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Section I  Institutional Documents And Administrative Organization

1.0  Historical Sketch Of The College

The historic founding of Iowa Wesleyan College is rooted in the religious, educational and cultural aspirations of early settlers in the frontier settlement of Mt. Pleasant. Their aspirations were shaped by an impelling vision and a bold determination to build an institute of learning in the rapidly developing southeast corner of the Iowa Territory. On February 17, 1842, the Territorial Legislature granted a charter for the Mt. Pleasant Literary Institute, later named the Mt. Pleasant Collegiate Institute.

On March 8, 1843, Aristides Joel Priest Huestis, a New Englander by birth, signed a contract, the first dated document of the Institute, to act as Agent for raising money and supervising construction of the Institute Building. Three days later, four Mt. Pleasant residents donated twenty acres of land in four adjoining plots so that trustees could “within three years from this date erect a substantial building on some part of said donation, which building shall be used and forever appropriated as an institution of higher learning.

Nearly three years later, in their minutes of November 11, 1845, trustees record: “Resolved by the board of Trustees we deem it expedient to elect a faculty and open a school on the first Monday in January next.” On that same date, they also named Huestis the President of the Institute.

Classes began in the Institute Building, now known as Pioneer Hall, with two professors: President Huestis, who taught Natural and Moral Science and belles lettres, and Johnson Pierson, who taught ancient languages and literature. Mathematics was added to the curriculum later that year.

James Harlan was named President of the Institute in 1853. Known as a man of national and political interests, Harlan, an Iowa City lawyer and businessman, determined to advance the educational status of the Institute. He successfully raised funds to construct a second building, now Old Main, and expanded the curriculum, adding political economy and theology, as well as piano, drawing, French and German classes. At his urging, on February 15, 1855, the Institute’s name was changed to Iowa Wesleyan University to emphasize its enlarged college program and its sponsorship by the Iowa Conference of the Methodist Episcopal Church, granted in 1849.

The first college-level graduate of Iowa Wesleyan was Winfield Scott Mayne who earned a B.A. degree in 1856. In 1859, Lucy Webster Killpatrick was the first woman granted a B.A. degree at Iowa Wesleyan. Belle Babb Mansfield, the first woman to be admitted to the bar in the United States, graduated from Iowa Wesleyan in 1866. Susan Mosely Grandison, the first female black graduate, earned her degree in 1885. Keyroku Miazaki from Tokyo, Japan, attended 1890-91, the first documented international student. In 1958, Iowa Wesleyan graduate James Van Allen discovered the earth’s radiation belts. These radiation belts now bear his name. In October, 2007, Peggy Whitson, NASA astronaut, became the first female commander of the International Space Station. She set the U.S. record with 377 days in space on two missions: 2002 and 2007-08. On July 1, 1912, Iowa Wesleyan University became Iowa Wesleyan College.

Through the years, the College has pioneered in such features as coeducation, the laboratory approach to teaching in the sciences, and service learning, adopted in 1967. More recently it has implemented an experiential learning program that integrates its Life Skills emphases with service learning and career experience into each student’s education. To prepare students for responsible citizenship and fulfilling careers, this program combines a broad-based liberal arts curriculum with community service learning opportunities and field experience in the chosen field of study.
Iowa Wesleyan maintains a close affiliation with the United Methodist Church, from which it derives its sensitivity for spiritual values in social justice and human welfare, local, national and international. In its distinctive role among the many institutions of learning in America, Iowa Wesleyan holds fast to the ideals of its founding vision, while fostering creativity and the pursuit of truth in its developing curricular framework of Learning in Community.

1.1 Mission

The mission of Iowa Wesleyan College is to prepare students to succeed in a changing global environment. Iowa Wesleyan is a four year liberal arts college providing quality individualized learning experiences that combine the development of the intellect with adaptive life skills. The College is affiliated with the United Methodist Church with which it shares a commitment to spiritual values, social justice and human welfare.

1.2 Learning In Community: An Academic Vision

The story of Iowa Wesleyan College is a story of community; its founding, an act of community; its long history, an affirmation of community. Its defining vision draws on a community of memory even as it forges a dynamic future.

More than a century and a half ago, Iowa Wesleyan College was born in a frontier settlement imbued with a yearning for culture, a Methodist-led zeal for education, and a bold, impelling vision. The impulse and the forces for action were at work in the founding of the College.

In January of 1842, a bill "to incorporate a Literary Institute at Mount Pleasant" was passed by the Iowa Territorial Legislature. Trustees were authorized to begin the work of arranging finances, appointing professors and drawing up rules of conduct. On March 11, 1843, nine years after the town was settled, four Mount Pleasant citizens donated twenty acres in four adjoining plots to enable the trustees to "erect a suitable building on some part of the donation, which should be used and forever appropriated as an institution of higher learning."

Iowa Wesleyan College pioneered daring and unconventional educational policies and practices. Soon after its founding, it admitted and graduated women, its first black student, its first international student and its first female law student who had earlier become the first woman admitted to the bar in the United States. Though Wesleyan’s history records repeated challenges to its stability, resilience and faith in the future have continued to draw the College through turbulent times.

Energized and guided by historic memory, Iowa Wesleyan College respects individuality within the context of a community with common moral purpose, a community that welcomes persons of diverse backgrounds and world views. In so recognizing both immediate and global dimensions of civic membership, individual aspirations are tied to the aspirations of all, echoing John Wesley’s declaration “The world is my parish.”

