

# **BUTLER UNIVERSITY FACULTY HANDBOOK 2017-2018**

## PREFACE

The *Faculty Handbook* is a compilation of the policies and procedures of the University as they affect faculty members. These policies and procedures are reviewed annually and are subject to revision by actions of the University, its Board of Trustees, and the Faculty Senate. We hope that you will find this handbook to be a useful reference as you fulfill your role as a member of the Butler University faculty.

This document was approved by the Faculty Senate during the 2016-2017 academic year and by the Board of Trustees on 8 June, 2017. It is to be in effect for the 2017-2018 academic year and until an updated version receives final approval. The Faculty Handbook is to be updated for the 2018-2019 academic year per the policies and procedures outlined in Section 10.40.

Travis J. Ryan  
Vice Chair of Faculty Senate  
8 August, 2017

## Butler University Statement of Guiding Principles

Institutions of higher education are entrusted by society with great resources and commensurately great responsibilities for the creation, dissemination, and preservation of knowledge. The purpose of the University is to provide a quality education, and each member of the community aspires to maintain the highest professional standards in working to ensure that students are well prepared for lifelong learning following the Butler experience.

As members of the Butler University community, faculty, staff, students, volunteers, contractors, vendors, and consultants all have a responsibility to adhere to and abide by the guiding principles established by the University to ensure that the highest standards of ethical conduct are maintained in all University relations. These include but are not limited to the ethical dispositions of open-mindedness, creativity, curiosity, intellectual flexibility, and civility.

The foundation of the guiding principles is based on an atmosphere of respect and dignity for each individual in all social interactions in the Butler University community. It is expected that all individuals behave in a fair and honest manner when dealing with members of all constituencies and strive to promote an open and tolerant environment for voicing opinions. Members of the University community adhere to the established University policies and procedures, which ensure that all aspects of the University are conducted in an ethical and legal manner. Documentation for the guiding principles can be found in the Faculty Handbook, the Staff Handbook, and elsewhere within published University policies and Procedures. Relevant issues include but are not limited to standards of conduct, workplace violence, anti-harassment, anti-discrimination, complaint and grievance procedures, consensual relationships, and conflict of interest.

## Legal Statement

This handbook is not a contract, and it does not contain an offer, statement, or confirmation of any guaranteed terms or conditions of employment. Readers of this handbook should be aware that Indiana courts consistently decline to construe employee handbooks as legally binding contracts. However, while the handbook does not confer any legal rights on any party, the faculty and administration of the University agree that the handbook is intended to be a fair summary of the policies and procedures to be observed by all faculty and academic administrators. Its readers should also be aware that (1) it is not a complete statement of the procedures, policies, rules, and regulations of the University; (2) the University may change any procedure, policy, rule, program, etc. which appears in the handbook; and (3) the various colleges, departments, and programs of the University may have additional procedures and policies that supplement this handbook. This handbook represents a good-faith effort to define the terms and procedures that should regulate the conduct of faculty members and academic administrators of the University.

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<b>Item: 10.10.10 Statement of Goals</b>	<b>Page 1 of 1</b>

## **Mission**

Butler's mission is to provide the highest quality of liberal and professional education and to integrate the liberal arts with professional education, by creating and fostering a stimulating intellectual community built upon interactive dialogue and inquiry among students, faculty, and staff.

## **Commitments**

1. Providing the highest quality of teaching and achieving the highest ideals of student learning, which include clear and effective communication, appreciation of beauty, and a commitment to lifelong learning, community service, and global awareness.
2. Being a national university that serves students from other regions and other countries, while recognizing its special responsibility to serve the undergraduate and graduate students of Indiana and the Midwest.
3. Being a residential campus where both academic and non-academic aspects of student life receive important attention.
4. Recruiting and sustaining practicing scholars and professionals dedicated to intellectual self-renewal for the benefit of their students.
5. Cultivating an awareness and understanding of other cultures in its curriculum and to promoting cultural and ethnic diversity of its faculty and its students.
6. Providing intellectual, cultural, and artistic opportunities and leadership to Indianapolis and the surrounding areas.
7. Providing opportunities and lifelong support to its alumni in recognition of their special relationship to the institution.

Butler University is accredited by the Higher Learning Commission and seeks to abide by the standards of that organization.

Chapter: 10 Organization and Governance	Effective/Revised: 2010
Section: 10.10 University	
<b>Item: 10.10.20 Organization and Administrative Structure</b>	<b>Page 1 of 2</b>

A. The Board of Trustees.

The Board of Trustees shall have and exercise the corporate powers prescribed by the laws of Indiana. The essential function of the board shall be policy making, the assurance of sound management, and active participation in the provision of necessary funds. The board has ultimate responsibility to determine general, educational, financial, and related policies deemed necessary for the administration and development of Butler University in accordance with its stated purposes and goals.

The board shall consist of not more than 35 members not including the President of the University, who shall be an ex-officio member of the board. No other person who is a full-time employee of the University may serve as a member of the board. Approximately one-third of the elected members shall be elected each year at the annual meeting of the board, each for a three-year term. One of such members to be elected shall be designated by the alumni, as provided in Sec. 6, Article I of the Bylaws. The board, which elects its chair and vice-chair, is organized into the following permanent standing committees: Audit Committee, Executive Compensation Committee, Executive Committee, Committee on Trusteeship, Academic Affairs, Student Affairs, Finance, Facilities, Advancement, Marketing, Holcomb Research Institute, and Endowment and Investment committees.

B. The President.

The President of the University, elected by the board, shall be the chief executive officer of the University, who shall: (a) meet regularly with the board and the committees thereof and report to and make recommendations to the board; (b) prepare an annual budget estimating the revenues and expenditures for the next fiscal year, which budget shall be submitted to the Finance Committee for review prior to submission to the board for its action; (c) recommend to the Academic Affairs Committee, for approval of the board, the appointment of faculty members; (d) have supervision of the curricula of the University and all social and athletic affairs; and (e) exercise such other power as may be delegated by the board from time to time. The President of the University shall keep the board advised on all matters of importance relating to the welfare of the University and shall make periodic reports to the board showing the condition of the University.

C. The Cabinet.

The President's Cabinet, comprising the President's direct reports, meets at least twice monthly with the President. The cabinet includes the President, vice presidents, and the University Counsel. Their agenda is established by the President.

D. The Executive Council.

This group, which functions in an advisory capacity and meets regularly with the President, includes the Provost and associate provosts, vice presidents, deans of the colleges and libraries, chair and vice chair of the Faculty Senate, University Counsel, chief information officer, executive director of operations, chief of public safety, chair of Faculty Assembly, and executive director of the Butler Arts Center.

E. The Provost.

The Provost of the University serves as the chief academic officer of the University who (a) provides oversight, development, and delivery of the educational policies and work of the University; (b) acts on faculty appointments and oversees tenure and promotion processes; (c) directs allocation of resources to the colleges, and libraries, and academic support units; (d) supports faculty development and student success.

F. The Provost's Advisory Council.

The Provost convenes the Provost's Advisory Council, comprising the college deans, associate provosts, and other invited guests.

G. Faculty Senate.

Effective September 1, 2009, with the approval of the Board of Trustees, the Faculty Senate was instituted as the official structure for faculty governance. The constitution of the Faculty Senate is item 10.30.10.

H. Staff Assembly.

Chartered in 2000, this assembly comprises all staff at the University. The assembly represents the interests and concerns of staff in the overall governance structure of the University. The assembly may formulate, review, revise, and adopt policies regarding matters of importance to staff success and morale for recommendation to the President.

Chapter: 10 Organization and Governance	Effective/Revised: 2017
Section: 10.20 The Schools	
<b>Item: Mission Statements of the Colleges and Libraries</b>	<b>Page 1 of 2</b>

### COLLEGE OF LIBERAL ARTS AND SCIENCES

The College of Liberal Arts and Sciences seeks to extend knowledge and understanding and to convey the excitement of lifelong learning, thereby offering students ways to lead creative and thoughtful lives and to be useful and sensitive citizens of the community, of the country, and of the rapidly changing world. The College affirms the central role of liberal education and also provides students a variety of opportunities for specialization in a major field, preparing them for graduate or professional schools or more immediate career goals.

### JORDAN COLLEGE OF THE ARTS

Jordan College of the Arts is committed to the highest quality arts education by providing focused professional study and fostering an understanding of the interrelatedness of all the arts. Through this integration we develop artist-citizens who are actively engaged in the community.

### LACY SCHOOL OF BUSINESS

To prepare students for success in life and leadership in business through experiential learning guided by a research-oriented Faculty with relevant business experience.

### COLLEGE OF EDUCATION

The mission of the College of Education is to prepare individuals to be highly qualified professionals who challenge the status quo and exemplify our core values by:

- Engaging in interactive and intentional experiences that foster honoring differences and seeing similarities.
- Creating a learning community that supports opportunities to model teaching, learning, and mentoring by faculty, students, and professional partners.
- Valuing the development of theoretical knowledge and its integration into practice in order to support the transformation of schools and society.
- Developing a standard for professional dispositions that is based on an ethic of care rooted in both integrity and responsibility.

### COLLEGE OF PHARMACY AND HEALTH SCIENCES

The mission of the College of Pharmacy and Health Sciences is to provide effective educational experiences in the health sciences. By so doing, the College facilitates the development of lifelong learners with a liberal arts foundation who are able to serve society as dedicated, competent health professionals and community leaders.

### COLLEGE OF COMMUNICATION

The Butler University College of Communication prepares students for success in our digital age and global society. Students learn to analyze, synthesize, speak, write, and create meaningful, socially responsible messages across dynamic communication contexts and media platforms. Our innovative, experiential approach to discipline-based education ensures that graduates can excel in their chosen professions or post-graduate study. The

strong grounding in liberal arts ensures our graduates are well prepared for civic engagement and to provide leadership in their careers and communities.

#### **BUTLER UNIVERSITY LIBRARIES**

It is the mission of the Butler University Libraries to actively support the educational goals of Butler University by providing facilities, services, resources, technology, and educational opportunities that facilitate access to information. Central to this mission are the needs of undergraduate students.

The libraries also have a responsibility to support teaching and scholarship and to help preserve the intellectual heritage which is at the core of the University's overall mission.

Chapter: 10 Organization and Governance	Effective/Revised: 2015
Section: 10.30 Senate Constitution and Bylaws	
<b>Item: 10.30.10 Constitution of the Faculty Senate of Butler University</b>	<b>Page 1 of 4</b>

# **Constitution of the Faculty Senate of Butler University**

**Amended and approved, October 18, 2011; May 9, 2014, September 18, 2015**

## **PROLOGUE**

The purpose of this constitution is to create a senate whose objective is to represent the faculty members of Butler University in all areas where they have authority or interest. For the purposes of this constitution and the attending bylaws, the term faculty member refers to all full-time teaching faculty and professional librarians of the university both tenure and non-tenure tracks.

## **ARTICLE I. Name**

The name of the body shall be the Faculty Senate of Butler University.

## **ARTICLE II. Purposes and Responsibilities**

**Section 1.** The faculty is the professional body of the University primarily responsible for educational policies, faculty productivity, curriculum, and instructional practices. The Faculty Senate is the forum and deliberative body for the expression of the faculty's recommendations regarding these matters. The Faculty Senate also has interests in the economic welfare of the institution and in protecting the rights and interests of the faculty.

**Section 2.** The Faculty Senate, or bodies to which it delegates its authority, is the primary body with responsibility to formulate, review, revise, and adopt for recommendation to the President, all University policies having to do with the following matters:

- 1) Curriculum and student learning;
- 2) Standards and criteria for determining faculty promotion, tenure, and evaluation;
- 3) Aspects of student life which relate to the teaching and learning policies of the institution;
- 4) Granting of degrees and setting of degree requirements;
- 5) Scholarship and creative efforts of faculty;
- 6) Other matters of primarily academic or instructional import.

**Section 3.** The Faculty Senate shares with other units of the University responsibility to formulate, review, revise, and adopt for recommendation to the President, University policies having to do with the following matters:

- 1) Size and composition of the student body in relation to educational resources;

- 2) Institutional mission including the creation and discontinuation of academic program areas;
- 3) Existing or proposed physical facilities with special emphasis on those having primarily an educational purpose;
- 4) Budgeting priorities that affect educational programs;
- 5) Matters relating to faculty compensation;
- 6) Selection procedures for academic administrative personnel;
- 7) Faculty productivity;
- 8) Other matters of primarily administrative nature that also have significant academic or instructional import.

**Section 4.** Recommendations of the Faculty Senate shall be forwarded to the Provost. The Provost will inform the chair of the Faculty Senate of the disposition of recommendations. Recommendations passed by the Faculty Senate that require the approval of the Board of Trustees shall be forwarded through the President. If the President of the University cannot support a recommendation of the Faculty Senate, he or she shall ask the Faculty Senate to designate a representative to present the views of the Faculty Senate to the board.

### **ARTICLE III. Senators**

**Section 1.** Each college and the library shall be entitled to representation in the Faculty Senate according to the following method. In the spring of each year when representation is determined for the following academic year, the total number of full-time faculty in the college or library (tenure and non-tenure track) at that time is divided by the number 10 and rounded to the nearest whole number. The result is the number of senate seats for each college and the library in the coming academic year.

