THE HANDBOOK OF THE UNIVERSITY FACULTY

(Last amended May 2016)

Acronyms/Nomenclature

BOT  Board of Trustees of Gallaudet University
UF   University Faculty
CUE  Council on Undergraduate Education
CGE  Council on Graduate Education
Handbook  The Handbook of the University Faculty
Bylaws  The Bylaws of the University Faculty
ASL-DES  ASL Diagnostic and Evaluation Services

Faculty Committees:

Faculty Welfare
Faculty-Student Affairs
Grievances
Salary and Benefits
Faculty Development
Tenure and Promotion
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 Handbook and the University Faculty Bylaws.

The University Faculty Handbook 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 Faculty Handbook 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.
THE HANDBOOK OF THE UNIVERSITY FACULTY

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1.0 Introduction to the Faculty Handbook

1.1 The following Handbook was recommended by the Faculty Welfare Committee and approved by the University Faculty, the Administration, and 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 this Faculty Handbook as needed.

1.2 Amendments to the Faculty Handbook 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 Handbook. 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.

1.6 The Faculty Handbook’s policies approved during an academic year shall apply to all faculty the next academic year unless otherwise indicated in the approved policy.
2.0 Academic Freedom

2.1 Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

2.2 Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. This does not mean avoiding “controversial” issues, as controversy is at the heart of the free academic inquiry that academic freedom is intended to foster. It means that teachers should avoid persistently intruding material that has no relation to their subject.

2.3 College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

If the administration of a college or university believes that the extramural utterances of the teacher have been such as to raise grave doubts concerning the teacher’s fitness for his or her position, it may proceed to file charges under the Faculty Handbook section governing Termination. In pressing such charges, the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility, and the American Association of University Professors and the Association of American Colleges are free to make an investigation.

The controlling principle is that a faculty member’s expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member’s unfitness for his or her position. Extramural utterances rarely bear upon the faculty member’s fitness for the position. Moreover, a final decision should take into account the faculty member’s entire record as a teacher and scholar.”
As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

2.4 Both the protection of academic freedom and the requirements of academic responsibility apply not only to the full-time probationary and the tenured teacher, but also to all others, such as part-time faculty and teaching assistants, who exercise teaching responsibilities.

3.0 General Faculty Handbook

3.1 Faculty Competencies and Responsibilities

3.1.1 Areas of Competence/Responsibility

Regular faculty (tenured, tenure-track, non-tenure-track, and pre-tenure-track) who are members of a Department/Program of Instruction must perform competently according to their type of appointment. Tenured and Tenure-Track faculty must perform competently in the areas of Teaching, Scholarship/Creative Activity/Research, and Service. Pre-Tenure Track faculty must perform competently in the areas of Teaching and Scholarship/Creative Activity/Research. Non-Tenure Track faculty must perform competently in the areas of Teaching, and in either Scholarship/Creative Activity/Research or Service. Regular status faculty must also demonstrate competency in American Sign Language, and Classroom Discourse as described in Section 7.8. Contingent status (part-time and full-time temporary) faculty must perform competently in the areas specified in their letter of appointment. All faculty must demonstrate Professional Integrity.

3.1.2 Scope of Faculty Competence/Responsibility

3.1.2.1 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:
• adhere to the university required instructional time for each course,
• provide students with a clear and complete syllabus for each course (as specified by Legislative Councils),
• demonstrate rigor in academic expectations,
• select appropriate instructional materials and bilingual teaching approaches designed to meet the needs of a diverse student population with multiple learning styles,
• be accessible and responsive to students' individual academic needs,
• assess students' work regularly,
• and provide students with timely and appropriate feedback.

Faculty may also design new courses or re-design existing courses. [Effective communication as intended by this heading is separate from and in addition to competency in American Sign Language and Classroom Discourse as outlined in Section 3.1.2.4 (ASL and Classroom Discourse)]

3.1.2.2 Scholarship/Creative Activity/Research

Competence in this area means that a faculty member is professionally active in his/her academic discipline or allied fields. Examples of professional activities are:
• he/she must attend professional meetings in his/her field,
• participate in professional organizations,
• demonstrate knowledge of current developments in the field through a variety of scholarly activities such as writing and signing for professional publications,
• presenting at professional conferences, and professional workshops.

Faculty are expected to produce at least one scholarly product (e.g., a scholarly publication, presentation of a creative product, submission of a grant proposal) triennially. The range of acceptable scholarly or creative products will be determined by the faculty of the programs and/or departments.

3.1.2.3 Service

Competence in this area means that a faculty member is actively participating in at least one academic or professional service activity on behalf of the University. Evidence of
service on behalf of the University may include contributions of service:

- to the student body (e.g., academic advising, sponsoring of student activities),
- to the academic Department/Program (e.g., service on committees, participating in the department academic assessment activities, engaging in the evaluation of peers, coordination of multisection courses),
- to the University (e.g., faculty committees, engaging in the evaluation of administrators, public relations activities, recruitment, outreach),
- to the deaf community,
- and to professional organizations (e.g., committee participation or leadership responsibilities).

The range of acceptable professional or academic service will be determined by the faculty of the programs and/or department.

In addition, a faculty member is expected to participate in Department/Program and University meetings and activities (e.g., attending University Faculty meetings and Commencement).

### 3.1.2.4 American Sign Language and Classroom Discourse

Faculty competency in this area includes American Sign Language (ASL) and classroom discourse. Classroom discourse addresses ASL grammar, communication techniques, and ensuring a visually optimal environment. Classroom discourse also includes students' comprehension of the instructor, and the instructor's comprehension of the students. Competency in ASL and in classroom discourse are necessary for faculty to perform satisfactorily at Gallaudet University. A person may be appointed without any familiarity with ASL, but the appointment should not be continued without evidence of competence or demonstrated progress in this area, to reach an ASL proficiency, no matter what degree of teaching, scholarly competence, or service he or she may otherwise exhibit.

### 3.1.2.5 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, i.e., each faculty member:

- Seeks and states the truth as he or she sees it.
  - Improves and develops scholarly competence.
  - Exercises critical self-discipline and judgment in using, extending and transmitting knowledge.
  - Practices intellectual honesty without regard to self-interest or subsidiary interests.

- Encourages the free pursuit of learning in students.
  - Demonstrates respect for students and maintains proper role as intellectual guide and counselor.
  - Fosters honest academic conduct and evaluates student performance based on true merit.
  - Respects confidential nature of student-professor relationship.
  - Avoids exploitation, harassment and discrimination against students, acknowledging their scholarly or academic contributions and protecting their academic freedom.

- Respects colleagues and fellow scholars.
  - Avoids harassment or discrimination against colleagues, respecting and defending their free inquiry.
  - Demonstrates due respect for the opinions of others in the exchange of criticism and ideas.
  - Acknowledges academic debt and strives to be objective in professional judgment of others.
  - Accepts due share of faculty responsibility in the governance of the University.

- Strives to be an effective teacher and scholar.
  - Observes the stated regulations of the University provided they do not contravene academic freedom, while maintaining the right to criticize and seek revision.
  - Gives due regard to her or his paramount University responsibilities in determining the amount and character of work done outside it.
  - Recognizes the effect of interruption or termination of their work upon the University and gives due notice of intentions.
• Measures the urgency of his or her rights and obligations as citizens in light of responsibilities to his or discipline, students, profession and institution.
  o When speaking or acting as a private citizen, avoids creating the impression of speaking or acting for the University.
  o Promotes the conditions of free inquiry and furthers public understanding of academic freedom.


3.2 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.

3.2.1 Strategies for the Assessment and Development of Faculty ASL Skills

The Faculty Senate has formed and monitored a series of ad hoc committees whose responsibility is 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 are 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.
4.0  Academic Rank

4.1  General Guidelines

No person, except as noted in Section 4.3 (Exceptions), 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 4.2. Possession of the qualifications for rank specified in the Faculty Handbook 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.

