employment after reaching age 62 without the minimum required years of service, the faculty member will be eligible for TIAA-CREF retirement benefits pursuant to the plan, even though he/she may not qualify for other retiree benefits provided by Bucknell.

Faculty members who are interested in phased retirement should consult with the Dean of the College or the Provost.

### ***1. TIAA-CREF Retirement Program***

The retirement program for full-time members of the faculty is provided under a contract with the Teachers' Insurance Annuity Association/College Retirement Equities Fund (TIAA-CREF) on a contributory basis.

New members of the faculty who have had one or more years of service with a non-profit organization immediately prior to joining Bucknell are eligible for immediate enrollment in the TIAA-CREF retirement plan, provided the individual was a participant in the prior employer's 403(b) plan and the prior employer had been making contributions to the plan on the individual's behalf. Other full-time faculty members will begin participation in the retirement plan on the first day of the month following completion of one year of service at the University.

Faculty members may decide which of two contribution options they wish to select. The University will contribute an amount equivalent to ten percent of base salary for either one of the options. Option one requires a six-percent contribution by the faculty member through salary reduction. Option two requires a contribution of six percent of salary in excess of \$17,700 per year. This option is available to faculty members who are under age 50; contribution is made through salary reduction.

### ***2. Supplemental Retirement Annuity***

In addition to the University-paid retirement plan, faculty members can save for retirement through payroll deduction into a Supplemental Retirement Annuity (SRA). SRAs are also available to temporary, non-benefits-eligible, faculty members. Contributions are made by the faculty member and are deducted as pretax deductions. There is no waiting period for SRA eligibility. Enrollment information is available from Human Resources.

### ***3. Health Care***

Retirees and eligible dependents have access to group health insurance coverage. Eligibility for this coverage is in effect for the retiring faculty member for the remainder of his/her lifetime.

### ***4. Tuition***

Tuition benefits available to active faculty members are also available to retirees, spouses/spousal equivalents, and eligible dependent children of retired faculty members.

### ***5. Insurance***

Life, accident, and long-term disability insurance coverages terminate at retirement. Retirees do, however, have the option to continue their life insurance at their own expense provided arrangements to do so are made within thirty days of the date of retirement.

## **G. DEATH BENEFITS**

When a faculty member dies, Human Resources will arrange to meet with members of his/her family at their convenience to assist with necessary forms for insurance and retirement benefits. The following is a summary of benefits that may be available to a deceased faculty member's family.

### ***1. Life Insurance***

Please refer to the Group Life Insurance section of this Handbook for a description of the life insurance benefit or go to the Human Resources link on myBucknell.

### ***2. Group Health Care***

The University will pay a full three months of health care coverage concurrent with COBRA eligibility to the covered dependents of a faculty member who was covered under the group health care plan at the time of death.

There are also several options under which the deceased faculty member's previously covered dependents may remain within the University's group health care plan. These options are:

Under COBRA, widows, widowers, and dependent children who were covered prior to a faculty member's death may continue in the plan for up to three years at the family's full expense. If COBRA is elected, the University will pay the full COBRA premium for the first three months of health care coverage to the covered dependents of a staff member who was covered under the group health care plan at the time of death.

- a. This coverage is available unless the spouse/spousal equivalent remarries and is covered under another group health plan (or is otherwise eligible for a group health plan). Dependent children become ineligible at age 26.
- b. If a faculty member dies at age 62 or older after fifteen years of University service, the previously covered spouse/spousal equivalent and dependent children will have access to group health insurance coverage with applicable cost-share. This coverage is available unless the spouse/spousal equivalent remarries or is covered under another group plan.

### ***3. Tuition***

Tuition benefits available to active employees are also available to spouses/spousal equivalents and dependent children of deceased faculty members on the same basis as they are offered to current faculty members.

## **H. BOOKSTORE DISCOUNT**

Regular full-time faculty members receive a discount on purchases made at the Bucknell University Bookstore, if those charges are paid in full prior to the end of the next billing period. The Bucknell identification card must be presented for all discounted purchases.

The Bookstore discount is a benefit for Bucknell faculty members only. It is limited to purchases by faculty members for their personal use or for the personal use of their dependents. The Bookstore and the University reserve the right to withdraw the discount entirely from any individual who abuses the privilege.

## **I. HOUSING**

### ***1. University Housing***

Temporary University housing is rented on a space-available basis to faculty members on temporary appointment, e.g., those in leave-replacement positions, and new faculty members during a one- or two-year period until they have an opportunity to obtain more adequate quarters in the community.

## ***2. Mortgage Guarantee Program***

The University will guarantee mortgage loans made by local banks for the purchase of a primary residence in the Lewisburg area up to 20% of appraised value or sale price (whichever is lower). Potential buyers must be moving into the area from a distance of 50 miles or more, and must apply for the mortgage guarantee program within five years of their date of employment. Banking regulations require a 5% down payment. For more information, consult the Finance Office.

