



GALLAUDET UNIVERSITY
Washington, DC 20002

THE GUIDELINES OF THE UNIVERSITY FACULTY

As amended by BOT in Oct, 2010

Acronyms/Nomenclature

BOT	Board of Trustees of Gallaudet University
UF	University Faculty
CUE	Council on Undergraduate Education
CGE	Council on Graduate Education
Guidelines	The Guidelines of the University Faculty
Bylaws	The Bylaws of the University Faculty

Faculty Committees:

Faculty Welfare (formerly Committee A)
Faculty-Student Affairs (formerly Committee C)
Grievances (formerly Committee D)
Salaries and Benefits (formerly Committee E)
Faculty Development (formerly Committee F)

PREFACE

Gallaudet University operates in accordance with the principles of shared governance. The Board of Trustees has fundamental responsibility and ultimate authority for institutional legal, fiscal, academic and operational well being. The Faculty, Administration and the Board of Trustees each have primary responsibilities which overlap and intertwine. When one of the constituencies initiates action that has implications for the institution as a whole, it is incumbent on that group to ensure that other constituency concerns are addressed and incorporated into recommendations for change.

The governance documents for the University Faculty are the University Faculty Guidelines and the University Faculty Bylaws.

The University Faculty Guidelines is a statement of policies and procedures which includes conditions of employment. Responsibility for developing and proposing amendments rests with the Faculty. In the spirit of shared governance, the University Faculty shall work with the Administration to develop proposals for amendments to the University Guidelines that can be recommended to the Board of Trustees for approval.

The University Faculty Bylaws is primarily a statement of how the University Faculty shall operate and as such is a Faculty document. The Faculty has responsibility for initiating changes to the document and for acting on such proposals. The University Faculty will keep the Administration and the Board of Trustees informed of all changes it makes to the By-laws.

GUIDELINES OF THE UNIVERSITY FACULTY

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UNIVERSITY FACULTY GUIDELINES

1.0 Introduction to the Guidelines

- 1.1 The following Guidelines were recommended by the Faculty Welfare Committee and approved by the University Faculty, the Administration, and by the Board of Trustees. They shall apply to all Faculty and Departments of Instruction for which the University Faculty has responsibility. In the spirit of shared governance, the University Faculty and the Administration shall work collaboratively to improve these Guidelines as needed.
- 1.2 Amendments to the Guidelines may be proposed by the Senate, the Administration, any faculty committee, or individual faculty members. In all cases, the proposed language shall be referred to the Faculty Welfare Committee for study and disposition. The Faculty Welfare Committee shall consult with all interested parties, including the Administration, and shall attempt to obtain broad based support. If a recommendation for an amendment is forthcoming, the University Faculty Chair shall, seven calendar days in advance of a regular or special Senate meeting, inform the Faculty of the Faculty Welfare Committee's proposed amendment to the Faculty Guidelines. Interested parties from the Faculty or the Administration may speak to the amendment at that meeting.
- 1.3 A simple majority (50% plus one) vote of the UF Senators present and voting is required for approval of the amendment.
- 1.4 Upon approval, the University Faculty Chair will publish the action by the Senate on the proposed amendment and will inform the Faculty of a 10-class-day grace period. This grace period provides an opportunity for faculty members who disagree with the Senatorial action to submit a petition to the University Faculty Chair for a referendum by the general faculty on the proposed amendment(s). Upon receipt of such a petition by ten percent (10%) of the voting faculty, the Chair must call a faculty meeting within 30 days to consider and vote on the recommended amendment. A majority (50% plus one) of the faculty present and voting is required to approve the amendment.
- 1.5 If there is no petition within the period of ten class days of the regular academic year or if the amendment is approved by the general faculty, then the amendment will be presented to the administration for presentation to the Board of Trustees for approval.

2.0 General Guidelines

2.1 Faculty Competencies and Responsibilities

2.1.1 Areas of Competence/Responsibility

A member of a Department of Instruction must perform competently in the areas of Teaching, Scholarship/Creative Activity/ Research, Service, and American Sign Language/classroom communication and demonstrate Professional Integrity.

2.1.2 Scope of Faculty Competence/Responsibility

2.1.2.1 Teaching

Teaching competence includes both expertise in the faculty member's field and the ability to impart knowledge deriving from that field to Gallaudet students. A competent teacher must possess the ability to communicate course content clearly and effectively; he/she must also be available to the students individually, responsive to their academic needs, and flexible enough to adapt curriculum and methodology to those needs. [Effective communication as intended by this heading is separate from and in addition to proficiency in American Sign Language as outlined in Section 2.1.2.4]

2.1.2.2 Scholarship/Creative Activity/Research

Competence in this area means that a Department member is expected to continue to grow in his/her field or departmentally determined allied field, and contribute to and remain aware of developments within it. Evidence of such growth and contribution may include a variety of creative and artistic endeavors, traditional scholarship and research, presentations at workshops or meetings of professional societies, advanced study, origination and administration of grants, authoring of textbooks, workbooks, software, classroom materials, and so on.

2.1.2.3 Service

The educational process is not limited to the classroom; competence as a Department and faculty member therefore requires service in one form or another. According to the

individual's interests and skills, contributions of service may be made to the student body (e.g., academic advising, sponsoring of student activities, etc.), the academic Department (service on committees, coordination of multisection courses, etc.), the School, the University (library liaison, faculty committees, public relations activities, outreach, etc.), the community, and professional organizations.

In addition, a faculty member is expected to participate responsibly in Department, School and University activities.

2.1.2.4 American Sign Language

Faculty competence also includes proficiency in American Sign Language (ASL). The distinction between proficiency in ASL and competence as a teacher and scholar may exist for new appointees more clearly than for other members of the Faculty. A person may be appointed without any familiarity with ASL, but the appointment should not be continued without sufficient evidence of effort and progress in this area, no matter what degree of teaching or scholarly competence he/she may otherwise exhibit.

2.1.2.5 Professional Integrity

This area bears upon professional ethics, comportment in an academic environment, and interactions with members of the Gallaudet community. A faculty member must meet all professional obligations with integrity and in an ethical manner.

2.2 Policy Concerning Bilingualism

Gallaudet University is a bilingual, diverse, multicultural institution of higher education that ensures the intellectual and professional advancement of deaf and hard of hearing individuals through American Sign Language and English. Gallaudet University's mission as a unique educational institution is inextricably bound to the need for direct, accessible communication among students and faculty. To that end, all members of the University Faculty are committed to promoting bilingual communication. The University is committed to providing training and resources, as needed, to support all members of the Faculty in developing the necessary language skills.

2.2.1 Strategies for the Assessment and Development of Faculty ASL Skills

The Faculty Senate will form and monitor a series of ad hoc committees whose responsibility will be the development of a positive and supportive, yet rigorous approach to raising standards of ASL proficiency and communication competency. The desired outcomes of this policy are excellence in classroom communication, full participation by members in all aspects of campus life, and continued and ongoing growth of faculty members' ASL proficiency and competence. The committees will be charged with two primary responsibilities: 1) To plan for the establishment of effective training opportunities that are designed to enable learners to achieve proficiency at the levels needed to attain full participation in all aspects of university life; and 2) to plan for a multiple measures approach to assessment that is well-designed, explicit, valid, reliable, and evidence-based. All work by the committees must be completed in time for Senate approval by the end of academic year 2010-2011.

3.0 Academic Rank

3.1 General Guidelines

No person, except as noted in Section 3.3, shall be recommended for appointment at or promotion to a rank who has not met the qualifications outlined in the following section. It is the responsibility of the Department, in consultation with the Dean, to define and document the criteria by which their faculty are judged to have met the qualifications listed in Section 3.2. Possession of the qualifications for rank specified in these Guidelines makes a faculty member eligible for that rank but does not entitle him/her to it. Criteria for appointments or promotions must be satisfied by the beginning of the academic year. Actions on appointments or promotions shall take effect at the beginning of the academic year, unless other arrangements are made.

3.2 Definition of Academic Rank/Title, and Eligibility Criteria

3.2.1 Instructor

3.2.1.1 Completion of the academic requirements for a master's degree in the discipline taught or an allied field, as determined and documented by the Department.

3.2.1.2 Proven or presumed teaching ability and professional integrity.

3.2.1.3 Potential to progress toward the rank of Assistant Professor.

3.2.1.4 Evidence of the ability to make important contributions in the areas of Scholarship/Creative Activity/Research and Service, as determined and documented by the Department.

3.2.2 Assistant Professor

3.2.2.1 Completion of all requirements for a doctoral/terminal degree in the discipline taught or in an allied field, as determined and documented by the Department. Faculty whose initial appointment predates August 2004 will be considered for promotion to Assistant Professor under the criteria specified in the Guidelines current as of August 2003.

3.2.2.2 Proven or presumed teaching ability and professional integrity

3.2.2.3 Evidence of ability to make important contributions in the areas of Scholarship/Creative Activity/ Research and Service, as determined and documented by the Department.

3.2.3 Associate Professor

3.2.3.1 Possession of a doctoral/terminal degree in the discipline taught or in an allied field, as determined and documented by the Department.

3.2.3.2 Proven or presumed teaching ability and professional integrity.

3.2.3.3 Evidence of continuing and increasing achievement in the areas of Teaching, Scholarship/Creative Activity/Research, and Service, as determined and documented by the Department.

3.2.4 Professor

3.2.4.1 Possession of a doctoral/terminal degree in the discipline taught or in an allied field, as determined and documented by the Department.

3.2.4.2 Evidence of such quality of Teaching, Scholarship/Creative Activity/Research and Service as to warrant recognition within

the Institution and in the academic discipline, as determined and documented by the Department.

3.2.4.3 Proven professional integrity.

3.2.5 Lecturer

The title of Lecturer applies to individuals who do not possess the normally expected academic credentials but nevertheless can provide valuable instructional services. The responsibilities of the position are primarily, if not entirely, in teaching. The position of lecturer is a non-tenured, non-probationary temporary position.

3.2.6 Teaching Assistant

The title Teaching Assistant applies to individuals who do not meet the minimum requirements for the Instructor's rank, and teach under the guidance and supervision of a regular status faculty member. The position of teaching assistant is a non-tenured, non-probationary temporary position.

3.3 Exceptions

Section 3.1 notwithstanding, on an exceptional basis an individual may be recommended for appointment or promotion to a rank higher than that for which he/she is qualified on the basis of academic credentials. Such exceptions shall be considered only for individuals whose participation in the academic life of a Department is viewed as vital or whose unique accomplishments are recognized as truly noteworthy either by professionals in the field or by the University. In all cases, Departments must fully document the request for such exceptions.

4.0 Faculty Appointments: Classifications

4.1 Types of Appointment

4.1.1 Full-time Regular Status (tenured, tenure-track, and pre-tenure-track)

4.1.1.1 Appointment in a Department of Instruction at a rank listed and described in Sections 3.2.1 through 3.2.4, with all the responsibilities and rights of members of that Department, School and University Faculty.

