

## INTRODUCTION

It is important to recognize that the policies contained in the Quinnipiac University Manual of Institutional, Academic and Personnel Policies are official policies to which the University is committed in its dealings with faculty, staff, and students, independent of any other documents, contractual obligations or laws. Any changes in these policies would require formal action by, and approval of, the full Board of Trustees.

The Quinnipiac University Manual of Institutional, Academic and Personnel Policies was reviewed in draft form during the 1995-96 academic year by the University's Planning Council consisting of the President's Cabinet, the Deans and the Chair and Vice-Chair of the Faculty Senate, as well as by the Academic Affairs Committee of the Board of Trustees. The draft document was also reviewed by a committee of, and the full, Faculty Senate. The first final draft of this Manual was subsequently approved by the Faculty Senate, the President's Cabinet and by the full Board of Trustees at its meeting on May 14, 1996. This most recently updated edition of the Manual was approved by the full Board of Trustees at its meeting on September 28, 2004.

The Quinnipiac University institutional, academic and personnel policies set forth in this manual, as well as all University policies, must conform to all applicable local, state, and federal laws and negotiated agreements with bargaining units. Such laws and agreements will take precedence over University policies in case of conflict.

This compilation of major University policies may not include all policies, practices and procedures of the institution. Other University policies may be found in the University Catalog, the Student Handbook, Quinnipiac University Law School Policies, and other University publications.

# QUINNIPIAC UNIVERSITY MANUAL OF INSTITUTIONAL, ACADEMIC AND PERSONNEL POLICIES

<b>I.</b>	<b>Mission Statement</b> .....	1
<b>II.</b>	<b>General Institutional Policies</b>	
	A. Retirement Annuity Program.....	2
	B. Education Benefits.....	2
	C. Early Retirement.....	3
	D. Institutional Records.....	4
	E. Personnel Files--Staff.....	4
	F. Domestic Partner Benefits.....	4
	G. Family and Medical Leave.....	6
	H. Stipends for Leadership/Service Positions.....	6
	I. Equal Employment Opportunity/Affirmative Action.....	6
	J. Sexual Harassment and Other Unlawful Harassment.....	7
	K. Conflict of Interest in Supervision.....	8
	L. Disabilities.....	8
	M. Drug-free Environment.....	8
	N. Smoke-free Environment.....	9
	O. Safety and Health.....	9
	P. Education Benefits for Study Abroad.....	9
	Q. University Mail Center.....	10
	R. Use of Computer and Information Resources.....	10
	S. Telephone/Voice Mail.....	12
	T. University Advertising, Publications, Internet and Media Relations.....	12
	U. University Fund Raising.....	13
	V. Official University Holidays.....	13
	W. Student Records and Release of Information.....	14
<b>III.</b>	<b>Academic and Faculty Personnel Policies (non-Law School)</b>	
	A. Academic Freedom.....	15
	B. Competitive Salaries.....	16
	C. Academic Rank Requirements.....	18
	D. Granting of Tenure.....	22
	E. Teaching Load.....	23
	F. Summer Research Grants.....	24
	G. Sabbatical and Leave Policy.....	24
	H. Personnel Files.....	25
	I. Grading Practices and Procedures.....	27
	J. Academic Integrity Policy.....	28
	K. Midterm Grades.....	31
	L. Final Examinations.....	31
	M. Procedure to Appeal a Final Grade.....	32
	N. Class Attendance.....	33

O. Academic Good Standing .....	33
P. Academic Achievement and Graduation .....	34
Q. University Core Curriculum .....	35
R. Departmental Instructional Practices .....	37
S. Adjunct Faculty Salary Rates.....	37
T. Selection of Departmental Chairpersons .....	37
U. Full-Time Faculty Role in Approving Degrees, Courses, and Faculty Appointments.....	38
V. Emeritus Status .....	38

**IV. Academic and Faculty Personnel Policies (School of Law)**

A. Academic Freedom .....	39
B. Conditions of Employment .....	40
C. Faculty Obligations .....	40
D. Sabbatical and Leave Policy .....	41
E. Emeritus Status .....	42
F. Director of the Law Library .....	42
G. Professor of Legal Writing.....	43
H. Assistant Professor of Legal Skills .....	44
I. Clinical Professor.....	45

## **I. MISSION STATEMENT**

Quinnipiac University, founded in 1929, is a private, coeducational, non-sectarian institution of higher education. It is primarily a residential campus in a uniquely attractive New England setting. Quinnipiac's mission is to provide a supportive and stimulating environment for the intellectual and personal growth of undergraduate, graduate, and continuing education students.

The University offers broadly based undergraduate programs together with graduate programs in selected professional fields. At the undergraduate level, through integrated liberal arts and professional curricula, programs in the Schools of Business, Communications, Health Sciences, and the Colleges of Liberal Arts and Professional Studies, prepare students for career entry or advanced studies. Graduate programs are designed to provide professional qualifications for success in business, education, health sciences, communications, and law.

An education at Quinnipiac embodies the University's commitment to three important values: excellence in education, a sensitivity to students, and a spirit of community. Academic programs and services are offered in a highly personalized learning environment featuring small classes and ready access to faculty, reflecting the University's commitment to excellence in teaching, as well as support for scholarship and professional development. The entire University shares a service orientation toward students and their needs. Its collegial atmosphere fosters a strong sense of community, identity, and purpose among faculty, staff, and students.

Quinnipiac University strives to prepare graduates who manifest critical and creative thinking, effective communication skills, informed value judgments, and who possess an educational foundation for continued growth and development in a changing world of diverse cultures and people. Through public service and cultural events, Quinnipiac extends its resources to the professions and communities that it serves.

## **II. GENERAL INSTITUTIONAL POLICIES**

### **A. RETIREMENT ANNUITY PROGRAM**

Faculty and administrators are eligible to participate in Quinnipiac's retirement-annuity plan (TIAA-CREF, Fidelity Investments, T. Rowe Price, Stein Roe Mutual Funds, American Century Investors, and Vanguard Group). During the first five years of employment, participation in the plan requires a contribution of 5% of contract salary from the faculty or staff member and a 5% contribution from Quinnipiac. After five years of continuous employment, Quinnipiac contributes an amount equal to 10% of the contract salary of the faculty or administrator. At that time, the faculty or administrator may discontinue any contribution to the plan. Faculty and administrators may contribute more than 5% to the plan. Quinnipiac's contribution level, however, remains at a 5% match during the first five years of employment and 10% contribution thereafter.

Faculty and administrators may make tax-deferred contributions to the retirement-annuity plan, subject to limitations prescribed by the Internal Revenue Service.

Faculty and administrators are eligible to participate in the Supplemental Retirement-Annuity Plan offered by TIAA-CREF. Quinnipiac makes no contribution to this plan.

All other employees should refer to the Office of Human Resources for their respective benefits.

### **B. EDUCATION BENEFITS**

Faculty and administrators, their dependent children, same-sex domestic partners and legal spouses, consistent with items (A), (B), (C), and (D) below, may attend Quinnipiac University tuition-free. They are subject to the same admissions and academic eligibility standards and procedures as are in effect for other students. Registration fees, insurance fees, laboratory fees, activity fees, residence fees, dining service fees, and other similar fees must be paid by the employee.

- (A) All current faculty and administrators.
- (B) Faculty and administrators who retire from the University at age 62 or older, provided they had accumulated at least five consecutive years of full-time employment immediately prior to their retirement.
- (C) Faculty and administrators who become permanently disabled while employed by the University, provided that they had accumulated at least three consecutive years of full-time employment immediately prior to their disability.
- (D) Faculty and administrators who die while employed at Quinnipiac, provided that they had accumulated at least five consecutive years of full-time employment immediately preceding their death, will be entitled to the education benefits in effect for their

dependent children, legal spouse and same-sex domestic partner who exist at the time of the death.

Eligible faculty and administrators, their legal spouses, dependent children, and domestic partners may be disqualified from participation in the tuition remission plan as a result of repeated failure to complete courses or meet course requirements. Faculty and administrators are not eligible to take courses as a part of their normal work day.

Eligible faculty and administrators, their legal spouses, dependent children, and domestic partners may enroll in non-credit courses, tuition-free, on a space available basis after all full-paying students are accommodated and after the enrollment level required for a course to be offered is attained.

These education benefits shall be applied after other tuition aid is applied. Total tuition aid from all sources may not exceed actual tuition charges.

Except as outlined above, all educational benefits shall cease on the date of a faculty or administrator's termination or unpaid leave of absence.

Adjunct faculty receive these benefits on a pro-rated basis.

All other employees should refer to the Office of Human Resources for their respective benefits.

### **C. EARLY RETIREMENT**

For those full-time faculty members (law and non-law) with 10 years of continuous full-time service at Quinnipiac University who are between 62 and 65 (or the age at which full social security benefits are available), a severance benefit will be offered as follows:

- (a) Provision by the University of a social security bridge supplement to consist of the equivalent of full social security income until age 65 or the age at which full social security benefits are available.
- (b) Continuation by the University of medical coverage until the faculty member enrolls in Medicare, but not later than 65.
- (c) Continuation of life insurance funded by the University until the faculty member reaches age 65. The amount of life insurance will be two times the annual severance stipend paid the individual.
- (d) Continued access by early retirees to the Quinnipiac University library, computer labs, the Recreation Center and cultural events.
- (e) The University will make no institutional contributions to the faculty member's retirement annuity plan.

The University has a willingness to discuss special packages for special needs beyond this minimum guaranteed benefit -- for faculty and staff.

#### **D. INSTITUTIONAL RECORDS**

Institutional records are solely the property of Quinnipiac University and are maintained and kept confidential in accordance with applicable federal and state law. Institutional records include all written information pertaining to personnel, payroll, registrar, admissions, financial aid, development, medical records, security reports, financial data and other information of a confidential nature concerning faculty, staff, and students.

#### **E. PERSONNEL FILES--Staff**

Employee personnel and medical files are solely the property of Quinnipiac University and are maintained and kept confidential in accordance with applicable federal and state law. Personnel records are kept in the Human Resources Department and medical records are kept in the Health Center. Information contained in personnel and medical records is released only in accordance with applicable law. It is the responsibility of the employee to notify Human Resources of any changes in home address, telephone number, number of dependents, group life beneficiary designation, education, etc.

#### **F. DOMESTIC PARTNER BENEFITS**

Same-sex domestic partners of Quinnipiac faculty (law and non-law) and staff, who demonstrate that they are in a verifiable committed relationship are eligible for health, dental, and educational benefits. Registered domestic partners and qualified children of domestic partners must meet the following criteria:

##### Eligibility Requirements for Domestic Partners

- I. Domestic Partner eligibility between two persons of the same-sex exists when all the requirements identified in i, ii, and iii below are satisfied:
  - i. Domestic Partners must meet all of the criteria below:
    1. Each party is at least twenty-one years of age or older.
    2. Domestic partners have agreed to be jointly responsible for basic living expenses incurred during the domestic partnership. Basic living expenses are defined as the cost of basic food, shelter and any other expenses of the common household.
    3. Partners have an intimate, committed relationship of mutual caring which has existed for at least 12 months and intend to remain in such relationship for an indefinite period.
    4. Partners share the same regular and permanent residence for at least 12 months prior to applying for domestic partner coverage.