**Section 2.** Each college must produce written procedures for how it will elect its senators. While each college can have its own procedures, they must conform to these requirements:

- 1) Senators must be full-time faculty members and must be elected by March 30 for what will normally be two-year terms except as necessary to ensure a staggering of terms for a college or the library. Terms begin on June 1.
- 2) Senators may not serve more than six consecutive years.
- 3) Senators must be elected by the faculty (not appointed by deans).
- 4) Senators who miss more than three Senate meetings in an academic year will not be eligible to return to the senate the following year.

- 5) Senators are responsible for informing the faculty in their colleges of senate proceedings and discussions and are responsible for bringing concerns of their faculty colleagues to the senate as needed.

#### **ARTICLE IV. Officers**

**Section 1.** The chair and vice chair of the Faculty Senate shall be elected from and by the entire faculty to serve simultaneous two-year terms. Such an election will be held no later than March 1 of the academic year in which the Chair's term of office ends. The election shall be conducted by the Faculty Senate. The chair and vice chair will take office on June 1. The chair may not serve more than two consecutive two-year terms in office. The vice chair will be a full voting member of the Faculty Senate but is not a representative of a particular college. The chair votes only in the case of ties and does not represent any particular college.

**Section 2.** Responsibilities of the chair include the following:

- 1) Serve as presiding officer for meetings of the Faculty Senate;
- 2) Represent the faculty at meetings of the Board of Trustees and other administrative meetings as the need arises;
- 3) Oversee the creation and full distribution of Faculty Senate minutes and other documents to all faculty members;
- 4) Coordinate the formation of faculty grievance committees;
- 5) Serve as Chief Faculty Marshall for commencement ceremonies.

**Section 3.** The responsibilities of the vice chair include the following:

- 1) Fulfill all duties of the chair in his or her absence;
- 2) assist the chair in coordinating Senate elections, appointments to various councils and Board of Trustees committees, and honorary degree nominations;
- 3) perform other duties as requested by the chair of the Faculty Senate.

**Section 4.** Parliamentarian

- 1) The parliamentarian must be a full-time faculty member or a faculty member emeritus but may not be a voting member of the senate.
- 2) The parliamentarian shall be nominated by the chair and approved by a majority vote of the senate. The nomination and approval process is to begin after January 1 and be completed by April 1 in years when there is no election for chair and vice chair.
- 3) The term of the parliamentarian shall be for two years beginning on June 1 and ending on May 31. A parliamentarian may serve an unlimited number of terms.

- 4) The parliamentarian shall assure that rules of the senate are followed during senate meetings as outlined in Article IX below. The parliamentarian may also be called upon to rule on procedures between senate meetings.
- 5) The parliamentarian shall endeavor to attend all meetings of the senate. In the absence of the parliamentarian, the vice chair of the Senate shall fulfill the Parliamentarian's duties during meetings. The vice chair would then forfeit her or his voting rights during such a meeting.

#### **ARTICLE V. Relations with Board of Trustees**

**Section 1.** The chair of the Faculty Senate shall represent the senate at each meeting of the Board of Trustees as a guest of the board.

**Section 2.** For the core committees of the Board of Trustees, the chair shall nominate faculty members to attend all meetings as guests of the committees. These appointments shall be subject to approval by the Faculty Senate, the President of the University, and the chairs of the respective board committees. The appointees shall assume their duties on June 1 of each year.

#### **ARTICLE VI. Meetings**

The Faculty Senate shall hold regular meetings at least once every month during the academic year. In addition, special meetings shall be called upon petition to the senate chair from 20 percent of the Senate membership.

#### **ARTICLE VII. Quorum**

A quorum at any regular or special meeting of the Faculty Senate will consist of two-thirds of the members of the Faculty Senate.

#### **ARTICLE VIII. Amendment of the Constitution**

Amendments to this constitution must first be approved by the Senate upon the motion of any senator. To take effect they must be approved by a two-thirds vote of all faculty members voting at a special meeting or through an electronic ballot and by the Board of Trustees of Butler University. Senators must have 30 days written notice of the amendment before the vote is taken and a quorum must be present at the meeting.

#### **ARTICLE IX. Procedural Rules for Meeting**

The Faculty Senate shall have the authority to establish its own rules and procedures and to implement the general principles established in the constitution. Where no rules are specified, the senate will adhere to standard parliamentary procedure as outlined in the most current edition of *Robert's Rules of Order*. The Parliamentarian has the responsibility and authority to assure that proper procedures are followed and to rule on any challenges on procedural grounds.

### **ARTICLE X. Exclusions**

Nothing in this constitution alters the traditional authority of each college over its unique professional standards and regular and special functions.

### **ARTICLE XI. Effect**

This constitution shall go into effect when ratified by two-thirds of the faculty members voting and upon the approval of the Board of Trustees of Butler University, but not sooner than June 1, 2008.

Chapter: 10 Organization and Governance	Effective/Revised: 2017
Section: 10.30 Faculty Senate Constitution and Bylaws	
<b>Item: 10.30.20 Bylaws of the Faculty Senate of Butler University</b>	<b>Page 1 of 4</b>

## **Bylaws of the Faculty Senate of Butler University**

**Amended and approved by the Faculty Senate, October 2, 2012; March 4, 2014;  
December 6, 2016**

### **ARTICLE I. Faculty Senate Committees**

**Section 1.** There shall be five Faculty Senate committees: University Curriculum, Core Curriculum, Academic Affairs, Student Affairs and Enrollment, and Faculty Affairs.

**Section 2.** By March 31 of each academic year, the full-time faculty members in each college and the library shall elect full-time faculty members to serve as their committee representatives filling the open committee positions for the upcoming academic year. Committee members need not be senators, although each committee must designate a member to attend and represent the committee at senate meetings. Committee chairs must be selected from the incoming committee membership by April 30 each year.

**Section 3.** The term of committee service will be for two years, and the committee appointments will be staggered. No more than one-half of the membership of any committee will normally be replaced in any year, with exceptions necessitated by resignations and retirements. Committee appointees will take office on June 1 for the coming year unless they are filling a vacated position. No faculty member may serve more than two consecutive two-year terms on any committee.

**Section 4.** The Faculty Senate committees, their areas of responsibility, composition, non-voting ex officio members, and standing subcommittees (if any) shall be as follows:

1) University Curriculum Committee with responsibility for policy recommendations for degree requirements, the addition or deletion of degrees or majors, and other curricular issues affecting more than one college. This committee shall also be responsible for ensuring that each college has adopted written curricular decision making procedures, and that those procedures establish a curricular decision making process that maintains faculty control over that college's curriculum and is independent of that college's administration. Policies and procedures for curricular change are contained in the Guide to University Curriculum Committee Authority and Review, which is maintained by the committee and made public by the Faculty Senate.

Composition: three members from LAS, one member from each of the other colleges, one faculty librarian.

Non-voting ex officio members: The senior academic officer or designated representative, and the registrar or designated representative.

2) Core Curriculum Committee with responsibility for policy recommendations on matters related to the university core curriculum including approval of new core courses, changes to

core courses, and deleting core courses. This committee shall coordinate with the University Curriculum Committee as appropriate and necessary.

Composition: three members from LAS, one member from each of the other colleges, one faculty librarian.

Non-voting ex officio members: The senior core administrator, and the registrar or designated representative.

3) Academic Affairs Committee with responsibility for policy recommendations regarding issues of teaching, student learning, support services for academic programs, academic quality, institutional mission, and the creation or discontinuation of academic programs or units.

Composition: three members from LAS, one member from each of the other colleges, one faculty librarian.

Non-voting ex officio members: The senior academic officer or designated representative.

4) Student Affairs and Enrollment Committee with responsibility for policy recommendations regarding student life, campus safety, admission, enrollment, and retention policies.

Composition: one member from each of the colleges, one faculty librarian.

Non-voting ex officio members: The senior student affairs officer or designated representative, the senior enrollment officer or designated representative, and the senior academic officer or designated representative.

5) Faculty Affairs Committee with responsibility for policy recommendations regarding faculty rank and compensation, selection procedures for academic administrative personnel, scholarship and creative efforts of faculty, and faculty leaves.

Composition: one member from each of the colleges, one faculty librarian.

Non-voting ex officio members: The senior academic officer or designated representative.

In the event of administrative reorganization, the new officer charged with the central duties of the officer listed shall assume the ex officio position for all Faculty Senate committees.

**Section 5.** Each of the five committees will meet monthly, or more frequently as needed, and will have the opportunity to make a report at each Faculty Senate meeting. Committees may constitute ad hoc subcommittees, as needed, to conduct their business. Committee chairs should report the composition and charge of each of their ad hoc subcommittees to the Faculty Senate. Ad hoc subcommittees expire at the end of each academic year, unless renewed by their parent committees and reported through the Faculty Senate.

**Section 6.** The chair and vice chair of the senate and the chairs of the five senate committees will meet as needed to discuss senate policies, procedures, and operations, and may bring recommendations to the senate floor.

## **ARTICLE II. Faculty Senate Committee Procedures**

**Section 1.** All committees meet upon call of the chair, and must meet upon the call of one-third of their memberships; all may create internal structures such as ad hoc subcommittees.

**Section 2.** All matters except litigation or individual personnel matters should be subject to discussion in open session where faculty and administrators may express their views.

**Section 3.** Each committee shall be responsible for reporting committee discussion and actions to the Faculty Senate and for forwarding written motions from the committees to the full Senate.

**Section 4.** Each committee shall keep minutes of its meetings and make these available to the faculty at large.

## **ARTICLE III. Faculty Senate Meeting and Voting Procedures**

**Section 1.** All faculty members will have access to the agendas and minutes of the senate in a timely fashion.

**Section 2.** All faculty members may attend and be recognized to speak on an equal basis with senators in senate meetings. Only senators may introduce motions, call for any other formal action, or vote on issues before the senate. On rare occasions, and upon the request of 4 faculty senators, before or during a regularly scheduled meeting, the meeting or upcoming meeting will enter into closed-door deliberations with only duly elected senators present and participating, save for guests specifically invited by the majority of the senate for the purpose of discussion.

**Section 3.** Substantive motions such as approval of new policies or curricular changes proposed in one meeting may not be voted on until a subsequent meeting unless two-thirds of senators present vote to suspend this rule. Procedural motions such as a motion to adjourn or limit debate may be voted upon immediately.

**Section 4.** Voting on the election of senate officers and changes to the Faculty Senate constitution must be done by all full-time faculty members rather than solely the Faculty Senate. Furthermore, other agenda issues may be put to a vote of all full-time faculty members if at least 40 percent of the senate present and voting demands it.

**Section 5.** Voting by the senate or the entire faculty membership on any issue may be done by electronic ballot if the senate approves that method.

#### **ARTICLE IV. Load Release for Senate Officers**

Normally, the chair of the senate will receive two course releases per academic year, and the vice chair will receive one course release per academic year. The respective deans and department chairs/program directors must be consulted and approve of the course release and finalize details of teaching assignments. In rare cases, it may not be possible to provide this course release. In such cases, the officer(s) will be asked to serve with reduced or no course release. Funding for course releases will come from the Provost's office at a rate equal to the average cost for adjunct replacements in LAS and the core curriculum. Should the costs for release time exceed this amount, additional funding would be supplied by the chair's or vice-chair's college and/or department.

#### **ARTICLE V. Amendment of Bylaws**

These bylaws may be amended by a two-thirds majority vote of the Faculty Senate present and voting at a regularly scheduled meeting. Written notice to all faculty members of the proposed amendments will be provided prior to the Faculty Senate meeting at which such a vote is to be taken. A quorum must be present at the Faculty Senate meeting in order for a vote to change the bylaws to be taken.

Chapter: 10 Organization and Governance	Effective/Revised: 2016
Section: 10.40 Emendation of the Faculty Handbook	
<b>Item: Emendation of the Faculty Handbook</b>	<b>Page 1 of 1</b>

The Board of Trustees has ultimate authority over this handbook and over working conditions at the University, within the parameters established by local, state, and federal law. It is in the best interest of all parties, however, for appropriate consultation to occur before changes are made to the Faculty Handbook. To that end, the following protocol for changing the handbook should be observed:

- A. Chapter 10 should be changed only after a vote of the Faculty Senate. As described in Items 10.30.10 and 10.30.20, special conditions are necessary before changes can be made to the constitutions and bylaws. Should the President make changes to the administrative structure of the University, these changes should be presented to the Faculty and the appropriate changes to Item 10.10.20 should be approved by Faculty Senate before they are included in the Faculty Handbook.
- B. Chapter 20 may be changed by the Board of Trustees after consultation with the faculty through the regular governance structure of the Faculty Senate and subsequent to review and recommendation by the President.
- C. The Faculty Handbook will be updated annually. The vice chair of the Faculty Senate is charged with this responsibility. The vice chair will appoint a subcommittee to execute the update, made up of one faculty member from each college, a faculty librarian, and the Provost or her/his designee (in an ex-officio capacity). This committee will operate as a subcommittee of the Faculty Affairs Committee and is charged with completing and submitting its work for review by the Faculty Senate no later than April 1 of each academic year. The vice chair will then add to the handbook any policies approved by the Board of Trustees at their spring meeting and forward this final version of the handbook to the chair and provost. This will then be the official version of the Faculty Handbook for the following academic year.
- D. The chair of the Faculty Senate will hold the single authoritative copy and/or electronic file of the most recently revised version of the Faculty Handbook. The chair will make sure that this authoritative copy is electronically accessible to the Butler community. This revision supersedes all previous versions.
- E. The Handbook Committee may make changes to the Faculty Handbook to correct errors in capitalization, URLs, grammar, spelling, parsing, sentence structure, or syntax that do not result in substantive changes to the handbook. Such changes can be made upon approval of the Handbook Committee without approval of the Senate or the Board of Trustees.