- 4.1.1.2 An individual who holds a joint appointment (an appointment in more than one Department of Instruction simultaneously) shall be considered as a full, regular voting member of only one Department.
- 4.1.1.3 A Full-Time Regular Status Pre-Tenure-Track appointment is intended to provide candidates with extra time to meet the rank requirements for tenure as spelled out in Section 7.5.2 of these Guidelines. The appointments of Full-time Regular Status Pre-Tenure-Track faculty may be switched to Full-Time Regular Status Tenure-Track as described in Sections 5.1.2 and 7.2.5.
- 4.1.1.4 Full-time regular status faculty are expected to be on campus for sufficient and reasonable periods of time in order to carry out their professional responsibilities and to maintain availability for students, other faculty and, when appropriate, professional staff.
- 4.1.1.5 Full-time regular status faculty will normally assume responsibility for either three or four 3-credit courses per semester. A three-course load may require up to three distinct preparations, while a four-course load may require a maximum of two distinct preparations. Individual Departments, in consultation with the Dean, may develop more precise work-load formulae that take into account individual faculty responsibilities, courses bearing more or less than three credits, and other assignments such as practicum, clinical practice, advising, research, curriculum and materials development, program administration, tutorials, laboratory supervision, creative production, service to the University, and the like. Full-Time Regular Status Pre-Tenure-Track faculty will have one course release time per semester.
- 4.1.1.6 Full-time regular status faculty are expected to meet the evaluation criteria listed in Section 6 (Evaluation).
- 4.1.1.7 Faculty members with less than American Sign Language Proficiency Interview rating of 3 are strongly encouraged to attend a faculty development program designed to satisfy the ASL and communication needs required to perform their duties in and out of the classroom.

- 4.1.1.8 If a faculty member satisfied the Sign Communication (SCPI) requirements under the SCPI system (Intermediate Plus: Re-appointment and Promotion; Advanced: Tenure), these results will be used for all personnel actions until the validity and reliability of the ASLPI and appropriate levels for effective classroom and professional communication have been established.

Faculty members who have not reached these levels on the SCPI, and those hired after August 2008 must take the ASLPI, but personnel actions will not be solely based on these results until the validity and reliability of the ASLPI have been established. The ASLPI levels as stated in guidelines 6.8.6.1 shall serve as target levels for all faculty members.

- 4.1.1.9 As part of the validation and reliability assessment of the ASLPI, all faculty members are required to take the ASLPI at least once prior to academic year 2010-2011. As indicated in 4.1.1.8, these results will not impact negatively on any personnel actions.

4.1.2 Full-time Temporary Status

- 4.1.2.1 An appointment based on the ranks/titles and minimum qualifications listed in Section 3.2 but with an assignment for a specific semester or academic year with a full-time teaching load as described in Section 4.1.1.4.
- 4.1.2.2 Full-time temporary appointees may participate in Department, School, and University Faculty activities but do not have voting privileges.
- 4.1.2.3 Full-time temporary appointees are expected to be on campus for sufficient and reasonable periods of time in order to carry out their professional responsibilities and to maintain availability for students, other faculty, and, when appropriate, professional staff.

4.1.3 Part-time Temporary Status

- 4.1.3.1 An appointment based on the ranks/titles and minimum qualifications listed in Section 3.2 but with an assignment for a specific semester with a less than full-time teaching load.

4.1.3.2 Part-time temporary appointees may participate in Departmental, School, and University Faculty activities but do not have voting privileges.

4.1.4 Temporary Non-academic Joint Appointment

4.1.4.1 When a Faculty member has temporary non-academic responsibilities, whether full- or part-time within the University or with an organization or agency outside of the University, a memorandum of understanding shall clearly stipulate expectations for the faculty member in the areas of teaching, scholarship/creative activity/research, and service; procedures of evaluation; and agreements regarding the allocation of resources. The memorandum of understanding shall cover the duration of the temporary non-academic joint appointment, and shall be agreed to and signed by the faculty member, the faculty member's Department Chairperson and Dean, as well as by relevant administrators of the host organization or agency.

4.1.4.2 If any of the conditions of a temporary non-academic joint appointment need to be renegotiated, a revised memorandum of understanding shall record the changes agreed to by all parties. The revised document shall include the signatures of the individual faculty member as well as appropriate administrators of the home and host units.

4.2 Time Bases for Full-time Regular Status Appointments

4.2.1 Full-time regular status faculty may, at the discretion of the University, receive a 9-, 10-, or 11-month appointment.

4.2.2 A 10-month appointment requires a faculty member's additional full-time work for a period equivalent to one month. An 11-month appointment requires a faculty member's additional full-time work for a period equivalent to two months.

4.3 Chairpersons of Departments of Instruction

4.3.1 Every three years each academic Department shall recommend to its Dean the appointment or re-appointment of a Chairperson. Departments will normally hold an election for this purpose although other arrangements, if fair and agreeable to the majority of members of the Department, may be used.

- 4.3.2 After receiving a recommendation from the Department, Department Chairpersons will be appointed by the Dean by May 1st.

In a case where the majority of the full-time faculty members of the Department does not approve of the Dean's appointment, it may appeal the appointment to the Provost.

- 4.3.3 Administrative Duties. The Department Chairperson shall be the spokesperson for policies advocated by the Department in the areas of course offerings, improvement of instruction, advising of majors, preparation of annual budget requests, and expenditures of departmental funds, and shall have the administrative responsibility of carrying out these policies. The Chairperson shall be a member of the administrative structure of the University.

- 4.3.4 Personnel Duties. After consultation with the members of the Department and/or their selected representative(s), the Chairperson shall be responsible for recommending appointment, reappointment, merit increases, promotion, tenure, termination of an appointment, dismissal, sick leave, leave of absence, or sabbatical leave in conformance with the Guidelines of the University Faculty. The Chairperson is also responsible for informing a new faculty member of his/her duties, responsibilities, and rights.

- 4.3.5 Organizational Duties. The Chairperson shall be responsible for coordinating within the Department such organization as will ensure that the members of the Department have an opportunity to participate actively in the formulation of departmental policies in the areas specified in this article.

5.0 Continuation of Faculty Appointments

5.1 Full-Time Regular Status

- 5.1.1 A Full-Time Regular Status Tenure-Track faculty member's appointment may be continued for a successive academic year upon recommendation of the Department Chairperson and acceptance by the Dean. It is the responsibility of the Dean to inform the faculty member of the action to be taken. Reappointment is not automatic and is entirely at the discretion of the University.

- 5.1.2 A Full-Time Regular Status Pre-Tenure-Track faculty member's appointment may be continued for a maximum of three years upon recommendation of the Department Chairperson and acceptance by

the Dean. It is the responsibility of the Dean to inform the faculty member of the action to be taken. Reappointment is not automatic and is entirely at the discretion of the University. Reappointment for faculty in their third year of a pre-tenure track appointment will automatically switch the individual's appointment to Full-Time Regular Status Tenure-Track, to take effect at the inception of their fourth year. As described in Section 7.5.3.1 of these Guidelines, a faculty member's years of service in a Pre-Tenure track appointment may be credited towards the probationary period for his/her Tenure-track appointment. When a Full-Time Regular Status Pre-Tenure-Track appointment is switched to Full-Time Regular Status Tenure-Track, the Dean shall prepare a letter spelling out the details of the tenure-track appointment, including the projected date of the individual's tenure decision. This letter shall be signed by the faculty member, the Department Chair, and the Dean.

5.1.3 Both competence in the field or discipline and eventual proficiency in ASL as stipulated by these Guidelines are required for continuation of employment. Neither can serve as a replacement for the other. Full-Time Regular Status Tenure-Track faculty are required to demonstrate an ASLPI proficiency rating of 2.5 or better, and/or otherwise demonstrate effort and progress in ASL proficiency through other measures, before February 15th of the third full year of service in their tenure-track position in order to be eligible for reappointment.

5.1.4 Full-Time Regular Status Tenure-Track faculty are notified of reappointment and non-reappointment in accordance with Section 7.2.3 of these Guidelines. Pre-Tenure-Track Regular Status faculty are notified of reappointment and non-reappointment in accordance with Section 7.2.4 of these Guidelines.

5.2 Full-time Temporary Status

5.2.1 Full-time temporary appointments expire at the end of their term with no additional notice required.

5.2.2 Full-time temporary appointees may, at the discretion of the University, be rehired in this status for up to three consecutive academic years.

5.3 Part-time Temporary Status

5.3.1 Part-time temporary appointments expire at the end of their term with no additional notice required.

5.3.2 Faculty with part-time temporary appointments may, at the discretion of the University, be rehired without any limitation on the number of times they are appointed.

6.0 Evaluation

6.1 Purposes of Evaluation

6.1.1 Faculty engage in evaluation of themselves and their peers as a normal part of their professional life. Such evaluation should not be overly intrusive upon the functioning of the faculty member, but should stimulate professional growth as well as provide the basis for personnel action. It must proceed in a manner consistent with principles of academic freedom.

6.1.2 Formal evaluation shall be conducted for the specific purpose of supplying the documentation for personnel action and recommending what the faculty member needs to do in order to be considered for reappointment, tenure, promotion and/or merit increase.

6.2 Areas for Evaluation

6.2.1 Teaching Competence

As specified in Section 2.1.2.1. A faculty member's teaching evaluation shall not be adversely impacted by a reduced teaching load (for example, as a result of sabbatical leave or other assignment.)

6.2.2 Scholarship/Creative Activity/Research

As specified in Section 2.1.2.2, it being understood that the examples offered therein are in no way meant to be exhaustive. Any creative accomplishment that is indicative of a faculty member's professional contribution and vitality may be considered. Full-Time Regular Status Pre-Tenure-Track faculty will be evaluated primarily on their progress towards obtaining a terminal degree.

6.2.3 Service

As specified in Section 2.1.2.3. Full-Time Regular Status Pre-Tenure track faculty have no obligations in this area.

6.2.4 Use of American Sign Language (ASL)

Evaluation in this area is primarily the responsibility of the Assessment and Evaluation Unit (AEU), which is described in Section 6.8.5.

6.2.5 Professional Integrity

As specified in Section 2.1.2.5.

6.3 Scope

6.3.1 Regular status faculty, including Department Chairpersons are subject to evaluation. Department Chairpersons will be evaluated by their Department peers on the same basis as all regular status faculty. Administrative responsibilities of Department Chairpersons will be evaluated by the respective Dean, who will query all full-time Department members as to the Chairperson's performance.

6.3.2 Designated administrators with faculty appointments who teach will be subject to peer evaluation of their Teaching Competence and, if applicable, Scholarship/Creative Activity/Research.

6.4 Frequency

6.4.1 Tenure-track and Pre-Tenure-Track Full-Time Regular Status faculty (except non-continuing faculty) will be evaluated each year, which may lead to reappointment, non-reappointment, switching the appointment to tenure-track, merit increase, promotion, and/or tenure.

6.4.2 All tenured faculty, except those in an administrative capacity with no teaching responsibilities, shall be evaluated every year, unless they inform the Chair otherwise. However, tenured faculty must be evaluated at least once every three years. These evaluations may lead to a merit increase and/or promotion.

6.4.3 For evaluation purposes, faculty with initial appointments in months other than August will be recognized as continuing first-year faculty in the following August.