5. Neither party is married to anyone or involved in another domestic partnership.
  6. Neither party is related to the other by adoption or blood to a degree of closeness that would bar marriage in the state in which they reside.
  7. Neither party has filed a Termination of Domestic Partnership form within the preceding 12 months.
  8. The relationship does not exist solely for obtaining benefit coverage.
- ii. Demonstration of Domestic Partner eligibility will be established by showing proof of three of the following as verification of financial interdependence.
1. Designation of Domestic partner as beneficiary for life insurance and retirement contract.
  2. Designation of Domestic Partner as primary beneficiary in the subscriber's will.
  3. Durable power of attorney for health care or financial management.
  4. Joint ownership of a motor vehicle, a joint checking account or a joint credit account.
  5. Joint mortgage or lease.
  6. Joint obligation on a loan.
  7. Joint ownership or holding of investments.
  8. A relationship or cohabitation contract which obligates each of the parties to provide support.
- iii. To enroll an eligible domestic partner, both the employee and the domestic partner must complete and sign, and have notarized, a Declaration of Domestic Partnership form.

Unmarried children of a same-sex domestic partner who are in the custody and care of and legally dependent on the same-sex domestic partner and are members of the household of the employee are also eligible for coverage under Quinnipiac-sponsored benefit plans. Applicable documentation (e.g. birth certificate) is required.

#### Health/Dental Benefits Eligibility Criteria for Children

The unmarried biological or legally adopted child or qualified legal ward of a same-sex domestic partner is eligible if that child:

- is in the custody and care of and legally depending on the same-sex domestic partner; and
  - is a member of the household of the employee or, maintains the employee's home as a primary residence while living away from home in order to be a full-time student; and
  - is a child for whom the employee assumes full parental responsibility and control, including any and all debts incurred by the child (i.e., charges for health care services and supplies).
- II. Under the Internal Revenue Code, an employee is not taxed on the value of benefits provided by an employer to an employee's spouse or dependent. However, the IRS has ruled that a domestic partner does not qualify as a spouse. Quinnipiac University will treat the value of the benefits provided to an employee's domestic partner as part of the

employee's income and will withhold taxes accordingly. Any tax consequences of domestic partnership are the responsibility of the employee and not the University.

- III. For health and dental coverage, the employee must pay the additional premium required. Under federal law, the term "spouse" does not include domestic partners, and, as a result COBRA coverage is not available to Domestic Partners. However, because the University extends healthcare coverage to same-sex Domestic Partners, it extends continuation coverage to Domestic Partners on terms that are substantially similar to federal COBRA coverage.
- IV. If the status of the Domestic Partnership changes such that the Partner is no longer eligible for coverage, i.e., the partnership becomes invalid, the employee must complete and file with the Office of Human Resources, a Termination of Domestic Partnership form within 30 days of the change in such status. Once a statement of Termination has been submitted the employee may not cover another Domestic Partner for at least 12 months from the date benefits were cancelled.
- V. If same-sex marriages are legalized in Connecticut, the employee and domestic partner have 180 days to legalize their relationship; otherwise the coverage will be terminated.

## **G. FAMILY AND MEDICAL LEAVE**

Quinnipiac University provides family and medical leave to its employees consistent with federal and Connecticut law. Eligible employees may take leave (paid or unpaid) under this policy for the birth and/or care of the employee's newborn child, placement with an employee of a child for adoption or foster care, to care for the employee's spouse, child, or parent with a serious health condition, or the serious health condition of the employee that makes the employee unable to perform the functions of the employee's job. In some instances leave may be taken intermittently or on a reduced leave schedule.

Paid leave will be used concurrent with leave available under the Family and Medical Leave Act (FMLA) and subject to the terms of the appropriate paid time off policy. Employees who wish to take leave under FMLA should obtain the appropriate forms from the Office of Human Resources at the earliest possible date. Completed forms should be submitted for approval to the Director of Human Resources.

## **H. STIPENDS FOR LEADERSHIP/SERVICE POSITIONS**

Faculty who assume leadership or service positions that demand a significantly greater commitment of time than the usual service expected of all faculty, will be compensated with additional stipends. Examples of this include the chair of the faculty senate, the core curriculum coordinator, the academic integrity director, and the director of the honors program.

## **I. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Quinnipiac University where employment is based upon personal capabilities and qualifications

regardless of race, color, religion, gender, age, marital status, national origin, ancestry, physical or mental disability, sexual orientation, genetic information, or any other legally protected characteristic as established by applicable law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. In this regard, Quinnipiac University provides regular training on diversity awareness and will not tolerate discrimination in violation of this policy from any employee, student or visitor. The University practices affirmative action consistent with applicable law. Any violation of this policy should be reported to the Director of Human Resources.

## **J. SEXUAL HARASSMENT AND OTHER UNLAWFUL HARASSMENT**

Quinnipiac University will not tolerate sexual harassment of its employees or students, by anyone, including any supervisor, co-worker, student, or visitor, whether in the workplace, at assignments outside of campus, at University sponsored social functions, or elsewhere. Sexual harassment refers to conduct or behavior directed at, or which impacts, an individual or individuals based on their gender, and which is personally offensive or threatening, unduly interferes with work or academic performance, or creates an intimidating, hostile or offensive work or academic environment. Sexual harassment refers to unwelcome or unwanted sexual advances, requests for sexual favors, or other physical, verbal, or visual conduct based on sex when (1) submission to the conduct is an explicit or implicit term or condition of employment or academic requirement, (2) submission to or rejection of the conduct is used as the basis for an employment decision or academic decision, or (3) the conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

A 2-hour Sexual Harassment Prevention Training program is provided for all University supervisory and managerial employees.

In addition, Quinnipiac University will not tolerate harassment of its employees or students based on race, color, religion, age, marital status, national origin, ancestry, physical or mental disability, sexual orientation, genetic information, or any other legally protected characteristic as established by applicable law. Any conduct that has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment will not be tolerated.

Any employee who believes that she/he is being harassed in any way should promptly notify the Director of Human Resources; a student should report the complaint to the senior associate dean of student affairs. Allegations of harassment will be investigated thoroughly and promptly in accordance with applicable procedures. No retaliation of any kind will be taken against an individual for making a complaint or cooperating in an investigation. Information provided by employees will be treated as confidential, and will only be shared with those who have a need for the information, or when required in the course of investigating a complaint. Should an investigation confirm that harassment or retaliation has occurred; the individual who is responsible will be subject to disciplinary action up to and including dismissal.

## **K. CONFLICT OF INTEREST IN SUPERVISION**

The University recognizes that there are certain employment practices and restrictions that must be instituted to avoid the potential for creating a conflict of interest or an adverse effect on supervision or morale when spouses, significant others, or relatives are employed at the same institution. Accordingly, a university employee will not be permitted to supervise directly another employee, either full time or part time, where there is an immediate family or “significant other” relationship.

## **L. DISABILITIES**

Quinnipiac University is committed to equal educational opportunity and full participation for persons with qualified disabilities. No qualified person will be excluded from participation in any University program or be subject to any form of discrimination.

The philosophy at Quinnipiac University is to adhere to Sec. 504 of the Rehabilitation Act of 1973, and amended in 1976, which states: “No otherwise qualified handicapped individual ... shall, solely by reason of his handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Thus we believe that the University has a legal and ethical responsibility to provide access; to reduce or remove barriers so that person(s) with disabilities have the same program opportunity to succeed. The University provides reasonable accommodations and academic adjustments for those students who self-disclose a learning disability.

The institution adheres to federal, state, and local laws to provide programs and physical access for qualified disabled students. The University provides a Coordinator for 504, whose office is located in the Learning Center, who works directly with students, faculty, and staff to assure that student needs and services are met. Moreover, if the institution is not able to meet a direct service, the Coordinator will work with needed services. If a student wishes to file a grievance concerning a specific complaint, the student should write a formal letter to the ADA Coordinator specifying the reasons for the complaint. A grievance committee will meet to review and resolve the particular issue.

## **M. DRUG-FREE ENVIRONMENT**

The Drug-Free Workplace Act of 1988, 34 CFR, Part 85, Subpart F requires that we publish and maintain a drug-free workplace policy.

Quinnipiac University has consistently endeavored to create an environment conducive to intellectual activity and academic freedom; the use of illegal drugs undermines this effort. Drug involvement, of whatever kind, is of vital concern to Quinnipiac University because it poses a threat to health, life, and personal careers. The University goal is a drug-free academic environment and drug-free campus community.

Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the University workplace consistent with local, state and federal laws. All members must comply with this policy as a condition of employment. Violators will be subject to arrest under federal and state law and to disciplinary action by the University, up to and including dismissal. The University policy is to cooperate with federal, state and local government in drug enforcement programs.

The 1988 Drug-Free Workplace Act requires that any member of the University community convicted of violating any criminal drug law by an action in the workplace or away from the workplace on University business must notify the employer (Quinnipiac University) within five days of his/her conviction.

#### **N. SMOKE-FREE ENVIRONMENT**

Quinnipiac University is a smoke-free environment. Smoking is not permitted in any University building.

#### **O. SAFETY AND HEALTH**

Quinnipiac University will exercise reasonable care in monitoring and maintaining a safe and healthy academic, employment and residential environment. Quinnipiac University will comply with all applicable local, state and federal laws governing safety and health.

It is the responsibility of University community members to treat safety and health issues as serious concerns and as an important part of their daily lives at the University. Community members are expected to observe all rules of conduct concerning safety and health.

#### **P. EDUCATION BENEFITS FOR STUDY ABROAD**

Employees and legal spouses, eligible same-sex domestic partners and/or dependent children may participate in Quinnipiac-sponsored study abroad programs and the tuition will be waived, provided that, in the judgment of the University, there is a sufficient number of enrollees paying tuition to ensure that the financial costs of the study abroad program are met. The eligibility for a tuition waiver will be determined by the policy in effect for each individual employee group.

Employees and legal spouses, eligible same-sex domestic partners and/or dependent children are responsible for paying all non-tuition costs associated with a Quinnipiac-sponsored study abroad program (short-term or semester-long).

If an employee, his/her legal spouse, eligible same-sex domestic partner and/or dependent children participate in a Quinnipiac University approved semester-long study abroad program sponsored by another university, said employee, spouse, eligible same-sex domestic partner or child will be responsible for paying either the lesser of Quinnipiac University tuition and fees or the full cost charged by the other university/agency.

## **Q. UNIVERSITY MAIL CENTER**

The University Mail Center is not a federal post office under the jurisdiction of the United States Postal Service. Services are provided for resident student mail and business mail related to the official business of Quinnipiac University. Mail and package services are not provided for employees' personal use.

## **R. USE OF COMPUTER AND INFORMATION RESOURCES**

Quinnipiac University provides an extensive array of computer and information resources. Users are provided access to many computer languages; appropriate application software, library and information resource databases, and extensive Internet and networking resources. Many people depend heavily on Quinnipiac's computers to complete essential parts of their work; therefore, users must not intentionally damage the system or misuse system resources so as to prevent others from doing their work.