4.2  Definition of Academic Rank/Title, and Eligibility Criteria

4.2.1  Instructor

4.2.1.1  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.

4.2.1.2  Proven or presumed teaching ability and professional integrity.

4.2.1.3  Potential to progress toward the rank of Assistant Professor.

4.2.1.4  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.

4.2.2  Assistant Professor

4.2.2.1  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.

4.2.2.2  Proven or presumed teaching ability and professional integrity

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

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

4.2.3.2 Proven or presumed teaching ability and professional integrity.

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

4.2.4 Professor

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

4.2.4.2 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.

4.2.4.3 Proven teaching ability and professional integrity.

4.2.5 Lecturer I, II

The title of Lecturer applies to individuals who meet the minimum requirements for the academic rank of instructor or have equivalent qualifications or experience in an appropriate field of instruction with evidence of sustained effective teaching ability. The responsibilities of the position are primarily in teaching. The lecturer is a non-tenure track position. Designation of Lecturer I or II is based on the number of years of satisfactory academic and/or professional experience, i.e. four (4) years of teaching and/or four (4) years experience in the discipline for each category. The assignment of Lecturer I or II is the responsibility of the department, in consultation with the dean.

4.2.6 Senior Lecturer

The title of Senior Lecturer applies to lecturers who have at least 8 years of teaching experience at the university level and with at least
commendable teaching evaluation performance. The Senior Lecturer is a non-tenure track position. Designation of Senior Lecturer is the responsibility of the department, in consultation with the dean.

4.2.7 Adjunct Professor I, II, and III

The title of Adjunct Professor applies to contingent (full-time and part-time temporary) faculty members who meet the minimum requirements for the academic rank of instructor or have equivalent qualifications or experience in an appropriate field of instruction with evidence of sustained effective teaching ability. The responsibilities of the position are primarily in teaching for full-time contingent faculty and in teaching only for part-time contingent faculty. Designation of Adjunct I, II or III is based on the number of years of satisfactory academic and/or professional experience: four (4) years of teaching and/or four (4) years experience in the discipline for each category. The assignment of adjunct designation is the responsibility of the department, in consultation with the dean.

4.2.8 Senior Adjunct Professor

The title of Senior Adjunct Professor applies to contingent (full-time and part-time temporary) faculty who have more than 12 years of experience: a minimum of 4 years of teaching experience at the university level, or equivalent, with at least commendable teaching evaluation performance and at least 12 years of equivalent experience in the discipline area. Designation of Senior Adjunct Professor is the responsibility of the department, in consultation with the dean.

4.3 Exceptions

Section 4.1 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.
5.0 Faculty Appointments: Classifications

5.1 Types of Appointment

Academic appointments are divided into two main categories: regular and contingent status. Regular status faculty shall be referred to as Tenured, Tenure-Track, Pre-Tenure Track, and Non-Tenure-Track faculty. Contingent status faculty include full-time temporary and part-time (adjunct) faculty.

5.1.1 Full-time Regular Status
(Tenured, Tenure-Track, Pre-Tenure-Track and Non-Tenure-Track faculty)

5.1.1.1 Appointment in a Department of Instruction at a rank or level listed and described in Sections 4.2.1 through 4.2.6 includes employment benefits and the right to participate in decision making in Department, School and University matters consistent with rank or level.

5.1.1.2 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.

5.1.1.3 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 8.2.5 of the Faculty Handbook. 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 6.1.3 and 8.2.5.

5.1.1.4 The focus of Non-Tenure Track faculty appointments is to supplement capacity in programs with special needs that justify hiring of faculty who do not meet the criteria for tenure-track, but whose knowledge, skills and credentials are appropriate for their academic responsibilities.

5.1.1.4.1 Non-Tenure Track faculty must meet the minimum requirements for the academic rank of instructor, which generally requires a master’s degree or equivalent qualifications in an appropriate discipline and evidence of effective academic or professional experience.
5.1.1.4.2 Non-Tenure Track faculty may hold any of the academic ranks: (Lecturer I, Lecturer II, and Senior Lecturer) and can apply for pre-tenure-track or tenure-track positions provided that they possess the requisite degree requirements, and years of experience.

5.1.1.4.3 The percentage of Non-Tenure Track faculty at the University shall not exceed 20% of all the full-time regular status faculty in the university. The percentage of Non-Tenure Track faculty in each department/unit shall not exceed 40% of all the department/unit full-time regular status faculty.

5.1.1.5 Presence on Campus

5.1.1.5.1 Full-time regular status faculty are expected to be on campus for sufficient and reasonable periods of time to carry out their professional responsibilities and to maintain availability for students, other faculty and, when appropriate, professional staff.

5.1.1.5.2 In cases where a faculty member’s responsibilities can be performed remotely (e.g., distance education, online teaching, coordinating online programs) and the faculty member foresees living outside the metropolitan DC area, such faculty may request Non-Resident Faculty (NRF) status.

The department chair, in consultation with all faculty members in the program/department, shall determine if such request satisfies the best interests of students and the program/department. If so, the department chair and faculty member shall negotiate a memorandum of understanding (MOU) that identifies how the faculty member will carry out all professional responsibilities and maintain availability to students and other faculty, staff, and administrators via video technology and on-line connections.

The MOU shall normally be submitted to the dean for approval by May 1 for requests for NRF status beginning in the following fall semester, and by November 1 for requests for NRF status beginning
in the following spring semester. The dean shall have ten business days to approve or deny the MOU, and shall provide justification in writing if the MOU is denied. The faculty member and/or department chair shall then have ten business days to respond to the dean’s justifications and request reconsideration of the MOU. The dean shall have ten business days to provide final decision about the MOU, providing written justification if the MOU is still denied.

If approved, the MOU shall remain in effect until such time that the dean, in consultation with the department chair and faculty in the program/department, deems that the non-resident arrangement no longer serves the best interests of students, the program/department, and/or the university. The dean shall notify the Non-Resident Faculty and department chair, providing written justification for this decision, with sufficient time (normally one year) for the faculty member to make arrangements to return to on-campus service. The Non-Resident Faculty member and/or department chair shall have ten business days to appeal the dean’s decision. The dean shall then have ten business days to review the appeal, and provide written justification if the appeal is denied.

5.1.1.6 Full-time regular Tenure-Track and Tenured 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.

Full-time Non-Tenure Track faculty will assume the responsibility of teaching an additional course in lieu of scholarship/creative activity/research or service.

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.

5.1.1.7 Full-time regular status faculty are expected to meet the evaluation criteria listed in Section 7 (Evaluation).

5.1.1.8 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.

5.1.1.9 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 section 7.8.6 shall serve as target levels for all faculty members.

5.1.1.10 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 5.1.1.9, these results will not negatively affect any personnel actions.

5.1.2 Contingent Full-time Temporary Status

5.1.2.1 An appointment based on the ranks/titles and minimum qualifications listed in Section 4.2.7 and 4.2.8 (Adjunct Professor I, II, III and Senior Adjunct Professor) but with an assignment for a specific semester or academic year with a full-time teaching load as described in Section 5.1.1.6.

5.1.2.2 Full-time temporary appointees may participate in Department, School, and University Faculty activities but do not have voting privileges.
5.1.2.3 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.

5.1.3 Contingent Part-time Temporary Status

5.1.3.1 An appointment based on the ranks/titles and minimum qualifications listed in Section 4.2.7 and 4.2.8 (Adjunct Professor I, II, III and Senior Adjunct Professor) but with an assignment for a specific semester with a less than full-time teaching load.

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

5.1.4 Temporary Non-academic Joint Appointment

5.1.4.1 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.