6.4.4 Department Chairpersons shall receive an evaluation of their performance as an administrator each year.

6.4.5 Evaluation for a merit increase shall be for the past calendar year(s) since a merit increase was last awarded, or since the date of appointment, whichever is later. The evaluation for a promotion shall cover the whole interval since a promotion was last awarded, or since the date of appointment, whichever is later.

6.5 Criteria for Evaluation

6.5.1 Evaluation Scale

Evaluation of Teaching, Scholarship/Creative Activity/ Research, and Service is done on a four-level scale: Unsatisfactory, Satisfactory, Commendable, and Outstanding.

Professional Integrity is to be rated as either Satisfactory or Unsatisfactory. Criteria for proficiency in ASL are outlined in Section 6.8.6.

6.5.2 Definition of Performance Standards

In the areas of Teaching, Scholarship/Creative Activity/Research, and Service, individual Departments have a responsibility to elaborate minimum standards of performance which will be defined as Satisfactory. Departmental criteria for each level of performance must be clearly stated and reviewed at least triennially by the Department as a whole and approved by the Dean.

Commendable performance is that which is beyond these minimum standards. Outstanding performance is that which is markedly beyond the minimum and calls for maximum recognition. Failure to meet the minimum standards of performance is considered Unsatisfactory and may result in non-reappointment or dismissal as outlined in Sections 7.2 and 7.6.

6.6 Documentation

6.6.1 Sources of Documentation

6.6.1.1 Documentation shall come from the following sources: portfolio, student evaluations, observation, and peer review.

- 6.6.1.2 The portfolio shall include a vita, a Professional Activities Report, and a list of accomplishments by which the faculty member wishes to be judged, such as off-prints, syllabi, course materials, creative work, reviews, recommendations from outside the Department and University, and the like.
- 6.6.1.3 Individual Departments will determine how they will best solicit students' evaluations of their instructors. In addition to traditional evaluation questionnaires, Department Chairpersons or their representatives may interview randomly selected students. In the case of written evaluations, care must be taken to ensure that the students fully comprehend what is being asked of them. Data should be gathered every semester, if possible, and preferably from classes differing in level and scope.
- 6.6.1.4 Observation of teaching shall be performed annually for all faculty prior to tenure. Classroom observation for tenured faculty may be performed at the discretion of the Department Chairperson, or at the request of the faculty member. The observation may be performed either in the classroom or in a lab or practicum setting by a faculty peer observer selected by the faculty member being observed and agreed upon by the Department Chairperson.
- 6.6.1.5 The peer review shall be performed by members of the Department holding regular status appointments and reported on a Report of Peer Review. It shall include specific recommendations for reappointment, tenure, promotion, and merit increase. In accordance with Sections 7.4 and 7.5, only Department members holding tenure shall make recommendations regarding tenure decisions; only faculty members higher in rank than the evaluatee shall make recommendations regarding promotion. Departments may, at their option, solicit evaluations from outside the Department or the University.
- 6.6.1.6 The Faculty Welfare Committee will be responsible for designing and distributing prototypes of the various forms needed for the above documentation and will issue recommendations as to their use. Subject to the approval of

the Faculty Welfare Committee, individual Departments may modify the forms to suit their particular needs.

6.6.2 Report of Evaluation

The Chairperson shall use the documentation in Section 6.6.1 to prepare a Report of Evaluation. This Report shall include summaries of peer reviews, observation reports, and student evaluations and shall make recommendations regarding reappointment, promotion, tenure, or merit increase. It shall also contain specific recommendations for continued development toward eligibility for future personnel action. In formulating his/her recommendation, the Department Chairperson shall take peer consensus under advisement but shall not be bound by it. Should there be a divergence between the Chairperson's recommendation and peer consensus, the report of evaluation should so state.

6.7 Procedures

6.7.1 At the Departmental Level

6.7.1.1 Each Department will determine its evaluation procedure and will set forth a clear written statement of this procedure to include details of the process, types of documentation required, and deadlines for applying for personnel action and submitting supporting materials. This procedure should be reviewed periodically by the Department and the Dean.

6.7.1.2 At least triennially, Department Chairpersons will forward the current Department evaluation procedures to the Faculty Welfare Committee to assure compliance with the University Faculty Guidelines.

6.7.1.3 When written student evaluations are used, they should be collected anonymously, then delivered to the Department Chairperson

6.7.1.4 It is the responsibility of the Department Chairperson to see to the preparation of the Report of Evaluation. He/she shall discuss such report with the faculty member being evaluated. During this conference, the faculty member will have an opportunity to point out any omissions and to

produce any material evidence which may have a bearing on the recommendation. Should the faculty member wish to disagree with the report or recommendation, he/she will have up to five working days to do so in writing, and will then affix his/her signature. (A faculty member's signature does not necessarily indicate agreement with the contents of the report.) The Chairperson shall then sign and forward to the Dean each Report of Evaluation, which must include the faculty member's response, if any. When the requested Personnel Action is for tenure or promotion, the Dean will make the abridged file* and portfolio available to the Tenure and Promotion Committee.

- 6.7.1.5 The Department Chairperson is responsible for ensuring equity among Department members and for seeing that each Report of Evaluation is adequately supported before forwarding to the Dean.
- 6.7.1.6 When the person being evaluated is the Chairperson, the Dean of the School shall be responsible for coordinating all of the above-outlined procedures.
- 6.7.1.7 When the person being evaluated is the Dean, the Department Chairperson shall forward his/her Report of Evaluation directly to the Provost after sharing it with the Dean. Such an evaluation may lead to tenure and/or promotion.
- 6.7.1.8 When the person being evaluated is the Provost, the Department Chairperson shall forward his/her Report of Evaluation directly to both the President and the Dean after sharing it with the Provost. Such an evaluation may lead to tenure and/or promotion.

6.7.2 Above the Departmental Level

* The abridged file will contain the appropriate A series forms, copies of all D-REs during the period of review, a copy of the faculty appointment letter, the faculty member's letter to the department (in English or ASL) requesting the faculty action, and the CV.

6.7.2.1 The Dean is responsible for ensuring fairness and consistency of application of evaluation criteria within and among Departments. In order to promote such fairness and consistency, the Dean may, at his/her discretion, consult with a school-wide faculty committee. This committee shall act in an advisory capacity only. Should such a committee be established, its composition and function shall be made known to faculty within the school.

6.7.2.2 The Dean shall review all Reports of Evaluation, except in the case of the Dean and Provost as provided for in Sections 6.7.1.8 and 6.7.1.9. When the requested Personnel Action is for tenure or promotion, the Dean will make the abridged file and portfolio available to the Tenure and Promotion Committee, which will then review the abridged file and portfolio and make a recommendation to the Dean. The Dean will take the Tenure and Promotion Committee's recommendation into consideration prior to approving or rejecting requests for promotion or making a recommendation to the Provost regarding requests for tenure. Copies of the Dean's recommendations will be provided to the Department Chairperson, the Tenure and Promotion Committee, and to the faculty member. The Provost is responsible for ensuring fairness of evaluation among schools.

6.7.3 Notification of Adverse Criticism

6.7.3.1 It is the duty of the Chairperson and/or any administrator to fully inform a faculty member, in writing, as soon as possible (normally within five working days) of any criticism that could reasonably be expected to adversely affect the evaluation outcome.

6.8 Multiple Measures of American Sign Language Proficiency and Classroom Communication

Proficiency in ASL and classroom communication, both in comprehension and in expression (refer to section 2.2 of the Faculty Guidelines), will be determined through the use of the following measures: American Sign Language Proficiency Interview (ASLPI), Faculty Classroom Observation, Student Rating of Instructor's Communication Skills and Faculty Self-Report of Communication Training.

6.8.1 American Sign Language Proficiency Interview (ASLPI).

Faculty shall take the American Sign Language Proficiency Interview (ASLPI). The interview, lasting approximately 30 minutes, will cover a variety of topics of interest to the candidate, both professional and non-professional in nature. The interview is designed to have the candidate demonstrate the highest level of ASL skill of which he/she is capable. (See Appendix for ASLPI Level Descriptions, and ASLPI Rating Procedures)

6.8.2 Faculty Classroom Communication Observation

Faculty Classroom Observation shall be adopted as one of the measures of faculty communication, using the observation form developed by the Faculty Welfare Committee. Classroom observations may be videotaped with the consent of the faculty member being observed. Faculty members shall be observed by evaluators in a typical classroom environment at a time mutually agreed upon with the AEU coordinator.

6.8.2.1 Administration of the Faculty Classroom Communication Observation

The faculty classroom observation will be conducted by the Assessment and Evaluation Unit (AEU). The AEU will have fully trained and approved ASL proficiency evaluators who are comprised of both full-time Gallaudet employees as well as contract evaluators who work with American Sign Language Proficiency Interview (ASLPI) evaluation systems at other locations and are familiar with communication in academic settings. The evaluators, both full-time and who work on contract, receive the same training and retraining.

6.8.2.2 Role of the Coordinator

The AEU Coordinator shall assign and schedule faculty classroom communication observations.

6.8.2.3 The AEU Coordinator will provide feedback to the observed faculty member based on the observation form developed by the Faculty Welfare Committee.

6.8.3 Student Rating of Faculty's Communication Skills.

Students rating of faculty communication skills will be performed annually for all faculty prior to tenure. Student rating for tenured faculty may be performed at the discretion of the Department Chairperson, or at the request of the faculty member. Students will rate their instructor's communication skills using the student rating form developed by the Faculty Welfare Committee. This form shall be distributed along with the course evaluation form at the end of each semester. This student rating will provide more detailed information about the faculty's classroom communication skills from the students' perspective.

6.8.4 Documentation of Language and Communication Training

6.8.4.1 Faculty Self- Report of Language and Communication Training

The faculty member shall provide a progress report of their ASL and Classroom communication training. This report shall provide additional information about the faculty member's attempts to improve his/her American Sign Language (ASL) and classroom communication that will support an informed decision about awarding tenure or reappointment. The format is left to the faculty member but could include documentation of ASL classes and performance, extra-curricular activities, mentoring and other activities.

6.8.4.2 Department Report of Language and Communication Training

The Department provides additional evidence of American Sign Language skills that clearly demonstrates that satisfactory communication is occurring in the classroom and in the performance of other professional duties. Detailed documentation, including faculty classroom observations, student evaluations, peer evaluations, and evidence of ongoing sign language skills development in support of this provision must be forwarded to the Dean.

6.8.5 American Sign Language Proficiency Interview (ASLPI) Administration and Evaluation

The ASLPI will be conducted by the Assessment and Evaluation Unit (AEU). The AEU will have fully trained and approved ASL Proficiency evaluators who consist of both full-time Gallaudet employees as well as contract evaluators who work with American Sign Language Proficiency Interview (ASLPI) evaluation systems at other locations.

The evaluators, both full-time and who work on contract, receive the same training and retraining.