Users are encouraged to explore and utilize computer and information resources within the limits of their QU account; share their computer knowledge and expertise with other Quinnipiac users; facilitate the legitimate access to computer and information resources by other Quinnipiac users; create and freely distribute original software and documentation designed to enable other University members to use the resources more effectively.

The provision of computing resources at the University requires strictly legal and ethical utilization by all users including faculty, students, staff, and all other University employees, and non-University account holders. The computing facilities at the University, including all central computing resources, the campus network, and all School/College/Division and departmental resources are limited and should be used in a responsible manner.

The following list, though not covering every situation, specifies some of the regulations that accompany computer usage at Quinnipiac University and the networks to which the University is connected. All users are expected to abide by these regulations and by the regulations governing the use of the campus computers, computer networks, and labs.

### **Responsibilities of Each Computer User:**

1. Use of computer resources. Each user must only use computer resources for the purpose for which they are intended. No one has the right or authority to extend his or her established range of access to computer records. University-supported computing includes unsponsored research, instructional computing, learning, and administrative activities. Resources must not be used for commercial purposes, or personal monetary gain. Non- University accounts, for a fee, are available for those purposes not included under University-supported computing.
2. System Security and Privacy. The security of institutional records is the responsibility of each member of the faculty, staff and student-body. Institutional records include all

matters pertaining to personnel, payroll, registrar, admissions, financial aid, development, medical records, security reports, financial data and other information of a privileged and private nature.

Users must not attempt to modify the system facilities or attempt to crash the system. They should not attempt to subvert the restrictions associated with their computer accounts. They should not tamper with any software protection placed on any computer applications.

Users must not search for, access, or copy directories, programs, files, disks, or data not belonging to them without specific authorization to do so. Programs and data residing in centralized University departmental systems are not considered public domain and should not be used, in part or in whole, for any purpose other than that which is officially authorized.

University equipment and software must not be used to violate the terms of license agreements, and all users must comply with federal and state laws, and all University regulations, related to any copying and use of computer software and data.

Each supervisor should establish departmental limits within institutional guidelines and monitor, as appropriate, the computer use of those reporting to them. Anyone with information or concerns regarding violations of this policy should report them to his or her vice president. No one has the right or authority to extend his or her established range of access to computer records. Any violation of this policy will be considered a serious matter and dealt with accordingly.

### 3. Individual Security and Privacy. Users must use only their own computer account.

The structure of accounts and passwords plays an important role in protecting the work and privacy of all users. A user must log in only to his/her own account (except for extraordinary situations where faculty or staff receive a user's permission to access his/her account temporarily or where use of a group account has been approved by the Information Systems and Technologies staff).

Out of respect for personal privacy, the University does not examine the contents of files in user accounts except in response to user requests for assistance, or in extraordinary circumstances when system security or trouble-shooting procedures require it. Whenever the contents of a user's file must be examined, an effort will first be made to notify the user and invite him or her to be present. However, if the system is under immediate threat, appropriate actions can be taken without prior notice to the user.

A user is responsible for all use made of his/her account, and may not authorize anyone else to use his/her account (except as mentioned above). A user must take all reasonable precautions, including password maintenance and file protection measures to prevent its unauthorized use.

## Consequences

Abuse of computing privileges may be subject to disciplinary action, as established by the operating policies and procedures of the University, and may result in the loss of computer privileges. Abuse of the network or of computers at other sites connected to the network will be treated as abuse of computing privileges at the University. It should be understood that this policy does not preclude enforcement under the laws and regulations of the State of Connecticut and/or the United States of America.

## **S. TELEPHONE/VOICE MAIL**

The University telecommunications services (telephone, voice mail, fax, etc.) are provided for conducting official business. The personal use of these facilities and services is prohibited. Personnel with access to telecommunications services are expected to restrict access to authorized users. Users must also use these facilities in a fiscally responsible manner.

The University makes every attempt to secure all telecommunications services; however, users are requested to assist in this endeavor by not sharing access or security codes with anyone.

## **T. UNIVERSITY ADVERTISING, PUBLICATIONS, INTERNET AND MEDIA RELATIONS**

The Division of Public Affairs is responsible for all advertising, publications, the University Web site, media relations and special events. It promotes a positive identity for the University and articulates the University's mission, goals, events and programs to both general and more specific audiences. It is also responsible for maintaining a consistent, high-quality identity for all materials distributed to the public.

All publications are to be coordinated and developed through the Office of Publications and Design. When a department or division requires a publication, a representative should plan the publication with the director of publications and design, whose office produces brochures, newsletters, invitations, fliers and booklets. Allow four to six weeks for editing, production and printing. The originating department must have budget approval before production can begin.

Only the Office of Public Relations is authorized to initiate contact or respond to the media on behalf of the University. All media inquiries should be directed to the Office of Public Relations. All press releases must be coordinated and released through the Director of Public Relations. Those who wish to publicize an event or communicate appropriate items of professional interest should contact the Director, who will write the release and coordinate its dissemination.

All advertising must be arranged through the Vice President for Public Affairs. For either print or electronic media advertising, the originating department must have budget approval for production and placement. Content must be reviewed and approved by the Vice President for Public Affairs. Public Affairs will assist in producing the ad, maintaining a production schedule, and placing the advertisement in appropriate media. University advertising is directed at either

the general public or significant population segments and is generally limited to recruitment and promotion of events.

The official University Web site is maintained by the Division of Public Affairs, with overall policies and priorities being established by the Web Executive Committee.

## **U. UNIVERSITY FUND RAISING**

The Office of Development and Alumni Affairs is responsible for all fund raising from University constituents including alumni, parents, friends, faculty, staff, corporations, foundations, area businesses and educational organizations. The Office of Development and Alumni Affairs seeks support for institutional priorities in accordance with the University's Strategic Plan, and manages relationships with charitable gift constituents to maximize and focus their involvement with and commitment to Quinnipiac University.

All University fund raising efforts must be coordinated through the Office of Development and Alumni Affairs. Prior approval from the Vice President for Development and Alumni Affairs must be secured for any fund raising activity that involves soliciting donations, sponsorships or advertising from on campus constituents (students, faculty and staff) or from external constituents such as alumni, parents, friends, corporations, foundations and businesses in the surrounding communities. Undergraduate students or student organizations must obtain approval for their activity from the Vice President and Dean of Student Affairs. Graduate students must obtain approval from their respective School/College/Division's dean.

Alumni and parent names, addresses and biographical information are entrusted to the Office of Development and Alumni Affairs by each alumnus or parent and are to be used exclusively for University-sanctioned activities for the advancement of Quinnipiac University. Approval from the Office of Development and Alumni Affairs is required to contact groups of alumni or parents. Approved mailings to alumni or parents must use the University database managed by the director of advancement services.

## **V. OFFICIAL UNIVERSITY HOLIDAYS**

Martin Luther King, Jr.  
Good Friday  
Easter Sunday  
Memorial Day  
Independence Day  
Labor Day  
Yom Kippur  
Thanksgiving

All employees should refer to the applicable sections of their benefits package, which will govern payment for the holiday.

## **W. STUDENT RECORDS AND RELEASE OF INFORMATION**

The Family Educational Rights and Privacy Act of 1974 is Federal Law, which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Quinnipiac University accords all rights under the law to students who are covered by the law. No one outside the institution shall have access to, nor will the institution disclose any information from, a student's education records without the written consent of the student, except to personnel within the institution, to officials of other institutions in which the student seeks to enroll (with the written consent of the student), to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions are permitted under the Act.

Within the Quinnipiac University community, only those members, individually or collectively, acting in the student's educational interest will have access to student education records. These members include personnel in the Office of Undergraduate Admissions and the Office of the Registrar, including financial aid and academic personnel within the limitations of their need to know. At Quinnipiac University, the following are included as "academic personnel":

- a) The Senior Vice President for Academic Affairs or Associate Vice President for Academic Affairs
- b) The dean or associate dean of each School/College/Division
- c) Department chairpersons
- d) Clinical preceptors
- e) Faculty advisors
- f) Members of the Academic Screening Committee
- g) Members of the Academic Appeals Committee, which shall include two students
- h) Members of the Graduation Screening Committee

At its discretion, Quinnipiac University may provide "Directory Information" in accordance with the provisions of the act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may request the withholding of "Directory Information" by notifying the Registrar's office in writing before the first day of class for any term.

Requests for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold "Directory Information" must be filed annually. Additional information on the Family Education Rights and Privacy Act may be found in the University Catalog.

### **III. ACADEMIC AND FACULTY PERSONNEL POLICIES (NON-LAW SCHOOL)**

#### **A. ACADEMIC FREEDOM**

As an institution of higher education, Quinnipiac University is committed to the concept of academic freedom. Upholding of the highest standards of academic freedom is a joint responsibility of the University and all faculty members. The University shall insure that the academic freedom of all members of the community is maintained.

The following principles embody the concept of academic freedom as subscribed to by Quinnipiac University:

- A. The teacher is entitled to full freedom in research and in publication of results, subject to the adequate performance of his/her academic duties. However, it is recognized that the interests of the University and the faculty member must be protected as follows:

1. Acceptance of Funds, Research, and Development

Faculty members shall not accept contracts, grants or other agreements to pursue research and development that would require the use of University facilities or the reduction of normal responsibilities without written approval of the Quinnipiac University Grant Council.

2. Inventions, Discoveries, Creations, and Marketable Discoveries

Circumstances pertaining to research and development and consequent dispersal of relevant income may include:

- a. Inventions, discoveries and creations made under the direction of the University or its designee.
- b. Inventions, discoveries and creations made pursuant to an outside contract or grant.

It is understood that under the terms of such agreements, the grantor(s), as well as the inventor and the University, will retain certain property rights. Such rights depend upon the terms of the individual contract, and applicable state and federal laws. However, the proportionate share between the inventor and the University will be given as below where applicable.

- c. Inventions and/or discoveries that are pursued by an individual faculty member without any outside or University support but which make use of University facilities in the pursuit of at least a portion of the research.

It is recognized that in such situations the rights to such inventions remain solely the property of the inventor, but it is also recognized that the University

is entitled to remuneration and compensation of what are commonly termed "shop rights."

- d. Inventions made by a member of the faculty without any financial support from the University or any use of the University's facilities.

It is recognized that such discoveries may be made under the terms of some other form of employment. In such situations, the rights to inventions remain solely with the inventor or under such terms as his or her outside employer dictates.

- B. The teacher is entitled to full freedom in the classroom in discussing his or her subject, but he or she should be careful not to introduce into his or her teaching controversial matter that has no relation to his or her subject. The intent of this statement is not to discourage what is "controversial." Controversy is at the heart of the free academic inquiry, which this entire statement is designed to foster. This item serves to underscore the need for the teacher to avoid persistently intruding into areas that have no relation to the subject being taught.
- C. The teacher is a citizen, a member of a learned profession, and an educator at the University. When he or she writes or speaks as a citizen, he or she should be free from institutional censorship or discipline. However, his or her special position in the community imposes special obligations. As a person of learning and an educator, he or she should remember that the public may judge his or her profession and the University by his or her utterances. Hence, he or she should at all time 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 a University spokesman.