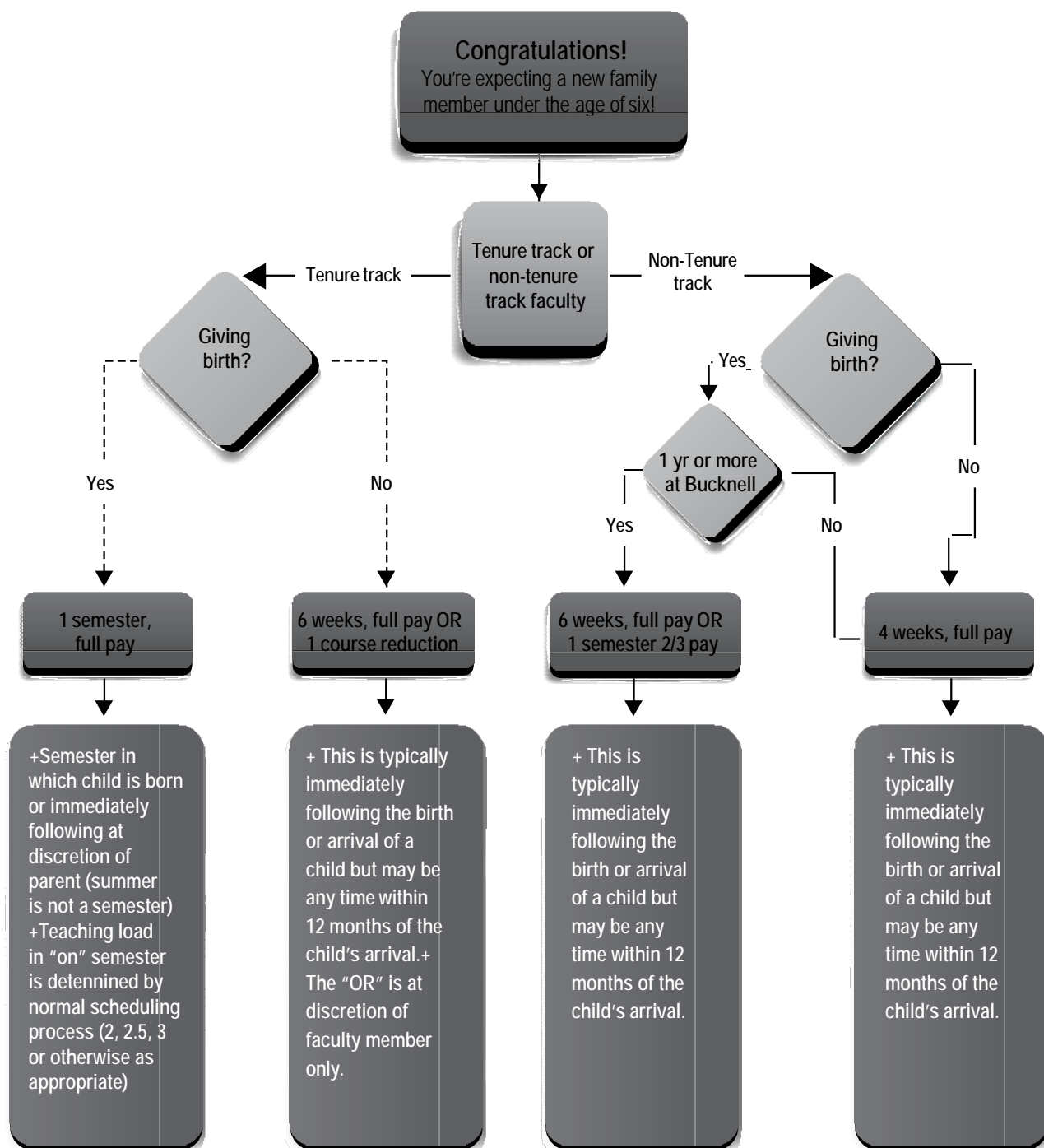
### **J. MOVING EXPENSES**

New faculty members moving into the area from beyond a 50-mile radius may be reimbursed for some portion of their moving expenses, some of which may be considered taxable compensation. For more information, contact the Office of the Provost.

### **K. PERSONAL LOANS**

Regular full-time faculty members may request a small personal loan through the Finance Office. The University Treasurer periodically sets the interest rate. The maximum outstanding loan balance per staff member is \$5,000. If any portion of the borrower's accounts receivable balance is past due, the entire balance will be deducted from the net loan proceeds. Loans must be repaid to the University through payroll deduction over a repayment period not to exceed three years. If for any reason the borrower should terminate employment with the University, the loan balance plus interest is due and payable in full on the date of termination. For additional information, contact the Finance Office.





+Faculty should consult the Handbook section IV.E for full details, and speak with the appropriate Dean, Associate Dean, or Chair; this diagram is intended as an overview only.

+ In case of complication with either birth or adoption or in unique circumstances not well described by the policy, faculty are strongly encouraged to speak with the relevant Dean.

+Faculty who qualify will use FMLA-leave concurrently with any leave described above.

+Rules for unpaid leaves are unchanged.

+The default for tenure track faculty on leave is that the academic year containing the leave will not be counted as part of the probational period: see Handbook for opt-in process.