- 6.8.5.1 Appropriate faculty committees in collaboration with the AEU and in consultation with the Faculty Welfare Committee will conduct ongoing research to test the validity and reliability of ASLPI and to determine reasonable proficiency ASL levels for faculty at third year, and at the time of tenure consideration. This research will be completed by the end of academic year 2010-2011.
- 6.8.5.2 The AEU will report annually in the Fall to the Senate and the faculty on the average scores and success rate of faculty in each cohort of new signers and improving signers and on the attainability of the required levels. The Faculty Welfare Committee will review the annual data and recommend to the Senate as whether to consider adjusting the required scores based on this report.
- 6.8.5.3 In compliance with the American with Disabilities Act, faculty with disabilities that could affect the evaluation of their ASL skills may identify themselves to the AEU Coordinator and explain their need for reasonable accommodations.
- 6.8.5.4 All ASLPI evaluations will be videotaped.
- 6.8.5.5 The AEU Coordinator shall assign and schedule evaluators and interviewees.
- 6.8.5.6 No ASLPI evaluator will interview the same person twice in succession.
- 6.8.5.7 Ratings shall be determined by a team of three (3) qualified raters selected from the pool of approved evaluators who will evaluate the interview within ten business days. Interviews will be prioritized for rating work if a faculty needs immediate results for pending administrative or employment related decisions.
- 6.8.5.8 ASLPI ratings will be given on a 0-5 scale that considers: 1) visual-gestural production; 2) ASL grammar; 3) sign vocabulary; 4) fluency; and 5) comprehension. [See Appendix

for " ASLPI Level Descriptions," " ASLPI Rating Form" and " ASLPI Rating Procedures"]

6.8.5.9 In addition to receiving the overall proficiency level (0-5), faculty will receive mean scores for each category evaluated.

6.8.6 American Sign Language Proficiency and Communication Competence

6.8.6.1 Faculty who have received an ASLPI score below 2.5 must take the ASLPI every year until he/she achieves 2.5 or better.

6.8.6.2 For promotion and merit increase decisions, performance and improvement in ASL proficiency and communication competence will be considered using the following multiple measures: ASLPI (target level 3.0), classroom communication observation, student evaluations, and evidence of involvement with ASL learning activities. The Department Chair may submit additional evidence as necessary.

6.8.6.3 For third year re-appointment, performance and improvement in ASL proficiency and communication competence will be considered using the following multiple measures: ASLPI (target level 2.5), classroom observation, student evaluations, and evidence of involvement with ASL learning activities. The Department Chair may submit additional evidence as necessary.

6.8.6.4 For tenure decisions, performance and improvement in ASL proficiency and communication competence will be considered using the following multiple measures: ASLPI (target level 2.5), classroom observation, student evaluations, and evidence of involvement with ASL learning activities. The Department Chair may submit additional evidence as necessary.

6.8.7 Reporting Procedures

The AEU Coordinator shall be responsible for reporting the rating results of each interview and sending them to the individual faculty member, the chair of the appropriate departments, and the Dean of

the School. In no other instance will the results be released without the written permission of the individual faculty member.

6.8.8 Appeal Procedure

6.8.8.1 If a faculty member does not agree with the proficiency rating received following an ASLPI evaluation or faculty classroom observation, that person shall have the right to appeal the decision. The appeal must be made to the Coordinator in writing within 45 days of the interview. Upon receipt of a written appeal, the Coordinator shall select a new team who will evaluate the candidate's performance. The new team will not be made aware of the candidate's previous rating nor will they be told of the appeal. If this new team determines a different rating from the original one, the higher rating will stand.

6.8.8.2 Alternatively, if something inappropriate or uncomfortable occurs during the interview (e.g. offensive or inappropriate questions or comments), a new interview may be requested. If this occurs, the examinee must notify the Coordinator in writing within 48 hours of the interview date and provide justification for a new interview. The original interview will not be rated and another interview will be scheduled with a different interviewer.

6.8.9 Faculty Instruction

6.8.9.1 A core curriculum of instruction in American Sign Language, oriented toward their needs as faculty, beginning with the New Faculty and Professional Staff Summer Orientation Program, will be available to the faculty each semester and summer session. The primary purpose of this core curriculum will be to assist the faculty in their development of American Sign Language skills so that they may meet the requirements set forth in these Guidelines. A secondary purpose shall be to assist in improving day-to-day communication in a bilingual setting, both in and outside the classroom.

6.8.9.2 Faculty members shall be granted release time from teaching and departmental duties specifically to pursue

intensive study in American Sign Language during their first three years of appointment, if needed, including summer session. This release time, equivalent to one three credit course, shall be stipulated in the faculty member's initial letter of appointment and shall be specifically geared toward assisting the individual in achieving an ASLPI rating of 2.5 before February 15th of the third full academic year of service.

6.8.9.3 Full-Time Regular Status faculty members who have demonstrated a proficiency rating of 3 or better at any time before the end of their second year of appointment shall be expected to carry a normal teaching load.

6.8.9.4 All faculty members are expected to continue to improve their American Sign Language proficiency and communication competence throughout their tenure at the University. It is the responsibility of the Deans to ensure that all faculty members have a reasonable opportunity to pursue such improvement.

7.0 Faculty Personnel Actions

7.1 Procedures and Notification

7.1.1 All requests for sabbatical leave, leave of absence, academic leave, sick leave, and parental leave shall be initiated by the faculty member to the Department Chairperson. After a review appropriate to the action, the Department Chairperson's recommendation and justifications on the request shall be submitted to the Dean on the appropriate D-series form with the necessary supporting documentation.

7.1.2 Requests for appointment, merit increase, promotion, tenure, and sabbatical leave shall be sent directly to the Faculty Welfare Committee on the appropriate A-series form. Simultaneously, a Report of Evaluation (Form D:RE) will be sent directly to the Dean, except for sabbatical leave requests and requests for appointment. When the Faculty Welfare Committee determines whether or not the request meets the appropriate criteria, it will so indicate and forward the form, with any accompanying documentation, to the Dean, with a

copy sent to the Chairperson for verification purposes. The Tenure and Promotion Committee will not review any request which does not have a copy of the appropriate A-series form in its file.

7.1.3 When the requested personnel action is for promotion or tenure, the Dean will forward the abridged file and portfolio to the Tenure and Promotion Committee which will then review the file and make a recommendation to the Dean. The Tenure and Promotion Committee will inform the faculty member, the Department Chairperson, and the Dean of its decision in writing. The letter to the faculty member and the Chairperson shall indicate the Committee's decision without supporting details.

7.1.4 Requests for promotion and tenure shall be submitted to the Faculty Welfare Committee by March 1. Merit increase requests shall be submitted to the Faculty Welfare Committee by April 15. Requests for sabbatical leave for the spring semester shall be submitted by February 15, the previous Spring semester; and for the Fall semester, by September 15, the previous Fall semester.

7.1.5 As part of the peer review process described in Section 6.6.1.5, the Department Chairperson shall ask the appropriate members of the Department for their written opinion of the personnel action contemplated, except for leave requests.

7.1.6 Except as noted in Section 7.2.3, the Dean will notify the faculty member of the Administration's decision/ recommendation within eight (8) weeks of the deadline for personnel action requests.

7.1.7 The Dean shall approve or reject recommendations from Department Chairpersons for sabbatical leave, sick leave, leaves of absence, merit increases, appointments, reappointments and promotions. Tenure recommendations shall be submitted by the Dean to the Provost who then makes recommendations to the President. The President makes recommendations to the Board of Trustees. The Board of Trustees makes the final decision on tenure recommendations received from the President.

7.2 Reappointments and Non-reappointments

7.2.1 The Department Chairperson shall ask all full-time regular status members of the Department for their written opinions on the criteria

listed in Section 6.1 regarding overall performance of a faculty member.

7.2.2 The Department Chairperson shall submit requests for reappointment and non-reappointment to the Dean of the School.

7.2.3 The Dean will inform Full-Time Regular Status Tenure-Track faculty of their reappointment or non-appointment according to the schedule below.

Current Regular Appointment	Date of Submission to the Dean	Date of Notification from the Dean	Non-reappointment Date, if applicable
First Year	February 1	March 1	End of current appt
Second Year	November 1	December 15	End of current appt
Third and beyond	March 1	May 15	No less than 12 months after notification

7.2.4 Requests for reappointment of Full-Time Regular Status Pre-Tenure-Track Faculty will be submitted to the Dean by February 1. The Dean will inform pre-tenure-track faculty of their reappointment or non-reappointment no later than March 1. If a Full-Time Regular Status Pre-Tenure-Track faculty member is not reappointed, his/her non-reappointment will become effective at the end of his/her current appointment.

7.2.5 A Full-Time Regular Status Pre-Tenure-Track faculty member's evaluation for reappointment shall include an assessment of the individual's readiness to have his/her appointment switched to Full-Time Regular Status Tenure-Track. As spelled out in Section 5.1.2, reappointment for faculty in their third year of a pre-tenure-track appointment will automatically switch the individual's appointment to Full-Time Regular Status Tenure-Track, to take effect at the inception of their fourth year.

7.3 Merit Increases

7.3.1 There are up to five levels of merit increases awarded to recognize those faculty whose overall performance is above satisfactory. For tenure-track and tenured faculty, the performance evaluation bears on five areas:

- (1) teaching
- (2) scholarship/creative activity/research
- (3) service
- (4) ASL proficiency and communication competence in the classroom
- (5) professional integrity

For pre-tenure-track faculty, the performance evaluation bears on each of the above areas except service.

7.3.2 For the purpose of evaluating performance for merit increases, values will be assigned to performance descriptors as follows:

Unsatisfactory	= 0 points
Satisfactory	= 1 point
Commendable	= 2 points
Outstanding	= 3 points

7.3.3 Departments will rate tenure-track and tenured candidates for merit increases by applying the four level rating scale to teaching, scholarship/creative activity/research, and service. Departments will rate pre-tenure-track candidates by applying the four-level rating scale to teaching and scholarship/creative activity/ research. Ratings for ASL proficiency will be determined by the ASLPI panel. Classroom communication will be evaluated by faculty classroom observers. Professional Integrity is rated as either Satisfactory or Unsatisfactory by department members.

7.3.4 For tenure-track and tenured faculty, merit awards of six levels will be given based on the total number of points earned.

- No unsatisfactory rating in any area is permitted.
- Levels must range from four (4) points to nine (9) points.
- Monetary amounts will be distributed as follows:
 - A base amount, by rank, will be determined by the Administration in consultation with the Salary and Benefits Committee.
 - Each faculty member earning a minimum of four (4) and a maximum of nine (9) points will receive the base amount times the number of points as a merit award.

7.3.5 For pre-tenure-track faculty, merit awards of four levels will be given based on the total number of points earned.

- No unsatisfactory rating in any area is permitted.
- Levels must range from three (3) points to six (6) points.
- Monetary amounts will be distributed as follows:
 - A base amount, by rank, will be determined by the Administration in consultation with The Salaries and Benefits Committee. This base amount will be identical to that amount determined in accord with Section 7.3.4.
 - Each faculty member earning a minimum of three (3) and a maximum of six (6) points will receive the base amount times the number of points times 1.5 as a merit award.

7.3.6 Refer to Section 6.8.6.2 for a description of the requirements for ASL proficiency and communication competence for a merit increase.

7.4 Promotion

7.4.1 Promotion represents an important milestone in an academic career. Through promotion, the University recognizes an individual's cumulative achievement in the areas of Teaching, Scholarship/ Creative Activity/Research, and Service.