Committed to joining the development of the intellect with the realities of life, the Iowa Wesleyan experience values service to others, preparation for a life of rewarding work, and the acquisition of enduring knowledge to enhance the ability to engage in common discourse and appreciate varieties of expression. It fosters a love of learning, a desire for civility, and the release of human potential.

Iowa Wesleyan College is bold to expect that every graduate will

- make reasoned choices that will enhance personal and civic virtue
- work harmoniously with others in pursuit of common goals
- become a responsible member of the community, joining personal and social identity
- recognize and strive to remove barriers that divide peoples and nations
- evolve a code of ethics for personal choices and public decisions
- practice environmental stewardship
• speak and write persuasively with sensitivity and respect to those with differing viewpoints
• demonstrate the ability to think and read critically
• cultivate an appreciation of the arts
• become fluent in use of modern technology
• develop adaptive personal and career skills
• explore a variety of academic disciplines beyond the familiar
• engage in on-going search for truth and justice
• deepen personal faith and devotion to God

Iowa Wesleyan
Uniting College Church Community

1.3 Learning Outcomes: Life Skills

In adopting a statement of vision that focuses on academically integrated community-based learning communities, the faculty and administration move toward fostering coherence across the curriculum and in all elements of co-curricular life. This vision embraces the meaning of community to include learning from each other and from the whole of the larger community to which Iowa Wesleyan College belongs.

The vision of “Learning in Community” builds upon the matrix of the life skills outcomes, adopted in 1982. At that time, the faculty and administration determined that “purposeful education is that educational process that serves its students best not merely by transmitting knowledge but by equipping them with broad and necessary adaptive skills as well.” These necessary adaptive skills, later called the life skills, include communicating, problem-solving, valuing, and interacting in socially effective ways.

Communication Skills: Definition and Outcomes

Definition. Communicating is an interchange that involves sending, receiving and processing. Demonstrable competence in communicating includes sending, receiving and processing information in a variety of modes (written, oral, graphic, numeric, symbolic, and technological), to a variety of audiences at varying distances (one-on-one, small group, large group), for a variety of purposes (for example, to inform, to understand, to persuade, to analyze). Individual proficiency in the communicating process will also include a developing self-awareness, marked by an increasingly realistic concept of self and a sensitive, responsible attention to audience.

Outcomes. An Iowa Wesleyan College education empowers its students to:
  Read critically and effectively analyze theme, form and structure of written work
  Write and speak clearly and logically for varied purposes and to varied audiences
  Listen intently and responsively
  Express ideas in abstract notation
  Discern meaning conveyed through artistic expression
  Extend and facilitate effective discourse through modern technology

Problem-Solving: Definition and Outcomes

Definition. Problem-solving is the mental process of applying previously acquired knowledge to new and unfamiliar situations. Problem-solving strategies involve posing questions, analyzing situations, translating results, illustrating results, drawing diagrams, and evaluating both the results and the process.

Outcomes. An Iowa Wesleyan College education creates an academic experience that enables students to:
  Examine and articulate their own reasoning and problem-solving processes
  Distinguish between fact and opinion
  Translate observations into reasoned inferences
Define issues or problems
Analyze various approaches to solutions
Select a strategy, build a case, act on it, and evaluate the process and result

Valuing: Definition and Outcomes

Definition. Values are, for any of us, the things that matter, the measures of worth and worthwhileness, the profile of the Good that provides a foundation for personal standards, commitments, and action. Insofar as policies and decisions are not forced by external constraints and influences, they are shaped by values – personal, corporate, cultural – whether these values are acknowledged or not. They represent the element of choice in decision-making. More basically, values, whether consciously held or otherwise, are an important index to identity; that is, they help to define character.

Outcomes. An Iowa Wesleyan College education creates the climate for its students to:
- Explore and measure their own values
- Respect the worth of the other
- Recognize value systems inherent in the arts, the humanities, the sciences, the professions and technology
- Engage in the debate among individual, corporate, cultural and global interests
- Act as responsive and responsible members of the human group

Effectiveness in Social Interaction: Definition and Outcomes

Definition. Educating and learning are fundamentally social activities, not only for practical and economic reasons but because we learn overwhelmingly from and through community rather than in solitude. Thus the context of significant learning is predominantly social; and to a more than slight degree its substance as well is concerned with understanding our fellows, fitting constructively into organized groups and institutions, seeking social justice and maintaining civil existence.

Outcomes. An Iowa Wesleyan College education provides experiences that enable its students to:
- Interact collaboratively with individuals and within groups
- Relate productively with people of diverse backgrounds and viewpoints in positive and congenial ways
- Practice responsible leadership and teamwork
- Understand and exhibit social competence in a variety of settings

1.4 Accreditation


Iowa Wesleyan is also accredited by the State Department of Education, and the University Senate of the United Methodist Church. The Nursing Program is approved by the Iowa Board of Nursing (IBON, Riverpoint Business Park, 400 SW 8th St., Suite B, Des Moines, IA 50309; 515-281-3255). The College is approved by the government training program under the Veteran's Bill (550 and 894).