Chapter: 20 Faculty Policies	Effective/Revised: 2016
Section: 20.10 Definitions of Faculty	
<b>Item: Definitions of Faculty</b>	<b>Page 1 of 2</b>

The University observes the Higher Learning Commission standards for determining the credentials necessary for faculty appointments.

- A. All instructors who offer courses for academic credit under contract with Butler University are faculty members of the University.
- B. All faculty members who hold the title of Instructor, Assistant Professor, Associate Professor, or Professor are full-time faculty members of the University, and are accorded the rights and responsibilities of full-time faculty members.
- C. Full-time Professional Librarians are faculty members.
- D. Part-time faculty members are not necessarily accorded either the rights or the responsibilities of full-time faculty members. The rights and responsibilities of part-time faculty members are defined in Item 20.20.60 and also in the letters of appointment of individual faculty members.
- E. Other faculty appointments may be defined in terms of specific responsibilities in areas including research, clinical supervision, artist-in-residence, master practitioner, or others as deemed appropriate by the faculty and dean of each college or dean of the libraries, with the approval of the Provost. These positions may be designated as part-time or full-time, as defined in the letter of appointment.
- F. Administrators may hold faculty rank as defined in the letter of appointment. Faculty rank is generally accorded to non-teaching administrators whose primary area of responsibility lies within an academic area and who have a terminal degree in their area. When a search is conducted for such a position, the job description should indicate that the position carries faculty status, and the Provost will inform the Faculty Senate when faculty status is extended to an administrator. In cases where tenure is to be offered to an administrator, application should be made to the relevant department, college or library prior to the execution of a letter of appointment. Full-time administrators who hold faculty status have voting rights and may participate in the activities of the Faculty Senate.
- G. Administrators whose initial letter of appointment does not include faculty rank may subsequently be accorded faculty rank if they meet the criteria described in paragraph E above. Prior to extending faculty status to an administrator, the Provost will consult with the college Dean who oversees the area, with the faculty in the program or department in which the administrator has a terminal degree and with the Faculty Senate.
- H. Visiting faculty may be appointed for defined short periods of times, typically one year. Their faculty status is as stated in their letters of appointment.
- I. Emeritus Status

1. Appointment to emeritus status shall be made by the Board of Trustees upon recommendation of the President and faculty of the University.
2. In practice, the dean of each college or library shall submit to the Provost the names of faculty members who qualify, the Provost then submitting those names to the faculty for its approval. The Provost shall be responsible for presenting to the faculty the names of those qualified persons who are not members of any college. The current calendar for submission is housed in the Provost's office. Upon approval by the faculty, the names of the qualified persons shall then be presented by the President to the Board of Trustees for its approval.
3. Eligibility for recommendation for emeritus status shall be subject to the following limitations:
  - a. The person must have been an administrative officer or full-time member of the faculty of the University for a minimum of five years.
  - b. To be appointed to emeritus status as an administrative officer, one must have attained the position of president, vice president, dean, or director of an academic division.
  - c. To be appointed to emeritus status as a member of the faculty, one must have attained the rank of professor, associate professor, assistant professor, or librarian.
4. A person who holds both faculty and administrative rank upon retirement, and has held both positions for the minimum number of five years, shall be appointed to emeritus status in both categories. Otherwise, the person shall be appointed to emeritus status only in the faculty rank held.

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Section: 20.20 Rights and Responsibilities	
<b>Item: 20.20.10 Academic Freedom</b>	<b>Page 1 of 1</b>

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

Faculty members are entitled to freedom in the classroom in discussing the subject of the course, but should be careful not to introduce into the classroom matter that has no relation to the subject of the course.

The college or university faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, a faculty member should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educational officer, faculty members should remember that the public may judge both the profession and the institution by the utterances of the faculty. Hence the faculty member 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 he or she is not speaking for the institution.

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<b>Item: 20.20.20 Voting Status</b>	<b>Page 1 of 1</b>

All full-time faculty members of Butler University, as qualified and defined in Section 20.10 are entitled to full voting rights herein. Each college and the libraries shall elect full-time faculty members to serve in the Faculty Senate of Butler University and all elected senators, as defined in Article III of the constitution of that organization, are entitled to full voting rights herein.

Voting status of other than full-time faculty for college faculty meetings may be defined by the full-time faculty of each college.

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See Appendix A and Appendix B for policy and procedures on Academic Integrity.

A. Class Meetings and Attendance

It is obligatory that faculty meet and conduct classes, laboratories, tests, and scheduled office hours or other student conferences:

1. in the places, at the times, and for the duration officially announced to the students;
2. on the basis of official registration lists;
3. in accordance with departmental syllabi and catalog descriptions;
4. in a manner (and at a noise level) mindful of the rights of other classes or conferences in session.

B. Problems arising out of any of the above should be reported to the department chair or program director, or dean, as should the instructor's illness, unavoidable lateness, or absence.

C. Syllabi

Faculty members should make available to students for each class taught a syllabus which explains the purpose and methods of the course, outlines the students' responsibilities and requirements, and provides a schedule of activities. These syllabi may also be collected by department chairs, program directors, and/or deans for purposes of curriculum evaluation, faculty evaluation, advising information for students, or accreditation.

D. Grading

1. Faculty members should have a test and evaluation schedule which is adequate and appropriate to measure student accomplishment in every course offered.
2. Semester Reports  
Faculty members are responsible for evaluating the work of each student at times designated in the Academic Calendar, published online by Registration and Records (see <https://www.butler.edu/registrar>). Report forms should be carefully completed and submitted to the Office of Registration and Records before announced deadlines.

3. Final Examinations

All final examinations must be given on the scheduled date and at the scheduled time. Any instructor who is unable to meet this obligation must arrange with the dean of the college for a proctor. All students must take final examinations on the scheduled date. Absence from any final examination will result in either an "I" or "F" in the course. A grade of "I" may be removed under the established rules regarding this grade.

If convinced that circumstances warrant it, an instructor may administer a make-up examination to a student who is unable to take the final examination on the scheduled date. No instructor, however, is authorized to administer a final examination before the scheduled date; any petition for an exception to this rule must be approved by the instructor and the appropriate department chair, program director, or dean.

Final examinations in four-, five-, and six-credit hour courses will be not more than three hours in length. All other courses will have examinations not more than two hours in length.

Examinations will be held in the room regularly occupied by the class unless a change is announced by the instructor. No room changes should be made without first checking with the Office of Registration and Records.

4. Reporting of Absences

Students are expected to attend every meeting of all classes in which they are enrolled. The definition of excessive absence, as well as the penalty for such absence, may vary with the nature of the course. It is the student's responsibility to learn and observe the rules governing each class.

Faculty members will cooperate with the Registrar and Student Affairs in identifying students who do not attend classes.

E. Advising

1. Academic: Advising is the responsibility of the Butler faculty. Specific advising assignments will be made by the faculty member's supervisor. Advising is seen as a form of teaching. It is important that the advisor be kept informed about, and help his or her advisees conform to, all relevant departmental, college-level, and University regulations and requirements for the degree or other programs in which advisees are enrolled.

The individual faculty member should have a clear understanding of the nature and extent of his or her advising responsibilities and carry them out diligently in keeping with University standards. Advising should be considered an important component of the evaluation of teaching for salary, promotion, and tenure considerations.

2. Extracurricular: Generally at student request, a faculty member may be asked to serve as faculty advisor to a student organization. The faculty member must first sign an agreement form that will be obtained in the PuLSE Office; subsequently the advisor should be kept informed of all activities. No faculty member will be granted a reduction in teaching schedule to act as an advisor to extracurricular activity groups.

F. Office Hours

Faculty members are expected to hold at least one office hour for each three hours of scheduled instruction, or instructional equivalent.

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<b>Item: 20.20.40 Faculty Duties</b>	<b>Page 1 of 2</b>

A. Instructional Assignment: Teaching

1. The standard assignment for full-time faculty at Butler University is 12 teaching credit hours, or its equivalent, per semester. However, most faculty members will teach nine credit hours per semester, with three credit hours designated for ongoing research or creative productivity and special service activities. The precise teaching load for each faculty member will be determined by the department chair or program director, or the dean of the college to which the faculty member is assigned. Factors to be used in determining an individual faculty member's teaching assignment will include the following: 1) the faculty member's level of scholarly or artistic productivity; 2) the needs of the program in which the faculty member teaches; and 3) the faculty member's service activities.
2. Some exceptions to this standard assignment are possible by recommendation of the dean and approval by the President or his/her representative:
  - a. Department chairs, program directors, and others who assume significant administrative responsibilities may have their teaching assignments reduced commensurate with the additional administrative duties.
  - b. Faculty members with unusually heavy responsibilities in research, teaching, or service (e.g., high expectations for research productivity, heavy graduate teaching schedule, unusually large numbers of students, special service assignments) may merit consideration for reduced teaching assignments in a particular semester.
  - c. In an emergency, when a faculty member is asked to assume teaching in excess of the standard assignment while carrying otherwise normal teaching, research, and service responsibilities, he or she may be eligible for additional compensation, on recommendation of the dean and approval of the President or his/her representative.
  - d. Individual colleges, in consultation with the President or his/her representative, develop policies to establish equivalencies to regular credit hours for laboratories, tutorials, individual studio and small group instruction, thesis supervision, and other non-standard classes or situations.

B. Scholarship, Research, and Creative Activity

All Butler faculty members are responsible for their development as scholars, researchers, and artists, especially as this development helps to challenge the minds of students in the important issues in faculty members' fields of study and in students' lives.

Scholarship may be defined as an activity that involves continuing immersion in the literature and ideas in a discipline resulting in steady development of one's own intellectual fullness. Scholarship often gives rise to research and creative work that involves original thinking within or across disciplinary boundaries—usually resulting in published works or public performances.

In addition to traditional forms of research and scholarship, Butler University recognizes as scholarship the value of applied research, grant writing, and scholarship that derives from partnerships with community members and community organizations where disciplinary expertise is brought to bear in collaborative efforts to address community problems and issues. When such endeavors are to be considered in evaluating a faculty member's scholarly performance, it is expected that the project will have a record of evaluation by external reviewers or processes.

Policies and philosophies for determining and evaluating research responsibilities and for differentiating between public service and scholarship vary across colleges and departments. Individual faculty members should work with their department chair, program director, or dean to clarify expectations and responsibilities related to research during any given time.

### C. Service

All faculty members are expected to be active participants in the life of the institution by undertaking activities which serve the University's interest. These activities may include, but are not restricted to, committee memberships at the department, college, or University level; advising for student groups; and service in professional or civic groups. The type and extent of involvement in service activities may vary with the individual faculty member's role in the college or stage of individual career. It is the responsibility of individual faculty members to discuss his or her service role with the relevant department chair, program director, or dean and reach an understanding about the extent and type of service which is appropriate.

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Section: 20.20 Rights and Responsibilities	
<b>Item: 20.20.45 Faculty Librarian Duties</b>	<b>Page 1 of 2</b>

A. Effective Librarianship

1. Full-time faculty librarians at Butler University work a 12-month contract. Librarians are expected to perform a range of activities associated with effective librarianship. Such activities enhance student learning and are based on the librarians' job descriptions. Librarians' areas of responsibility will include but not be limited to: teaching; planning, developing, implementing, and overseeing library services; and planning, developing, implementing, and overseeing library collections.

2. Exceptions to this standard assignment are possible by recommendation of the Dean of Libraries and approval by the President or his/her representative.

a. Librarians may teach credit-bearing courses in Butler's academic colleges. Compensation and/or work release time for this opportunity will be negotiated among the librarian, Dean of Libraries, and the dean of the participating college. Typically, a librarian shall be permitted to teach no more than one credit-bearing class per semester.

b. Under special circumstances, librarians may teach credit-bearing courses in other academic institutions in the Indianapolis area. Permission to teach outside the Butler campus should be obtained from the Dean of Libraries and the President or his/her representative. Typically, such courses should be taught in the evening or on the weekend so as to present minimal disruption to the librarian's regular work responsibilities at Butler. Off-campus teaching typically should not exceed one credit-bearing course per semester.

B. Scholarship, Research, and Creative Activity

Librarians are expected to adhere to the scholarship, research, and creative standards for all Butler University faculty members as explicated in Item 20.20.40.B.

C. Service

Librarians are expected to adhere to the service standards for all Butler University faculty members as explicated in Item 20.20.40.C.

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<b>Item: 20.20.50 Academic Calendar Responsibilities</b>	<b>Page 1 of 1</b>

The official responsibilities of a full-time faculty member for the regular academic year begin with the first day of orientation in the fall and extend through Spring Commencement. All faculty members are expected to be present in academic regalia at Spring Commencement.

Chapter: 20 Faculty Policies	Effective/Revised: 2010
Section: 20.20 Rights and Responsibilities	
<b>Item: 20.20.60 Adjunct Faculty Responsibilities</b>	<b>Page 1 of 1</b>

Though most adjunct faculty members have only part-time responsibilities, teaching one or more courses under contract with a particular college, they are expected to maintain the high professional standards of the institution in all dealings related to their instructional duties. Their instructional responsibilities for class meetings and attendance, syllabi, and grading (Item 20.20.30 above, A, B, and C, respectively) are the same as those for full-time faculty. Adjunct faculty will not normally be assigned formal advising duties, and are not required to keep the same office hours as full-time faculty members, but they are expected to be reasonably accessible to students for counsel on course content and student progress.