## **B. COMPETITIVE SALARIES**

Quinnipiac is committed to paying market-based salaries to attract and retain the best faculty with highly competitive salaries. In adjusting salaries on a regular basis, the University will look to surveys of faculty salaries such as those published by AAUP, CUPA, AACSB, NACUBO and those done by discipline associations. Quinnipiac is committed to achieving at or above the 90<sup>th</sup> percentile in the AAUP faculty salary rankings for IIA (comprehensive) institutions.

For full-time faculty hired on or after July 1, 2003, the following minimum salary levels for faculty by rank shall apply:

(a) For initial appointments the minimum salaries for each rank will be as follows:

	<u>03-04</u>	<u>04-05</u>	<u>05-06</u>
Professor	\$62,900	\$63,850	\$64,800
Associate	\$48,750	\$49,500	\$50,300
Assistant	\$40,600	\$41,200	\$41,900
Instructor	\$36,400	\$37,000	\$37,600

(b) Initial salaries above the minimum salaries listed above may be adjusted upward in especially competitive disciplines. Such adjustments will be informed by consulting surveys of faculty salaries such as those published by AAUP, CUPA, AACSB, NACUBO and those done by discipline associations. No faculty member shall have his or her initial appointment salary set lower than the minimum salaries listed above.

(c) Faculty members hired pursuant to (a) will receive the following amounts added to their base salaries in the year following their promotion:

To professor	\$5,500
To associate	\$4,000
To assistant	\$2,500

(e) Faculty members whose period of employment is 9½ months shall elect to receive their salary for that contract year in either 19 or 24 installments on a semi-monthly basis. The first semi-monthly payment shall be made in mid-September.

(f) Faculty members shall be paid for overload and summer teaching as follows:

- (i) For overload teaching of undergraduate courses during the 2004-2005 academic year and for summer teaching of such courses during 2004, faculty members in Ranks 1 and 2 shall receive \$900 per semester hour. Faculty members in ranks 3, 4, and 5 shall receive \$1,070 per semester hour. For overload teaching of graduate courses during the 2004-2005 academic year and for summer teaching of such courses during 2004, faculty members shall receive \$1,250 per credit hour. If a graduate course is taught by more than one faculty member, the pay for such a course will be allocated on a pro rata basis. If the full time salary schedule is increased by a cost of living adjustment, the overload and summer teaching schedule shall be increased by the same percentage. Section E. Adjunct Faculty Salary Rates outlines the overload rates of pay for undergraduate and graduate instruction.
- (ii) For overload and summer teaching of external degree courses, faculty members shall receive 1/9 of the applicable rate for undergraduate courses for each student enrolled up to 8 students and the full applicable rate for undergraduate courses for all such courses with 9 or more students.

(iii) Effective fall 1992 for overload responsibilities as a mentor in the adult degree program, or similar programs, faculty members shall receive \$1,040 per assigned mentor contract.

(g) Each Department Chairperson shall receive a stipend of \$2,500 for each of the academic years 2004-2005, 2005-2006.

### **C. ACADEMIC RANK REQUIREMENTS**

(1) For all actions effective on or after July 1, 1992, the ranks and qualifications for all faculty positions shall be:

#### **Rank 1: Assistant in Instruction**

- a. A Bachelor's degree with a major in the field of appointment; or
- b. A Bachelor's degree and certification and/or licensure in the field of appointment.

Experience is relevant to step placement in the salary schedule. Performance of duties as specified in the letter of appointment, and continuing professional achievement will be considered in evaluation for reappointment.

#### **Rank 2: Instructor**

- a. An earned Master's degree or a post-baccalaureate certification which normally requires 30 semester hours of credit from a regionally accredited university or college; or
- b. Bachelor's degree and certification and/or licensure in the field of appointment, with two years of professional experience or three years of full-time teaching or professional service at Quinnipiac University.

Experience is relevant to step placement in the salary schedule. Performance of duties, as specified in the letter of appointment, and continuing professional achievement will be considered in evaluation for reappointment.

#### **Rank 3: Assistant Professor**

- a. An earned Doctoral degree in the academic or professional field of appointment from a regionally accredited university or college; or
- b. Satisfaction of the degree and educational requirements in Rank 2, Option A, and five years of teaching or professional service in the field of appointment identical with or closely comparable to that provided in a college; or
- c. For faculty certified or licensed in the field of appointment, satisfaction of the degree and educational requirements in Rank 2, Option A, and five years of professional experience.

- d. The performance requirements for appointment to Rank 3, Assistant Professor, for those satisfying the degree and educational requirements pursuant to b and c above, or for promotion to Rank 3, Assistant Professor in all cases are:
  1. Competent performance of teaching or professional duties evaluated by observation of the faculty member's classes or performance of professional duties; by analysis of student course evaluations recorded by a departmentally approved procedure, syllabi, examinations, student research projects or papers, grading practices, reports, and written materials related to the faculty member's courses or professional duties; by an assessment of the faculty member's currency in his or her field; by an assessment of the faculty member's availability to students, and, where required, by evidence of his or her maintenance of professional certification or licensure.
  2. Documented professional or scholarly achievement since the previous evaluation demonstrated by pertinent graduate study, or continuing research in the field, or publication or presentation before professional associations, or for certified or licensed faculty continuing education units recognized by appropriate professional organizations.
  3. Contributions to the University which can be documented, such as: active service on departmental, school, college, division, federation, or University committees; election to and active service on governance bodies within the University; active service to local, state, or federal agencies or community or professional organizations which directly relate to the academic goals of Quinnipiac University; or development of innovative programs.

**Rank 4: Associate Professor**

- a. An earned Doctoral degree in the academic or professional field of appointment from a regionally accredited college or university, or
- b. If the Master's degree is the highest degree awarded in the field of appointment, all of the following shall be required:
  1. An earned Master's degree in the field of appointment;
  2. At least 24 credit hours of graduate study above the Master's degree or 3 years of full-time professional service in the field;
  3. Certification and/or licensure by the appropriate certifying or licensure body or, where no certifying or licensure body exists, a second Master's degree in a related field defined by the Departmental Evaluation Committee;
  4. A substantial piece of recognized scholarship or creative achievement equivalent to a dissertation.

c. The service requirements for promotion to Rank 4, Associate Professor, are at least eight years of teaching or comparable professional service, at least three years of which have been at Rank 3 or its documented equivalent. The professional performance requirements for appointment or promotion at Rank 4, Associate Professor are:

1. Excellent performance of teaching or professional duties evaluated by observation of the faculty member's classes or performance of professional duties; by analysis of student course evaluations recorded by a departmentally approved procedure, syllabi, examinations, student research projects or papers, grading practices, reports, and written materials related to the faculty member's courses or professional duties; by an assessment of the faculty member's currency in his or her field; by an assessment of the faculty member's availability to students, and, where required, by evidence of his or her maintenance of professional certification or licensure.
2. Additional professional or scholarly achievements since the last promotion as evidenced by publications, research or creative works (the value of each attested to by scholars or critics in the field who are external to Quinnipiac University and who have not collaborated on the work), externally funded research grants, externally evaluated papers delivered at professional symposia, or the award of competitive external fellowships for scholarly research or professional activities.
3. Significant contributions to the University which can be documented, such as: active service on departmental, school, college, division, federation, or University committees; or election to and active service on governance bodies within the University; or active service to local, state, or federal agencies or community or professional organizations which directly relate to the academic goals of Quinnipiac University; or development of new or innovative programs.

#### **Rank 5: Professor**

- a. An earned Doctoral degree in the academic or professional field of appointment from a regionally accredited college or university, or
- b. If the Master's degree is the highest degree awarded in the field of appointment, all the following shall be required:
  1. An earned Master's degree in the field of appointment;
  2. At least 24 credit hours of graduate study above the Master's degree or 3 years of full-time professional service in the field;
  3. Certification and/or licensure by the appropriate certifying or licensure body or, where no certifying or licensure body exists, a second Master's degree in a related field defined by the Departmental Evaluation Committee;

4. A substantial piece of recognized scholarship or creative achievement equivalent to a dissertation.
- c. The service requirements for promotion to Rank 5 Professor are at least 12 years of teaching or comparable professional experience, at least three years of which have been at Rank 4 or its documented equivalent. The professional performance requirements for reappointment or for promotion at Rank 5 Professor are:
1. Outstanding performance of teaching or professional duties evaluated by observation of the faculty member's classes or performance of professional duties; by analysis of student course evaluations recorded by a departmentally approved procedure, syllabi, examinations, student research projects or papers, grading practices, reports, and written materials related to the faculty member's courses or professional duties; by an assessment of the faculty member's currency in his or her field; by an assessment of the faculty member's availability to students, and, where required, by evidence of his or her maintenance of professional certification or licensure.
  2. Additional professional and scholarly achievement since the last promotion as evidenced by three of the following, with at least two categories represented:
    - a. Books or articles in refereed journals;
    - b. Research or creative works, the value of which has been attested to by at least two scholars in the field who are external to Quinnipiac and who have not collaborated on the project;
    - c. Externally funded research grants;
    - d. Papers delivered at professional symposia, which have been evaluated by scholars external to Quinnipiac University;
    - e. Award of competitive external fellowships for scholarly research or professional activities.
  3. Significant contributions to the University which are evaluated and documented, such as:
    - a. Leadership on departmental, school, college, division, federation, or University committees; or
    - b. Election to and leadership of governance bodies within the University, or
    - c. Leadership in local, state, or federal agencies or community or professional organizations which directly relate to the academic goals of Quinnipiac University; or
    - d. Leadership in developing new or innovative programs.

- (2) For all ranks, recommendations shall include evidence that candidates have consistently performed their duties in a professional and competent manner since the last promotion.

For all ranks, statements in support of a recommendation for the award of promotion shall be specific and documented for each requirement.

Statements in support of a recommendation against promotion shall be specific and documented and shall outline areas in which weaknesses must be corrected.

- (3) A faculty member who was hired prior to July 1, 1975 shall have the option of being considered for promotion pursuant to either Section III.C(1) or III.C(2) for his or her first promotion after February 2, 1977, notwithstanding the provisions of Section III.C(2). Any faculty member who elects to be promoted pursuant to Section III.C(2) shall be evaluated for tenure pursuant to Section III.D(2), notwithstanding the provisions of Section III.D(1).

- (4) No faculty member shall be eligible to be considered for promotion until at least three years have elapsed since his or her last promotion.

- (5) The University shall continue to provide support for research and scholarly activity through the Faculty Research Committee. This support includes, as appropriate, the funding of proposals for research and artistic creation, a reduction in teaching load, or the use of appropriate University facilities. A faculty member has the obligation to make use of the University resources available to him or her and to seek support for research and scholarly activities.

The Departmental Evaluation Committee, Review Committee, and Senior Vice President for Academic Affairs will evaluate the substance and progress of a faculty member's research or scholarly activity in the context of the funds, facilities, equipment, and services available to all faculty engaged in comparable scholarly activities.