5.1.4.2 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.
5.2 Time Bases for Full-time Regular Status Appointments

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

5.2.2 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.

5.3 Chairpersons of Departments of Instruction

5.3.1 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.

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

5.3.3 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.

5.3.4 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.

5.3.5 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 Handbook of the University Faculty. The Chairperson is also responsible for informing a new faculty member of his/her duties, responsibilities, and rights.

5.3.6 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.

6.0 Continuation of Faculty Appointments

6.1 Full-Time Regular Status

6.1.1 A Full-Time Regular Status Tenure-Track and Non-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.

6.1.2 All Non-Tenure Track faculty shall be evaluated annually and reappointment may be continued upon recommendation of the Department Chairperson and acceptance of the Dean. It is the responsibility of the Dean to inform the faculty member of the action to be taken. After the fourth (4th) successful annual evaluation, the reappointment may be extended to 2 years and to 4 years after the eighth (8th) annual evaluation. Reappointment is not automatic and is entirely at the discretion of the University.

6.1.3 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 8.5.3.1 of the Faculty Handbook, 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 Chairperson, and the Dean.

6.1.4 Both competence in the field or discipline and competency in ASL and demonstration of classroom discourse as stipulated by the Faculty Handbook in Section 6 are required for continuation of employment.
Neither can serve as a substitution for the other. Full-Time Regular Status Tenure-Track and Non-Tenure-Track faculty are required to demonstrate an ASLPI proficiency rating of 2+ 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.

6.1.5 Full-Time Regular Status Tenure-Track faculty are notified of reappointment and non-reappointment in accordance with Section 8.2.3 of the Faculty Handbook. Full-Time Regular Status Non-Tenure-Track faculty are notified of reappointment and non-reappointment in accordance with Section 8.2.6 of the Faculty Handbook. Pre-Tenure-Track Regular Status faculty are notified of reappointment and non-reappointment in accordance with Section 8.2.4 of the Faculty Handbook.

6.1.6 Full time regular status faculty may be reassigned to a specific academic Department and/or Program only after consultation with and agreement of the individual, the two affected Departments/Programs, and with the approval of the Dean(s) who oversee the affected Departments/Programs.

6.2 Contingent Full-time Temporary Status

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

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

6.3 Contingent Part-time Temporary Status

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

6.3.2 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.
7.0 Evaluation

7.1 Purposes of Evaluation

7.1.1 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.

7.1.2 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.

7.2 Areas and Sources for Evaluation

7.2.1 Teaching

A faculty member’s teaching competence shall be evaluated in at least three ways:
- student course evaluations using a Department/Program approved evaluation form,
- peer evaluations using department/program approved evaluation guidelines,
- and reflective self-evaluation using guidelines approved by the department/program.

7.2.2 Scholarship/Creative Activity/Research

A faculty member’s competence in this area is evaluated by his/her peers. A faculty member is expected to provide evidence of participation in professional organizations and activities, dissemination to the field of a scholarly or creative product, and progress in executing research, scholarship or a creative activity agenda. Full-Time Regular Status Pre-Tenure-Track faculty will be evaluated primarily on their progress towards obtaining a terminal degree.

7.2.3 Service

A faculty member’s competence in this area is evaluated by his/her peers. A faculty member is expected to provide evidence of service as specified in Section 3.1.2.3 (Service).
7.2.4 Use of American Sign Language (ASL) and Classroom Discourse

Full-time regular status faculty must demonstrate competency in ASL and in classroom discourse as described in Section 7.8 (ASL Proficiency & Classroom Discourse). ASL Diagnostic and Evaluation Services (ASL-DES) has the primary responsibility for the evaluation of ASL and Classroom Discourse.

7.2.5 Professional Integrity

A faculty member's evaluation in this area is the responsibility of the faculty members' peers as specified in Section 3.1.2.5 (Professional Integrity).

7.3 Scope

7.3.1 All 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.

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

7.4 Frequency

7.4.1 Tenure-track, Pre-Tenure Track, and Non-Tenure Track full-time regular status faculty (except non-continuing faculty) will be evaluated each year, which may lead to reappointment, non-reappointment, switching a pre-tenure-track appointment to tenure-track, merit increase, promotion, and/or tenure consistent with their rank and level.

7.4.2 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.

7.4.3 For evaluation purposes, faculty with initial appointments in months other than August will be recognized as continuing first-year faculty in the following August.
7.4.4 Department Chairpersons shall receive an evaluation of their performance as an administrator each year.

7.4.5 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.

7.5 Criteria for Evaluation

7.5.1 Evaluation Scale

Evaluation of Teaching, Scholarship/Creative Activity/Research, and Service is done on a four-point 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 7.8.6 (ASL Proficiency & Classroom Discourse Competence).

7.5.2 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 8.2 (Reappointment and Non-Reappointment) and 8.6 (Dismissal).

7.6 Documentation

7.6.1 Sources of Documentation

7.6.1.1 Documentation shall come from the following sources: portfolio, student evaluations, observation, and peer review.
7.6.1.2 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.

7.6.1.3 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.

7.6.1.4 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.

7.6.1.5 The peer review shall be performed by members of the Department holding regular status appointments and reported on a Report of Peer Review. Non-Tenure Track faculty shall have the right to participate in the peer evaluation of all regular faculty by providing input appropriate to their areas of expertise and experience. Peer review shall include specific recommendations for reappointment, tenure, promotion, and merit increase. In accordance with Sections 8.4 (Promotion) and 8.5 (Tenure), only department members holding tenure shall make recommendations regarding tenure decisions; only faculty members higher in rank than the faculty member to be evaluated shall make recommendations regarding promotion. Departments may, at their option or at the request of the faculty member to be evaluated, solicit evaluations from outside the Department or the University. In the case that the department and/or program lacks a sufficient number of tenured faculty or faculty of higher rank or in a related discipline for an evaluation committee, the department chair shall recruit committee members from outside the department as agreed
upon by the dean and with input from the faculty member to be evaluated.

7.6.1.6 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.

7.6.2 Report of Evaluation

The Chairperson shall use the documentation in Section 7.6.1 (Documentation) 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.

7.7 Procedures

7.7.1 At the Departmental Level

7.7.1.1 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.

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

7.7.1.3 When written student evaluations are used, they should be collected anonymously, then delivered to the Department Chairperson.
7.7.1.4 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.

7.7.1.5 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.

7.7.1.6 When the person being evaluated is the Chairperson, the Dean of the School shall be responsible for coordinating all of the above-outlined procedures.

7.7.1.7 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.

7.7.1.8 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.

* The abridged file will contain the appropriate A series forms, copies of all Reports of Evaluation (form D:RE) 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.
7.7.2 Above the Departmental Level

7.7.2.1 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.

7.7.2.1.1 In accordance with the timelines and procedures stipulated in Faculty Handbook (FH) 8.1, the Dean shall review all Reports of Evaluation, except in the case of the Dean and Provost as provided for in Sections 7.7.1.7 and 7.7.1.8.

7.7.2.1.2 When the requested Personnel Action is for tenure or promotion, the Dean shall submit the Report of Evaluation and portfolio to the Tenure and Promotion Committee, which shall review them and make recommendations to the Dean for each tenure and promotion request. The Dean shall 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.

7.7.2.2 The Provost is responsible for ensuring fairness of evaluation among schools.

7.7.2.3 The Dean has final authority to approve or reject recommendations from Department Chairpersons for sabbatical leave, sick leave, leaves of absence, merit increases, appointments, reappointments and promotions, and in accordance with section 7.1, shall provide written justification whenever rejecting any recommendation.

7.7.2.4 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.
7.7.3 Notification of Adverse Criticism

7.7.3.1 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.