All adjunct faculty members shall be informed of University policies regarding classroom behaviors, sexual harassment, and academic integrity, and they will be expected to uphold college and University policies regarding instruction and testing. It is the responsibility of the supervisor to make adjunct faculty members aware of these policies. All adjunct faculty members will be provided with a copy of this handbook.

Chapter: 20 Faculty Policies	Effective/Revised: 2010
Section: 20.20 Rights and Responsibilities	
<b>Item: 20.20.70 Professional and Ethical Responsibilities</b>	<b>Page 1 of 2</b>

The following outlines the professional and ethical responsibilities that guide faculty.

A. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

B. As teachers, faculty members encourage the free pursuit of learning by students. They hold before the students the best scholarly standards of their discipline. They demonstrate respect for the student as an individual and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and to ensure that their evaluation of students reflects students' true merit. They respect the confidential nature of the relationship between professors and students. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

C. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.

D. As members of the institution, faculty members seek above all to be effective teachers; not contravening academic freedom, they maintain their rights to criticize and seek revision. They determine the amount and character of the work they do outside the institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their services, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

E. As members of the community, faculty members have the rights and obligations of other citizens. They measure the urgency of these obligations in the light of their responsibilities to their subjects, to their students, to their profession, and to their institution. When they speak or act as private people, they avoid creating the impression that they speak or act 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.

F. Faculty members are inherently in positions of authority and power. Abuse of this professional authority is unacceptable. Faculty members will not engage in acts of discrimination or harassment, theft or misuse of University property or funds, or the exploitation of students, staff, or other faculty members.

Chapter: 20 Faculty Policies	Effective/Revised: 2010
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.10 Faculty Appointment Policies and Procedures</b>	<b>Page 1 of 2</b>

Note that faculty hiring procedures, the process for new appointment offers, as well as the Request for Position form can be found in *Faculty Hiring: Administrative Guidelines for Academic Department Chairs and Program Directors*, available at [www.butler.edu/provost](http://www.butler.edu/provost). If changes are made to these guidelines, the Provost will inform the Faculty Senate.

A. Approval of Faculty Positions (see Item 20.10.B.)

Request for approval to search for a faculty position normally begins with a request that is transmitted through the appropriate dean and the Provost to the Position Review Committee, and on to the President. The Request for Position form includes a justification for the position together with a statement of qualifications, requested rank, and approximate salary. If the President approves, the Provost informs the dean that the position has been approved.

B. New Faculty Appointment Designations

1. Tenure-track faculty: appointments are full-time and normally made for two or three years, with a probationary review required every two years; these appointments are tenure-eligible.
2. Tenured faculty: appointments are full-time, and tenured status is determined by the Provost and dean at time of hiring.
3. Full-time continuing faculty: appointments are multiple-year appointments and are not eligible for tenure but may be eligible for progression through faculty ranks.
4. Instructor: appointments are full-time appointments normally made for three-year terms, though the actual term may differ; these appointments are not tenure-eligible.
5. Visiting faculty: appointments are full-time for a fixed term, can be awarded at any faculty rank, and are not tenure-eligible.
6. Adjunct faculty: appointments are part-time and normally made for one semester.
7. Other faculty appointments may be defined in terms of specific responsibilities in areas including research, clinical supervision, artist-in-residence, master practitioner, or others as deemed appropriate by the faculty and dean of each college or libraries, with the approval of the Provost. These positions may be designated as part-time or full-time, as defined in the letter of appointment.

### C. Adjunct, Part-Time, and Other Faculty Appointments

Appointments of faculty other than full-time faculty are initiated by the dean. It is the responsibility of the dean to specify the process for selecting qualified candidates.

After the appointment recommendation has been approved, a letter is sent by the dean to the prospective part-time faculty member requesting a response in writing by the agreed-upon date. Part-time appointments may be for one term or for the academic year. Part-time faculty assignments are normally limited to fifteen credit hours per year. Assignments of more than 15 credit hours will normally take the form of a full-time position as instructor or visiting faculty. When part-time assignments exceed 15 credit hours per year, the reason for this load should be explained in the letter of appointment.

### D. Equal Employment

Butler University is an equal opportunity employer and is committed to enhancing the diversity of the student body and our faculty and staff. In addition, hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance, and other employment-related criteria. It is the policy of the University to provide equal opportunities for employment and advancement for all individuals regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category. For further details, see the University's Equal Employment Opportunity/Non-Discrimination Policy available at [www.butler.edu/hr/policies/eop](http://www.butler.edu/hr/policies/eop).

### E. Background Check and Substance Abuse Policies

These policies can be found on the Human Resources website at [www.butler.edu/hr/policies](http://www.butler.edu/hr/policies).

### F. Moving Expenses

A maximum of \$4,000 of eligible moving expenses will be reimbursed by the provost's office for eligible faculty. The Butler University "Moving Procedures" policy, administered by Human Resources, governs the procedure and eligible expenses. Moving expense reimbursement provided by the provost's office must be incurred within the first 12 months of the start date of an employee's contract.

#### 1. Eligibility

- a. All new tenure-line and continuing appointment full-time faculty with multiple-year appointments are eligible for moving expense coverage. Faculty members who assume an administrative position (department chair or associate/assistant dean) may be eligible through negotiation, at the discretion of the dean and provost, for additional moving expense reimbursement.
- b. Non-tenure track full-time faculty holding at a one-year appointment with the university, are eligible to receive up to \$500 in eligible moving expenses, regardless of moving distance.
- c. Non-tenure track part-time faculty are not eligible for moving expense reimbursement.

## 2. Procedures and Exclusions

Please contact HR to learn about moving procedures. HR will provide guidance regarding the carriers with which the University contracts, the process for obtaining estimates and selecting a carrier, and moving costs that are excluded from coverage.

Chapter: 20 Faculty Policies	Effective/Revised: 2015
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.20 Evaluation of Faculty</b>	<b>Page 1 of 2</b>

The following outlines the basic criteria for faculty evaluation. More specific criteria will be found within each college, department, or program. Refer to college documents regarding the evaluation and contract renewal process for full-time non-tenure track faculty who are at the rank of assistant professor and above as well as those who are not ranked (e.g., instructors, clinical faculty). Note that this section is an outline of a general framework. It does not attempt to define the instruments to be used in the evaluation process, nor does it presume to establish the guidelines for the interpretation of the data that have been collected.

- A. Each faculty member will be evaluated periodically in the following areas:
  - 1. Teaching
  - 2. Research, Scholarship, and Creative Activity
  - 3. Service
  
- B. Input to the dean or department chair or program director for evaluation will be from the following sources:
  - 1. Teaching
    - a. Students, self, department chair or program director -required
    - b. Direct observation by colleagues-optional
  
  - 2. Research, Scholarship, and Creative Activity
    - a. Self, department chair or program director -required
    - b. External peer evaluation-optional
  
  - 3. Service
    - a. Self, department chair or program director -required
    - b. Committee chairs, organization officers, administrators-optional
  
- C. The dean, or department chair or program director , after consultation with the faculty member, determines the relative ratings of the three substantive areas in a way that reflects the assigned workload.
  - 1. Teaching: 50-80%
  - 2. Research, Scholarship, Creative Activity 10-40%
  - 3. Service: 10-30%
  - 4. Other duties, as assigned
  
- D. Appropriate portions of this evaluation may be used for the following purposes:
  - 1. Personnel decisions
  - 2. Faculty development
  - 3. Salary increases

The reports from each of the various sources will be forwarded to the dean of the college. The faculty of each college will determine its own share of responsibility in the formulation of the internal procedures and collegial participation in the evaluation process. Faculty

should receive a copy of their specific evaluation procedure, process, and criteria at the time of hire or when requested.

Chapter: 20 Faculty Policies	Effective/Revised: 2016
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.30 Promotions</b>	<b>Page 1 of 5</b>

A. Procedures

1. The specific schedule for promotion, tenure, reappointment, and review is published annually in the calendar of Key Academic Affairs Dates, available in the Provost's office and at <https://www.butler.edu/provost/key-academic-dates>. At the beginning of each calendar year, each Dean will compile a list of faculty members within the respective college or the library who are eligible for review during the coming academic year. The Deans will notify faculty members who are eligible for promotion or review and their department chairs or program directors by February 1.
2. A request for promotion is initiated by the individual faculty member.
  - a. Once a request for promotion has been submitted to the department or program chair (or dean if no department chair or program director exists or in a case where the candidate for promotion is the department chair or program director), it must be allowed to proceed through the complete review process unless it is withdrawn by the candidate prior to its submission to the Professional Standards Committee (PSC) of the college.
  - b. The following guidelines are the normal considerations for promotions for tenure-track faculty members:
    - 1) from assistant professor to associate professor, application is made in the sixth year, with any approved change of rank to go into effect at the beginning of the seventh year.
    - 2) from associate professor to professor after six years as associate professor or seventeen years of full-time faculty status.
  - c. Refer to the individual colleges documents regarding the promotion of full-time continuing faculty at the rank of Assistant Professor and above.
3. The request for promotion should include the following:
  - a. Name, present rank, colleges attended, and degrees attained.

- b. Number of years at present rank at Butler and other universities.
- c. Information concerning quality of teaching, scholarship, and University service (see criteria in next section).
- d. A summary of student evaluations.
- e. Information concerning contributions to professional organizations and professional contributions to the community.
- f. Other information and evaluations relevant to quality teaching, scholarship, University service, and contributions to the community.

4. College Professional Standards Committee Review

The dean of the college will submit all recommendations and requests for promotion, with the supporting materials, to its Professional Standards Committee (PSC). The committee will make recommendations regarding promotion decisions using the promotion application and whatever other material it may have compiled. The college PSC will be elected by the full-time faculty in the college and will be constituted in advance of the submission of applications for promotion and tenure. For each case, only the members of the committee holding a rank equal to or higher than the one which the candidate seeks will participate in deliberations and make recommendations. A faculty member will not be eligible to serve on a PSC in a year in which he or she is a candidate for promotion or tenure. The committee will report its recommendation to the dean. A copy of the committee's report will be shared with the candidate after indications of authorship have been removed where appropriate.

5. Review by the Dean

The appropriate dean will review the committee's and the department's (where applicable) recommendation(s) and he/she will make every reasonable attempt to forward his or her recommendation to the Provost no later than December 10, with a copy to the committee(s). The dean's recommendation to the Provost will be in the form of a report. If the dean's recommendation differs from the department's or the PSC's, the reasons for the differences must be clearly outlined. A copy of the report will be shared with the candidate.

6. Review by the University Promotion and Tenure Committee (UPTC).

The UPTC will conduct for each promotion candidate a review of the departmental and college evaluation procedures that resulted in the college-level recommendation on promotion. Prior to its review of candidates' dossiers, the UPTC will review the written criteria for promotion for each college and for faculty librarians, and make recommendations to each of the PSCs for changes in these criteria that would ensure greater consistency in standards across the University. The UPTC may also choose to make recommendations concerning University-wide promotion and tenure policies. These recommendations should be brought to the Faculty Affairs Committee of the Faculty Senate. The UPTC will examine each candidate's dossier, paying particular attention to the question of whether college-level evaluation procedures were consistent with established criteria for promotion and with college, University, and AAUP policies on academic freedom, non-discrimination, and adequate consideration.

The UPTC will consist of one tenured faculty member from each college, elected from those faculty members who have previously served on the college PSC, but who are not currently serving. In the absence of a faculty member who meets those criteria, the college should select a tenured member of the college not currently serving on the PSC, and if there is no such person available, a tenured faculty member who is currently serving on the college PSC but is not serving as chair. In addition, one faculty librarian who has been promoted to the rank of associate professor or professor shall be elected by the library faculty to serve on the UPTC. This promoted librarian will have served as a prior member on the Library Professional Standards Committee. In the absence of a library faculty member who meets those criteria, the library shall elect a promoted librarian not currently serving on the Library PSC, and if there is no such person available, a promoted librarian who is currently serving on the Library PSC but is not serving as chair. Colleges should forward the names of their PSC representative to the Provost's office by September 15. The Provost shall convene a meeting of the UPTC soon thereafter. The UPTC shall elect its chair at this first meeting. The Chair of the UPTC will schedule and lead the committee's subsequent meetings.

7. Review by the Provost

The Provost will review the recommendations from the college PSC, the Dean, and the UPTC, and forward their recommendation to the President. The Provost's recommendation to the President will be in the form of a report. If the Provost's recommendation differs from the PSC's or the dean's, the reasons for the differences must be clearly outlined. A copy of the report will be shared with the candidate.

8. Review by the President

The President will review all recommendations and make a recommendation to the Board of Trustees for action. The President's recommendation will be in the form of a short report. If the President's recommendation differs from the Provost, the reasons for the differences must be clearly outlined, and the dean's and the committee's reports may be forwarded to the Board.

9. Notification

The Provost shall send written notice of the Board's promotion decision to each faculty member being considered for promotion.