7.4.2 As peer evaluation is an integral part of this process, the Department Chairperson shall ask all full-time regular status faculty members of the Department in and above the rank to which promotion is being considered for their written opinions about the faculty member's performance in the evaluation categories and his/her fitness for promotion.

7.4.3 Time in Rank

7.4.3.1 Promotion may be granted to the rank of Professor or Associate Professor if the faculty member has been in the next lower rank for at least four years. Promotion may be granted to the rank of Assistant Professor if the faculty member has been an Instructor for at least three years or has received a terminal degree in the discipline or allied field.

7.4.3.2 Time earned for Teaching or Scholarship/ Creative Activity/Research prior to faculty appointment may be credited, but credit will be given only on the basis of a written agreement with the Dean at the time of appointment after consultation with the Department. When a faculty member applies for early promotion under this section of the Guidelines, the fact of it being an application for early promotion may not be taken into consideration by the Tenure and Promotion Committee when it reviews this request.

7.4.4 In addition to the time in rank requirement, faculty who seek promotion shall meet the requirements for the proposed rank as set forth in Section 3.2.

7.4.5 Scope

Evaluation for promotion is based on cumulative performance and must cover the entire period since appointment or promotion to the present rank.

7.4.6 Performance Criteria

7.4.6.1 Tenure-track and tenured candidates for promotion shall be evaluated in the areas of:

- (1) Teaching
- (2) Scholarship/Creative Activity/Research
- (3) Service
- (4) ASL proficiency and competence in the classroom.
- (5) Professional Integrity

7.4.6.2 Pre-tenure-track candidates for promotion shall be evaluated in the areas of:

- (1) Teaching
- (2) Scholarship/Creative Activity/Research
- (3) ASL proficiency and competence in the classroom
- (4) Professional Integrity

7.4.6.4 To be eligible for promotion a tenure-track or tenured faculty member must have a total rating in the first three (3) areas of evaluation (as in 7.4.6.1) of 6 points or higher, no unsatisfactory

rating in any area, and meet the criteria for ASL proficiency and communication competence found in Section 6.8.6.2.

7.4.6.5 To be eligible for promotion a pre-tenure-track faculty member must have a total rating in the first two (2) areas of evaluation (as in 7.4.6.2) of 4 points or higher and no unsatisfactory rating in any area.

7.5 Tenure

Continuous tenure is a distinction awarded to faculty who, in the course of the probationary period, have demonstrated considerable and impressive achievement in the areas of Teaching, Scholarship/Creative Activity/Research, and Service. Only faculty who, in the opinion of their peers and of the University administration, are likely to sustain such a level of achievement can be considered for tenure. It is the responsibility of the Department, in consultation with the Dean, to define and document the criteria by which their faculty are judged. There is no automatic right to continuous tenure.

While faculty are normally expected to be professionally active in all of the above-mentioned areas, each of the three areas needs not bear equal weight in an evaluation for tenure; rather, the requirements of the Department/School/University and the skills and interests of the faculty member concerned should determine the relative importance of each area.

Final decisions regarding the granting of tenure are made by the Board of Trustees on an individual basis, upon the recommendation of the Administration.

7.5.1 The Department Chairperson shall ask all tenured full-time members of the Department for their written professional judgments about the faculty member's performance in the evaluation categories. Written comments from colleagues in other Departments and at other institutions may also be solicited where appropriate. Documentation required and procedures to be followed will conform to Section 6 of these Guidelines; however, it is understood that the evaluation will bear cumulatively on the faculty member's achievements and performance during the course of the entire probationary period.

7.5.2 Candidates for continuous tenure will have demonstrated proficiency in ASLPI as specified in Section 6.8.6.4 of these Guidelines and will hold the rank of Assistant Professor or above.

7.5.3 Probationary Period

7.5.3.1 The length of the total probationary period, for faculty members with tenure-track appointments, shall not exceed seven years, including credited years of prior full-time faculty service. Such credited service may include time spent in non-tenure-track full-time faculty positions at Gallaudet.

7.5.3.2 Evaluation for tenure shall occur in the penultimate year of the probationary period.

7.5.3.3 After consultation with the Department, the Department Chairperson may recommend a tenure-track faculty member for early continuous tenure as early as the third year of academic service at Gallaudet. When nominating candidates for early tenure with probationary periods shorter than seven years, Departments may give due consideration to years of prior service in rank as well as the faculty member's achievements and performance.

7.5.3.4 Faculty members whose nomination for early tenure is not sustained by the Administration may be renominated at a later date with the submission of additional supporting evidence; however, in no case will faculty members not achieving tenure be retained beyond the end of the probationary period. When the Tenure and Promotion Committee reviews a request for early tenure, the fact of it being an application for early tenure may not be taken into consideration by the Committee.

7.5.3.5 At the time of initial appointment, a probationary period shorter than the minimum outlined above may be agreed to in writing; however, in no circumstances will tenure be granted until a new appointee demonstrates proficiency in sign communication as specified in Section 6.8.6.4 of these Guidelines.

7.5.4 An individual may be assigned a tenure-track appointment in a specific academic Department upon consultation with and agreement of the Department and with approval of the Dean.

7.5.5 Faculty members holding tenure who resign from the University and are later rehired normally forfeit their tenured position unless otherwise negotiated in writing with the Provost.

7.6 Dismissal and/or Sanctions

7.6.1 A tenured or non-tenured faculty member may be severely sanctioned or terminated for serious cause, such as academic dishonesty or plagiarism, professional incompetence, continued neglect of academic duties, regulations, or responsibilities, conviction of a felony and/or deliberate personal and professional misconduct (including sexual harassment or improper sexual conduct).

7.6.2 A person who holds a probationary or temporary appointment may be dismissed before the expiration of the term for which the appointment was made only for adequate cause. Failure to renew a probationary or temporary appointment, i.e., failure to reappoint, is not considered a dismissal. The Dean will notify a faculty member in writing of termination of a tenured appointment for adequate cause or dismissal for cause previous to the expiration of a term contract. Such notification must include a statement of specific charges.

7.7 Voluntary Separations

Departments expect to experience turnover from time to time for a variety of reasons, including faculty resignations and retirements. When a faculty member leaves a Department without sufficient notice, it can create a serious hardship for Department members and for the students who depend on them for quality instructional programs. Because of the need for Departments to plan for the separation of a faculty member, faculty members are expected to inform the Department Chair in writing at least one semester in advance, or earlier if possible, of the anticipated separation date.

7.8 Layoff and Reduction in Force

7.8.1 Scope

Gallaudet University is committed to avoiding layoffs of faculty to the greatest extent possible. However, in the event the University does not receive sufficient funding or revenue to operate its academic programs or must reorganize in order to implement changes in the educational mission of the university (as determined jointly by the faculty and the administration), it may be necessary to discontinue, downsize or restructure departments, programs or services and to implement layoffs of faculty.

Throughout this policy, the word program may also mean a unit, department, office, service or function.

Recognizing the intrinsic value of a tenure system in higher education, the University intends to protect the academic freedom and employment privileges of its tenured faculty and, to the greatest extent possible, those of its non-tenured faculty.

7.8.2 Applicability

7.8.2.1 This policy applies to laid-off regular-status tenured, tenure-track, and pre-tenure track faculty. According the Faculty Guidelines (Section 2.4.1.1), these faculty receive “full-time regular status” appointments; thus these faculty are entitled to receive severance pay.

7.8.2.2 If an administrative position held by a tenured faculty is eliminated, this faculty member will return to his/her “home” department and may be subjected to his/her department’s status as far as program elimination, reduction or restructuring is concerned.

7.8.3 Department/Program Eliminations/Reduction/Restructuring

7.8.3.1 The provost will make recommendations for program eliminations, reductions, or restructuring to the President after consultation with the academic dean, the unit administrator (department chair, program director) and the faculty as a whole or an appropriate faculty committee, as determined by the University Faculty Senate. Final authority, however, rests with the administration and with the Board of

Trustees.

- 7.8.3.2 Tenured faculty will not be laid off except when a program is eliminated or where a condition of financial exigency has been declared for the University, which is defined as “an imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means.” The University Faculty Senate “participates in the decision that a condition of financial exigency exists or is imminent.” (AAUP, 10th edition).

7.8.4 Department/Program Eliminations

- 7.8.4.1 “A decision to discontinue formally a program or department of instruction will be based essentially upon educational considerations, as determined primarily by the faculty as a whole or an appropriate committee thereof.” (AAUP, 10th edition) “Appropriate committee” is one that is recognized by the Faculty Senate and the Administration. If a program is eliminated, all faculty, regardless of the source of funding, will receive written layoff notification, effective on the date of closure of the program.
- 7.8.4.2 Arrangements will be made for the appropriate execution and/or disposition of grants with input from the faculty linked to the grants.
- 7.8.4.3 Faculty in a Department/Program Elimination
 - 7.8.4.3.1 Layoffs of tenured faculty will occur only if an entire department or a clearly identifiable program is closed or eliminated. Every effort will be made to place laid-off tenured faculty in vacant positions within the University if they qualify or would qualify with reasonable retraining within one year.
 - 7.8.4.3.2 The faculty member has 30 days from the date of layoff notification to request reassignment in writing. First, regular status tenured faculty will be reassigned until all available positions for reassignment have been exhausted; then eligible regular status non-tenured faculty, followed by regular status pre-tenure track, faculty will have first consideration for reassignment to open faculty positions.

7.8.4.3.3 The Provost, Director of Human Resources, and the EEO Officer must approve individual layoffs and selections for reassignments to open faculty positions because of a program restructuring.

7.8.5 Department/Program Reduction

The following guidelines, in order of priority, will be used in the layoff of individual faculty.

1. Program Needs: Program needs will take into consideration the faculty credentials and experience necessary for accreditation and a viable curriculum, to maintain enrollments, and to meet the needs of the students.

2. Faculty Status: Tenured faculty will have the highest priority for retention in their department, followed by non-tenured regular status faculty and then pre-tenure track faculty.

3. Seniority: Where program needs and/or faculty statuses do not distinguish between faculty members, seniority will be considered. Seniority will be based on a combination of rank and the total length of cumulative service with the University, including all years as both regular status and extended temporary status. If two faculty members have equal seniority, Gallaudet policy on affirmative action will be taken into consideration. If the non-reappointment or layoff of a junior faculty member would jeopardize program needs because the work of that faculty member cannot be performed by a more senior faculty member with reasonable retraining (i.e., the ability to meet the minimum requirements of the position within one year), the next most junior employee will be non-reappointed or laid off.

7.8.6 Non-tenured Faculty in Department/Program Restructuring

Within a department or a program, certain positions may be eliminated and others created. If the primary job responsibilities of an incumbent without tenure will no longer be performed, the position will be eliminated.

7.8.7 Tenured Faculty in Department/Program Restructuring

7.8.7.1 If a tenured faculty member is scheduled to be laid off because of program elimination, every effort will be made to

identify alternative employment within the institution during the notification period if the faculty member is interested. Tenured faculty members must express the interest in a reassignment in writing to their Provost within 30 days of the notice of layoff. If a tenured faculty member is qualified for an opening on campus, or would qualify with reasonable retraining within one year, the faculty member will be offered the position. If more than one tenured faculty member want the same position or assignment, the selection process will be made by the department based on the criteria outlined in the above "Program Reductions" section. The position will be offered under the terms and conditions applicable to the vacant position. However, the tenured faculty will receive their salaries equivalent to their base salaries.