7.8 American Sign Language Proficiency and Classroom Discourse

The University is committed to providing training and resources as needed to support faculty competence in ASL and classroom discourse. The desired outcomes of this policy are excellence in classroom discourse, full participation by members in all aspects of campus life, and continued and ongoing growth of faculty members' ASL proficiency and competence in classroom discourse.

Competency in ASL and classroom discourse, will be determined through the use of

(1) the American Sign Language Proficiency Interview (ASLPI),
(2) the Classroom Discourse Observation,
(3) the Student Rating of the Instructor’s Classroom Communication, and
(4) the faculty member’s self-report of efforts to improve ASL and classroom discourse.

The ASLPI will be used to assess the ASL proficiency of the faculty member. The Classroom Discourse Observation and the Student Rating of the Instructor’s Classroom Communication will be used to provide feedback to the faculty member on their classroom discourse. (See http://www.gallaudet.edu/aslides/aslpi.html for the Classroom Discourse Observation Checklist and Appendix A for the Student Rating of Instructor’s Classroom Communication form.)

All faculty members are required to take the ASLPI prior to academic year 2014-2015 and the Classroom Discourse Observation prior to academic year 2015-2016. Priority for taking the Classroom Discourse Observation will be given to new faculty, non-tenured faculty, and faculty with ASLPI levels below 3.

Faculty are encouraged, but not required, to report the results of the Classroom Discourse Observation for faculty actions (e.g., merit increases, tenure or promotion). The results of the Classroom Discourse Observation will not affect any personnel actions until academic year 2016-2017.
A minimum acceptable level of competency for the American Sign Language Proficiency Interview (ASLPI) for faculty actions (e.g. appointment, merit increases, tenure, and promotion) will be established by the end of academic year 2014-2015. Minimum acceptable performance for classroom discourse will be established by the end of academic year 2016 – 2017. Please refer to 7.8.6 (ASL Proficiency and Classroom Discourse Competence) for description on level of competency.

In the event that a faculty member does not use ASL in the classroom (i.e., new signers with interpreters or faculty in classrooms with all hearing students), the Classroom Discourse Observation and the Student Rating of Instructor’s Classroom Communication are not applicable.

7.8.1 American Sign Language Proficiency Interview (ASLPI).

All full-time regular status 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 the ASL-DES website (http://www.gallaudet.edu/asldes/aslpi.html) for ASLPI Level Descriptions, ASLPI Rating Procedures, and Scheduling.

7.8.2 Faculty Classroom Discourse Observation

Faculty competence in classroom discourse using the Classroom Discourse Observation checklist shall be phased in by academic year 2016-2017. Classroom observations will be videotaped. Faculty members shall be observed by ASL-DES evaluators in a typical classroom environment at a time mutually agreed upon with ASL-DES.

7.8.2.1 ASL-DES will provide feedback to the observed faculty member based on the Classroom Discourse Observation checklist and observation. A DVD will also be provided to the observed faculty as part of this feedback.

7.8.2.2 The Office of Bilingual Teaching and Learning (OBTL) shall provide an annual report on faculty development and ASL Diagnostic and Evaluation Services (ASL-DES) will provide ongoing research outcomes on the validity and reliability of the ASLPI and the Classroom Discourse Observation to the Faculty Welfare Committee by January 31st of each year.
7.8.3 Student Rating of Instructor’s Classroom Communication

Students’ rating of faculty classroom communication skills will be performed each semester for each course for all faculty. Students will rate their instructor’s classroom communication skills using the student rating form. Department Chairpersons should ensure that this form is distributed along with the course evaluation form at the end of each semester. The Student Rating of Instructor’s Classroom Communication will provide information about the faculty’s classroom communication skills from the students’ perspective. The results of the Student Rating of Instructor’s Classroom Communication will not affect any personnel action until academic year 2016-2017.

7.8.4 Faculty Efforts to Improve ASL and Classroom Discourse

Faculty who have not achieved a target level of 3 on the ASLPI shall provide evidence of efforts to improve their ASL and classroom discourse competence as part of their annual faculty evaluation.

Faculty who have achieved a level of 3 or above are strongly encouraged to submit evidence of efforts to improve their competence in ASL and classroom discourse. Evidence will include such things as professional development activities, observations, or tutoring that support an informed decision about reappointment, awarding tenure, recommending promotion, or merit increase. To help determine appropriate professional development activities, faculty members can refer to feedback from the Classroom Discourse Observation and discuss possible activities with the Department Chairperson.

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

7.8.5.1 ASL-DES will report annually in the spring semester to the Senate, Deans, and Administrators on 1) the average levels and success rate of faculty in each cohort of new signers and improving signers, and on the attainability of the required levels; and 2) the ongoing research on the reliability, validity and evidence base of the ASLPI and the Classroom Discourse Observation. The Faculty Welfare Committee will review the annual data and recommend to the Senate possible revisions of the University Faculty Handbook based on this report.

7.8.5.2 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 ASL-DES and explain their need for reasonable accommodations.

7.8.5.3 All ASLPI evaluations will be videotaped.

7.8.5.4 The ASL-DES Coordinator shall assign and schedule evaluators and interviewees.

7.8.5.5 No ASLPI evaluator will interview the same person twice in succession.

7.8.5.6 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.

7.8.5.7 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.

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

7.8.6 American Sign Language Proficiency and Classroom Discourse Competence

7.8.6.1 Starting in academic year 2013 – 2014, faculty who have received an ASLPI level below 3 must take the ASLPI every year until he/she achieves 3 or better. Faculty who have ASLPI levels that include decimals will have their levels converted to a result with or without a plus (+) by ASL-DES.

7.8.6.2 Starting in academic year 2016 – 2017, for promotion and merit increase decisions, performance and improvement in ASL and classroom discourse competence will be considered using the following information sources: ASLPI (target level 3), Classroom Discourse Observation, feedback to the faculty member, Students’ Ratings of Instructor’s Classroom Communication, and documentation of faculty member’s efforts to improve ASL and classroom discourse. (See Section 7.8.4 (Faculty Efforts to Improve)). Departments may establish higher (but not lower) ASLPI target levels for promotion and merit increase according to
the requirements of their academic discipline. The Department Chairperson may submit additional evidence as necessary.

7.8.6.3 Starting in academic year 2016-2017, for third year re-appointment, performance and improvement in ASL and classroom discourse will be considered using the following information sources: ASLPI (target level 2+), Classroom Discourse Observation feedback, Students’ Rating of Instructor’s Classroom Communication, and evidence of faculty member’s efforts to improve ASL and classroom discourse competence. The Department Chairperson may submit additional evidence as necessary.

7.8.6.4 Starting in academic year 2016 – 2017, for tenure decisions, performance and improvement in ASL and classroom discourse competence will be considered using the following information sources: ASLPI (target level 3), Classroom Discourse Observation feedback, Students’ Ratings of Instructor’s Classroom Communication, and documentation of efforts to improve ASL and classroom discourse. The Department Chairperson may submit additional evidence as necessary.

7.8.6.5 Faculty who received tenure or were promoted by satisfying the Sign Communication Proficiency (SCPI) requirements under the SCPI system (Advanced: tenure; Intermediate Plus: promotion) are not required to demonstrate ASL and classroom discourse competence on the ASLPI or Classroom Discourse Observation to maintain tenure or their faculty rank.

7.8.7 Reporting Procedures

ASL-DES shall be responsible for sharing the rating results of the ASLPI and feedback on the Classroom Discourse Observation with the individual faculty member, the chair of the faculty member’s department, and the Dean. In no other instance will the results be released without the written permission of the individual faculty member.

7.8.8 Procedure for Requests for Review

7.8.8.1 If a faculty member does not agree with the rating received on an ASLPI, that person shall have the right to request a
review. The request for a review of the results must be made to ASL-DES in writing within 20 days of receipt of the ASLPI report. Each request will be reviewed and an appropriate course of action will be taken. If a new evaluation team is selected to rate the interview that results in a different ASLPI rating, the higher rating will stand.