B. Criteria for Promotion

1. The criteria for promotion to a rank above that of an Assistant Professor shall be (a) quality teaching, (b) scholarship, (c) service to the University, (d) the earned doctorate or an appropriate terminal degree. In certain situations exceptions to the doctorate or terminal degree requirement may be made upon the recommendation of the college's PSC.
2. In addition, the following minimum qualifications are established for each rank:

- a. For promotion to assistant professor:
  - 1) Effective teaching.
  - 2) Promising beginning of scholarship in his or her field.
  - 3) Participation in departmental, college, or University committees.
  
- b. For promotion to associate professor:
  - 1) Effective teaching including efforts to increase teaching quality.
  - 2) The doctorate or appropriate terminal degree and scholarship.
  - 3) Active service in the Butler academic community.
  
- c. For promotion to professor:
  - 1) Effective teaching with indications of initiative in curricular evaluation and development.
  - 2) Scholarship and recognition in his or her own field.
  - 3) Active service in the Butler academic community with indications of leadership.

C. Definitions

The lists below are not intended to be a set of requirements and do not imply ranking, nor are they exhaustive. It is expected that colleges and departments will weight and prioritize the various criteria.

1. TEACHING:

*Teaching implies the transmission of knowledge and expertise to students in ways that lead them to think, act, write, and communicate as learned individuals. Multiple forms of assessment are encouraged.*

Some indications of effective teaching and valued contributions to teaching include the following:

- a. A vital interest in and command of subject matter, including the use of current and relevant materials.
- b. A spirit of scholarly inquiry that leads to innovations in course content, course offerings, and teaching strategies, including, but not limited to the following: use of technology; demonstration; field work; service learning; or other pedagogical tools.
- c. The ability to stimulate students' intellectual and creative interests and enthusiasm.
- d. Fair evaluations of students' work.
- e. Helpful and professional advising.

- f. Respect for students and a concern for their intellectual well-being and wholeness, and the creation of an educational environment that is welcoming to all students without regard to race, gender and gender identity, class, ethnicity, disability, sexual orientation, nationality, religion, and other aspects of diversity.
- g. The ability to communicate effectively with students.
- h. Appropriate availability to the needs of students.
- i. Participation in the Core Curriculum, Honors Program, interdisciplinary programs, and departmental or program curricula.
- j. Mentoring, undergraduate or graduate research, creative or artistic collaboration, and other educational partnership activities with students.

2. **SCHOLARLY AND CREATIVE WORK**

*Scholarly work, including the scholarship of teaching and learning, is understood as disciplined learning and/or creative undertakings, informed by thorough research, and leading to the dissemination of the results to be shared with peers and/or the public.*

Indications of scholarly or creative activities may include:

- a. Peer-reviewed or refereed scholarship or creative activity, including but not limited to articles, monographs, compositions, choreographic works, exhibitions, performances, instructional materials, computer programs, videos or recordings, clinical reports, posters, or textbooks.
- b. Peer-reviewed or refereed academic or professional presentations.
- c. Academic professional presentations, exhibitions, or performances that are not defined as peer-reviewed scholarship.
- d. Continued study or post-doctoral studies that directly benefit Butler University or its students.
- e. Keeping abreast in one's discipline, including attendance at professional meetings and conferences.
- f. Leadership in professional associations.
- g. Outreach to the community that demonstrates professional expertise by communicating or applying it in ways which benefit citizens outside the University.
- h. Grant proposal writing.
- i. Participation in professional workshops and seminars.

- j. Research and experimentation, including that which involves undergraduate or graduate research associates.
- k. Service as a consultant, evaluator, or as a judge or reviewer of artistic or scholarly works.
- l. Gathering and analyzing data and/or writing reports for assessment or accreditation purposes.

3. **SERVICE TO THE UNIVERSITY, THE PROFESSION, AND COMMUNITY**

*Service is understood as representing the participation of faculty in the governance and advancement of the institution's mission, at the departmental, college-wide, university-wide levels, as well as in the profession and the wider community.*

Indications of service to and involvement with the University, profession, and community may include the following:

- a. Effective participation in the Faculty Senate, senate committees, or other University committees, and on departmental, program, school, or college committees.
- b. Leadership or service to academic programs.
- c. Gathering and analyzing data and/or writing reports for assessment or accreditation purposes.
- d. Advising or sponsorship of student organizations or activities.
- e. Leadership or service within the wider educational community.
- f. Participation in admission, alumni, or campus community events.
- g. Service on appointed task forces, advisory groups, and search committees.
- h. Other contributions to the University's mission.

Chapter: 20 Faculty Policies	Effective/Revised: 2016
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.40 Tenure Policy and Procedures</b>	<b>Page 1 of 5</b>

#### A. Policy Statement

Note that Butler University's policies regarding tenure are consistent with the intent of the American Association of University Professors (AAUP) to protect academic freedom and provide academic due process.

A request for tenure status is initiated by the individual faculty member. Once a request for tenure status has been submitted to the department chair or program director (or dean if no department chair exists) it must be allowed to proceed through the complete review process unless it is withdrawn by the candidate prior to its submission to the Professional Standards Committee (PSC). Faculty members may seek tenure status any time during the probationary period. Once the tenure request is forwarded to the PSC of the college by the dean, there will be no withdrawal of the tenure request, nor can a second request be submitted to the PSC for tenure status.

The tenure decision will be made no later than during the sixth year of full-time teaching. After tenure is awarded, faculty members shall have continuous appointment, and their service may be terminated only for adequate cause or financial exigencies of the University.

#### B. Probationary Period

Beginning with appointment to the rank of assistant professor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education. This is subject to the provision that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution, it may be agreed in writing that his or her new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the faculty member is not to be continued in service after the expiration of that period.

Leaves taken during the probationary period may or may not count toward a faculty member's eligibility time for tenure. See Items 20.30.45 and 20.30.70 for policies governing this matter.

#### C. Criteria to be Considered in the Tenure Decision

1. The faculty member being considered is evaluated on the quality of performance as described in Item 20.30.30.
2. Specific criteria for evaluation in the areas of teaching, scholarship and service will be established by the college, department, or program to which

the faculty member is assigned. A written copy of these criteria will be given to faculty members at the beginning of their probationary periods. If these criteria are changed during a faculty member's probationary period, the faculty member will be provided with a written copy of the updated criteria.

3. To be eligible for tenure, a faculty member must hold the rank of at least assistant professor. Granting of tenure will usually result in an assistant professor being promoted to the rank of associate professor.
4. Each faculty member must show that tenure is deserved by providing evidence of promise for continuing good teaching, scholarship, and service to the University demonstrated during the faculty member's probationary period.
5. The University may base tenure decisions on changing academic needs as well as on long-range educational goals of the University.

#### D. Procedures

##### 1. Probationary Reviews

Regular review of untenured faculty members is essential. During the probationary period, department chairs, program directors, and/or deans will conduct thorough reviews of each untenured faculty member and write reports based on these reviews. The report shall deal with the faculty member's progress toward tenure in each of the three areas identified above. This report will be shared and discussed with the faculty member concerned, as well as placed on file with the appropriate department chair or program director or dean.

##### 2. Initiating the Tenure Process

At the beginning of each calendar year, the dean will notify all untenured faculty members who will be entering their sixth year of college teaching in the fall of that calendar year (or their second year prior to the end of the probationary period) that they may be considered for tenure. The dean will ask all faculty members being considered to prepare a tenure dossier that includes a letter of application, the candidate's curriculum vitae, and supporting materials as outlined in Item 20.30.40.D.3. The timeline for the process will be set by the Provost's office and published at <https://www.butler.edu/provost/key-academic-dates>.

If the candidate chooses or is required to include outside peer evaluations in the tenure application, arrangements for the completion of these evaluations should be made in the spring prior to the submission of the application. The candidate will work with his or her department chair or program director or dean to identify suitable evaluators, and will arrange for the evaluations to be in the tenure application when it goes to the department for review.

In September, the dean will forward the names of all candidates for tenure and their probationary service reports to the PSC of the college and to the

department chair or program director, where applicable. The PSC will be responsible for the college-level tenure review; the tenured faculty members of a department will be responsible for the department-level tenure review.

The PSC and departmental committee consider all evidence that they deem relevant to a candidate's teaching, scholarship, and service.

### 3. The Tenure Application

The tenure application begins when the individual is notified that he/she is a candidate for tenure. The candidate then prepares and submits a dossier with a letter of application, curriculum vitae, and supporting material listed below to the department chair or program director (or dean if no department chair or program director exists).

The candidate should also compile material that supports achievement in:

- 1) Teaching: materials such as course outlines, lectures, innovative course materials, peer evaluations of teaching, summaries of student evaluations.
- 2) Research, Scholarship, and Creative Activity: documentation of significant works such as publications, summaries of works-in-progress, papers presented at conferences, service to professional associations, grant applications, documentation and reviews of performances.
- 3) Service to the University: materials such as grant applications, documentation of committee and advising work, work with student organizations, and other work in support of the mission of the University.

These materials should be organized in such a way that they are easily identifiable to the members of the committees.

Probationary service reports compiled by the college will be added to the materials supplied by the candidate. The tenure application should be completed no later than September 20 and then should be submitted to the faculty member's immediate supervisor.

### 4. Departmental Review

For those colleges with departments, the first step in the tenure review process will be in the department. For those colleges without departments, the first step will be the college's PSC. The departmental committee, composed of all the tenured faculty members, will make recommendations regarding tenure decisions using the tenure applications and whatever other material it may

have compiled. The department will report its recommendation to the dean of the college, and the dean will refer the report to the PSC no later than October 15. A copy of the department's report will be given to the candidate after indications of authorship have been removed where appropriate.

5. College Professional Standards Committee Review

The committee will make recommendations regarding tenure decisions using the tenure application and whatever other material it may have compiled. The college PSC will be elected by the full-time faculty in the college and will be constituted in advance of the submission of applications for promotion and tenure; only tenured members may participate in the review of applications for tenure. A faculty member who holds the rank of Assistant Professor, Associate Professor, or Professor, but does not hold a tenure-track appointment, may review applications for promotion, but may not participate in the tenure review process. The committee will report its recommendation to the dean. A copy of the committee's report will be shared with the candidate, after indications of authorship have been removed where appropriate.

6. Review by the Dean

The appropriate dean will review the committee's and the department's (where applicable) recommendation(s), and they will make every reasonable attempt to forward his or her recommendation to the Provost no later than December 10, with a copy to the committee(s). The dean's recommendation to the Provost will be in the form of a report. If the dean's recommendation differs from the department's or the PSC's, the reasons for the differences must be clearly outlined. A copy of the report will be shared with the candidate.

7. Review by the University Promotion and Tenure Committee (UPTC).

The UPTC will conduct for each promotion or tenure candidate a review of the departmental and college evaluation procedures that resulted in the college-level recommendation on promotion or tenure. Prior to its review of candidates' dossiers, the UPTC will review each written criterion for promotion and tenure for each college and for faculty librarians (see section C.2.), and make recommendations to each of the PSCs for changes in these criteria that would ensure greater consistency in standards across the University. The UPTC may also choose to make recommendations concerning University-wide promotion and tenure policies. These recommendations should be brought to the Faculty Affairs Committee of the Faculty Senate. The UPTC will examine each candidate's dossier, paying particular attention to the question of whether college-level evaluation procedures were consistent with established criteria for promotion and tenure and with college, University, and AAUP policies on academic freedom, non-discrimination, and adequate consideration.

The UPTC will consist of one tenured faculty member from each college, elected from among those faculty members who have previously served on the college PSC, but who are not currently serving. In the absence of a faculty

member who meets those criteria, the college should select a tenured member of the college not currently serving on the PSC, and if there is no such person available, a tenured faculty member who is currently serving on the college PSC but is not serving as chair. In addition, one faculty librarian who has been promoted to the rank of associate professor or professor shall also be represented on the UPTC. Colleges should forward the names of their PSC representative to the Provost's office by September 15. The Provost shall convene a meeting of the UPTC soon thereafter. The UPTC shall elect its chair at this first meeting. The chair of the UPTC will schedule and lead the committee's subsequent meetings.

8. Review by the Provost

The Provost will review the recommendations from the college PSC, the dean, and the UPTC, and will forward their recommendation to the President. The Provost's recommendation to the President will be in the form of a report. If the Provost's recommendation differs from the PSC's or the dean's, the reasons for the differences must be clearly outlined. A copy of the report will be shared with the candidate.

9. Review by the President

The President will review all recommendations and make a recommendation to the Board of Trustees for action. The President's recommendation will be in the form of a short report. If the President's recommendation differs from the Provost's, the reasons for the differences must be clearly outlined, and the dean's and the committee's reports may be forwarded to the board.

10. Notification

The Provost shall send written notice of the board's tenure decision to each faculty member being considered for tenure.

11. Faculty Members Previously Tenured at Other Institutions

Normal practice is to defer consideration for tenure at Butler at least until the second year of service.

A recommendation for award of tenure at the time of initial Butler appointment may be made by the President only after consultation with the tenured faculty in the appropriate department and/or college.