1.5 Compliances

It is the policy of Iowa Wesleyan College not to discriminate on the basis of race, color, national origin, gender, disability, age, religion, creed, sexual orientation or gender identity in the provision of its
educational programs and in its employment policies and practices. Questions, concerns or complaints should be addressed to the Office of Human Resources, 319-385-6209.

Iowa Wesleyan College complies with the Family Education Rights and Privacy Act of 1974—Public Law 93-380. A full statement of the policy of Iowa Wesleyan College on the Access to and Release of Student Data/Information is on file with the Vice President for Academic Affairs, the Director of Admissions and the Vice President and Dean for Student Life.

1.6 Board Of Trustees/General Organization

The Board of Trustees is the legal governing body and the chartered legal entity for Iowa Wesleyan College. As such, it is the final institutional authority and grants all earned degrees awarded by the institution, upon recommendation of the faculty. Its primary responsibility is the articulation of general educational policies and academic goals. In so doing, it is obligated to husband the financial resources of the College and to relate them to the likely needs of the future, and to assure that the Methodist tradition serves as a prelude to and inspiration for the future of the institution. While maintaining a general overview, the Board entrusts the conduct of administration to the President and through him to other administrative officers of the institution.

Iowa Wesleyan College operates under the Restated Articles of Incorporation and By Laws (as adopted in 2011) granted by the State of Iowa. The College is affiliated with the United Methodist Church, but is an independent entity under Iowa law.

The governing body of Iowa Wesleyan College is the Board of Trustees, and the President of the College is the Executive Officer.

1.7 Organization/Major Officers Of Iowa Wesleyan College

![Organization Chart]

- Board of Trustees
- President
- Senior Executive Assistant
- Director for Marketing and Communication
- Senior Vice President and Chief Financial Officer
- Vice President for Academic Affairs
- Vice President and Dean for Student Life
- Vice President for Development and Alumni Relations
- Vice President for Enrollment Management
1.7.1 President

The President is appointed by the Board of Trustees, with the involvement of the faculty and students in the selection process. As the chief executive officer of the institution, the President supervises and directs the affairs of the College. It is the duty of the President to assure that the standards and procedures in operational use within the institution conform to the policies established by the Board of Trustees and to the standards of sound academic practice. The President shares responsibility for the definition and attainment of goals and for operating the communications system which links the components of Iowa Wesleyan College, and is largely responsible for the maintenance of existing institutional resources and the creation of new resources. As the chief spokesman and representative of Iowa Wesleyan College the President works for public understanding. In all these areas, the responsibilities are to plan, organize, direct, represent, and evaluate. Specifically the President will:

- Develop a distinctive, dynamic and inclusive vision that permeates the academic, student, and religious life of IWC.
- Lead the College in strategic planning linked to multiple year budgets; implementing the shared vision; bringing a broad knowledge of relevant trends in higher education to the institution; cooperatively working with, and encouraging the faculty in developing excellent new academic programs; discovering new ways in which technology can be implemented in the overall life of the College, including new learning paradigms.
- Give renewed leadership to the IWC capital campaign, including creative strategies for accomplishing major goals; building new programs for attracting alumni, foundation, and corporate support; continuing to increase the size of the endowment; increasing faculty and staff salaries; forging entrepreneurial partnerships with Mt. Pleasant and southeastern Iowa businesses, government and non-profit organizations.
- Attract and retain talented students, faculty, and support staff, and develop enrollment management and faculty/staff development models for attaining these goals.
- Work cooperatively with the Board of Trustees and the United Methodist Church in furthering the mission of IWC; assist trustees in their continuing effort to attract new members; re-examine the governance structure of the College and recommend changes which will facilitate more inclusive institution-wide collaborative efforts and open communication.
- Select, evaluate, and retain a senior administrative team; delegate authority and responsibility; hold the team accountable.

1.7.1.1 President’s Cabinet

The Cabinet consists of the President and the officers of the College reporting directly to the President. The President is the principal executive officer of the College, responsible to the Board of Trustees. Other members of the Cabinet responsible directly to the President are: Senior Vice President and Chief Financial Officer, Vice President for Academic Affairs and Dean, Vice President and Dean for Student Life; Vice President for Institutional Relations, and Vice President for Enrollment Management. Other administrative officers who may when called upon by the resident to participate in decisions of the Cabinet include: Associate Vice President and Dean of Extended Learning, Associate Vice President and Chief Information Officer, and the Athletic Director. The Cabinet usually meets weekly.

1.7.1.2 Senior Vice President And Chief Financial Officer

The Senior Vice President and CFO is appointed by the President and is the chief business and financial officer of the College. The CFO directs and coordinates the
College's fiscal and business affairs; formulates and recommends financial policies, plans, and objectives; approves both financial and business service programs; appraises the performance of annual and long-range forecasts of capital and operating budgets and staffing projections; and directs other matters important to the successful financial administration of College affairs. Mailroom, switchboard, Bookstore and dining hall functions also report to this individual.

1.7.1.2.1 Director Of Human Resources

The Director of Human Resources is appointed by the Senior Vice President and CFO and is responsible for administering institutional personnel policies and practices; maintaining personnel records, administration of employee benefits, staff employment, wage/salary administration and operation of the institution’s payroll system.