7.8.8.2 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.

7.8.9 Faculty Instruction

7.8.9.1 American Sign Language and classroom discourse development will be provided by the appropriate unit charged with this responsibility. Professional development will be provided for new faculty during the summer New Faculty Orientation program, and will be available to the faculty each semester and summer session. The primary purpose of this training will be to assist the faculty in their development of American Sign Language and classroom discourse skills so that they may meet the requirements set forth in the Faculty Handbook. A secondary purpose shall be to assist in improving day-to-day communication in a bilingual setting, both in and outside the classroom.

7.8.9.2 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 sessions. 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 before February 15th of the third full academic year of service.

7.8.9.3 Full-Time regular status faculty members who have demonstrated an ASLPI 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.

7.8.9.4 All faculty members are expected to continue to improve their American Sign Language and classroom discourse 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.

8.0 Faculty Personnel Actions

8.1 Procedures and Notifications

8.1.1 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.

8.1.2 Requests for appointment, merit increase, and sabbatical leave shall be sent directly to the Faculty Welfare Committee on the appropriate A-series form. Requests for promotion and tenure shall be sent directly to the Tenure & Promotion Committee on the appropriate A-series form, together with the Report of Evaluation (Form D:RE). Simultaneously, a Report of Evaluation (Form D:RE) will be sent directly to the Dean for all requests for appointment, merit increase, promotion and tenure.

8.1.3 When the Faculty Welfare Committee or the Tenure & Promotion Committee, as the case may be, determines whether or not the request meets the appropriate criteria, it will so indicate and forward the A-form to the Dean, with a copy sent to the faculty member and Chairperson for verification purposes.

8.1.4 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.

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

8.1.7 Requests for promotion shall be submitted to the Tenure & Promotion Committee by March 1.

8.1.8 Except as noted elsewhere in the Faculty Handbook, the Dean shall make final decisions about merit increases, sabbatical leaves and promotions and notify the faculty member of the decision within two (2) months of the deadline for initiating the respective personnel action request, providing written justification whenever rejecting any request.

8.1.9 Requests for Tenure

8.1.9.1 Requests for tenure shall be submitted to the Tenure & Promotion Committee by December 1 of the penultimate year of the faculty member’s probationary tenure-track period.

8.1.9.2 If the Tenure & Promotion Committee determines that the faculty member qualifies to request tenure, it shall then review the D-RE and portfolio. No later than December 16, the Tenure & Promotion Committee shall meet with the Dean to discuss the rationales for its recommendations and provide a memorandum, cc’d to the Provost, University Faculty (UF) Chair and the Faculty Welfare Committee, listing the names of each applicant for tenure, their department and program, and the Tenure & Promotion Committee’s rationale for its recommendation regarding each tenure request.

8.1.9.3 No later than January 12, the Tenure & Promotion Committee shall inform applicants of its recommendation and rationales in a letter that is cc’d to the Dean, Provost, Department Chair, UF Chair and the Faculty Welfare Committee.

8.1.9.4 No later than January 16, the Dean shall meet with the Tenure & Promotion Committee to share with them the tenure recommendations and rationales the Dean will make to the Provost.

8.1.9.5 No later than February 1, the Dean shall meet with the Provost to discuss the rationales for the Dean’s tenure
recommendations, and shall inform each applicant of the Dean's recommendation and rationale in a letter that is cc'd to the Provost, Department Chair, UF Chair, Tenure & Promotion Committee, and the Faculty Welfare Committee.

8.1.9.6 No later than March 1, the Provost shall meet with the President to discuss rationale for the Provost's tenure recommendations, and shall inform each applicant of the Provost's recommendation and rationale in a letter that is cc'd to the Dean, Department Chair, UF Chair, Tenure & Promotion Committee, and the Faculty Welfare Committee.

8.1.9.7 No later than March 16, the President shall submit to the Board of Trustees a memorandum stating the rationales for the President's tenure recommendations, and shall inform each applicant of the rationale for the President's recommendation in a letter that is cc'd to the Provost, Dean, Department Chair, UF Chair, Tenure & Promotion Committee, and the Faculty Welfare Committee.

8.1.9.8 At the May Board of Trustees (BOT) meeting, the BOT Academic Affairs Committee reviews the President's tenure recommendations and makes its own tenure recommendations to the Board of Trustees as a whole, which then announces the successful awards of tenure at its closing session.

8.2 Reappointments and Non-reappointments

8.2.1 The Department Chairperson shall ask all full-time regular status members of the Department for their written opinions on the criteria listed in Sections 6.1 and 6.2 regarding overall performance of a faculty member.

8.2.2 The Department Chairperson shall submit requests for reappointment and non-reappointment to the Dean of the School.
8.2.3 The Dean will inform Full-Time Regular Status Tenure-Track faculty of their reappointment or non-appointment according to the schedule below.

<table>
<thead>
<tr>
<th>Current Regular Appointment</th>
<th>Date of Submission to the Dean</th>
<th>Date of Notification from the Dean</th>
<th>Non-reappointment Date, if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>February 1</td>
<td>March 1</td>
<td>End of current apt</td>
</tr>
<tr>
<td>Second Year</td>
<td>November 1</td>
<td>December 15</td>
<td>End of current apt</td>
</tr>
<tr>
<td>Third and beyond</td>
<td>March 1</td>
<td>May 15</td>
<td>No less than 12 months after notification</td>
</tr>
</tbody>
</table>

8.2.4 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.

8.2.5 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 6.1.3, 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.

8.2.6 A Non-Tenure Track faculty member’s annual evaluation for reappointment shall be done by March 1 by the department/unit chair with the notification of reappointment or non-reappointment by the dean by May 15.

<table>
<thead>
<tr>
<th>Current Regular Appointment</th>
<th>Date of Submission to the Dean</th>
<th>Date of Notification from the Dean</th>
<th>Non-reappointment Date, if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer I</td>
<td>March 1</td>
<td>May 15</td>
<td>End of current apt</td>
</tr>
<tr>
<td>Lecturer II</td>
<td>March 1</td>
<td>May 15</td>
<td>End of current apt</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>March 1</td>
<td>May 15</td>
<td>End of current apt</td>
</tr>
</tbody>
</table>

8.3 Merit Increases

8.3.1 There are up to six 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 and classroom discourse competence
5. professional integrity

For Pre-Tenure-Track faculty, the performance evaluation bears on each of the above areas except service.

For Non-Tenure Track faculty, the performance evaluation includes:

1. teaching
2. either scholarship/creative activity/research OR service but not both
3. ASL and classroom discourse competence
4. professional integrity

8.3.2 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

8.3.3 Departments will rate tenure-track and tenured candidates for merit increases by applying the four-point rating scale to teaching, scholarship/creative activity/research, and service. Departments will rate Non-Tenure Track faculty candidates for merit increases by applying the four-point rating scale adjusted to align with their work-plan. Departments will rate Pre-Tenure Track candidates by applying the four-point rating scale to teaching and scholarship/creative activity/research. Ratings for ASL competency will be determined by the ASLPI evaluators. Information on classroom discourse competence will include feedback on the Classroom Discourse Observation and the results of the Student Rating of Instructor’s Classroom Communication. Professional Integrity is rated as either Satisfactory or Unsatisfactory by department members.

8.3.4 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:
8.3.5 For Pre-Tenure Track and Non-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 Salary and Benefits Committee. This base amount will be identical to that amount determined in accord with Section 8.3.4.
  - 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.

8.3.6 Refer to Section 7.8.6.2 for a description of the requirements for ASL and classroom discourse competence for a merit increase.