Chapter: 20 Faculty Policies	Effective/Revised: 2011
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.45 Tenure-Clock Extension Policy</b>	<b>Page 1 of 5</b>

A. Extensions are intended to accommodate faculty and the University in those cases in which compelling circumstances have the potential to significantly delay the development of the faculty member's progress on the normal schedule dictated by the original appointment term. A tenure-track faculty member may, under certain circumstances, receive an extension of the probationary period not to exceed two years. Such circumstances may include, among others,

1. The birth or adoption of a child into the faculty member's household or placement of a child into a faculty member's home for foster care.
2. A serious illness or health condition (as defined by the Family and Medical Leave Act) persisting for a substantial portion of a semester, which requires the faculty member to act as the primary caregiver for a parent, child, spouse, or domestic partner.
3. A serious illness or health condition (as defined by the Family and Medical Leave Act) persisting for a substantial portion of the period for which the extension is sought in which the faculty member is unable to perform the functions of his or her position.
4. Extreme personal hardship, such as the death of a parent, child, spouse, or domestic partner.
5. Public or military service.
6. A qualifying exigency arising out of the fact that the faculty member's spouse or domestic partner is on active military duty or called to active duty.
7. Catastrophic residential property loss.

B. To obtain an extension of the probationary period, the faculty member must make a written request showing that his or her ability to demonstrate readiness for tenure has been substantially impaired. Approval shall be automatic for new parents. This request must be made prior to the date on which the faculty member's dossier is expected to be submitted to the department or program committee.

This provision also applies to an untenured faculty member who, at the start of his or her tenure-track position, has a child or children under six years old; in this case, the first appointment may be extended by no more than one year.

The request for an extension must include the following:

1. A description of the current contract (department, rank, original tenure review year).
2. Description of the extension requested.
3. Description of the compelling circumstance(s) that justify the extension requested.

4. Current curriculum vitae of the faculty member.
5. When the request is based on a medical condition, a letter from an attending physician or psychologist/certified counselor is required.
6. Letter from the department or program chair, including history of leaves taken by the faculty member; and, if applicable, all previous tenure clock extensions; and expected impact on the department or program.

The request is submitted to the dean of the college.

- C. The petition, if approved, shall be submitted to the Provost. In the event that the petition is denied before being submitted to the Provost, the faculty member shall have the right to appeal directly to the Provost. The Provost, in consultation with the President, shall grant or deny the petition. If approved, the Provost will send a letter to the faculty member informing him or her of the revised reappointment and tenure review schedule. The faculty member must sign the letter to confirm acceptance of the new dates. The Provost's office will inform the dean and department chair or program director of the new dates.
- D. The Provost will report annually to the Board of Trustees on the numbers of extensions requested, the reasons advanced in support of each request, and the grant or denial of each request.

The faculty member has the right to refuse the extension(s) and be reviewed for tenure in the original mandatory year. Tenure candidates who receive extensions will be evaluated with the same academic standards as candidates who do not receive extensions. During the tenure review, the dean of the college must inform evaluators of this standard. The maximum length of the probationary period with all extensions is eight years.

- E. Faculty members who benefit from this policy are expected to fulfill their normal responsibilities during the probationary period extension unless they also have been granted a period of modified duties or unless other arrangements have been made.

Chapter: 20 Faculty Policies	Effective/Revised: 2010
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.50 Research/Scholarship/Professional Activities</b>	<b>Page 1 of 4</b>

The following describes the general policies and procedures related to research, scholarship, or other professional activities.

#### A. Ownership

The University claims ownership from the results of "work product" to the extent the development of such product was directly supported by the University unless the University has released its claim in advance. (Income will be shared 50 percent with the faculty/staff inventor and 50 percent with the University.)

The University lays no claim to a product produced solely by one or more members of the faculty, staff, or student body without substantial or special use of University property and/or equipment and/or time allocated through University procedures (e.g., release time, sabbatical, etc.) and without financial support from the University-administered funds. The University makes no claim to the rights or income from copyrighted books, manuscripts, and other publications and works in all media now or hereafter known. To avoid the appearance of conflict of interest, royalties from purchase by Butler students which are required by the author for use in a class shall be paid to the University fund of choice. (The University's intellectual property policy can be found at <https://www.butler.edu/birs/university-policies>.)

#### B. Integrity

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Details can be found at <https://www.butler.edu/birs/responsible-research>.

#### C. Policies Governing Research

##### 1. Protection of Human Research Subjects

Butler University complies with all appropriate federal, state and local regulations for the protection of human research subjects and acknowledges and accepts its responsibilities for protecting the rights and welfare of human subjects. Any Butler-associated research involving human subjects is required to conform to these standards.

Butler University Institutional Review Board (IRB) reviews research that involves human subjects. This can include class projects that require students to gather data from human subjects. If the data gathered are part of a class project and will not be publicly disseminated or presented, IRB approval may not be needed. In the following pages, the official University policy is

presented. In the case of student research, it is the responsibility of the faculty advisor to inform students of the policies and procedures for obtaining proper approval. Such approval is required prior to the commencement of any contact with human subjects.

Application materials and copies of the Butler policy document are available at <https://www.butler.edu/birs/irb>. In addition to the application forms, a program statement describing the project, a detailed description of the methods to be employed, a copy of any materials (e.g., questionnaires) to be used, and the informed consent form must all be submitted. The investigator, whether student or faculty, should submit the applications to the director of BIRS. Once the IRB has made a decision, the investigator will be notified via campus mail. Any changes made to the protocol of the project must be approved by the IRB prior to their implementation. For further information regarding the IRB application process, please contact BIRS at 317-940-9766 or at <http://www.butler.edu/birs>.

## 2. Animal Use Policy

Butler University complies with the letter and the intent of appropriate federal, state and local regulations governing institutional animal care and use. The Butler University Institutional Animal Care and Use Committee reviews all protocols involving non-human vertebrate animals to ensure the ethical treatment of them. This includes animals to be used in laboratory courses as well as in research. It also includes animals that will be used off campus by members of the Butler community. Everyone working with animals must review the Butler University Principles of Humane Care and Use of Laboratory Animals and sign a verification that they are familiar with the information contained in that document. That document can be accessed online at <https://www.butler.edu/birs/animal-care>.

Information regarding the application process can be obtained from the animal care technician or from BIRS office at 317-940-9766.).

## 3. Institutional Biosafety

The Institutional Biosafety Committee (IBC) provides oversight of all Butler University research or instructional activities involving recombinant DNA (rDNA). In addition, this committee reviews animal care and use protocols to ensure the proper disposal of biohazardous materials. Additional responsibilities addressed by the committee include but are not limited to oversight of laboratory safety concerns for both academic and research laboratories. IBC members are appointed by the Provost, or designee, in consultation with the IBC chair. The committee comprises no fewer than five members and collectively includes experience and expertise in recombinant or synthetic nucleic acid molecules technology and the capability to assess the safety of recombinant or synthetic nucleic acid molecules research and to identify any potential risk to public health or the environment. The committee

also includes at least one individual with expertise in plant, plant pathogen, or plant pest containment principles, and at least one scientist with expertise in animal containment principles. At least two members are not affiliated with the institution. Members of the committee are allowed to submit protocols for approval by the committee but must absent themselves from the deliberations regarding their own protocol. For more information, please contact BIRS at 317-940-9766.

#### D. Conflict of Interest

The University is a nonprofit educational corporation organized under the laws of the State of Indiana. As a nonprofit institution, it is prohibited from engaging in any activity the primary purpose of which is to benefit financially any individual directly or indirectly. Moreover, the tax-exempt status of the University further prohibits any institutional income to be used for the personal benefit of any individual or group of individuals. In connection with the restrictions set forth above, this policy has been prepared to offer broad guidance to the members of the University's faculty and administration.

Employees are expected to remain free of interests or relationships that are, or appear to be, detrimental to the best interests and reputation of the University. Employees must avoid circumstances that cast doubt on their ability to act objectively and fairly regarding the University's business and interests. Should any such situation occur, the employee must discuss it with his/her immediate supervisor. The supervisor will be expected to exercise good judgment in deciding whether the case should be forwarded to the department chair or program director or the dean in order to advise the employee on the proper course of action. When issues involving conflict of interest cannot be resolved at the department, program, or college level, the Provost will make a determination. Failure to follow the Provost's directives with respect to the elimination of a conflict of interest will result in disciplinary action, up to and including termination of employment. For further details, refer to the Butler University Conflict of Interest policy at <https://www.butler.edu/hr/policies>.

#### E. Grants and Contracts

##### 1. External Grants, Fellowships, and Contracts

Every proposal submitted for external funding to any agency or organization must receive administrative approval by the University before it is submitted. Such proposals include those submitted for grants and fellowships for research, scholarly, creative, and programmatic projects, as well as contracts and subcontracts for external grants.

At least two weeks prior to the grant or fellowship application deadline, faculty should complete the Authorization for External Funding form and obtain the signatures of his/her department or program chair and dean. This form, which can be found at <https://www.butler.edu/birs/external-grants>, along with a draft of the proposal and budget, should be taken to the BIRS office. Faculty may still be fine-tuning their proposals during the two-week period between its submission and the application deadline. Only a near-finalized proposal narrative and budget are required for the review process to

begin. Once the application has been approved, faculty will receive a copy of the completed form and approval to submit the proposal. This process guarantees that the Provost, Vice President for Finance and Administration, departmental chairs or program directors, and college deans all approve of the timing of the award, as well as any other commitments (staffing, equipment and space, programmatic, curricular, and/or financial impact) made on behalf of the University. Awarded grants and fellowships are then administered through the University's Office of Budget and Grant Administration.

## 2. Butler Awards Committee Grants

The Butler Awards Committee (BAC) makes awards to support research and faculty development programs in the creative arts, social sciences, and humanities. BAC awards are made for research projects, for travel to present at conferences, for instructional development, and for courses that support faculty development. The program is overseen by the director of BIRS, and awards are made by the BAC. For a complete description of BAC grant opportunities, including application deadlines and requirements visit <https://www.butler.edu/birs/bac>.

## 3. Holcomb Awards Committee Grants

The Holcomb Awards Committee (HAC) makes awards to support research projects and faculty development programs in the natural sciences, the social sciences, and the mathematical and physical sciences. HAC awards are made for research projects, for summer fellowships, for travel to present at conferences, for instructional development, and for courses that support faculty development. The program is overseen by the director of BIRS, and awards are made by the HAC. For a complete description of HAC grant opportunities, including application deadlines and requirements visit <https://www.butler.edu/birs/hac>.

In an effort to support students' interests and accomplishments in conducting creative and research projects, Butler University has made funds available to aid these endeavors. Specifically, there are two types of grants available to Butler undergraduate students: The Travel-to-Present Grant and the Thesis Grant. In addition to these grants, the Butler Summer Institute (BSI) offers students an opportunity to work on a research project during the summer. All proposals (including BSI) are considered by the Programs for Undergraduate Research Committee. The committee is made up of faculty members from across the University. The Director of Undergraduate Research and Prestigious Scholarships serves as the liaison between students and the committee. Information regarding undergraduate research may be found on the Center for High Achievement and Scholarly Engagement's (CHASE) website: [www.butler.edu/chase](http://www.butler.edu/chase).

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Section: 20.30 Policies and Procedures	
<b>Item: 20.30.60 Policies on Outside Consulting/Commitments</b>	<b>Page 1 of 1</b>

A. Outside Consulting and Commitments

A full-time faculty member’s primary professional responsibility shall be to Butler University. Therefore, a full-time member of the faculty shall request prior approval for, and report to his or her dean, any outside employment for compensation or non-compensated external commitment which may draw significantly on the faculty member’s time.

Compensated outside employment and other such commitments shall not exceed a reasonable proportion of the faculty member’s time—normally the equivalent of one day per week—or infringe upon stated conditions of employment. Such commitment shall be appropriate to the professional status of the faculty member, and shall not interfere with class schedules, academic advising, research, committee service, or other customary faculty obligations.

Each college dean in consultation with the college faculty and the Provost may establish additional guidelines appropriate for that college. It is the responsibility of each college dean to review faculty adherence to University and college guidelines.

B. Outside Teaching

Full-time faculty members are not ordinarily permitted to teach at other institutions. However, a faculty member may, with the approval of the dean and the Provost, accept a limited teaching assignment for another institution if such assignment will not have a deleterious effect upon his or her duties at Butler. Such outside assignments ordinarily are for one semester.

Chapter: 20 Faculty Policies	Effective/Revised: 2016
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.70 Leaves: Sabbaticals, Leave without Pay, Exchanges</b>	<b>Page 1 of 3</b>

A. Sabbaticals

1. Purpose of the Sabbatical

The sabbatical should contribute to the professional development of the faculty member and to the enhancement of the University's academic programs.

It is incumbent upon the candidate to demonstrate that the sabbatical will contribute to his or her professional growth and to Butler University.

2. Policies

- a. Sabbatical leaves may be taken for one semester with full pay or for two semesters with half pay.
- b. A faculty member must have completed at least six years of consecutive full-time service at Butler University at the rank of assistant professor or higher before taking a sabbatical leave. A faculty member who has been granted a sabbatical leave shall serve six years after the completion of that leave before taking another sabbatical leave. Exceptions to the six-year waiting period may be made by arrangement with the college dean.
- c. Faculty members are expected to teach at Butler University for at least one year following a sabbatical leave.

3. Procedures

- a. An application for sabbatical leave is initiated through discussion of the applicant's plans with the department chair or program director, who will make a recommendation to the dean. Applications must be submitted to the department chair or program director, or dean where no departments exist, according to the current calendar of Key Academic Affairs Dates (available in the Provost's office and at <https://www.butler.edu/provost/key-academic-dates>) for sabbatical leaves for the following academic year. (The form required to make application for a leave is available on the University's network at \\bufiles\group\APPPC\Forms.) The department chair or program director forwards the application, with a recommendation, to the dean. Following the deadlines listed in the Key Academic Affairs Dates calendar, the dean reviews the application, and forwards it, together with the recommendations of both the dean and the department chair

or program director, to the Provost. The Provost then reviews the application and the recommendations, and informs both the dean and the applicant of the disposition of the application.