7.8.7.2 If there are no alternative placements or if the tenured faculty member declines a position, the faculty member will be laid off.

7.8.7.3 The Provost, Director of Human Resources, and the EEO Officer must approve individual layoffs and selections for newly created positions because of a program restructuring.

7.8.8 Notifications

7.8.8.1 Regular status Tenured Faculty

Tenured faculty who are laid off will receive 12-month advance notice of the final date of employment or a severance pay equal to their base salaries. See Table I: Severance Pay.

7.8.8.2 Regular status Tenure-track Faculty

Advance notices of the final date of employment or amount of severance pay depend on his/her length of faculty service in terms of years. See the below table on severance pay.

7.8.9 Written Rationale for Layoff

7.8.9.1 Once decisions have been made about which individuals will be laid off, the administrative officer will provide to each affected faculty member a written communication that describes the process of decision-making leading up to the

layoff and a reference to this layoff policy.

7.8.9.2 The letter should also clearly state that they were not laid off because of inadequacies in the skills or deficiencies in their performances.

7.8.10 Appeals

Section 12 of the Faculty Guidelines provides procedures for administrative appeal process and for the grievance hearing by the Faculty Committee on Grievances and/or its subcommittee.

7.8.11 Severance

7.8.11.1 If the appointment is terminated, the faculty member will receive fraction of his/her base salary in accordance with the following schedule:

Faculty	Time of Service (9 months teaching service = 1 year)	Severance Pay
Pre-tenure track (up to 3 yrs)	up to 27 months	1/4 x base salary
1 st year tenure-track	up to 9 months	1/4 x base salary
2 nd year tenure track	between 9 and 18 months	1/2 x base salary
3 rd to 7 th year tenure-track or Tenured	over 18 months of service	1 x base salary

7.8.11.2 Severance pay for laid-off faculty who have total service credits as both staff member and as faculty during the entire service to the University is calculated as follows:

- A. the severance pay for the staff portion is the current faculty base salary divided by 19 pay periods times the number of years served as a staff member;
- B. the severance pay for the faculty portion is described under the below Section IV Severance Pay; and
- C. the total of both does not exceed the faculty base salary.

7.8.11.3 A laid off tenured faculty will have a choice of continuing to the end of the next academic year at his/her base pay or receiving a severance pay, equal to his/her base pay but not both.

7.8.11.4 Severance pay may be paid in a lump sum within 30 days of the date of separation or paid over the duration of

the biweekly entitlement, at the discretion of the faculty member.

7.8.12 Employment Eligibility

- 7.8.12.1 The university shall keep a current roster of all laid-off faculty for three years following termination and shall show evidence of its attempt to notify faculty regarding reinstatement. Former faculty members shall be responsible for keeping the university informed of their current addresses.
- 7.8.12.2 Tenured faculty shall have the right of first refusal, followed by non-tenured faculty, to fill any faculty position, for which he or she is qualified, at an equivalent rank if opened.
- 7.8.12.3 Faculty will receive preferential consideration over a non-Gallaudet applicant for other vacant positions at the University for three years following separation.
- 7.8.12.4 Faculty members who are reemployed will be offered salaries as follows: (1) their salary at the time of layoff if within the published pay schedule or salary range; (2) the minimum salary if the salary at the time of layoff is below the appropriate salary range; (3) the maximum salary if the salary at the time of layoff is above the appropriate salary range. Adjustments may be made for 10- or 11-month appointments.
- 7.8.12.5 Laid off faculty who are rehired while still receiving biweekly severance salary payments from the University will no longer receive severance payments. Those whose severance pay was already paid, will reimburse the University for the severance paid for any week or portion thereof covered by the re-employment. The University determines re-employment dates.

7.8.13 Insurances/Retirement

All separating faculty should contact Human Resources Services for information regarding termination, continuation of coverage or conversion privileges for insurance policies, and for information regarding retirement options and eligibility.

7.8.14 Educational Benefits (Educational Assistance, Tuition Assistance, Tuition Waiver)

Eligible employees and their family members may continue in the course(s) in which they are enrolled at the time of notification. Employees will be reimbursed for educational assistance and/or tuition assistance as long as the conditions described in the relevant policies have been met. Employees and their family members may not receive educational benefits for a course which would be scheduled to begin following their effective date of termination. Laid off employees are not required to reimburse the University for the cost of the course(s).

7.8.15 Unemployment Compensation

Laid-off faculty members may be eligible to file for unemployment compensation. The District of Columbia government or an appropriate state agency will make decisions regarding unemployment.

8.0 Regular Status Faculty Leave

None of the leave policies in this section is intended to conflict with a faculty member's rights under the Family and Medical Leave Acts (FMLA). Leave taking for purposes covered by the Acts runs concurrently with the provision of the Faculty Guidelines. For a description of the provisions of the Acts, refer to the University's FMLA brochure.

8.1 Sabbatical Leave

8.1.1 A regular status tenure track faculty member is eligible for sabbatical leave after six (6) academic years (12 semesters, excluding summers) of countable service. Sabbatical leave is granted in semester blocks (July 1 - December 31 and January 1 - June 30). No more than two sabbatical leaves can be taken consecutively.

8.1.1.1 Each sabbatical leave may be taken or used by the faculty member in one of the following two ways:

8.1.1.1.1 Two consecutive semesters of leave may be taken at one time with half pay each semester,
or

8.1.1.1.2 One semester of leave may be taken with full pay for the semester.

8.1.1.2 Sabbatical leave is accumulative based on one unit for every six (6) years of tenure-track or tenured service. Sabbatical leave need not occur every seventh year. In the event that a sabbatical leave is deferred past the sixth year of tenure-track or tenured service, countable service can be applied to a future sabbatical leave.

8.1.2 Time spent on sabbatical leave will not be counted toward any subsequent sabbatical leave unit.

8.1.3 A sabbatical leave need not adversely affect a merit increase. If a faculty member's sabbatical leave encompasses a single calendar year merit increase evaluation period, January 1 to December 31, he/she shall be evaluated exclusively on his/her performance on sabbatical leave in addition to his/her use of sign communication and his/her professional integrity. This evaluation of his/her performance on sabbatical will be subject to peer evaluation as provided for in Section 6.6.1.5. The baseline points given for the evaluation levels of Section 6.5.1 are as follows: Unsatisfactory: 0 points; Satisfactory: 3 points; Commendable: 6 points; Outstanding: 9 points. Based exclusively on the faculty member's performance on sabbatical, the department chair may award an additional one or two points for Satisfactory or Commendable when the peer evaluations fluctuate between categories.

8.1.4 Sabbatical leave may be granted subject to the following conditions:

- 1) submission of a reasonable plan for professional purposes to the Department Chairperson and the Dean by the dates specified in Section 7.1.3.
- 2) the expectation to return to the University for at least two consecutive semesters, not including summer session after the sabbatical leave;
- 3) an agreement by the faculty member that, upon return, he/she will submit a written report on sabbatical leave activities to the Department Chairperson and the Dean.

- 4) The availability of University resources and sufficient personnel to enable University programs to continue without interruption during the faculty member's absence.

8.1.5 Procedures for requesting sabbatical leave are outlined in Section 7.1.2.

8.2. Leave of Absence

8.2.1 Leave of absence, which is leave without pay, may be granted in units of one semester, but may not exceed two (2) units at any one time. Exceptions to this must be approved by the Chairperson and the Dean of the School.

8.2.2 Leave of absence will not count toward time required for promotion, tenure, or the granting of sabbatical leave.

8.2.3 A request for a leave of absence, stating its purpose, must be approved by the Department Chairperson and Dean of the School.

8.2.4 No report on activities during a leave of absence is required.

8.2.5 Procedures for requesting a leave of absence are outlined in Section 7.1.1

8.3 Academic Leave

8.3.1 Academic leave, which is leave without pay for academic purposes, may be granted in units of one semester, but may not exceed two units at any one time. Exceptions to this time must be approved by the Chairperson and the Dean of the School.

8.3.2 Academic leave will count toward time required for promotion, tenure, or the granting of sabbatical leave.

8.3.3 Academic leave can be granted subject to the following conditions:

- 1) submission of a reasonable plan for professional activities to the Department Chairperson.
- 2) upon return, submission of a written report on academic leave activities to the Department Chairperson and to the Dean.

8.3.4 Procedures for requesting academic leave are outlined in Section 7.1.1.

8.4 Sick Leave

8.4.1 Sick leave is defined as a period during which the physical or mental incapacity of a Department member makes it impossible for the faculty member to perform essential functions of his/her position.

8.4.2 Unless otherwise prescribed by law, if more than four (4) consecutive weeks of classes are taken for sick leave, then the semester will not be counted toward promotion, tenure, or the granting of sabbatical leave.

8.4.3 A request for sick leave up to a maximum of one year must be approved by the Department Chairperson and the Dean of the School.

8.5 Parental Leave

8.5.1 Parental leave benefits are the same as those outlined in the Administration and Operations Manual.

8.5.2 Parental leave is separate and distinct from sick leave, which may precede it.

9.0 Salaries and Compensation

9.1 Principles of Compensation

9.1.1 Compensation for teaching duties shall be according to academic ranks. This applies to all teaching, including courses in the Summer Session, part-time, and overload. Compensation for 10-month appointments shall be an additional $1/9^{\text{th}}$ of the individual's current base salary. Compensation for 11-month appointments shall be an additional $2/9^{\text{ths}}$ of the individual's current base salary.

9.1.2 Compensation for administrative duties performed by faculty members shall be according to the administrative position they hold, under the established compensation policies and practices of the University.

- 9.1.3 Where the academic competence, experience, or attainments of the individual have no bearing, compensation for other duties, activities or responsibilities (such as attending the orientation program for new faculty members), shall be based upon a flat rate regardless of academic rank.
- 9.1.4 Current full-time faculty members in ranks for which they do not qualify according to the established Guidelines, will retain their rank and salary rate and continue to receive any increases uniformly given to members in their rank. All other provisions apply to new appointees and current faculty members alike.
- 9.1.5 Lecturers and teaching assistants shall be compensated according to their qualifications, experience, and duties assigned.

9.2 Salary Schedule

- 9.2.1 A salary schedule is published and is revised whenever appropriate. The schedule shows a minimum and a maximum salary for each rank.

9.3 Extra Compensation

- 9.3.1 If extra duties not covered in Section 9.1.1 are assigned (coaching, for example, or teaching in a summer institute), the assignment is considered temporary in nature and extra compensation is provided with the approval of the Dean, either at the rate of the faculty member's base salary or by some other mutually agreeable computation.
- 9.3.2 Any base salary adjustments, other than those that are occasioned by the general pay increase or by merit or promotion eligibility, must be approved by the Provost.