#### **D. GRANTING OF TENURE**

- (1) A faculty member who was hired prior to July 1, 1975 shall be evaluated for tenure pursuant to Section III.D(3) when he or she has met the service requirements, except as provided in Section III.C(3).
- (2) A faculty member who was hired on or after July 1, 1975 (and any other faculty member who elects to be promoted pursuant to Section III.C(1)) shall be evaluated for tenure pursuant to Section III.D(3) when he or she has met the following requirements:
  - a. Satisfaction of degree and educational qualifications specified for Rank 4, Associate Professor, stated in Section III.C (1)a or b, and either of the following service requirements:

1. Full-time service at Quinnipiac University above the level of Rank 1 for at least seven consecutive years, at least three of which have been at Rank 3 or above; OR
  2. Full-time service at Quinnipiac University at Rank 5 for at least three consecutive years.
- (3) The three professional performance requirements for tenure in the order of their importance are:
- a. Excellent performance of teaching or professional duties evaluated by observation of the faculty member's classes or performance of professional duties; by analysis of student course evaluations recorded by a departmentally approved procedure, syllabi, examinations, student research projects or papers, grading practices, reports, and written materials related to the faculty member's courses or professional duties; by an assessment of the faculty member's currency in his or her field; by an assessment of the faculty member's availability to students, and, where required, by evidence of his or her maintenance of professional certification or licensure.
  - b. Professional and scholarly achievement as documented by publications, research or creative works (the value of which have been attested to by scholars or critics in the field who are external to Quinnipiac University and who have not collaborated on the research project), or externally funded research grants, or externally reviewed papers delivered at professional meetings, or award of competitive external fellowships for scholarly research or professional activities.
  - c. Significant contributions to the University which can be documented, such as: active service on departmental, school, college, division, federation, or University committees; election to and active service on governance bodies within the University; active service to local, state, or federal agencies or community or professional organizations which directly relate to the academic goals of Quinnipiac University; or development of new or innovative programs.

Notwithstanding the above order, recommendations for the award of tenure shall include evidence that candidates have met the requirements of III.D(3)a, b and c, and have consistently performed their duties in a competent and professional manner. Statements in support of a recommendation for the award of tenure shall be specific and documented for all three of the above requirements. Statements in support of a recommendation against the award of tenure shall be specific and documented for Section III.D(3)a.

Early tenure consideration is an option under specified conditions. A faculty member who wishes to pursue early tenure should consult with his/her dean.

## **E. TEACHING LOAD**

Non-Law full-time faculty will normally be expected to teach 12 hours per semester. Faculty will not be required to teach more than 24 hours in an academic year without receiving additional

compensation. Reductions in teaching load for administrative purposes may be granted with the approval of the school dean and Senior Vice President for Academic Affairs. Reductions in teaching load to support research will also be made available to full-time faculty.

## **F. SUMMER RESEARCH GRANTS**

The University is committed to funding annually at least forty (40) \$5,000 summer research grants for non-Law School faculty distributed as follows: 12 for the School of Business; 12 for the College of Liberal Arts; 12 for the School of Health Sciences; and 4 for the School of Communications. Faculty interested in securing a summer research grant should contact their respective dean for application information and procedures.

## **G. SABBATICAL AND LEAVE POLICY**

The purpose of the Sabbatical Leave Program is to provide faculty with an opportunity to pursue programs of professional or intellectual enrichment. The primary objective is to return to faculty service at the University persons who have used their Sabbatical Leave to improve and revitalize their capacity to make significant contributions to the intellectual life of the University. The Sabbatical Leave Committee may grant fewer than the number of Leaves available if it finds that there are fewer qualified applicants in any one academic year.

Eligibility for Sabbatical Leaves shall be restricted to faculty who have completed both six years of continuous full-time service at the University and the appropriate number of years of service, as defined below, since any previous Sabbatical Leave. In the event that an applicant is denied a Sabbatical Leave for the year requested, he or she shall be eligible to reapply for a Sabbatical Leave during any subsequent year.

Annually, each member of the faculty with six years of continuous full-time service at the University has the right to apply for Sabbatical Leave. The two types of Sabbatical Leave, together with their eligibility requirements are given below.

**Type 1 Sabbatical Leave** provides half pay for one semester every four years, or half pay for one year every seventh year. In any one year, there shall be no limit on Sabbatical Leaves of type 1, except that such Leaves may be deferred by the Senior Vice President for Academic Affairs for up to one year for instances of educational necessity. Both tenured and non-tenured faculty are eligible to apply.

**Type 2 Sabbatical Leave** provides full pay for one semester every seventh year. Annually, the University shall provide a number of individual type 2 Sabbatical Leaves that is equal to 10% of the tenured faculty. Both tenured and non-tenured faculty are eligible to apply, but tenured faculty shall enjoy priority in the granting of type 2 Sabbatical Leaves. In any one year, a maximum of ten percent (10%) of eligible tenured faculty may be granted Sabbatical Leaves of type 2. Type 2 Sabbatical Leaves that remain unused after the Sabbatical Leave Committee has granted Leaves to all tenured faculty whose proposals were approved may, at the discretion of the Committee, be

allocated to non-tenured faculty. In the event that an applicant is denied a Sabbatical Leave of type 2 for the year requested, he or she shall be eligible to reapply for a Sabbatical Leave during any subsequent year.

Choice of type 1 or type 2 Sabbatical Leave is at the discretion of the faculty member. All Sabbatical Leave proposals, whether of type 1 or type 2, shall be subject to approval by the Sabbatical Leave Committee.

- (a) Written applications for Sabbatical Leaves shall be submitted to the Senior Vice President for Academic Affairs by October 15 of the academic year prior to that of the proposed Leave. Copies of the application shall be sent to the appropriate Dean and Department Chairperson or Director. Awards to tenured faculty members shall be made by the Sabbatical Leave Committee by January 31. After these decisions on tenured faculty members have been communicated, if type 2 Sabbatical Leaves equal to 10% of the tenured faculty have not been granted, only then will the Sabbatical Leave Committee read and consider proposals from non-tenured faculty members. Awards to non-tenured faculty shall be made by the Sabbatical Leave Committee by February 15.
- (b) An applicant may not alter his or her choice of type 1 or type 2 Sabbatical Leave after the established submission date, except by consent of the Sabbatical Leave Committee. Salary means the amount that a faculty member would have received if he or she had actually been working at the University during the year of his or her Sabbatical Leave. All other monetary contributions and payroll deductions shall be continued during a faculty member's Sabbatical Leave in accordance with the relevant provisions of coverage.
- (c) A faculty member on Sabbatical Leave may receive travel expenses or financial aid from sources other than the University, provided that he or she is not required to perform duties which would interfere with the purposes for which the Leave was granted.
- (d) A faculty member on Sabbatical Leave is relieved of the duties of a resident faculty member, but he or she may continue to vote in University faculty meetings, to serve on University faculty committees, and to use University facilities and services.
- (e) The period of a faculty member's Sabbatical Leave shall be regarded in the same manner as if he or she had been on the campus in a full-time capacity. A faculty member shall submit a report of his or her Sabbatical Leave activities to the Senior Vice President for Academic Affairs for inclusion in his or her personnel file.

## **H. PERSONNEL FILES**

The University shall maintain a personnel file for each faculty member, which shall be the sole repository for all official documents relating to recommendations or decisions of a personnel nature and a continuing record of the faculty member's performance at the University. Such files

are the property of the University and shall be housed in the office of Academic Affairs, from which they shall not be removed without the approval of the Senior Vice President for Academic Affairs.

1. A faculty member's personnel file may contain only the following:

- a. Pre-employment documents (to be destroyed upon acquisition of tenure at the faculty member's request).
- b. Self-evaluation material submitted on official forms, committee evaluation, administrative evaluation, and student evaluation.
- c. Annual achievement and activities reports prepared by the faculty member.
- d. Letters of commendation or reprimand and responses thereto.
- e. Letters or documents on such matters as appointment, reappointment, tenure, promotion, and leaves.
- f. Documents relating to complaints, grievances, disciplinary proceedings, and appeals.
- g. Responses by the faculty member to any materials contained in the file.

2. A faculty member's personnel file shall be open only to the following:

- a. The faculty member.
- b. Those department, area, school, college, division and University committees responsible for the making of personnel decisions or recommendations.
- c. Administrative officers, as enumerated by the President, who are responsible for decisions or recommendations requiring information available from personnel files.
- d. Quinnipiac Faculty Federation officers, as designated by the president of the federation, for the purpose of processing or investigating grievances.

A faculty member may inspect his or her file in the immediate area of the office of Academic Affairs and will be entitled to one free copy of any material in his or her personnel file, except for confidential pre-employment documents; additional copies may be made at cost.

When any material is added to the faculty member's file of which he or she has had no prior notice, the University shall notify the faculty member of the addition. If the faculty member claims that the material is inappropriate for inclusion in his or her file within ten days of his or her learning of this material, he or she may submit a written request that the material be removed. If a faculty member can demonstrate and verify that material is missing from his or her file, this material shall be reinstated.

## I. GRADING PRACTICES AND PROCEDURES

Grades are issued to students by the Registrar after the completion of each semester. Each instructor is required to submit final course grades to the Registrar no later than 48 hours after the final examination in the course.

The following grading system is used:

Letter Grade	Numerical Range	Quality Pt. Value
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D	60-69	1.00
F	0-59	0.00
I (incomplete)		P (pass)
W (withdrawal)		S (satisfactory)
Z (audit)		U (unsatisfactory)

I - Incomplete. An “incomplete” or “I” indicates that a student has not satisfied all of the course requirements and is, therefore, allotted a period of time in which to make up the work. An “incomplete” grade automatically becomes an “F” if it is not removed within 30 days of the start of the next full semester or within a lesser period specified by the instructor. For exceptional reasons, extensions beyond that normal period are permitted only with the written approval of the department chairperson. Any change in an "incomplete" to a grade other than "F" after one year will require the written permission of the dean of the school, college or division.

W - Withdrawal. A “withdrawal” or “W” is recorded when a student withdraws from a course by the end of the tenth week of classes for courses offered in a traditional semester format (15 weeks), or, in case of summer, accelerated or other non-traditional formats, up to the completion of sixty percent of the scheduled class sessions.

Repeating a Course - A student who fails a required course must repeat that course. A student who fails an elective course may repeat that course to remove the “F” or may take another elective; in the latter case, the previously received “F” remains in his or her cumulative average. Courses with “C-” or “D” grades may be repeated only if the course is a foundation for further study or meets a specific graduation requirement. If a “C-” or “D” grade is repeated, no semester hours are added; but the most recent grade in the course will apply. Though the “D” grade normally is a passing grade, it is the prerogative of each department to set higher grade requirements in certain major courses. When such departmental requirements exist, students will be so informed by their respective departments.

All grades must be reported in letter form to the Registrar.

At the end of the semester only final grades are to be reported to the Registrar.

## **J. ACADEMIC INTEGRITY POLICY**

- 1) Focus on Integrity. The general orientation of the policy is to promote and support integrity throughout the entire Quinnipiac community. Most broadly, the new policy reflects our desire to ask each Quinnipiac community member to focus on integrity in its broadest sense, not just honesty (or dishonesty) in academic work.
- 2) Integrity Standards and Expectations. Toward this end, the policy outlines standards and expectations for all members of the Quinnipiac community as follows:
  - Standards – five general principles form the foundation of Quinnipiac’s integrity policy: responsibility, honesty, trust, fairness, and respect. The policy states Quinnipiac’s expectation that all members of the community embrace and live up to these standards.
  - Responsibilities – the policy outlines specific responsibilities for all Quinnipiac community members to uphold the values of integrity.