1.7.1.2.2 Director Of Physical Plant

The Director of Physical Plant is appointed by the Senior Vice President and CFO and is responsible for building maintenance, housekeeping, grounds care, security and motor pool. The Director:

- Maintains College-owned buildings, including proper repair of plumbing, heating, and cooling equipment, structural maintenance and furnishings;
- Negotiates contractual services for: repair work which cannot be supplied through use of College-employed personnel; care of buildings and grounds including janitorial services, mowing, care of trees and shrubs;
- Maintains records of all College-owned vehicles & is responsible for scheduling use of vans by other departments within the College; and
- Maintains records of the physical plant operations.

1.7.1.2.3 Director Of Financial Aid

The Director of Financial Aid is appointed by the Senior Vice President and CFO. The director’s duties include:

- Awarding of all federal, state and institutional monies for student financial grants and loans;
- Preparing and submitting required reports for federal and state governments;
- Assisting in the yearly audit of the College;
- Overseeing an assistant director and secretary;
- Visiting with campus visitors on a daily basis and on scheduled campus visit days;
- Preparing FISAP federal report; and
- Developing leveraging matrix for awarding financial aid.

1.7.1.2.4 Associate Vice President And Chief Information Officer

The Associate Vice President and Chief Information Officer (CIO) is appointed by the Senior Vice President and CFO and is responsible for providing leadership/coordination in the use of technology and telecommunications, including all support services and educational programs. The CIO assists in developing, implementing, and maintaining the institution’s Technology Plan, plans and implements comprehensive faculty/staff training programs, and
coordinates technology applications with the appropriate student, faculty and
staff. The CIO supervises the operations of the Information Technology
department and supervises all Iowa Wesleyan College internship positions in the
department.

1.7.1.2.4.1 Network And Systems Administrator

The Network and Systems Administrator is appointed by the Associate
Vice President and Chief Information Officer. The Network and Systems
Administrator manages and maintains desktop and laptop computers,
the computer network system and telephone system, and provides
training and support to faculty, staff and students as it relates to software
and hardware.

1.7.1.2.4.2 CAMS Manager

The CAMS Manager is appointed by the Associate Vice President and
Chief Information Officer and manages and maintains the CAMS student
information system and its databases, creates and maintains CAMS
reports, and provides support to end users.

1.7.1.2.4.3 IT Specialist

The IT Specialist is appointed by the Associate Vice President and Chief
Information Officer. The IT Specialist provides training and support to
faculty, staff, and students as it relates to software and hardware; and
performs regular maintenance for all IT related hardware and software.

1.7.1.2.5 Controller

The Controller is appointed by the Senior Vice President and CFO and is
responsible for the financial records of the College, the general ledger, accounts
payable and accounts receivable. The Controller oversees both the receipt and
disbursement of funds and the reconciliation and proper reporting of accounts.
The annual audit of the College is her responsibility.

1.7.1.2.6 Food Service Director

The Food Service Director is the on-site SODEXO manager.

1.7.1.3 Vice President For Academic Affairs

The Vice President for Academic Affairs is appointed by the President with the advice of
and in consultation with the faculty. The Vice President for Academic Affairs is the chief
educational officer of the College and, as such, has the ultimate responsibility for the
academic program of the College. The VPAA is directly responsible to the President for
planning, integrating, coordinating, and implementing instructional and faculty
development programs that will accomplish the aims of the College and is responsible for
the orientation of new faculty. In coordinating the overall institutional program the VPAA
works closely with the Associate Vice President and Dean of Extended Learning, the
Assistant Dean for Wesleyan Studies, the Vice President and Dean for Student Life, and
the Associate Vice President and Chief Information Officer.
1.7.1.3.1 Associate Vice President And Dean of Extended Learning

The Associate Vice President and Dean of Extended Learning is appointed by the Vice President for Academic Affairs and is responsible for the administration of the Office of Extended Learning. The Associate Vice President leads his office in an entrepreneurial approach to credit and non-credit educational programming and services. Credit programming responsibilities include evening, weekend, summer and distance learning environments. Non-credit programming responsibilities include development of workshops, camps, certification courses and contract training. The Dean is responsible for budget preparation and financial control of the office.

1.7.1.3.2 Assistant Dean For Wesleyan Studies

The Assistant Dean for Wesleyan Studies is appointed by the Vice President for Academic Affairs and is responsible for the administration of the general education program. The Assistant Dean helps to create and sustain a general education curriculum that promotes the mission and vision of the College, fosters understanding of the liberal arts and sciences, and encourages the intellectual development of students from all disciplines. The Assistant Dean collaborates with a variety of stakeholders to achieve these goals.

The Assistant Dean reports to the Vice President for Academic Affairs and sits as a member of the Academic Council, the Committee on Curriculum, the Assessment Committee, and others as determined to be necessary to accomplish indicated responsibilities.