9.4 Faculty Salary Review

- 9.4.1 A faculty member may submit a written request for salary review to the Dean. There must be specific assertions that can be verified or refuted; salary review requests may be based upon an unfair practice or other inequity. Documentation needs to be sufficient to support the faculty member's appeal. The Chair may assist the faculty member, if appropriate. However the faculty member has a right to request a

salary review directly from the Dean. The review of the information will be conducted by the Dean who may ask the faculty member for additional substantiation if necessary. Absent extenuating circumstances, the review will be completed within two months from the date of the request. Any salary adjustment resulting from a review will not be paid retroactively. Final appeal decisions regarding salary review rest with the Provost.

10.0 Temporary Part-time Employment of Full-time Faculty

10.1 Policy Governing Other Employment

Assuming compliance with the University's conflict of interest policy, full-time faculty members may accept part-time employment (on or off-campus) if it does not interfere with the efficient discharge of their duties at the University in the three areas of faculty responsibility: teaching, scholarship/creative activity/research, and service.

11.0 Faculty Recruitment Policies and Procedures

11.1 Introduction

Gallaudet University is an equal opportunity employer/educational institution and does not discriminate on the basis of race, hearing status, disability, religion, color, national origin, age, sex, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the District of Columbia Human Rights Act, and other applicable laws and applies to all procedures affecting applicants and employees including, but not necessarily limited to: recruitment, hiring, placement, promotion, transfer, reassignment, reappointment, tenure, demotion, selection for training (including apprenticeships), layoff and termination, compensation, and all other conditions or privileges of employment. Notices of non-discrimination are posted in conspicuous places to be viewed by both employees and applicants.

11.2 Recruitment of Regular Status Faculty

- 11.2.1 Departments of instruction are expected to recruit for applicants in a manner that will promote a qualified and diverse workforce. This includes, but is not necessarily limited to, recruiting on the University's web site for a minimum of five business days, and placing advertisements in newspapers, journals, and other publications as appropriate.
- 11.2.2 The Department will initiate recruitment by preparing a position announcement acceptable to the Dean of the appropriate school. The Department must consult the University EEO/AA Officer on the following points: (1) consistency between announcements that may appear in different places and that may not be identical in wording; (2) the appropriateness of the announcement according to equal employment opportunity and affirmative action guidelines; (3) recruiting sources; (4) diversity in the composition of the Department search committee; and (5) interview questions.
- 11.2.3 Recruitment materials should include a description of position qualifications, a summary of the responsibilities, and notice regarding the deadline for applying for the position. If no deadline is indicated, the position is open until filled or until closed by the Department.
- 11.2.4 The Department shall establish an advisory screening committee for the purpose of nominating an individual for appointment. The committee shall include Department representatives and may include the Chairperson and others as appropriate. Screening committees should include deaf individuals, hard of hearing individuals, disabled individuals, women, members of traditionally under-represented groups, and/or veterans whenever possible.
- 11.2.5 Following the deliberations of the screening committee, the Department Chairperson shall recommend the nomination of a candidate to the Faculty Welfare Committee. The Chairperson's recommendation need not represent the majority view of the committee. Form A1:01, a description of the search history, and a copy of the selected applicant's vita are forwarded to the Faculty Welfare Committee. The Faculty Welfare Committee is responsible for determining whether or not the proposed appointee meets the specified qualifications. The Faculty Welfare Committee also has

the responsibility to determine whether or not the Faculty Guidelines have been followed. If the proposed appointment is approved by the Faculty Welfare Committee, the Committee will forward the relevant forms to the Dean of the School for approval.

11.2.6 All selection decisions must also be approved by the EEO/AA Officer. The EEO/AA Officer has the authority to investigate and disapprove a selection decision if appropriate efforts have not been made to attract a qualified and diverse applicant pool or if any evidence of discrimination or procedural violation exists. If the EEO/AA Officer determines that it cannot support the candidate vetted by the Faculty Welfare Committee due to procedural or policy violations, the EEO/AA office will notify the Faculty Welfare Committee promptly.

11.3 Recruitment of Part-time Temporary Faculty

11.3.1 The Department Chairperson shall prepare a memorandum that describes the proposed responsibilities for a part-time appointee. This memorandum and a copy of this individual's vita shall be routed to the members of the Department.

11.3.2 No screening committee or formal search procedure is required.

11.3.3 If any members of the Department have reason to believe that an appointment should not be made, they are to put comments and reasons in writing and present copies to the Chairperson and to the Dean of the School.

11.3.4 The Faculty Welfare Committee will receive a copy of the proposed appointee's file, along with a completed Form A1:01, in order to certify the nominee's eligibility for the appointment.

11.4 Recruitment of Full-time Temporary Faculty

11.4.1 Full-time faculty whose projected appointment is for one semester or less shall follow the search procedures outlined above for part-time faculty (Section 11.3); for an appointment of one year, the procedures outlined for regular status faculty (Section 11.2) shall be followed. Search procedures outlined in Section 11.3 for part-time faculty shall be followed to fill a full-time faculty position of one

semester or less. The procedures for regular status faculty outlined in 11.2 shall be followed for an appointment of one year.

11.4.2 Full-time temporary faculty who have gone through the search procedures outlined for regular status faculty may, at the discretion of the University, be converted to regular status. Additional recruitment is not required, provided that the conversion process is approved by the EEO/AA Officer.

11.5 Record Keeping

All applications are kept in the Department for one year after a position is closed. There is no requirement to consider unsolicited applications.

11.6 International Faculty

By law, Gallaudet may make offers of employment only to those individuals who have a lawful right to work in the United States. The University may petition for authorization to employ an otherwise ineligible foreign national if the candidate and position meet specific employment criteria. In most cases, the University does not petition for positions of less than one year's duration. In no instance can an unauthorized alien be employed until the University has successfully petitioned for and received the appropriate work authorization.

For regular status international faculty, the University applies for temporary work authorization for the first three years of employment. If the faculty member has been notified of reappointment for a fourth year, immediately following the conclusion of the faculty member's third full year of service, the University will initiate the process to file for permanent work authorization in accordance with laws governing employment of foreign nationals. Until a decision has been rendered by the Bureau of Citizenship and Immigration Services, the University will continue to file for an extension of the temporary work authorization. Any legal fees incurred by the faculty member are the responsibility of the faculty member. Legal fees incurred on behalf of the University are the responsibility of the Department.

While the University makes every effort to obtain permanent work authorization, there is no assurance that the University will be successful. At all times during the process, the University will adhere to the laws and regulations regarding the employment of foreign nationals. This could include withdrawing support if the faculty member is notified of non-reappointment or non-tenure. Under no circumstances will the University

continue to employ any individual who does not have lawful permission to work in the United States.

The Administration may, at its discretion, initiate the process to file for permanent work authorization prior to the faculty member's third-year reappointment.

12.0 Procedures for Appeals of Personnel Action Decisions

12.1 Grievance Arising from Initial Hiring

Should an applicant for a full-time regular status faculty position believe that he/she has been discriminated against on any unlawful basis or that proper procedures have not been followed, the applicant is to be referred to the University EEO/AA officer.

12.2 Grievance Arising from a Personnel Action

12.2.1 Faculty members have a right to appeal personnel decisions that they believe are unfair, unlawful, are a violation of the Faculty Guidelines or University policies and procedures, or are discriminatory. If the faculty member believes there has been a violation of laws governing employment, he/she may appeal directly to the EEO office as detailed in Section 12.7. Such an appeal to the EEO office may be filed concurrently with an appeal to the administration as detailed below.

12.2.2 Decisions regarding denial of tenure or dismissal of a tenured or non-tenured regular status faculty member may be appealed (in order) to the Dean, the Provost, the Grievances Committee, the President, and the Board of Trustees.

12.2.3 Decisions regarding non-promotion or non-reappointment, or an alleged violation of the Faculty Guidelines, University policy or procedures, or laws governing employment may be appealed (in order) to the Dean, the Provost, The Grievances Committee, and the President.

12.2.4 Decisions regarding leaves or merit increases may be appealed (in order) to the Dean and the Provost. If however an appeal relating to leaves or merit increases includes an allegation that the University has violated the Faculty Guidelines, University policy or procedures or laws governing employment, then the provisions for Section 12.2.3 will apply. Unless there has been an alleged

violation of the Faculty Guidelines, University policy or procedures, or laws governing employment, final appeal decisions regarding leaves and merit increases rest with the Provost.

12.3 Appeals to the Administration

12.3.1 If a faculty member disagrees with a personnel decision regarding his/her non-promotion, non-reappointment, leaves, merit increases, an alleged violation of the Faculty Guidelines, University policy or procedures, or laws governing employment, denial of tenure, or dismissal of a tenured or non-tenured regular status faculty member, the faculty member may appeal the decision to the Dean. Such an appeal must be made in writing to the Dean within twenty class days of the regular academic year of the notification, barring extenuating circumstances. In such cases, the faculty member should provide any information that would assist the Dean in making a decision. Unless there are extenuating circumstances, the Dean must rule on this appeal within ten business days. If the grievance concerns dismissal of a tenured or non-tenured regular status faculty member, then the response from the Dean must include a statement of specific charges.

12.3.2 If the decision of the Dean does not resolve the grievance, the faculty member may appeal the decision to the Provost. Such an appeal must be made in writing within ten class days of the regular academic year of receipt of the Dean's response, barring extenuating circumstances. Unless there are extenuating circumstances, the Provost must rule on this appeal within ten business days. If the grievance concerns dismissal of a tenured or non-tenured regular status faculty member, then the response from the Provost must include a statement of specific charges. Unless there has been an alleged violation of the Faculty Guidelines, University policy or procedures, or laws governing employment, in cases of leaves and merit increases the decision of the Provost is final.

12.4 Appeals to the Grievances Committee

12.4.1 For personnel actions dealing with denial of tenure, dismissal of a tenured or non-tenured faculty member, non-promotion, non-reappointment, an alleged violation of the Faculty Guidelines, University policy or procedures as provided in the Administration and Operations (A&O) manual, or laws governing employment, if the appellant disagrees with the decision of the Provost, then he/she may appeal the decision to The Grievances Committee.

Barring extenuating circumstances, such an appeal must be made in writing to The Grievances Committee within ten class days of the regular academic year of the receipt of the Provost's response.

- 12.4.2 Upon receipt of an appeal from a faculty member, the Committee will meet to decide if the case merits a hearing. If at least two members of the Committee vote to accept the case, then the Committee must hear the appeal. The Grievances Committee will inform the appellant of its decision within ten class days of the regular academic year, barring extenuating circumstances.
- 12.4.3 If any member of The Grievances Committee has any bias or conflict of interest, the University Faculty Chair will replace that person with a tenured faculty member who has no bias or conflict of interest. The Grievances Committee shall call witnesses and investigate evidence relevant to the case. The Grievances Committee investigation shall be closed, with only the committee members and the testifying witnesses attending. When the appellant is present, he/she shall have the right to be assisted by another faculty member or an advocate. Should the appellant's chosen advocate be a lawyer -- for example, a Gallaudet University faculty member with a law degree -- it shall be understood that this person is acting as a lay advocate and not in a legal capacity. The Grievances Committee's final deliberations shall be closed.
- 12.4.4 In the Grievances Committee's hearing of an appeal related to the termination of a tenured appointment for adequate cause or dismissal for adequate cause previous to the expiration of a term contract, the burden of proof will be on the University. At the hearing, the appellant shall have the opportunity to be heard in her/his defense by all bodies that pass judgment upon her/his case. There shall be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony shall include that of teachers and other scholars, either from Gallaudet University or from other institutions.
- 12.4.5 The Grievances Committee's investigation must be completed within twenty-five class days of the regular academic year of its inception unless there are extenuating circumstances. Permission to exceed the 25-day period must be approved by the University Faculty Chair and explained to the appellant.
- 12.4.6 At the end of its investigation, the Grievances Committee shall submit a report with recommendations to the President with a copy to the Provost, the appellant, and the University Faculty Chair. Reports of those cases concerning dismissal shall include a copy of the stenographic record of the hearing.