This policy helps us to develop a culture of integrity at Quinnipiac that does not emphasize what an individual should *not do*, but instead encourages students to make choices that reflect their commitment to being responsible adults who take pride in themselves and in the community at Quinnipiac.

- 3) Student Involvement. Students are involved in the Academic Judicial process. Students are likely to be more invested in a process that they have a say in. Furthermore, studies show that student participation in the process helps to increase the commitment to integrity and honesty.
- 4) Violations and Procedures. This policy includes an extensive listing of violations and examples of each. Further, community members are expected to report violations of the policy.
- 5) Educational Component. The mission of the Director of Academic Integrity is to cultivate a culture of integrity through education and marketing efforts.

### **Summary of Procedures**

Integrity is a guiding principle at Quinnipiac University and the community will be expected to uphold the five standards of integrity: honesty, trust, responsibility, fairness, and respect.

Procedures: Report, Case review, Hearing, Appeal

#### A. Report

A report form can be filed by student, faculty, or staff to the Director of Academic Integrity.

IF minor and unintentional violation, the following occurs:

- Faculty can choose to resolve the incident with the student if this is a first time incident.
  - o Faculty can educate the student and report this education to the Director of Academic Integrity WITHOUT the student's name. This will assist the Director in determining areas of need for education.
  - o If sanctioned, the student may appeal.

IF substantial or intentional violation, the following occurs:

- Faculty MUST file a report with the Director of Academic Integrity
- Director of Academic Integrity notifies all individuals of report and procedures
- Student files a response on the response form
  - o Student admits violation AND has prior history of violation: case goes to case review or hearing
  - o Student admits violation AND has NO prior history of violation: a joint resolution is possible or case goes to a case review or hearing
  - o Student denies violation: case goes to case review

If a joint resolution is agreed upon, the resolution form is sent to the Director of Academic Integrity for final approval.

#### B. Case Review

- Case review committee consists of 2 students and 2 faculty/combined faculty/staff from the Academic Integrity Board
- Any cases which involve multiple students will all be heard by the case review team prior to any voting on individual cases.
- Case review committee reviews information provided and can interview individuals involved in the report/incident
  - o IF sufficient information is found of a violation, a joint resolution can be completed or the information can be sent to the Board for a hearing.
    - if a joint resolution is agreed upon, the form is completed and sent to the Director of Academic Integrity for final approval.
    - If a hearing is to be held, all parties are notified by the Director of Academic Integrity
  - o IF insufficient information is found for a violation, the case is dismissed and records are not filed. Parties are informed on the case review decision by the Director of Academic Integrity.

#### C. Hearing

- Hearing board consists of 4 students, 2 faculty/combined faculty and 1 staff (all of whom would not have been members of the case review for this case).
- Any cases which involve multiple students will all be heard by the board prior to any voting on the individual cases.
- Director of Academic Integrity notifies all individuals of the hearing and the procedures.
  - o IF student is found responsible, the board first determines if there was a prior integrity violation and then establishes sanctions
  - o IF student is found not responsible, the case is dismissed and no records are filed.
  - o Student can appeal decision

#### D. Appeal

- Student can appeal directly to the Senior Vice President of Academic Affairs using the proper procedures
- Any sanction of suspension, dismissal or expulsion will result in an automatic appeal to the Senior Vice President of Academic Affairs.
- A review of the record is completed by the Senior Vice President of Academic Affairs. Interviews can be completed as required by the Senior Vice President of Academic Affairs. Once a decision is reached regarding the outcome of the appeal, the Senior Vice President of Academic Affairs will notify all individuals involved in the case, as well as any appropriate Quinnipiac University personnel (Bursar, Registrar, Deans, etc) of the outcome.

#### E. Non-compliance

- Sanction non-compliance

1a. “Students who chose not to comply with the sanctions determined in a joint resolution, will be required to attend a hearing.”

1b. “Students who chose not to comply with the sanctions determined by a hearing board will be subject to a one-semester suspension.”

#### Procedure:

1. Any student who appears to be in non-compliance with either a joint resolution or a hearing board sanction will be notified by the Director of Academic Integrity via email and certified mail of the apparent non-compliance. The student will be informed of the non-compliance issues/facts and will be instructed to reply in the stated time frame. The student will have seven calendar days to reply to the Director. The student will also be informed that he/she can request an extension, in writing, to the Director. No more than one extension can be granted by the Director.
2. If the student requests an extension, he/she will be notified by the Director within seven calendar days of the extension’s approval/denial and the reasons for such.
3. If the student does not reply after notification, the student will be deemed to be non-compliant and will be required to attend a hearing (joint resolution) or will be subject to a one-semester suspension (hearing).
4. Appeal of the suspension will occur in the same manner as all other suspensions. (See Appeals section of the Academic Integrity Policy)

#### F. Miscellaneous

1. Records are confidential. Records are not to be on a network and should be in a locked file under the supervision of the Director of Academic Integrity.
2. Records will be maintained for three semesters and then automatically destroyed UNLESS a sanction of “suspension, expulsion, or dismissal” from Quinnipiac has been given. These records will be maintained indefinitely.
3. If final grades are required while a report is in process, an “incomplete” grade will be given to the student until the issue is resolved.

4. If a report is filed during the summer months, every effort will be made to form the appropriate committees from the Academic Integrity Board in effect during the prior academic year. If this is not possible, the Senior Vice President of Academic Affairs and the Vice President of Student Affairs will act jointly to establish a committee.
5. Specific examples of violations and sanctions can be found in the appendix to the Academic Integrity Policy
6. All forms can be found on the Academic Integrity Policy web page at [www.quinnipiac.edu/academic-integrity.xml](http://www.quinnipiac.edu/academic-integrity.xml) or through the Quinnipiac University home page.

## **K. MIDTERM GRADES**

Faculty must adhere to the requirement to submit midterm grades in all 100-level courses. This University policy is an important aspect of academic advising and is designed to help new students adjust to the academic expectations of university life.

## **L. FINAL EXAMINATIONS**

Insofar as is practicable, a final examination is regarded as part of the regular work for undergraduate courses. In courses for which a final examination would serve no useful purpose, a term report, essay, or personal conference may be substituted; work on the substitute exercise may take place during the final examination period.

Final examinations may be given only during the final examination period at the end of each term. Examination schedules are prepared and distributed by the Registrar. Faculty members may exempt from the final examination students whose work is of high quality. Conditions governing exemptions are determined by the department of the School/College/Division concerned.

No examination may be held in the week immediately preceding the official examination period. This does not exclude the giving of written lessons, quizzes, or papers when such exercises form a regular part, week by week, of the work of the course. Faculty members must provide an opportunity for students to review their examination.

Students are expected to take no more than two final exams in one day.

1. If a student has three regularly scheduled examinations in one day and one of these is a common exam, the common exam takes precedence.
2. Second preference is given to an examination scheduled in the 6 p.m. to 10:15 p.m. time block.
3. In the event that a student has three examinations schedule in one day it is the responsibility of the instructor scheduled for the latest examination time (between 8 a.m. and 5:30 p.m.) to provide the make-up examination.
4. In all cases the common examination will take precedence.

The administration of this policy is the responsibility of the deans and the Senior Vice President for Academic Affairs. Common examinations will be determined by the deans and Registrar.

#### **M. PROCEDURE TO APPEAL A FINAL GRADE – UNDERGRADUATE AND NON-LAW GRADUATE STUDENTS**

Faculty members are the most appropriate judges of how students perform academically. Therefore this appeal process applies only in cases where a student believes her/his final grade was determined in an arbitrary, capricious or prejudicial manner. In such a situation the student must first try to resolve the matter with the faculty member assigning the grade. If the matter cannot be resolved the student contacts the chairperson of the department offering the course. If after consulting with the student and faculty member the chairperson is unable to mediate a mutually agreeable resolution the student contacts the Dean of the Division/School/College offering the course. If after consulting with the student, faculty member and chairperson the Dean is unable to mediate a mutually agreeable resolution the student can request the formation of an appeal committee.

The request for an appeal committee must be in writing and include a description of why the student believes her/his final grade was determined in an arbitrary, capricious or prejudicial manner, and all relevant evidence (e.g. course syllabus, exams, projects, etc.). The Dean will appoint a three-member faculty committee comprised of two from within the department offering the course and a full-time faculty member of the student's choosing. In the absence of a student preference the Dean will appoint the third faculty member from another department within the College or School. If the Dean is unable to appoint two faculty members from within the department, the Dean will appoint two or more faculty members from outside the department/Division, with the student having the option of choosing one full-time faculty member. The faculty member assigning the grade and the chairperson may not participate in this decision process. After consulting with the student and faculty member, and reviewing the evidence, the appeal committee will forward to the Dean a written final determination that either allows the grade to stand or requires the faculty member to recalculate the grade with chairperson oversight. After the faculty member submits the recalculated grade, the chairperson will document the nature and date of any changes and forward the documentation to the Dean. The Dean will notify the faculty member, department chair, Registrar and student of the final resolution.

The student must submit her/his written request for an appeal committee to the Dean within 45 calendar days from the start of the semester following the semester for which the grade was given. It is expected that within this 45-day period the student, faculty member, department chairperson and Dean will work cooperatively to resolve the matter. If the chairperson is the faculty member who assigned the grade the student will contact the Dean after failing to resolve the matter with the faculty member. If the faculty member who assigned the final grade is unavailable during the semester following the semester for which the grade was assigned the above process begins with the chairperson. The appeal process will be completed by the end of the semester within which it is initiated. Only final grades may be appealed.

## N. CLASS ATTENDANCE

Students are expected to attend classes regularly. The academic department or instructor will set a class attendance policy and feature it prominently in syllabi. Having informed the students of particular attendance requirements, the instructor should refer students with unsatisfactory attendance records to an advisor for assistance or to the Registrar for withdrawal from the course.

Occasionally, students participating in intercollegiate athletics will be absent from classes because of scheduled athletic contests. It is the responsibility of those students to notify their instructors in advance of anticipated absences. If they give such advance notice to their instructors, they will be given the opportunity to make up any requirements for the courses.

Similarly, students who must miss classes because of religious obligations will be given the opportunity to make up course requirements if they have notified their instructors in advance of the anticipated absences.

## O. ACADEMIC GOOD STANDING POLICY

### Math and English Requirements

Full-time students are expected to have completed EN 101, EN 102, and MA 117 (or their equivalent) by the end of three semesters. Part-time students are expected to have met these requirements by the time that they have completed 30 semester hours.