In addition, the Assistant Dean performs certain functions that are similar to those of other Division Chairs, including:

a. To be responsible for the administration of the Division; this includes administration of WS 100 Wesleyan Seminar and WS 300 Global Issues;
b. To schedule Division meetings as needed;
c. To prepare the agenda and preside over all Division meetings and assure that the minutes of such meetings are forwarded to the members of the Division and to the Vice President for Academic Affairs within two weeks following the meeting;
d. To evaluate part-time faculty;
e. To draw up the teaching schedule of the Division so that the teaching load provisions are maintained, after consultation with the individual members and subject to the approval of the Vice President for Academic Affairs;
f. To assist in recruitment of faculty, both full-time and part-time;
g. To prepare, in consultation with Division faculty, program objectives, descriptions and revisions of teaching programs, or curricula, and course descriptions for the Catalog and the Committee on Curricular Review;
h. To prepare, in consultation with members of the Division, the yearly budget and to supervise the implementation of the budget;
i. To approve the outline or syllabus of all special study or independent study courses offered by divisional faculty;
j. To prepare the annual report on the Division's progress and have the report to the Academic Office no later than July 15 each year;
k. To evaluate student complaints regarding Division members and handle them in accordance with College procedures;
I. To select divisional staff, supervise their duties, and evaluate their performance, when applicable;
m. To assign to other members of the Division such specific duties as will make possible the more effective operation of the Division.
n. To assist divisional faculty in periodic evaluation of their performance and to prepare the required written evaluations covered elsewhere in this Faculty Handbook; and
o. To make candid and documented recommendations to the Committee on Evaluation, Rank, and Tenure which address the criteria established in this Handbook regarding promotion in rank, advancement to tenure, and renewal of contracts of divisional faculty members.

1.7.1.3.3 Assistant Dean For Academic Resources/Library Director

The Assistant Dean of Academic Resources is responsible for the leadership and administration of the Chadwick Library, Academic Resource Center and Iowa Wesleyan Archives. The Assistant Dean collaborates with and provides leadership for campus learning assistance programs to enhance and expand existing services to all students; gathers data, evaluates, and potentially reconfigures existing learning assistance services; monitors and supplies information about student academic performance; and works collaboratively with other campus leaders regarding retention and student success.

The Assistant Dean reports to the Vice President for Academic Affairs and sits as a member of Academic Council, the Committee on Curriculum, the Assessment Committee and others as determined to be necessary to accomplish indicated responsibilities.

As Director of the Library the responsibilities of the Assistant Dean include the administration of Library personnel; supervision of building utilization, maintenance and security; serving as the liaison between the College community and the Library community at local, state, regional and national levels; supervision of the selection and acquisition of Library materials; supervision of the cataloging department; compiling and submitting Library reports to the College administration and to other requesting agencies; and provision of reference service on a scheduled basis and as needed.

1.7.1.3.3.1 College Archivist

The College Archivist is a part-time employee reporting to the Assistant Dean for Academic Resources. The archivist sorts, preserves, and stores materials; maintains an updated data base of IWC faculty and administrative personnel; does research for alumni and their descendants, members of the P.E.O. and their descendants, and the general public; chairs the Harlan-Lincoln Home Committee; arranges tours of the Harlan-Lincoln Home; and presents programs in the community on Iowa Wesleyan College history and the Harlan-Lincoln Home.

1.7.1.3.4 Director Of Service Learning And Civic Engagement

The Director of Service-Learning and Civic Engagement is a faculty position appointed by the Vice President for Academic Affairs. The Director is responsible for administering the overall SL program. These responsibilities include assisting faculty and students in the planning, implementation, evaluation, documentation
and presentation of all student SL projects. The Director is responsible for approving all SL projects and for assuring that each student project fulfills the requirements as set forth by the Faculty. The Director is responsible for promoting off campus project opportunities and for maintaining liaisons with off campus project supervisors. The Director is specifically responsible for:

- Administration and staffing of the SL Office;
- Working with students and faculty in project selection, documentation and presentation of the SL experience;
- Organizing, administering and providing for evaluation of SL projects;
- Developing and maintaining a “library” of available placements for SL projects;
- Publicizing and orienting students and faculty to the SL philosophy, process and expectations;
- Consulting with the SL Advisory Committee on a regular basis to monitor and improve all processes and procedures of the office; and
- Coordinating the work of the SL Office with that of the Field Experience Office.

### 1.7.1.3.5 Director Of Field Experience

The Director of Field Experience is a faculty position appointed by the Vice President for Academic Affairs. The Director administers and promotes field experience for all students except nursing and education majors by:

- Counseling students about field experience options;
- Processing field experience interest forms;
- Discovering suitable placements for each student in consultation with advisors and divisional liaisons;
- Preparing field experience agreement forms;
- Monitoring field experience;
- Providing for evaluation of field experience upon completion;
- Regularly meeting with the Field Experience Advisory Committee.
- Regularly convening divisional and program liaisons to promote communication;
- Providing for periodic evaluation and improvement of field experience program;
- Planning and overseeing production of printed materials;
- Implementing internal and external marketing strategies;
- Developing a “library” of potential placements and positive relationships with employers
- Maintaining placement files; and
- Maintaining active membership in national, regional and statewide organizations that promote field experience and advance program objectives.

### 1.7.1.3.6 Division Chair

The College has established eight Divisions as follows:

1. Business;
2. Education;
3. Fine Arts;
4. Human Studies;
5. Language and Literature;
6. Nursing;
7. Science, Mathematics and Computer Science; and
8. Wesleyan Studies.

While Wesleyan Studies has the status of a Division, the responsibilities of the Assistant Dean are listed under the position description above; not with the duties of the Division Chair below.

Whenever the apparent need arises for a course change in the general education curriculum, a proposal must be submitted to the Committee on Curriculum for appropriate review.