8.4 Promotion

8.4.1 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.

8.4.2 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.

8.4.3 Time in Rank

8.4.3.1 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 after the faculty member receives a terminal degree in the discipline or allied field. Promotion of Non-Tenure Track faculty is determined in
accord with Sections 4.2.5 (Lecturer) and 4.2.6 (Senior Lecturer).

8.4.3.2 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 Faculty Handbook, 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.

8.4.4 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 4.2 (Academic Rank/Title/Eligibility Criteria).

8.4.5 Scope

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

8.4.7 Performance Criteria

8.4.7.1 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 and classroom discourse competence
   (5) Professional Integrity

8.4.7.2 Pre-tenure-track candidates for promotion shall be evaluated in the areas of:
   (1) Teaching
   (2) Scholarship/Creative Activity/Research
   (3) ASL and classroom discourse competence
   (4) Professional Integrity

8.4.7.3 Non-Tenure Track candidates for promotion shall be evaluated in the areas of:
   (1) teaching
   (2) either scholarship/creative activity/research OR service but not both
8.5 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 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.

(3) ASL and classroom discourse competence
(4) professional integrity

8.4.7.4 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 8.4.6.1) of 6 points or higher, no unsatisfactory rating in any area including professional integrity, and demonstrate ASL and classroom discourse competence as described in Section 7.8.6.2 or as established by the faculty member’s department.

8.4.7.5 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 8.4.6.2) of 4 points or higher and no unsatisfactory rating in any area including professional integrity, and demonstrate ASL and classroom discourse competence as described in Section 7.8.6.2 or as established by the faculty member’s department.

8.4.7.6 To be eligible for promotion a non-tenure-track faculty member must have a total rating in the first two (2) areas of evaluation (as in 8.4.6.3) of 4 points or higher, no unsatisfactory rating in any area including professional integrity, and demonstrate ASL and classroom discourse competence as described in Section 7.8.6.2 or as established by the faculty member’s department.
Final decisions regarding the granting of tenure are made by the Board of Trustees on an individual basis, upon the recommendation of the Administration.

8.5.1 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 the Faculty Handbook; 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.

8.5.2 Candidates for continuous tenure will have demonstrated competency in ASL and evidence of improvement toward achieving proficiency in ASL and competence in classroom discourse as specified in Section 7.8.6.4 of the Faculty Handbook and will hold the rank of Assistant Professor or above.

8.5.2.1 Tenure-track candidates for tenure shall be evaluated in the areas of:
1. Teaching
2. Scholarship/Creative Activity/Research
3. Service
4. ASL and classroom discourse competence
5. Professional Integrity

8.5.2.2 To be eligible for tenure, a tenure-track faculty member must have a total rating in the first three (3) areas of evaluation (as in 8.5.2.1) of 6 points or higher, no unsatisfactory rating in the cumulative evaluation for tenure in any area including professional integrity, and demonstrate ASL and classroom discourse competence as described in Section 7.8.6.4.

8.5.3 Probationary Period

8.5.3.1 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 pre-tenure-track and non-tenure-track full-time faculty positions at Gallaudet.
8.5.3.2 Evaluation for tenure shall occur in the penultimate year of the probationary period.

8.5.3.3 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.

8.5.3.4 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. 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.

8.5.3.5 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 7.8.6.4 of the Faculty Handbook.

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

8.5.5 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.

8.6 Dismissal and/or Sanctions

8.6.1 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).
8.6.2 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.

8.7 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 Chairperson in writing at least one semester in advance, or earlier if possible, of the anticipated separation date.

8.8 Layoff and Reduction in Force

8.8.1 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.

8.8.2 Applicability

8.8.2.1 This policy applies to laid-off regular-status Tenured, Tenure-Track, Pre-Tenure Track, and Non-Tenure Track faculty.
According to the Faculty Handbook (Section 5.1.1), these faculty receive “full-time regular status” appointments; thus these faculty are entitled to receive severance pay.

8.8.2.2 This policy does not apply to contingent temporary faculty and presidential fellows who are subject to the rules of non-reappointment in the University Faculty Handbook.

8.8.2.3 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.

8.8.3 Department/Program Eliminations/Reductions/Restructuring

8.8.3.1 The provost will make recommendations for program eliminations, reductions, or restructuring to the President after consultation with the academic dean, the unit administrator (department chairperson, 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.

8.8.3.2 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 of “Policy Documents and Reports (The Redbook)).

8.8.4 Department/Program Eliminations

8.8.4.1 “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 of “Policy Documents and Reports (The Redbook)). An “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.

8.8.4.2 Arrangements will be made for the appropriate execution and/or disposition of grants with input from the faculty linked to the grants.

8.8.4.3 Faculty in a Department/Program Elimination

8.8.4.3.1 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.

8.8.4.3.2 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.

8.8.4.3.3 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.

8.8.5 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 regular status Tenure-Track faculty, Pre-Tenure track faculty, and then Non-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.

8.8.6 **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.

8.8.7 **Tenured Faculty in Department/Program Restructuring**

8.8.7.1 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.

8.8.7.2 If there are no alternative placements or if the tenured faculty member declines a position, the faculty member will be laid off.
8.8.7.3 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.

8.8.8 Notifications

8.8.8.1 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 on Severance Pay below.

8.8.8.2 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 Table on Severance Pay below.

8.8.9 Written Rationale for Layoff

8.8.9.1 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.

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

8.8.10 Appeals

Section 13 of the Faculty Handbook provides procedures for administrative appeal process and for the grievance hearing by the Faculty Committee on Grievances and/or its subcommittee.

8.8.11 Severance

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

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Time of Service</th>
<th>Severance Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-tenure track (up to 3 yrs)</td>
<td>up to 27 months</td>
<td>1/4 x base salary</td>
</tr>
<tr>
<td>1st year tenure-track</td>
<td>up to 9 months</td>
<td>1/4 x base salary</td>
</tr>
<tr>
<td>2nd year tenure track</td>
<td>between 9 and 18 months</td>
<td>1/2 x base salary</td>
</tr>
<tr>
<td>3rd to 7th year tenure-track</td>
<td>over 18 months of service</td>
<td>1 x base salary</td>
</tr>
<tr>
<td>Tenured</td>
<td>over 18 months of service</td>
<td>1 x base salary</td>
</tr>
</tbody>
</table>

8.8.11.2 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.

8.8.11.3 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.

8.8.11.4 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.

8.8.12 Employment Eligibility

8.8.12.1 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.

8.8.12.2 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.

8.8.12.3 Faculty will receive preferential consideration over a non-Gallaudet applicant for other vacant positions at the University for three years following separation.
8.8.12.4 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.

8.8.12.5 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.

8.8.13 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.

8.8.14 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).

8.8.15 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.
9.0 **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 Handbook. For a description of the provisions of the Acts, refer to the University’s FMLA brochure.

9.1 **Sabbatical Leave**

9.1.1 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.

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

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

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

9.1.1.2 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.

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

9.1.3 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 7.6.1.5. The baseline points given for the evaluation levels of Section 7.5.1 (Evaluation Scale) 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 Chairperson may award an additional one or two points for Satisfactory or Commendable when the peer evaluations fluctuate between categories.

9.1.4 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 8.14.

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.

9.1.5 Procedures for requesting sabbatical leave are outlined in Section 8.1.1 and 8.1.2.

9.2 Leave of Absence

9.2.1 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.

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

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

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

9.2.5 Procedures for requesting a leave of absence are outlined in Section 8.1.1.
9.3 Academic Leave

9.3.1 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.

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

9.3.3 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.

9.3.4 Procedures for requesting academic leave are outlined in Section 8.1.1.

9.4 Sick Leave

9.4.1 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.

9.4.2 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.