### Credit Hour and GPA Requirements

To be in academic good standing at Quinnipiac undergraduate students must meet both minimum quality point average (GPA) and completed credit requirements. The requirements for full-time students are listed in the schedule that follows:

<b>Semesters Registered as a Full-time Student</b>	<b>Minimum Required GPA</b>	<b>Minimum Required Credits Completed</b>
1	1.80	10

2	1.80	20
3	1.90	30
4	1.90	40
5	2.00	50
6	2.00	60
7	2.00	70
8	2.00	80
9	2.00	90
10	2.00	100
11	2.00	110
12	2.00	120

The academic good standing requirements for transfer students are based on the number of credits accepted for transfer. For example, students who enter Quinnipiac University with 20 transfer credits are considered to have completed two semesters and are subject to the requirements of a third-semester student during their first semester at Quinnipiac. However, minimum GPA is based only on courses completed at Quinnipiac. Academic good standing for part-time students is based solely on GPA. For example, a part-time student must have a GPA of 1.8 or better upon the completion of 10 credit hours and 2.0 or better upon the completion of 50 credit hours. Individual programs may have GPA and completed credit requirements that are higher than those listed above.

Students, who are deficient after a total of three semesters on probation, or two semesters after the freshman year, will be suspended or dismissed. Any student who has a GPA below 1.2 after two semesters will be dismissed.

### **APPEAL PROCESS FOR SUSPENSION OR DISMISSAL**

A student may appeal a decision for academic dismissal or suspension if the grounds for appeal fall under one of the categories outlined below:

1. Academic information not available to the Screening Committee at the time of its decision.
2. Inequity in procedure. This category would include a situation in which the student believes the action of the Screening Committee is inconsistent with action taken in similar cases. This category of appeal does not include grading procedures by individual faculty members which may have affected the student's academic standing.
3. A personal situation which affected the student's academic performance. Specific and detailed information as to how such a situation affected the student's performance should be included in the appeal. It is also desirable to include written supportive information from people who are familiar with the situation.

## **P. ACADEMIC ACHIEVEMENT AND GRADUATION - GRADUATE PROGRAMS**

All graduate students are expected to maintain a grade point average (GPA) of 3.0 on a 4.0 scale. Full-time graduate students are required to achieve a 3.0 GPA each semester. Part-time graduate students must have an overall GPA of 3.0 upon the completion of nine credit hours and must maintain a cumulative GPA of 3.0 thereafter.

Individual programs may have additional achievement requirements. For example, a program may require students to achieve a grade of “B” or better (or pass in a pass/fail format) in key specified courses. Alternatively, a program may limit the number of courses in which a student is permitted to receive a grade of “B-” or less. Individual programs may also require that full-time graduate students complete a minimal number of credits per semester to retain full-time status within the program.

At the end of each semester, the School/College/Division dean provides each program director a list of deficient students (students who do not meet academic achievement requirements). Utilizing the review process established by his or her program’s faculty committee, the graduate program director prepares and forwards to the School/College/Division dean the program’s decision regarding each deficient student. Deficient students will be notified by the School/College/Division dean of a decision on their status. Deficient students may be: a) placed on probation, b) suspended, or c) dismissed. Students placed on probation remain in their program but must meet specified performance standards. Suspended students may apply for readmission into their program after the term of their suspension has expired. Dismissed students may not apply for readmission.

Dismissed or suspended students may appeal the sanctions placed on them by their program to the School/College/Division dean. Appeals must be submitted in writing within ten days of the receipt of a suspension or dismissed notice. Appeals should be based on errors in the facts considered by their program or extenuating circumstances. Upon hearing the appeal the School/College/Division dean may decide to:

1. concur with the program’s initial decision. In this case the initial decision is final.
2. send the matter back to be reconsidered by the program.
3. change the sanctions decided by the program by decreasing or increasing the sanctions.

To be eligible for graduation, all students must satisfy the following requirements:

1. meet all conditions of admission.
2. achieve a cumulative GPA of 3.0.
3. meet all program academic achievement requirements.
4. file an application for graduation.

## Q. UNIVERSITY CORE CURRICULUM

The University Core Curriculum (CC) consists of up to 50 semester hours required by all baccalaureate candidates entering Quinnipiac University. It is designed to foster intellectual and social growth through an integrated liberal and technical education, to develop skills in conceptualization and critical analysis, and to instill an awareness of the complexities of the world and society. The CC includes:

	<i>Semester Hours</i>
University-level competency in written English	6*
Mathematics	3*
Specialized competency in foreign language, oral communication, computer information systems, or additional mathematics	6*

\*or demonstrated proficiency

In addition, students may choose approved courses to meet the following requirements:

The Artistic Tradition <i>(art, dance, film, music, theater)</i>	3
The Behavioral and Social Sciences <i>(anthropology, geography, political science, psychology, sociology)</i>	6
The Humanistic Tradition <i>(history, literature, philosophy)</i>	6
The Physical and Biological Sciences <i>(biological and physical sciences and chemistry)</i>	8
Economics and the Managerial Tradition <i>(economics, finance, management, marketing)</i>	6
Advanced electives (200 level or higher) from outside the area of the student's major**	6
<b>Total</b>	<b>50</b>

\*\*Students may complete any 18-credit minor in place of these advanced electives

Courses offered in fulfillment of the area requirements in the artistic tradition, behavioral and social sciences, humanistic tradition, physical and biological sciences, and the economic and managerial tradition have been designated as part of the CC because they include:

- a. An investigation of the impact of the body of knowledge under study upon human existence and development;
- b. Methods of inquiry and techniques of communication characteristic of the body of knowledge under study;
- c. An exposure to a recognized body of scholarship with emphasis upon contrasting viewpoints within the body, as revealed through source readings, laboratory experience, or field work to the extent possible;
- d. Judgmental and ethical aspects of the body of knowledge under study; and

- e. Assignments that require students to exercise composition skills, with demonstration of appropriate levels of composition skills being a requirement for passing the course.

All baccalaureate program requirements reflect the requirements of the CC. Some additional University Curriculum credits are required of liberal arts majors.

**R. DEPARTMENTAL INSTRUCTIONAL PRACTICES**

1. Instructors teaching multiple section or sequential courses will agree upon and define the essential core material which shall be covered in these courses and will file with the department chairperson a written description of the agreement as to what minimum basic material is to be covered in these courses.
2. Instructors shall provide a description of the types of material upon which grades are to be based and submit it to the department chairperson.
3. All instructors will submit a written description of each course's basic material, including grading practices, to the department chairperson.
4. The department chairperson is charged with assuring that all faculty members adhere to the written description of the basic material of the course and to the grading practices included therein.
5. Instructors will furnish their students, within the first full week of the semester, a written course outline, a description of grading policy, and the type of material upon which grades will be based.
6. Syllabi shall be maintained for all courses and any changes in a course syllabus will be submitted to the department chairperson for inclusion in the departmental file of syllabi.

**S. ADJUNCT FACULTY SALARY RATES**

In the absence of any cost of living adjustments, the rates of pay will be as follows per credit hour:

	<u>2004-2005</u>
Ranks 1, 2	\$ 900
Ranks 3, 4, 5	\$1,070
Graduate	\$1,250

**T. SELECTION AS DEPARTMENT CHAIRPERSON**

1. A department shall elect its chairperson by a vote of a majority of its full-time members. This recommendation must be acceptable to the dean. Departments may make provision for students to participate in the voting, but student participation shall not exceed 30% of the electorate.
2. If the proposed chairperson is not acceptable to both a majority of the electorate and the School/College dean, the selection process will be used to determine a second choice. Should the second candidate also lack acceptance by the School/College dean, then the decision will be submitted to the Senior Vice President for Academic Affairs for binding arbitration.
3. The department chairperson will be appointed for an initial term of three years. A department chairperson may be reappointed by the same process for a second three-year term.
4. The department chairperson may resign without prejudice. A department chairperson may also be removed by action of the School/College dean, but only after discussion with the members of the department and the Senior Vice President for Academic Affairs. In no way will either the resignation or removal of the department chairperson affect his/her rights and status under the standard faculty contract.
5. Chairpersons will have a reduced teaching load and/or remuneration in accordance with a University-wide formula, which takes into account factors such as size of department, number of majors, programs, and other related factors.
6. In the event of a leave of absence, a sabbatical, prolonged illness, and similar absences of the duly appointed chairperson, an acting chairperson will be selected by the above outlined procedures for a period of time not to exceed the remainder of the term.

#### **U. FULL-TIME FACULTY ROLE IN APPROVING DEGREES, COURSES, AND FACULTY APPOINTMENTS**

Only full-time faculty at Quinnipiac University, acting in whatever units or groups as appropriate, have the authority to approve any and all degrees and for-credit courses offered by Quinnipiac University, including any and all degrees offered by the College of Professional Studies.

Also, only full-time faculty at Quinnipiac and, in particular, those full-time faculty who serve as Department Chairs, have the authority to approve the credentials and the appointment of full-time and part-time faculty to teach any and all for-credit courses.

#### **V. EMERITUS STATUS**

A member of the faculty at Quinnipiac University who holds the rank of associate professor or professor and has a continuing record of distinguished service to the University for at least ten years of full-time appointment or a member of the faculty who holds the rank of assistant

professor and has a continuing record of distinguished service to the University for at least fifteen years of full-time appointment may be considered upon retirement for the award of emeritus standing.

Consideration for emeritus standing may be initiated by the appropriate department or dean or the Senior Vice President for Academic Affairs. Nominations, which have been approved by departmental colleagues, will be presented to the President of the University, who makes the final conferral recommendation to the Board of Trustees. Emeritus standing is conferred by the Board.

Emeritus standing will include the conferral of the title, Professor Emeritus, or for Assistant Professors, the title Associate Professor Emeritus, which will take place at commencement or a similar University ceremony, on which occasion an appropriate presentation will be made. Emeritus Professors and Emeritus Associate Professors are invited to attend all meetings and gatherings open to members of the full-time faculty and will be included on the faculty mailing list. University identification cards and library privileges will be available for Emeritus Professors and Emeritus Associate Professors, who may also use all University facilities on a space available basis.

#### **IV. ACADEMIC AND FACULTY PERSONNEL POLICIES (SCHOOL OF LAW)**

##### **A. ACADEMIC FREEDOM**

###### Condition of Employment and Academic Freedom

1. The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and the faculty member before the term of the appointment begins to run.
2. Employment contracts shall run from year to year, for the length of the academic year.
3. Contracts are renewed automatically, except upon timely notice of non-renewal, resignation, financial exigency or failure to receive tenure by the end of the probationary period, as set forth elsewhere in these policies. This section shall not apply to instructors or visiting faculty.
4. All faculty members shall enjoy full academic freedom in accord with Annex I of the American Bar Association Standards For Approval of Law Schools and Interpretations (Oct., 1991).

###### Annex I

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for

pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter that has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

## **B. CONDITIONS OF EMPLOYMENT**

1. The terms and conditions of every appointment within the scope of these policies shall be set forth in the appointee's contract. Every such contract shall be in the possession of the Law School and the appointee before the term of the appointment begins to run.
2. Employment contracts shall run from year to year, for the length of the academic year.
3. Contracts are renewed automatically, except upon timely notice of non-renewal, resignation, financial exigency, or failure to receive tenure by the end of the probationary period, as set forth elsewhere in these policies. However, this provision shall not apply to Clinical Professors, Assistant Professors of Legal Skills, instructors, or visitors.
4. All personnel within the scope of these policies shall enjoy full academic freedom in accord with the current American Bar Association Standards for Approval of Law Schools and Interpretations.