1.7.1.3.6.1 Appointment/Reappointment Of Division Chair

A Division Chair for each Division is appointed by the President on the recommendation of the Vice President for Academic Affairs after consultation with the full-time and pro rata ranked faculty of the Division. Should the Division and/or Vice President for Academic Affairs feel that an outside search is necessary for this position, such a search would be in order with the Division being involved in the process of interviewing and selection. Should a dispute arise over the need for an outside Chair, the President will make the final decision as to the need for the search.

1.7.1.3.6.2 Duties Of Division Chair

a. To be responsible for the administration of the Division;
b. To serve on the Academic Council and the Committee on Curriculum;
c. To schedule regular Division meetings;
d. To prepare the agenda and preside over all Division meetings and assure that the minutes of such meetings are forwarded to the members of the Division and to the Vice President for Academic Affairs within two weeks following the meeting;
e. To maintain a file of divisional records;
f. To assist divisional faculty in periodic evaluation of their performance and to prepare the required written evaluations covered elsewhere in this Faculty Handbook;
g. To evaluate part-time faculty;
h. To make candid and documented recommendations to the Committee on Evaluation, Rank, and Tenure which address the criteria established in this Handbook regarding promotion in rank, advancement to tenure, and renewal of contracts of divisional faculty members;
i. To draw up the teaching schedule of the Division so that the teaching load provisions are maintained, after consultation with the individual members and subject to the approval of the Vice President for Academic Affairs;
j. To assist in recruitment of faculty, both full-time and part-time;
k. To acquaint new faculty members with divisional and College policies and procedures;
l. To encourage active participation in learned societies and in research activities by Division members to an extent that is reasonable in a teaching institution;
m. To prepare, in consultation with Division faculty, program objectives, descriptions and revisions of teaching programs,
or curricula, and course descriptions for the *Catalog* and the Committee on Curricular Review;

n. To prepare, in consultation with members of the Division, the yearly budget and to supervise the implementation of the budget;

o. To approve the outline or syllabus of all special study or independent study courses offered by divisional faculty;

p. To oversee and assist in the Division's academic advising program including advising of incoming students during the summer;

q. To prepare the annual report on the Division's progress and have the report to the Academic Office no later than July 15 each year;

r. To evaluate student complaints regarding Division members and handle them in accordance with College procedures;

s. To supervise and be accountable for the divisional procedure by which students are accepted as majors and approved for graduation;

t. To supervise the divisional procedures for informing majors about graduate and professional schools and to help them gain admission to such schools;

u. To supervise, in conjunction with the Vice President for Academic Affairs, facilities of the Division;

v. To select divisional staff, supervise their duties, and evaluate their performance, when applicable; and

w. To assign to other members of the Division such specific duties as will make possible the more effective operation of the Division.

**1.7.1.3.7 Registrar**

The Registrar is appointed by the Vice President for Academic Affairs. The Registrar provides direct supervision and planning for maintenance of all student academic records, including registration and student academic information. Duties include:

- Gathering and preparing class schedules and make classroom assignments;
- Maintaining student demographic data and registering students for classes;
- Publishing important dates and final class meeting schedules;
- Processing registration changes and course drops/withdrawals;
- Gathering and processing course grades and determining and recording transfer credit;
- Maintaining and having available student transcripts and answering transcript questions;
- Determining veteran’s enrollment certification and verifying enrollment requests;
- Compiling requested enrollment and other student related information;
- Maintaining the degree audit system to track progress toward degree completion;
- Distributing and gathering applications for graduation, determining graduation honors;
- Preparing copy for commencement program and participate in ceremony;
• Preparing for meetings of the Academic Standards Committee;
• Serving as Designated School Official for the SEVIS system to maintain DHS files on international students and faculty; and
• Serving on the Academic Council, the Committee on Curriculum, and the Teacher Education Committee.

1.7.1.3.7.1 Assistant Registrar

The duties of the Assistant Registrar include assisting the Registrar in most aspects of the Registrar’s duties, clerical aspects of the Registrar’s office and student advising.

1.7.1.3.8 Director Of Institutional Research

The Director of Institutional Research is appointed by the Vice President for Academic Affairs. Duties include:

• Gathering and submitting data to external surveys, e.g., IPEDS;
• Developing and maintaining an institutional data book; and
• Gathering and analyzing institutional data as needed for admissions, retention, and assessment.

1.7.1.3.9 Director Of The Media Center

The Director of the Media Center is appointed by the Vice President for Academic Affairs. Activities surrounding the fulfillment of the Director's duties include:

• Training and supervising students employed by the Media Center;
• Overseeing the daily operations of the Media Center;
• Performing limited maintenance of A-V hardware and software;
• Advising and supervising the purchase and replacement of A-V equipment;
• Coordinating occasional media projects with businesses and agencies in the community;
• Teaching courses as needed in communications and media production;
• Publishing the Courier; and
• Maintaining the Media Center budget and projecting future budgetary needs to meet the needs of those requesting service.