12.5 Appeals to the President

12.5.1 The President shall review the report of the Grievances Committee and may consult, as appropriate, with the Provost, The Grievances Committee, and others in making his/her decision.

12.5.2 Unless there are extenuating circumstances, the President shall inform the appellant of his/her decision within ten business days of receiving the report.

12.5.3 If the President rejects the Grievances Committee's recommendation, he/she will state his/her reasons for doing so, in writing, to the Grievances Committee and the appellant. The Grievances Committee may then respond to the President, with a copy to the appellant, within 10 class days of the regular academic year.

12.5.4 Except for cases involving denial of tenure or dismissal, the decision of the President is final.

12.6 Appeals to the Board of Trustees

12.6.1 The Board of Trustees may hear appeals regarding only the denial of tenure or the dismissal of a tenured or non-tenured regular status faculty member.

12.6.2 In cases of either dismissal or denial of tenure, the faculty member has the right to appeal to the Board of Trustees. He/she must submit his/her appeal to the Board through the University Board Liaison. Such an appeal must be made in writing within twenty class days of the regular academic year of receipt of the President's response, barring extenuating circumstances. Procedures for appealing to the Board may be obtained from the University Board Liaison.

12.6.3 When the Board reviews a case concerning dismissal, they will be provided a copy of the stenographic record of the Grievances Committee hearing,

12.6.4 Except as specified in Section 12.7, in cases of the denial of tenure or the dismissal of a tenured or non-tenured regular status faculty member, the decision of the Board is final.

12.7 Appeals to the EEO Officer

In situations where there has been an alleged violation of laws or regulations governing employment (e.g., discrimination), the faculty

member may submit a request to the EEO Officer to investigate the original personnel decision which led to the grievance, in accordance with EEO guidelines. The faculty member should contact the EEO office for information on timelines for requesting such an investigation. Faculty should also be aware that legal actions stemming from grievances of this kind may be subject to a statute of limitations.

Appendix A

Rating Level Functional Description

5 Able to use signs, fingerspelling, numbers, and ASL grammar with superior native-like fluency and accuracy on all conversational levels. The superior signer uses the language with complete flexibility and intuition acceptable by well-educated native speakers. The range of vocabulary is very broad and includes use of colloquial expressions and cultural references. Comprehension is excellent across a broad spectrum of topics.

4 Able to use ASL grammar and vocabulary with sufficient accuracy to participate effectively in most formal and informal conversations on social and work topics. There is spontaneous elaboration, when appropriate, on all familiar topics and unfamiliar topics alike. Vocabulary base is broad and conversation is fluent and shared. There is evidence of some colloquial use and cultural references. Comprehension is very good.

3 Able, with some confidence, to use some ASL grammar along with use of signs, fingerspelling, and numbers, in everyday communication needs related to social demands, work and/or study situations. In spite of occasional hesitations, there is fair to good control of everyday sign vocabulary with which to narrate and describe topics in some detail. In spite of some noticeable imperfections, errors rarely interfere with understanding. Comprehension is fairly good as repetition or rephrasing is needed only occasionally.

2 Able to satisfy basic social survival needs for work or study situations. Able to ask and answer routine questions with some skill in creating sign utterances based on learned or memorized vocabulary. Grammar control is clearly still under development, but there is occasional evidence of correct application. Vocabulary limitations are noticeable and fluency is still under development. Comprehension limitations are evident due to the need for more frequent repetition or rephrasing of questions or topics.

1 Able to communicate only with single sign utterances or short, routine sentences limited primarily to everyday social and work needs based on memorized vocabulary. Grammar is minimal and ability to use detail in any given situation is restricted due to vocabulary limitations. Any shared communication is very limited and comprehension clearly requires frequent repetition and/or rephrasing.

Except for LEVEL 5, the scoring process sometimes results in the assignment of a plus value (+). This does not represent a midway point between two levels, but may be inferred to indicate that the examinee exceeds the requirements for a particular level but does not satisfy in all respects the requirements of the next higher level.

Appendix B

American Sign Language Proficiency Interview (ASLPI) Gallaudet University *Notes to Prospective Examinees*

The American Sign Language Proficiency Interview (ASLPI) at Gallaudet University is an evaluation adapted from the Language Proficiency Interview (LPI) developed by the Foreign Service Institute (FSI). The basic precept in this type of evaluation is to find out through a face-to-face interview what an individual *can do* with the knowledge and skills the individual has in the target language at a given point in time. The ASLPI is an *interactive process* between an interviewer and the individual being evaluated. This process is video recorded and holistically scored by a team of evaluators.

Guidelines on Appropriate Dress

On the day of your ASLPI evaluation, please dress appropriately. To help make your videotaped interview visually comfortable to evaluate, please wear plain solid color clothing that contrasts with your skin tone (i.e., darker background with lighter skin tones and lighter background with darker skin tones). Do not wear any upper body garments that are red or that contain print or plaid designs centered on the chest. We also ask that you refrain from wearing any visual distractions such as dangling earrings, bracelets, or rings on every finger. These can interfere with clear signing.

The ASLPI Appointment:

You must complete an *ASLPI Request Form* and an *Informed Consent/Videotape Release Form* for each interview. **Only one interview per semester is permitted.** Second interview requests within any given semester must be made in writing and all such requests will be reviewed and granted on a case-by-case basis by the ASLPI Coordinator.

If you need to cancel or reschedule your ASLPI appointment, you **must** provide notification at least two (2) working days in advance, except in cases of an emergency. Send email to ASLPI@gallaudet.edu. If you are more than ten (10) minutes late for your appointment, the interview will automatically be canceled. Only in cases of extenuating circumstances will an interview be rescheduled.

Getting Ready:

The ASLPI is not a test that you study for. The best way to improve your American Sign Language skills is to take classes and interact with proficient users of the language in a variety of communicative contexts. In addition to formal instruction, diagnostic assessment of specific strengths and weaknesses and ASL tutoring can be very helpful to the overall learning process. However, neither of these produces “overnight” changes in your skills. As with any test, try to do things to reduce test anxiety, such as eating well, exercising, and getting a good night’s sleep before the day of your ASLPI evaluation.

What happens in the testing room?

When you enter the testing room, your interviewer will tell you where to sit. Adjustments will be made for proper lighting, camera adjustment and positioning on the TV screen. During the interview, the TV monitor will be turned off. If you have not previously taken the ASLPI, please notify your interviewer and feel free to ask questions before the interview begins.

You are encouraged to relax and be yourself during the interview process. Your interviewer will ask questions designed to maximize your use of ASL. Take time to think about how you want to answer a question and feel free to ask the interviewer questions as well. Ask for repetition or request clarification if needed.

What is tested in the ASLPI?

We recognize that members of the Gallaudet community apply their ASL and English skills in a variety of ways, depending upon the communication needs of specific situations. The purpose of the ASLPI is to measure the American Sign Language skills that an individual has at a given point in time. As a criterion-based evaluation designed to test your overall ability to use and understand ASL, each recorded interview is rated on the basis of specific criteria in five different categories:

1. **Visual-Gestural Production:** the formation and execution of signs, numbers, and fingerspelling. Attention is also given to the use of space and the incorporation of affective facial expressions and upper body movements.
2. **ASL Grammar:** the clear and appropriate use of sentence types, grammatical categories, and discourse functions. The synchronization of both manual and non-manual components of grammar is also examined.
3. **Sign Vocabulary:** the accuracy and extensiveness of the sign vocabulary used by the examinee. Sign selection across a variety of topics and the ability to use colloquial expressions and figurative language is also evaluated.
4. **Fluency:** the rhythm, pace, and flow of delivery according to topics being discussed.
5. **Comprehension:** the overall understanding of the questions, comments, and statements made during the interview. Also examined are the examinee's spontaneity, responses to questions, and ability to provide visual feedback to the interviewer.

Will I receive a report after I take the ASLPI and what information will be provided?

You will receive a report which provides you with an ASL proficiency level based on your understanding and use of ASL during the interview. You will also receive a copy of the ASLPI Functional Descriptions by Level. Except for LEVEL 5, the scoring process sometimes results in the assignment of a plus value (+). This does not represent a midway point between two levels, but may be inferred to indicate that the examinee exceeds the requirements for a particular level but does not satisfy in all respects the requirements of the next higher level.

What IF?

When you receive your evaluation results, you may find they exceed your expectations or you may find they are lower than you expected. Remember that your rating is based only on your interview performance. Our goal is to give you a fair and accurate evaluation of your ability to understand and use American Sign Language. If you feel that your rating is inaccurate, you may appeal the results. In the case of an appeal, your interview will be rated by a second team of raters. Should their decision be different from the original one, the higher rating will prevail. To file an appeal, send email to ASLPI@gallaudet.edu.

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Appendix C

American Sign Language Proficiency Interview (ASLPI) Rating and Computing Procedures

Warm-up: Three raters (which may include the interviewer) watch 2-3 taped interviews. This ensures their readiness to begin official rating work.

Official rating work:

- 1) The three raters watch the taped interview.
- 2) Individually, each rater completes a scoring sheet.
- 3) The raters then compare their scoring sheets.
- 4) For each of the five categories, if there is a one-point difference or less between each of the scoring sheets, no discussion is necessary. The forms are submitted to the ASLPI coordinator.
- 5) If for any of the five categories there is a two-point difference between any of the scoring sheets, discussion is necessary. Once the change is made resulting in a one-point difference or less, the forms are submitted to the ASLPI coordinator.
- 6) If one of the raters has a two-point difference in any of the five categories and is not willing to change it after discussion, a fourth rater is brought in to watch the interview and complete the scoring sheet. The three raters with a maximum one-point difference in any of the five categories will be used for the final rating.

Computation Process: (Sample below)

<u>Areas Evaluated:</u> Each subcategory receives a score ranging from 0-5	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>
Visual-Gestural Production	2	1	2
ASL Grammar	2	3	2
Sign Vocabulary	3	2	2
Fluency	3	3	3
Comprehension	<u>3</u>	<u>2</u>	<u>2</u>
TOTAL SCORES:	13	11	11

(Each total score is divided by the number of subcategories—5) 2.6 2.2 2.2

(The three scores are then added together and divided by the number of raters—3)
2.33333 (final score)

FINAL RATING: 2

Plus ratings are assigned when the three scores are added together, divided by the number of raters (3) and the final score falls between 2.666 and 2.9999. Then the Final Rating would be 2+.