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

9.5 Parental Leave

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

9.5.2 Parental leave is separate and distinct from sick leave, which may precede it.
10.0 Salaries and Compensation

10.1 Principles of Compensation

10.1.1 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 $\frac{1}{9}$ of the individual's current base salary. Compensation for 11-month appointments shall be an additional $\frac{2}{9}$ of the individual's current base salary.

10.1.2 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.

10.1.3 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.

10.1.4 Current full-time faculty members in ranks for which they do not qualify according to the established Faculty Handbook, 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.

10.1.5 Lecturers and teaching assistants shall be compensated according to their qualifications, experience, and duties assigned.

10.2 Salary Schedule

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

10.3 Extra Compensation

10.3.1 If extra duties not covered in Section 10.1.1 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.
10.3.2 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.

10.4 Faculty Salary Review

10.4.1 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.

11.0 Temporary Part-time Employment of Full-time Faculty

11.1 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.

12.0 Faculty Recruitment Policies and Procedures

12.1 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.

12.2 Recruitment of Regular Status Faculty

12.2.1 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.

12.2.2 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.

12.2.3 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.

12.2.4 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.

12.2.5 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 Handbook has 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.

12.2.6 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.

12.3 Recruitment of Contingent Part-time Temporary Faculty

12.3.1 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.

12.3.2 No screening committee or formal search procedure is required.

12.3.3 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.

12.3.4 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.

12.4 Recruitment of Contingent Full-time Temporary Faculty

12.4.1 Full-time faculty whose projected appointment is for one semester or less shall follow the search procedures outlined above for part-time faculty (Section 12.3); for an appointment of one year, the procedures outlined for regular status faculty (Section 12.2) shall be followed. Search procedures outlined in Section 12.3 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 12.2 shall be followed for an appointment of one year.
12.4.2 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.

12.5 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.

12.6 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.
13.0 Procedures for Appeals of Personnel Action Decisions and Violations of the Faculty Handbook

This policy applies to regular status faculty members, defined as Tenured Faculty, Tenure Track Faculty, Pre-Tenure Track Faculty, and Non-Tenure Track Faculty.

13.1 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.

13.2 Grievance Arising from a Personnel Action or a Violation of the Faculty Handbook

13.2.1 Regular status faculty members have a right to appeal personnel decisions that they believe are unfair, unlawful, are a violation of the Faculty Handbook 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 13.7. Such an appeal to the EEO office may be filed concurrently with an appeal to the administration as detailed below.

13.2.2 Decisions regarding denial of tenure or dismissal of a tenured or non-tenured regular status faculty member or other violations as defined in Section 13.4.1 may be appealed (in order) to the Dean, the Provost, the Grievance Committee, the President, and the Board of Trustees.

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

13.2.4 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 Handbook, University policy or procedures or laws governing employment, then the provisions for Section 13.2.3 will apply. Unless there has been an alleged violation of the Faculty Handbook, University policy or procedures, or laws governing employment, final appeal decisions regarding leaves and merit increases rest with the Provost.
13.3 Appeals to the Administration

13.3.1 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 Handbook, 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 20 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 10 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.

13.3.2 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 10 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 10 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 Handbook, University policy or procedures, or laws governing employment, in cases of leaves and merit increases the decision of the Provost is final.

13.4 Appeals to the Grievance Committee

13.4.1 Grounds for Grievances

A grievance may be brought to the Grievance Committee when the action of an academic program, department, school or administrative unit is involved in a potential violation of academic freedom, University policies, procedures, or of other faculty rights. A grievance may be related to individual faculty contracts, the University Faculty Handbook, University policy or procedures as provided in the Administration and Operations (A&O) manual, or violations of laws governing employment. Examples include but are not limited to the following:

• Recommendation of dismissal
• Suspension
• Recommendation of revocation of tenure
• Recommendation of reduction of academic rank
• Recommendation of reduction of individual salary
• Denial of tenure or promotion or reappointment
• Involuntary repositioning within the institution, e.g. from teaching/research to research only or from an 11-month assignment to a 9-month assignment without reasonable cause.
• Assignment of workload or teaching load
• Harassment by colleague(s), department head, and/or dean
• Discrimination based on age, sex, disability, race, religious background, or sexual preference (See A&O Manual)
• Any other action that violates the rights of the faculty member

In general, this section does not cover the merits of denial of tenure, promotion or reappointment. It does, however, require that the rules and regulations applicable to the granting or denial of tenure or promotion or reappointment delineated in the Faculty Handbook and in other relevant University publications be fully complied with and administered fairly. This section also covers situations where tenure or promotion or reappointment is denied for reasons that involve a violation of academic freedom.

If a faculty member submits a grievance and appeals to the Provost but disagrees with the decision of the Provost, he/she may appeal the decision to the Grievance Committee. Barring extenuating circumstances, such an appeal must be made in writing to the Grievance Committee within 10 class days of the regular academic year of the receipt of the Provost’s response.

13.4.2 The faculty member shall document his/her complaint as precisely as possible. The faculty member shall provide copies of items, such as the letter of appointment (initial and all subsequent reappointment letters), copy of applicable section(s) of the University Faculty Handbook, University policy, or procedures or laws governing employment, and any other relevant documents such as email correspondence referred to in the letter of appointment or complaint. If the committee receives a complaint that is not complete, it shall notify the faculty member and specify the additional information or documentation that is needed to make the complaint complete without prejudice; that is, with the understanding that the faculty member may request to reopen the complaint if and when the faculty member completes the documentation requested by the committee. If the faculty member fails to complete the complaint within an agreed-upon time frame, the committee shall close the complaint. After all the documentation has been received, the committee shall then review the complaint, verify the
documentation, and determine within 10 class days of the regular academic year, barring extenuating circumstances, whether the Grievance Committee has jurisdiction over the complaint. If at least two (2) members of the committee vote to accept the case, then the committee shall hear the case.

13.4.3 If any member of the Grievance 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 Grievance Committee shall call witnesses and investigate evidence relevant to the case. The Grievance Committee investigation shall be closed, with only the committee members and the testifying witnesses attending. When the faculty member is present, he/she shall have the right to be assisted by another faculty member or an advocate. It shall be understood that this person is acting as a lay advocate and not in a legal capacity. The Grievance Committee’s final deliberations shall be closed.

13.4.4 In the Grievance 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 faculty member 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.

13.4.5 The Grievance Committee’s investigation must be completed within 25 class days of the regular academic year of its inception unless there are extenuating circumstances. Permission to exceed the 25 class day period must be approved by the University Faculty Chair and explained to the faculty member.

13.4.6 At the end of its investigation, the Grievance Committee shall submit a report with recommendations to the President with a copy to the Provost, the faculty member, and the University Faculty Chair. Reports of those cases concerning dismissal shall include a copy of the stenographic record of the hearing.
13.5 Appeals to the President

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

13.5.2 Unless there are extenuating circumstances, the President shall inform the faculty member of his/her decision within 10 business days of receiving the report.

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

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

13.6 Appeals to the Board of Trustees

13.6.1 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.

13.6.2 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 20 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.

13.6.3 When the Board reviews a case concerning dismissal, they will be provided a copy of the stenographic record of the Grievance Committee hearing.

13.6.4 Except as specified in Section 13.7, 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.

13.7 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.
Appendices
A: Student Rating of Instructor’s Classroom Communication

Instructor’s Name: ____________________________________________

Course Department/Program: __________________Course Number and Section: __________

Semester and Year: __________________________ Date of Evaluation: ______________________

What is your signing ability? Beginner/Intermediate/Advanced (circle one)

Please check the most appropriate response for each question.