1.7.1.4 Vice President And Dean For Student Life

The Vice President and Dean for Student Life is appointed by the President and is responsible for the administration of the Office of Student Life. The Dean leads the office in its commitment to liberal arts education and intellectual, cultural, spiritual and social development of undergraduate students, both residential and commuter. The Dean helps create and sustain an environment that supports student success, encourages collaboration between academic and student affairs and helps foster a sense of community across the campus. The Dean has responsibility for student activities, student organizations, residence halls, international students, intercollegiate athletics, health center, counseling, student conduct and other administrative services.
1.7.1.4.1 Chaplain

The Chaplain is appointed by the President and reports to the Vice President and Dean for Student Life. The Chaplain is responsible for the religious life of the Iowa Wesleyan College community by providing pastoral care, programmatic leadership, spiritual direction and moral guidance; and works closely with the United Methodist Church and assists in the recruitment of United Methodist Students. The Chaplain’s duties and responsibilities include:

- Arranging Chapel services and special worship activities as deemed appropriate;
- Actively engaging in the life of the College;
- In cooperation with the Admissions Office, creating and executing plans to recruit United Methodist students;
- Working closely with the Office of Student Life to facilitate educational and spiritual programming in the residence halls;
- Serving as the liaison between IWC and the Iowa Conference of the United Methodist Church;
- Working closely with the Pastor and Associate Pastor of the First United Methodist Church of Mt. Pleasant, to coordinate programs and use of facilities whenever possible;
- Working at establishing mutually beneficial relationships with United Methodist pastors in Southeast Iowa and the surrounding areas;
- Reconnecting alumni pastors with the institution through summer programs and frequent visits;
- Creating, promoting, and executing events geared toward enhancing and expanding our relationship with United Methodist and other churches, and the Iowa Annual Conference;
- Coordinating IWC’s presence at the Iowa Annual Conference in June of each year;
- Educating our College community and keeping before them our United Methodist affiliation and all that it means; and
- Performing other duties as may be assigned by the Dean for Student Life.

1.7.1.4.2 Athletic Director

The Athletic Director (AD) is appointed by the President of the College and reports to the Vice President and Dean for Student Life. The AD directs all intercollegiate athletic activities. The Athletic Director will adhere to all of the policies established by the Iowa Wesleyan College Athletic Committee and the National Collegiate Athletic Association. The Director’s responsibilities include:

- Adhering to policies established by the IWC Committee on Athletics and NCAA;
- Directing all intercollegiate athletic activities;
- Conducting a program of public relations beneficial to promotion of intercollegiate athletics at IWC, with guidance from the College administration and with the cooperation of staff and the sports information office;
- Keeping records of all intercollegiate athletic contests (data, regarding gate and other receipts, attendance, weather, officials, names and eligibility of players participating, length of participation, game results and awards granted);
• Conducting/supervising consistent with fiscal policies of IWC all business activities pertaining to the management of intercollegiate athletics;
• Preparing budget and budget reports and accounting for departmental expenditures;
• Supervising/arranging for supervision of all home athletic contests;
• Supervising/arranging for supervision of all trips taken for the purpose of holding intercollegiate athletic contests;
• Securing/preparing all tickets, supervising promotion of tickets, arranging for their sale and distribution;
• Working closely with coaches and equipment managers in purchase of all equipment/supplies;
• Being responsible for all athletic equipment (inventory/maintenance)
• Securing officials needed for all intercollegiate contests;
• Working with head coaches in scheduling officials for all sports;
• Presenting all schedules to the Athletic Committee for review/final approval.
• Evaluating all athletic personnel, providing recommendations on hiring, termination, etc.;
• Determining Academic Achievement Awards; and
• Chairing the Athletic Hall of Fame Committee.

1.7.1.4.2.1 Sports Information Director

The Sports Information Director reports to the Athletic Director. Duties include:

• Statistics Coordinator: Oversees the management of athletic statistics for all home athletic events and ensures that stats are reported in a timely fashion to the IWC Athletic Director and to athletic authorities (NCAA, SLIAC, UMAC and opposing teams).
• News service: Serves as primary contact with media to publicize and promote athletics at the College. Duties include preparing and sending pre-game notes and game results to media, NCAA and Conference officials. Duties also include hometown news releases as well as major news stories on contests, students and coaches to appropriate news outlets.
• Coordinator of the Athletic section of the College’s website. Responsible for the development and updating of the College’s Athletic web pages in coordination with the College’s Director of Marketing and Communication, Publications Manager, and the Webmaster. This includes the marketing and coordination of the student-athlete’s web page.
• Athletic Publication Coordinator: Compiles all information to be included in individual sport’s programs/guides or recruiting literature as agreed upon between the coach and athletic director. This also includes coordinating photography sessions with team members and photographer.
1.7.1.4.3 Assistant Dean Of Student Life And Director Of Residence Life

The Assistant Dean of Student Life and Director of Residence Life is appointed by the Vice President and Dean for Student Life and is involved in and concerned with the total program of the Office of Student Life. This includes a commitment to liberal arts education and the intellectual, cultural and social development of undergraduate students, both residential and commuter. Specific responsibilities include:

- **Housing:** Administration of the residence halls and programming;
- Interviewing and hiring the Community Directors, with the aid of the Dean of Student Life;
- Working closely with the Community Directors;
- Working with residence hall government and programming; and
- Working cooperatively with the Director of the Physical Plant in regard to the maintenance and housekeeping matters that directly affect the residence halls.

1.7.1.4.4 Director Of Student Activities

The Director of Student Activities reports directly to the Vice President and Dean for Student Life. The Director acts as advisor to the students serving on the Student Union Board and as a resource person for all campus student organizations; and oversees weekly events planned by SUB and coordinates other campus events to involve commuter and residential students in a variety of social and/or multi-cultural activities.