In cases where an application for a full year's leave depends upon extramural funding, the Provost may offer tentative approval on December 1, and full approval once the outcome of a grant proposal is known. If a funding proposal fails but the project is deemed viable, the Provost will consult with the dean and the faculty member to determine whether a one-semester sabbatical is appropriate.

- b. When necessary, a sabbatical leave may be applied for up to two years in advance in order to facilitate making grant applications and avoiding other scheduling problems.
- c. Recipients of sabbaticals will be required to submit a detailed report to the department chair or program director and dean within two months after the beginning of the semester immediately following the leave. The dean shall review and forward the report, together with his or her evaluation, to the appropriate administrative officers.

#### 4. Benefits While on Sabbatical

- a. **Medical, Dental and/or Vision Insurance**  
A faculty member on approved sabbatical may choose to discontinue coverage of the University's Plan(s), without penalty, if he/she proves that coverage is being provided as a part of the sabbatical leave arrangement with another institution. The faculty member is reinstated in the University Plans upon returning to Butler provided that the member is actively at work, and subject to the terms and conditions of the group insurance policies. This provision does not apply if the member is planning to use a socialized or national medical plan of another country.

If a faculty member chooses to stay on the plan(s), the premium(s) are at the same contribution level as active faculty members for up to one year.

- b. **Income Protection and Life Insurance**  
If on a paid sabbatical, coverage continues and benefits are based on the base salary. If on an unpaid leave, benefits continue for only six months.
- c. **Short Term and Long Term Disability Insurance**  
If on a paid sabbatical, coverage continues and benefits are based on the base salary. If on an unpaid leave, benefits continue for only six months.

- d. Retirement Contributions  
University retirement contributions continue based on the sabbatical salary and continued contributions by the faculty member. If the leave is unpaid, no contributions are made.

B. Faculty Leave Without Pay

- 1. Purpose of Faculty Leave Without Pay  
Unpaid scholarly leave should promote professional development and intellectual achievement of the individual faculty member and enhance the stature of Butler University. Faculty members may also request leave on the basis of medical or family circumstances (see <https://www.butler.edu/hr> for details).
- 2. Policies
  - a. Such leaves will normally not exceed one academic year.
  - b. Leaves of absence do not count as eligibility time for sabbatical leaves. At the discretion of the dean of the college and provided the leave is directly related to one's professional development, the leave may count as eligibility time for promotion and tenure. This decision must be made in advance of the leave.
- 3. Procedures
  - a. A faculty member who wishes to request leave without pay should consult the department chair or program director and dean as soon as possible, allowing at least one full semester of notice.
  - b. In establishing the salary of a returned faculty member who has been on leave for professional reasons, the department chair or program director and dean will take into consideration the nature of the faculty member's services and experiences since the last evaluation.

C. Faculty Exchanges

- 1. Faculty exchanges are encouraged if the result is enrichment of University programs.
- 2. Faculty members may apply to the dean for funds to cover exchange costs.
- 3. The order in which the application is considered for approval is to the department chair or program director, dean, Provost, and President.

Chapter: 20 Faculty Policies	Effective/Revised: 2014
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.80 Severance Policy and Procedures</b>	<b>Page 1 of 1</b>

A. Notification of non-reappointment of full-time tenure-track faculty during the probationary period will be given as follows:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of the academic year; or, if a one-year appointment, at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that academic year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least 12 months before the expiration of an appointment, after two or more years in the institution.

**B. Resignation**

As a matter of fairness and professional ethics, the University expects faculty members to be bound by the traditional dates of notification: that is, not later than May 15, or 30 days after receiving notification of the terms of continued employment the following academic year, whichever date occurs later.

**C. Termination of Tenured Faculty**

Termination of tenured faculty members shall be for cause only, except when demonstrable financial exigencies of the University or formal discontinuance of a program or department of instruction permit no other course of action. Causes that warrant termination of employment may include, but are not limited to, professional incompetence or conduct that substantially impairs the faculty member's performance of his/her responsibilities.

Chapter: 20 Faculty Policies	Effective/Revised: 2015
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.85 Benefits for Retired Faculty</b>	<b>Page 1 of 1</b>

Retired faculty members can continue membership in the University's medical plan at full cost of active plan participants if they are not eligible for Medicare. If the retiree is eligible for Medicare at the time of retirement, they may participate in the Medicare supplement plan (medical/Rx) offered through the University.

Retired faculty are entitled to a continuation of tuition remission benefits at Butler University as outlined in the tuition remission policy. A copy of the policy and procedures is located in HR or online at [butler.edu/hr](http://butler.edu/hr).

Retired faculty are invited to Senate meetings, where they have the privilege of the floor; and to convocations of the faculty, where they have the privilege of marching in processions in academic regalia.

They are entitled to continued participation in college activities, use of the University's facilities and services such as the library, access to email and IT Help Desk support (limited to email assistance and friendly advice), as well as the opportunity to pay for a membership to the Health & Recreation Complex (HRC). They are entitled to an identification card and any discounts associated with the use of the identification card. They may use special equipment and room space to the extent of availability.

Chapter: 20 Faculty Policies	Effective/Revised: 2017
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.90 Anti-Harassment, Consensual Relationships, Workplace Violence</b>	<b>Page 1 of 1</b>

The policy titled Anti-Harassment, Consensual Relationships, Workplace Violence has been replaced by two policies which are the official University policies outlining anti-harassment and grievance procedures. These policies are (1) Policy on Sex Discrimination, Sexual Harassment, Sexual Misconduct, and Domestic Violence and (2) Non-Discrimination Policy (Not including Gender-based Discrimination). These policies are available on the HR website at <https://www.butler.edu/hr/policies>.

Chapter: 20 Faculty Policies	Effective/Revised: 2017
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.95 Non-Discrimination Policy</b>	<b>Page 1 of 1</b>

The policy titled Non-Discrimination Policy has been replaced by two policies which are the official University policies outlining anti-harassment and grievance procedures. These policies are (1) Policy on Sex Discrimination, Sexual Harassment, Sexual Misconduct, and Domestic Violence and (2) Non-Discrimination Policy (Not including Gender-based Discrimination). These policies are available on the HR website at <https://www.butler.edu/hr/policies>.

Chapter: 20 Faculty Policies	Effective/Revised: 2017
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.100 Grievance Policy and Procedure</b>	<b>Page 1 of 5</b>

N.B. Butler University's has two policies, namely the Policy on Sex Discrimination, Sexual Harassment, Sexual Misconduct, and Domestic Violence and the Non-Discrimination Policy (Not including Gender-based Discrimination) outlining anti-harassment and grievance procedures (<https://www.butler.edu/hr/policies>).. Any grievance made on the basis of discrimination of any member of the campus community in whole or in part pertaining to their actual or perceived membership in the protected classes listed within these two policies and will be remedied according to the procedures outlined in them. Other grievances may be remedied according to the procedures listed below.

A. Preliminary Procedures and Conditions

The grievance procedures outlined herein should be initiated only after a genuine attempt has been made to resolve differences informally. A faculty member who feels aggrieved should attempt to meet with the appropriate individual or individuals to discuss the matter and reach a mutual understanding or resolution if at all possible. Only if the matter cannot be resolved informally should recourse to these formal grievance procedures be utilized. The grievance process must be initiated no later than 60 working days after the discovery of the circumstances giving rise to the grievance.

B. Definition of Terms

1. Grievance

A grievance is a written complaint against the University by an individual about a decision or action of the University directly affecting her/him. The grievance must be based on a complaint by an individual that a decision was made or action taken by the University in a manner which violated duly established procedures, or that the individual was not accorded fair and impartial treatment.

Reviews of tenure, promotion, and reappointment decisions are to be in accord with AAUP grievance policy on such matters. This policy states that the review of negative decisions believed to be the result of inadequate consideration should address procedural rather than substantive issues, with the understanding that the review committee should not substitute its judgment on merits for that of the faculty body's judgment. The Professional Appeals Committee may request reconsideration by the faculty body if it believes adequate consideration was not given to the faculty member's performance.

2. Grievant

All those members of the faculty as defined in Section 20.10 above, including those on approved leave of absence with or without pay, may avail themselves of these grievance procedures. A former faculty member whose appointment is no longer in effect may not file a grievance.

3. Respondent  
The dean of the college shall respond to the grievance, representing the University. When the dean is substantially involved in the grievance, this responsibility goes to the Provost or their designee.
4. Working Day  
Working days are defined as Monday through Friday of those periods during which the administrative offices of the University are open.
5. Professional Appeals Committee  
The Professional Appeals Committee shall be composed of seven faculty members: one tenured faculty member elected by the faculty of each of the six colleges and one elected from the faculty librarians. Both the grievant and the respondent shall remove one member of the committee to form a five-member Grievance Committee for each individual case. Removal of a committee member by both the respondent and the grievant shall occur independently within five working days of notification of the time limit by the chair of the Faculty Senate. If the same person is removed by both parties, the final additional person shall be removed by lot. Each five-member Grievance Committee shall elect its own chairperson. The standing Professional Appeals Committee will serve for one year, from September through August. Grievance Committee members will serve until the grievance is resolved or the committee's work on that grievance is complete.

C. Procedures for Grievance

1. The grievant addresses a letter of complaint to the chair of the Faculty Senate with a copy to the dean of the grievant's college and the Provost. The letter shall contain a statement that a grievance is being filed, a statement of the circumstances giving rise to the grievance, a description of the efforts made to resolve the matter informally with an identification of all persons involved in those efforts, and a statement of the remedy sought or proposed resolution. The grievant is encouraged to support the letter with any documentation that supports the contention. The letter of the grievant must be in the hands of the chair of the Faculty Senate no later than 60 working days after the discovery of the circumstances or administrative decision giving rise to the grievance.

The chair of the Faculty Senate shall respond to the letter of complaint and inform the grievant of the process that will be followed. The grievant will be notified of the time limits of the process. The grievant and respondent will be notified of the grievant's right to have access to his/her personnel file. The grievant shall be reminded that the subsequent discussion is limited to the original letter of complaint. New charges cannot be introduced during the process.

At this time, the chair of the Faculty Senate will constitute the grievant's Grievance Committee within 15 working days following receipt of the letter

of complaint. At this point, all grievant's material and communications are to be transmitted directly to the chair of the Grievance Committee.

2. The chair of the Grievance Committee shall request and receive a written response to the grievant's letter within twenty 20 working days from the respondent. A copy of the response shall be forwarded to the grievant. The response shall state the University's position with respect to the facts alleged by the grievant, shall provide any additional relevant facts, and shall comment on the grievant's proposed resolution. The chair of the Grievance Committee may subsequently, at their discretion, meet with the grievant or respondent in an effort to clarify relevant facts soon after receipt of the University response.

The chair of the committee may also suggest to the grievant that an additional effort to resolve the matter informally should be undertaken. The grievance process cannot, however, be stopped without a written request to do so by the grievant and the consent of the respondent (see paragraph 5 below).

3. Within 15 working days after receipt of the University's response, the Grievance Committee will decide whether the preliminary procedures have been followed and will so inform the grievant in writing, with a copy to the respondent and the Provost. If preliminary procedures have been followed, the committee will then schedule a hearing to be held within 20 working days. However, an attempt may be made to resolve the matter informally.
4. The grievance hearing is not a legal process but a collegial process, which is an effort by peers to make a fair determination. The grievant should inform the committee of their desire to include advisors at the hearing by presenting to the committee the names of the advisors as well as a list of witnesses. The Grievance Committee reserves the right to dismiss a witness if it appears that the testimony is irrelevant. The witnesses will be informed of the time and place of the hearing, together with their scheduled time for appearance. At the time the grievant suggests witnesses, the Grievance Committee should be informed of the questions the grievant would like asked of the witness. The witness list will be given to the respondent by the Grievance Committee after the witness list is available so that the respondent will have at least seven working days to prepare.
  - a. The hearing is closed, and no observers will be allowed. In addition to the Grievance Committee, only the grievant, the respondent, advisors of the grievant and the respondent, and the individuals giving testimony may be present. The Provost and/or their designee may also attend.
  - b. The letter of complaint from the grievant and the letter of response from the University are read. The letter of response from the respondent must state reasons for not agreeing with the grievant's position.

- c. The grievant presents evidence to support their claim of a grievance, calling whatever witnesses they choose. All evidence and witnesses presented must pertain to the allegations as stated in the original grievance. New charges cannot be introduced during the hearing process. The grievant has the right to respond to the respondent's response to the grievance.
- d. The committee will conduct the hearing and the chair will direct the proceedings. Advisors are present only to advise participants and will not be permitted to question witnesses or others. With permission of the chair, the grievant or the respondent has the right to question directly each witness after that witness has concluded their testimony.
- e. The respondent may present evidence to support a contention that the grievant's claim should not be allowed. The respondent may also call witnesses and question the grievant directly during the hearing.
- f. The grievant and the respondent will have the opportunity to present a closing statement to the Committee.
- g. Following the hearing, the grievant or respondent may present additional supporting materials or documentation pertaining to issues raised during the hearing. Notice of intention to submit additional materials must be given to the committee no later than two working days after the hearing. These materials must be submitted no later than five working days following the hearing to the office of the chairperson so that the committee may consider these materials during its post-hearing deliberations.
- h. The Grievance Committee will meet in private to discuss and decide the case.
- i. As soon as reasonably possible, normally no more than ten working days after the close of the hearing, the Grievance Committee will issue a written decision and communicate it to the grievant and to the respondent, with a copy to the Provost and the President of the University. The decision of the Grievance Committee shall be based only on evidence introduced at the hearing, or materials provided under (g) above.
  - 1) If the complaint is disallowed, the case is dismissed.
  - 2) If the complaint is found to be valid, the Grievance

Committee shall recommend an equitable and appropriate resolution of the grievance.