## **C. FACULTY OBLIGATIONS**

1. A full-time faculty member is one who devotes substantially all of his or her working time during the academic year to teaching and legal scholarship or as Director of the Law Library, Associate Dean, or Dean. A full-time faculty member shall have no outside office activities, and any outside professional or business activities shall be limited to those relating to his or her major academic interests, enriching his or her capacity as a scholar or teacher, or serving the public generally, and shall not unduly interfere with his or her responsibilities as a faculty member. This rule shall not prohibit the devotion of de minimis time to professional or business activities by a faculty member on behalf of himself or herself, relatives, or friends that do not interfere with his or her responsibilities as a faculty member.
2. Subsection 1 of this Section shall apply to faculty members teaching in summer sessions to the extent of their contractual obligations.
3. A full-time faculty member may not begin activities inconsistent with Subsection 1 of this Section prior to the completion of his or her duties (including grading of

examinations) arising out of his or her employment for the academic year. If he or she begins such activities during the summer, those activities must be completed before the beginning of the subsequent academic year.

4. Maintenance of one's own outside law or business office at any time during the term of the contract except while on authorized leave of absence shall constitute a violation of this Section.
5. Any faculty member, before undertaking substantial outside business or professional activities, shall notify the Dean in writing of the details and circumstances of such activities. This statement shall clearly reflect the amount of time and the kinds of activities involved.
6. A faculty member may not engage in a sexual relationship with a student where the faculty member has an academic responsibility for the student in such matters as teaching a course or otherwise evaluating, supervising, or advising a student as part of a school program. A faculty member may not take on any academic responsibility for a student who is part of that faculty member's immediate family or with whom the faculty member has or has had a sexual relationship.
7. A faculty member who fails to fulfill the obligations of a full-time teacher as defined in this Section or violates Subsection 6 of this Section is subject to Sanctions under Art. II, Sec. H.

#### **D. SABBATICAL AND LEAVE POLICY**

1. Each instructor to be eligible for a sabbatical after every six years.
2. Sabbaticals to be either one semester at full-pay or one-year at half-pay.
3. Sabbaticals to be granted as of right, provided:
  - a. The standard sabbatical to be one-year at half-pay. Sabbaticals at full-pay for one semester to be granted only upon approval by the Dean.
  - b. If there are multiple applications, and it is not possible to grant them all, the Dean shall determine priorities, based upon the following criteria:
    - i. Seniority
    - ii. Research or other professional objectives of the instructor
    - iii. Whether the instructor has had a previous sabbatical
    - iv. Cost of replacing the instructor
    - v. Such other equities as will advance the interests of the instructor and the institution.

- c. Provided, that no less than one sabbatical shall be granted each year that an eligible instructor requests one.
4. Unpaid leaves to be granted, for any reasonable purpose, and for any reasonable period, upon approval by the Dean and faculty, provided that the Dean may grant leaves of up to one year without faculty approval. The University to continue to pay fringe benefits, other than TIAA CREF, for the duration of the leave period.

## **E. EMERITUS STATUS**

A member of the faculty at Quinnipiac University who holds the rank of associate professor or professor and has a continuing record of distinguished service to the University for at least ten years of full-time appointment or a member of the faculty who holds the rank of assistant professor and has a continuing record of distinguished service to the University for at least fifteen years of full-time appointment may be considered upon retirement for the award of emeritus standing.

Consideration for emeritus standing may be initiated by the appropriate department or dean or the Senior Vice President for Academic Affairs. Nominations, which have been approved by departmental colleagues, will be presented to the President of the University, who makes the final conferral recommendation to the Board of Trustees. Emeritus standing is conferred by the Board.

Emeritus standing will include the conferral of the title, Professor Emeritus, or for Assistant Professors, the title Associate Professor Emeritus, which will take place at commencement or a similar University ceremony, on which occasion an appropriate presentation will be made. Emeritus Professors and Emeritus Associate Professors are invited to attend all meetings and gatherings open to members of the full-time faculty and will be included on the faculty mailing list. University identification cards and library privileges will be available for Emeritus Professors and Emeritus Associate Professors, who may also use all University facilities on a space available basis.

## **F. DIRECTOR OF THE LAW LIBRARY**

1. The position of Director of the Law Library is an administrative position. Its occupant may hold a tenure-track or a non-tenure-track appointment.
2. If the Director holds or is to hold a tenure-track position, all requirements of Section C of this Article shall apply, with the exception of those concerning teaching. The Director's performance as an administrator and active participant in the teaching program of the Law School will be evaluated to determine whether or not that participation is equivalent to the teaching performance required for promotion or tenure.
3. If the Director holds or is to hold a non-tenure track position, the following provisions shall apply:

- a. No person may be hired as Director without a vote of approval by two-thirds of the faculty present and voting;
- b. The initial term of appointment shall be set by the faculty and shall not exceed six years. The initial term and time spent as Acting Director, but excluding time spent on leave, shall constitute the probationary period;
- c. During the probationary period, the Dean may dismiss the Director after consultation with the faculty in accord with the requirements for the dismissal of untenured faculty;
- d. Upon a vote of approval of two-thirds of the members of the Tenure Committee present and voting, the Director may be continued in employment after the end of the probationary period;
- e. A Director who successfully completes the probationary period and who is offered employment in accord with Clause (d) of this Subsection may thereafter be dismissed by the University only upon the approval of the faculty by a two-thirds vote. The grounds shall be as set out in Art. II, Sec. H;
- f. A Director may be dismissed by reason of financial exigency at any time and in the same manner as tenured faculty;
- g. Notice of the non-renewal of a Director's contract shall be given as follows: for a Director who has served for less than one year, no later than March 1 if the appointment is to expire at the end of that academic year; for a Director serving more than one but less than two years, no later than December 15 if the appointment is to expire at the end of that academic year; for a Director who has served more than two years, not later than May 31 if the appointment is to expire at the end of the following academic year.

## **G. PROFESSOR OF LEGAL WRITING**

- 1. An appointment under this Section may be tenure-track or non-tenure-track, as determined by the faculty. The ranks shall be Assistant Professor of Legal Writing, Associate Professor of Legal Writing, and Professor of Legal Writing.
- 2. A Professor of Legal Writing shall be appointed initially to a term of one year or more at a suitable academic rank and thereafter be eligible for successive appointments not to exceed five years from the date of the initial appointment.
- 3. If a Professor of Legal Writing holds or is to hold a tenure-track position, all requirements of Section C of this Article shall apply, except that the scholarship, public service, and prior training and experience criteria of that Section may be writing, rather than law, related.

4. The contract of a tenured Professor of Legal Writing may be non-renewed if the legal writing program has been terminated or substantially modified.

## **H. ASSISTANT PROFESSOR OF LEGAL SKILLS**

1. An Assistant Professor of Legal Skills (APLS) shall be first appointed for an initial term of one year. A vote of approval by two-thirds of the faculty present and voting shall be necessary for appointment to this term.
2. An APLS may request an extension of his or her initial appointment for an additional two years. The decision whether to extend the appointment shall be solely within the discretion of the Director of the Legal Skills Program and the Dean. They shall make that decision in January following the date of the initial appointment. The approval of both the Dean and the Director of the Legal Skills Program is required for extension.
3. An APLS in the third year of service may request a renewal of his or her appointment for an additional term of two years. If such a request is made, the Dean shall appoint a committee to review the APLS's teaching performance in October of the third year from the date of the initial appointment. This committee shall consist of at least three faculty members and one student representative. By December 31, the committee shall make a recommendation to the Dean and the Director of the Legal Skills Program as to whether the appointment should be renewed. The Dean and the Director of the Legal Skills Program shall review the committee's recommendation and the APLS's job performance in accord with the standard set out in Subsection 6 of this Section and determine whether the appointment should be renewed. The approval of both the Dean and the Director of the Legal Skills Program is required for renewal.
4. An APLS in the fifth year of service may request a three-year appointment. If such a request is made, the Dean shall appoint a committee by October 1 of the fifth year. The committee and the Director of the Legal Skills Program shall review the APLS's job performance in accord with the standard set out in Subsection 6 of this Section. By December 31, the committee and the Director shall recommend to the faculty whether or not to offer the APLS a three-year appointment. This appointment requires a vote of approval by two-thirds of the faculty present and voting.
  - a. An APLS with two or more years of experience in teaching legal writing prior to his or her initial appointment as an APLS at this Law School may, at the discretion of the Dean, apply for a three-year appointment as an APLS by October 1 of his or her third or fourth year at the school.
5. The Dean may appoint an APLS to additional three-year terms with the approval of the Director of the Legal Skills Program and a majority vote of the faculty.
6. The standard for renewal (under Subsection 3 of this Section) or reappointment (under Subsections 4 and 5) of an APLS shall be demonstrated excellence in achieving the teaching goals of the Legal Skills Program – i.e., assisting students to perform at an

acceptable or higher level of competence in writing, analysis, and research. This includes the following: a sound knowledge of legal analysis, legal writing techniques, and legal research sources and methodologies; the ability to inspire students; the ability to present clear and well-organized lectures and to lead well-organized and productive classroom discussions; the ability to create a classroom atmosphere conducive to learning; the ability to provide insightful, detailed critiques of students' written work in written form and in one-to-one student conferences; accessibility to students; the production and selection of teaching materials, including problems, exercises, and readings; and contributions to collegial efforts to plan and develop problems, classes, and teaching methodologies.

7. An APLS shall devote substantially all of his or her working time to teaching. Within the time constraints of the position, however, an APLS should serve the Law School by attending and participating in faculty meetings, serving on committees, and providing service to the Law School.

## **I. CLINICAL PROFESSOR**

1. A Clinical Professor shall be appointed initially to a term of one year or more and at a suitable academic rank. A vote of approval by two-thirds of the faculty present and voting shall be necessary for appointment to this term.
2. A Clinical Professor may request an extension of his or her initial appointment for up to two additional two-year terms. If such a request is made, the Clinic Director shall make a recommendation to the Dean as to whether the appointment should be renewed. This recommendation shall be made in January following the date of the request. The decision whether to extend the appointment shall be solely within the discretion of the Dean.
3. By October 1 prior to the expiration of the fifth year from the date of the initial appointment, or at any earlier date, a Clinical Professor may apply for an extended appointment of five years. If a Clinical Professor applies for such an appointment, the Dean shall appoint a committee, including a student member, to evaluate the application and make a recommendation to the faculty as to whether the appointment should be offered. An extended appointment may be renewed for successive terms. A vote of approval by a majority of the faculty is required to make or renew an extended appointment.
4. The standard for promotion or renewal of Clinical Professors shall be demonstrated excellence in clinical teaching or teaching in externship courses, in supervising students in the clinical or externship setting, and in clinical practice or the management of externships. In deciding the question of renewal, consideration may be given to the following: teaching materials; practice materials; and papers, presentations, and publications relating to clinical and externship teaching, substantive law, and clinical practice. A Clinical Professor shall maintain membership in good standing in the bar in the jurisdiction in which he or she practices.

5. A Clinical Professor shall not be dismissed prior to the expiration of the term of the current appointment except as provided in Article II, Section H, or in the event of the termination or material modification of the clinical or externship program.