<table>
<thead>
<tr>
<th></th>
<th>0 Never</th>
<th>1 Rarely</th>
<th>2 Sometimes</th>
<th>3 Often</th>
<th>4 Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>The instructor corrects visual distractions/blocks.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>The instructor gives me enough time to read and look before instruction starts.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>The instructor uses appropriate attention-getting techniques.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>The instructor’s signing is clear.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>The instructor understands my signing.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>The instructor’s fingerspelling is clear.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
The instructor understands my fingerspelling.  

<table>
<thead>
<tr>
<th></th>
<th>0 Never</th>
<th>1 Rarely</th>
<th>2 Sometimes</th>
<th>3 Often</th>
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<td></td>
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</tbody>
</table>

The instructor’s facial expression is understandable.  

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<thead>
<tr>
<th></th>
<th>0 Never</th>
<th>1 Rarely</th>
<th>2 Sometimes</th>
<th>3 Often</th>
<th>4 Always</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

The instructor understands my facial expression.  

<table>
<thead>
<tr>
<th></th>
<th>0 Never</th>
<th>1 Rarely</th>
<th>2 Sometimes</th>
<th>3 Often</th>
<th>4 Always</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

The instructor makes good use of visual aids such as charts and writing on the board.  

<table>
<thead>
<tr>
<th></th>
<th>0 Never</th>
<th>1 Rarely</th>
<th>2 Sometimes</th>
<th>3 Often</th>
<th>4 Always</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Comments:

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________
# B: Matrix of Faculty Actions for the Calendar Year

<table>
<thead>
<tr>
<th>Action</th>
<th>Form (s)</th>
<th>Deadline</th>
<th>Approval/nonapproval decision from dean 8.1.6, 8.1.7</th>
<th>Comments</th>
<th>Guidelines Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>A1 Echosign</td>
<td>Before start of semester to FWC</td>
<td>Before start of semester</td>
<td></td>
<td>4.1, 4.2, 4.3, 8.1.2</td>
</tr>
<tr>
<td>1st year tenure track reappt</td>
<td>D1 and DRE</td>
<td>Feb 1 to dean</td>
<td>March 1</td>
<td>Non reappt – end of current appt</td>
<td>8.2.3</td>
</tr>
<tr>
<td>Pre-tenure-track reappt</td>
<td>D1 and DRE</td>
<td>Feb 1 to dean</td>
<td>March 1</td>
<td>Non reappt – end of current appt Maximum of 3 yrs on pre-tenure track</td>
<td>8.2.4, 6.1.3</td>
</tr>
<tr>
<td>Sabbatical</td>
<td>A6 and professional plan</td>
<td>Feb 15 to FWC</td>
<td>8 wks (April 15)</td>
<td>Applies to spring semester of next year</td>
<td>9.1, 8.1.1, 8.1.2, 8.1.4</td>
</tr>
<tr>
<td>3rd yr TT and NTT</td>
<td>ASLPI of 2+ and CDO</td>
<td>Feb 15</td>
<td></td>
<td>Must achieve 2+ by Feb 15 or doc efforts to improve</td>
<td>6.1.4</td>
</tr>
<tr>
<td>3rd 4th 5th year tenure track reappt</td>
<td>D1 and DRE</td>
<td>Mar 1 to dean</td>
<td>May 15</td>
<td>Nonreappt – no less than 12 months after notification</td>
<td>8.2.3</td>
</tr>
<tr>
<td>NTT all ranks reappt First four yrs</td>
<td>D1 and DRE</td>
<td>Mar 1 to dean</td>
<td>May 15</td>
<td>Nonreappt – at end of current appt After 4th reappt, 2 yr appt After 8th reappt, 8 yr appt</td>
<td>8.2.6, 6.1.2</td>
</tr>
<tr>
<td>Action</td>
<td>Form (s)</td>
<td>Deadline</td>
<td>Approval/nonapproval decision from dean 8.1.6, 8.1.7</td>
<td>Comments</td>
<td>Guidelines Reference</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------</td>
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<td>------------------------------------------------------</td>
<td>------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Promotion</td>
<td>A2 and DRE Abridged file Summary</td>
<td>Mar 1 to Tenure and Promotion Comm</td>
<td>8 weeks (May 1)</td>
<td>Tenure Track Terminal degree to assist, 4 yrs to assoc or full prof NonTenure Track 4 yrs to Lect II 8 yrs to Sr Lect</td>
<td>8.4, 8.1.2, 8.1.3, 8.1.4</td>
</tr>
<tr>
<td>Merit increase</td>
<td>A4 and DRE</td>
<td>Apr 15 to FWC</td>
<td>8 weeks (June 15)</td>
<td>TT, NTT, preTT categories</td>
<td>4.2.5, 4.2.6</td>
</tr>
<tr>
<td>Sabbatical</td>
<td>A6 and professional plan</td>
<td>Sep 15 to FWC</td>
<td>8 weeks (Nov 15)</td>
<td>Applies to fall semester of next year</td>
<td>9.1, 8.1.1, 8.1.2, 8.1.4</td>
</tr>
<tr>
<td>2nd year tenure track reappt</td>
<td>D1 and DRE</td>
<td>Nov 1 to dean</td>
<td>Dec 15</td>
<td>Non reappt – end of current appt</td>
<td>8.2.3</td>
</tr>
<tr>
<td>Tenure</td>
<td>A5 and DRE Abridged file Summary</td>
<td>Dec 1 to Tenure &amp; Promotion Comm</td>
<td>8 weeks (Feb 1) for dean reco/not reco</td>
<td>Forwarded to Provost/President/BOT for approval in May (see explicit timeline in 7.1.8)</td>
<td>8.5, 8.1.2, 8.1.3, 8.1.4</td>
</tr>
<tr>
<td>LOA</td>
<td>D2</td>
<td>To dean</td>
<td></td>
<td></td>
<td>9.2, 8.1.1</td>
</tr>
<tr>
<td>Academic leave</td>
<td>D2</td>
<td>To dean</td>
<td></td>
<td></td>
<td>9.3, 8.1.1</td>
</tr>
<tr>
<td>Sick leave</td>
<td>D2</td>
<td>To dean</td>
<td></td>
<td></td>
<td>9.4, 8.1.1</td>
</tr>
<tr>
<td>Parental leave</td>
<td>D2</td>
<td>To dean</td>
<td></td>
<td></td>
<td>9.5, 8.1.1</td>
</tr>
</tbody>
</table>
C: Chronology of Amendments to the Faculty Handbook

May 2016 One amendment
New section 2.0 on academic freedom

May 2015 Three amendments
4.1.1. revision of non-resident faculty policy
7.4.3.1 promotion to assistant professor without three-year wait
Sections 6 and 7 – revision of the tenure recommendation procedure

Oct 2014 Two amendments
Additional language for 2.1.2.5 (professional integrity) and 6.6.1.5 (peer evaluation)

May 2014 amendments
Renaming Guidelines as Handbook
Deletion of 3.2.7 teaching assistant language
3.2.7, 3.2.8, 4.1.2, 4.1.3 – adjunct ranks for contingent faculty
3.2.5 Consistency of terminology among adjunct and lecturer ranks
7.4.6 Consistency of performance criteria among tenured, NTT, TT, and PreTT faculty including professional integrity criteria
7.5.2.1 and 7.5.2.2 Consistency of tenure performance criteria with promotion and merit increases
2.1.1, 2.1.2.1, 2.1.2.2, 2.1.2.3, 2.1.2.5, 4.1, 6.2, 6.3 - Multiple amendments regarding faculty evaluation system

Oct 2013 Two amendments
5.1.6 Reassignment of faculty
7.5.4 Department/Program

February 2013 Three amendments
Timeline for implementation of amendments to the Faculty Handbook
4.1.1.5 Faculty residency on campus
6.2.4 and 6.8 ASL and classroom discourse, various measures of competence
This also includes editorial changes to 7.0 to incorporate ASL and Classroom discourse