- 3) The chair of the Faculty Senate will be informed that the Grievance Committee has concluded its hearing and issued a report to the President.
  - 4) The decision of the President regarding the disposition of the grievance is final.
- j. At the conclusion of the grievance process, all files and documentation compiled by the Grievance Committee during its deliberations will be forwarded to the chief executive of the Human Resources, who will arrange for the archiving of these records.
5. An informal resolution may be reached and the grievance process may be stopped at any time. In the case of an informal resolution that occurs after the formal grievance procedures have begun, the grievant shall write a letter to the chair of the Grievance Committee requesting that the process end. Stopping the grievance process requires the consent of both the grievant and the respondent, and the chair of the Grievance Committee shall solicit a short letter of agreement from the respondent to stop the process. The chair shall then write a brief report on the outcome of the grievance and deliver this report, together with the grievant's letter, to the chair of the Faculty Senate.

Chapter: 20 Faculty Policies	Effective/Revised: 2010
Section: 20.30 Policies and Procedures	
<b>Item: 20.30.110 Scholarly and Scientific Misconduct</b>	<b>Page 1 of 1</b>

The basic principle in the conduct of scholarly research rests on objective inquiry and the pursuit of truth. Integrity in the conduct of scholarly activity is essential and must be maintained. Although instances of misconduct are rare, it is acknowledged that they do occur. Once they do occur, they present a serious threat to continued public confidence in the integrity of scholarship and the stewardship of funds that support the scholarly activity. This policy provides the basis for uniform procedures for dealing with instances of alleged or apparent misconduct, as the term is defined herein, and the responsibilities for such actions.

Information concerning research integrity, compliance, and education as well as a link to the complete Policy for Responding to Allegations of Misconduct in Scholarly Activity may be found on the Butler Institute for Research and Scholarship website at <https://www.butler.edu/birs/research-compliance>.

Chapter: 20 Faculty Policies	Effective/Revised: 2010
Section: 20.40 Discontinuance or Reorganization of Programs	
<b>Item: Discontinuance or Reorganization of Programs</b>	<b>Page 1 of 2</b>

- A. Programs at the University may be discontinued, reduced, or substantially reorganized for reasons of financial exigency or substantial educational reasons.
- B. In any discontinuance or reorganization of programs, it is the policy of the University to fulfill these goals:
1. to protect the integrity of the University and its programs, and
  2. to make any reductions follow an orderly and predictable process.
- C. For any discontinuance or reorganization of programs involving considerations of terminating full-time faculty members, it is the policy of the University (to the extent consistent with the degree of financial exigency) to do the following:
1. to preserve the rights of tenured faculty members,
  2. to fulfill contracts with untenured faculty members, and
  3. to share the burden of corrective action with various categories of personnel of the University.
- D. Financial Exigency: Termination of an appointment with continuous tenure, or of a probationary or special appointment before the end of a specified term, may occur under extraordinary circumstances because of a demonstrably bona fide financial exigency, i.e., an imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means.
- E. Discontinuance of Program or Department Not Mandated by Financial Exigency: Except in the most extraordinary circumstances, all tenured faculty members and those on continuous appointment will retain their positions. The following standards and procedures will apply:
1. The decision to discontinue a program or department of instruction will be made by the Board of Trustees only after full deliberation on the educational considerations. It is the function of the faculty as a whole to report to the board its view concerning the relevant educational considerations in such cases. "Educational considerations" do not include cyclical or temporary variations in enrollment. They reflect long-range judgments that the educational mission of the institution as a whole will be enhanced by the discontinuance. The Faculty Senate will follow regular governance procedures for reviewing and responding to proposals from the administration for such program discontinuance, referring the latter to the appropriate committees and councils.
  2. Before the administration issues a notice of its intention to terminate a faculty member as a result of such program discontinuances, the institution will make every effort to place the faculty member concerned in another suitable

position. The University does not intend to force such a placement in the case of substantive objection by affected faculty members and/or departments or units. If placement in another suitable position would be facilitated by a reasonable period of training, financial and other support for such training will be offered.

3. A faculty member may appeal a proposed relocation or termination resulting from a discontinuance of a program and has a right to a full hearing before a faculty committee. See the grievance procedure specified in Item 20.30.100 above.
4. The administration will provide written notification to all faculty affected by the discontinuance or reorganization, including (a) a statement of the basis for its action, (b) a description of the manner in which the decision in question was reached, and (c) information regarding procedures for appealing the decision.
5. The administration recognizes its obligation to reappoint personnel who have been terminated through a reduction in faculty insofar as circumstances permit within a three-year period following such action, during which time affected faculty members will be granted first refusal of re-established positions for which they are qualified.
6. The administration will make every effort to extend to affected faculty members, from the date of termination to the second anniversary of the date of notice, all health insurance benefits to which they would have otherwise been entitled.

Chapter: 50 Appendices	Effective/Revised: 2010
Section: 50.10 Appendix A: <b>Academic Integrity Policy for Students</b>	
<b>Page 1 of 2</b>	

Please note that the following comes from the *2012-2013 Student Handbook* and is intended for students. However, faculty are expected to meet the same standards the University would expect from students.

Butler University is an academic community. It exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical and social development of students, and the general well being of society. All members of our community have an obligation to themselves, to their peers and to the institution to uphold the integrity of Butler University. In the area of academic integrity, this means that one's work should be one's own and that the instructor's evaluation should be based on the student's own efforts and understanding. When the standards of academic integrity are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized.

Students are responsible for being fully aware of what constitutes academic dishonesty; claims of ignorance cannot be used to justify or rationalize dishonest acts. Academic dishonesty can take a number of forms, including but not limited to cheating, plagiarism, fabrication, facilitation, and interference:

**Cheating** includes receiving or giving help on papers, experiments, reports, compositions, projects, or examinations without the instructor's permission. It also includes submitting part of or all of the completed assignment of another person as one's own work. Of special note and concern is the use of purchased research papers. It is a violation of the regulations of Butler University for a student to purchase a term paper. Cheating is also using unauthorized materials and aids, such as books, one's own notes or those of another, and calculators during an examination.

**Plagiarism** is the fraudulent misrepresentation of any part of another person's work as one's own. Submitting any writing, including take-home exams, that does not properly acknowledge the quoting or paraphrasing of another person's words, or that fails to give proper credit for another person's ideas, opinion, or theory is plagiarism. Any unacknowledged use of sources to which one is indebted including but not limited to, music, video, audio, theatre projects, compositions, website, and computer software constitutes plagiarism.

**Fabrication** is the falsification or invention of information or data in reports, lab results, bibliographies, or any other academic undertaking.

**Facilitating** academic dishonesty involves assisting someone in an act of dishonesty.

**Interference** includes the theft, alteration, destruction, or obstruction of another student's work. Interference may take the form of the theft, defacements, or destruction of resources, e.g., library periodicals and books, so as to deprive other students of information.

The requirements of academic integrity also extend to academic activities involving computers and

networks and unethical/unprofessional conduct specific to academic programs. (See *Computer Use Policy*)

A person who violates the standards of academic integrity undermines the values integral to the educational mission of Butler University. Academic dishonesty is a serious offense, harming both the community and the perpetrator, and Butler University has, accordingly, adopted procedures for dealing with possible instances of academic dishonesty. A college may also adopt its own procedures for dealing with academic integrity issues. (Procedures found in the *Rights and Responsibility* section).

Chapter: 50 Appendices	Effective/Revised:
Section: 50.20 Appendix B: <b>Academic Integrity Procedures for Students</b>	2010
<b>Page 1 of 2</b>	

Note that the following procedures refer to students. Please refer to 20.30.110 Scholarly and Scientific Misconduct for procedures referring to faculty.

In cases of potential academic integrity violations by students, Faculty members must follow the procedures as outlined in the current Student Handbook. The current Student Handbook may be found in the Student Affairs office or at this website <https://www.butler.edu/student-handbook/academic-integrity>.

Chapter: 50 Appendices	Effective/Revised: 2014
Section: 50.30 Appendix C: <b>Faculty Hiring Procedures</b>	
<b>Page 1 of 1</b>	

## Faculty Hiring

One of Butler University's greatest strengths is its accomplished and dedicated faculty. To maintain the academic quality of our programs, we invest considerable time, effort, and resources to recruit faculty who are excellent teacher-scholars and who represent a broad range of disciplinary expertise and experiences. Furthermore, we know that to attract students, to prepare them for a complex, multifaceted, multicultural, global environment, and to educate them for lives of meaning and purpose, our faculty must represent the same. Our entire University is strengthened when the community is revitalized by well-qualified faculty who increase the diversity of recognized academic and artistic accomplishments, provide academic role models for their students and the community, and culturally enrich the life and mission of the University.

Searches are not only critical elements in the renewal of the faculty, but they also reflect upon the quality and reputation of Butler University. We want all candidates, even those whom we do not hire, to have a positive experience with the University. Therefore, we should strive to have all aspects of a search conducted in an informed, professional manner that not only brings us the best possible colleagues, but also that treats all applicants legally, ethically, and courteously.

For further detail and information about conducting a faculty search, please see the current version of *Faculty Hiring* available at <https://www.butler.edu/provost/resources>.

Chapter: 50 Appendices	Effective/Revised:
Section: 50.40 Appendix D: <b>Process for New Appointment Offers</b>	2010
<b>Page 1 of 1</b>	

50.40 Appendix D was deleted in December 2013. See 50.30 Appendix C for relevant information.

Chapter: 50 Appendices	Effective/Revised:
Section: 50.50 Appendix E: <b>Faculty Appointment Form</b>	2010
<b>Page 1 of 1</b>	

50.50 Appendix E was deleted in December 2013. See 50.30 Appendix C for relevant information.

Chapter: 50 Appendices	Effective/Revised: 2016
Section: 50.60 Appendix F: <b>Tenure/Promotion Calendar</b>	
<b>Page 1 of 1</b>	

The *Handbook* states: “The Provost’s Office will maintain a calendar setting the schedule for promotion, tenure, reappointment and review” (20.30.30).

**Beginning of each calendar year:** Provost will send to each college dean a list of faculty members who are eligible for review during the coming academic year.

The current dates as set by the Provost’s office are accessible on the provost’s webpage, , <https://www.butler.edu/provost/key-academic-dates>.

Chapter: 50 Appendices	Effective/Revised: 2017
Section: 50.70 Appendix G: <b>Statement on Anti-Harassment, Consensual Relationships and Workplace Violence</b>	
<b>Page 1 of 1</b>	

**SEXUAL HARASSMENT, SEXUALLY INAPPROPRIATE BEHAVIOR, AND  
CONSENSUAL RELATIONSHIPS**

Butler University's has two policies, namely the Policy on Sex Discrimination, Sexual Harassment, Sexual Misconduct, and Domestic Violence and the Non-Discrimination Policy (Not including Gender-based Discrimination) outlining anti-harassment and grievance procedures (<https://www.butler.edu/hr/policies>). Any grievance made on the basis of discrimination of any member of the campus community in whole or in part on the basis of their actual or perceived membership in the protected classes listed within the these policies will be remedied according to the procedures outlined in them; this includes grievances related to sexual harassment and sexually inappropriate behavior.

**CONSENSUAL RELATIONSHIPS**

The University's educational mission is promoted by professionalism in faculty-student and staff-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members, staff, and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University's educational mission. Trust and respect are diminished when those in positions of authority abuse their power. Faculty and staff members must avoid conflicts of interest that interfere with the fulfillment of their responsibilities. Furthermore, a relationship between a faculty or staff member and a student may affect other students, faculty, or staff because it places the faculty member or staff member in a position to favor, or appear to favor, or advance one student's interest at the expense of others, and implicitly makes obtaining benefits contingent on amorous or sexual favors. The University regards all consensual relationships as personal matters between consenting adults, but prohibits actions or the creation of an atmosphere that undermine the necessary professionalism of working and teaching relationships. This includes faculty dating students in their class or college, or supervisors dating subordinates who report to them, and other relationships as they relate to other necessary University functions of student and personnel evaluation and the allocation of resources.

A complete version of this policy is available at <https://www.butler.edu/hr/policies>.

Chapter: 50 Appendices	Effective/Revised: 2016
Section: 50.80 Appendix H: <b>Intellectual Property</b>	
<b>Page 1 of 1</b>	

The purpose of this policy is to establish general guidelines for the determination of ownership of patent, trademark, and copyright rights created or developed by employees (both faculty and staff) of Butler University (the "University") within the scope of their employment and created or developed by students of the University while engaged in certain activities with the University.

The complete document can be found in the University Policies section of the Butler Institute of Research and Scholarship website at <https://www.butler.edu/birs/university-policies>.

50.90 Appendix I was deleted in September 2015.  
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