1.7.1.4.5 Director Of Career Services

The Director of Career Services reports to the Vice President and Dean for Student Life and assists students in the development of a career plan, using testing, counseling and programming. The Director also provides programs to assist graduates in their job search, including conducting workshops, gathering and disseminating job notices, counseling and maintaining a credential service. Helping students locate summer employment is another responsibility of the Director. Other specific responsibilities include:

- Developing and implementing programs and services designed to assist students in career decision-making and career management;
- Determining the need for and engaging in research relative to the Career Development Center including annual reports, alumni surveys, and “satisfaction surveys”;
- Procuring necessary supplies and equipment with fiscal management;
- Adjusting programming to meet evolving needs of students and new academic initiatives;
- Maintaining a comprehensive, up-to-date resource library for use by students, faculty, staff and alumni;
- Developing strong and positive working relationships with students, faculty, staff, alumni and other external constituencies; and
- Working closely with Director of Field Experience and Director of Service Learning and Civic Engagement to develop and implement programs and services preparing IWC students for off-campus placements.
1.7.1.4.6 Community Directors

Community Directors are appointed by the Vice President and Dean for Student Life and are responsible for the student personnel program in the residence hall where they live as well as being involved in and concerned with the total program of the Office of Student Life. Specific responsibilities include supervision of student staff, residence hall programming and government, counseling, and general administrative responsibilities.

1.7.1.5 Vice President For Development and Alumni Relations

The Vice President for Development and Alumni Relations is appointed by the President and is the chief advancement officer of the College and, as such, has the ultimate responsibility for the institutional relations programs of the College. The Vice President is directly responsible to the President for planning, leading and managing all aspects of a comprehensive institutional relations program encompassing campaigns, fund-raising, marketing, communications, publications, public relations, alumni relations, church relations and constituent relations. The Vice President is the primary staff representative to the Board of Trustees Development/Marketing Committee and the Church Relations Committee and serves as an advisor to the President on matters affecting the institution. Primary responsibilities and relationships with other people in the institution are to:

- Craft a vision for the advancement program appropriate to the institution and its alumni;
- Oversee the establishment of policy and protocol on all issues pertaining to the institutional relations program;
- Prepare, with the assistance of other program directors, an annual plan for institutional relations, which includes goals, action plans and budgeting;
- Develop and maintain a three-year plan for the institutional relations program;
- Direct the organization and management of the advancement program through supervision of advancement staff;
- Supervise Development Officer, Director of Alumni and Parent Relations, Director of the Annual Fund, Assistant to the Vice President, and Advancement Coordinator;
- Responsible for the administration and management of a comprehensive campaign program, including the identification, cultivation, solicitation, gift administration and donor management programs for unrestricted, restricted, capital, endowment, and deferred gifts;
- Provide alumni services, activities and programs and work with the Alumni Association Board of Directors and the Student Alumni Association to improve alumni relations;
- Work with Alumni, friends, and the community to advise the president and the administration on strategies to promote and improve the College;
- Work closely with the Board of Trustees through the Development/Marketing and Church Relations committees to advance the mission of the College. Provide support to individual Board members who are assigned major gift prospects for the purpose of cultivation and solicitation;
- Work with fundraising organizations such as the Friends of the Harlan-Lincoln House and the Athletic Association (IWCAA) to raise funds for designated purposes; and
- Responsible for advising the President on all issues pertaining to the advancement program, as well as the management of leadership gift prospects.
The Vice President for Development and Alumni Relations works closely with the heads of other departments within the institution to promote awareness and understanding of the institution; to secure appropriate funding for ongoing programs, capital projects and endowment; and to ensure that the institution serves the appropriate publics it is intended to serve. The Vice President for Development and Alumni Relations serves on the administrative management team of the institution.

1.7.1.5.1 Director Of Development

The Director of Development reports to the Vice President for Development and Alumni Relations and is responsible for the administration and management of a comprehensive major giving program, including the identification, cultivation, and solicitation of major, annual, capital and endowment gifts and grants. Responsibilities also include the development and coordination of the annual giving, planned giving and corporate/foundation grant programs. Primary responsibilities, relationships, and duties include:

- Working with the regional development officer and the Directors of the Annual Fund and Alumni and Parent Relations, develops an annual comprehensive action plan for reaching the assigned fund raising goals for the Comprehensive Campaign, the Annual Fund, Henry County Community Partnership Campaign, IWCAA (Athletic Association), and Church Relations campaigns;
- Cultivates and solicits individual major gift, corporate and foundation prospects assigned in the Donor Management Program. Identifies new major gift prospects;
- Serves as primary staff representative on the Henry County Campaign steering committee;
- Assists with the development of any Comprehensive Campaign;
- Assists with planning and implementing programs and events, which cultivate and recognize donors’ support;
- Develops and manages the College’s planned giving program in support of donor’s intentions to make deferred gifts;
- Primary staff responsibilities with the Athletic Department for the IWCAA and athletic fundraising;
- Works closely with staff and faculty to identify grant funding priorities;
- Researches, identifies and cultivates corporate/foundation prospects for institutional initiatives;
- Calls on and/or arranges visits with program officers for the President and/or Vice-President of Institutional Relations;
- Writes/edits foundation proposals;
- Works with Vice Presidents for Institutional Relations and Academic Affairs, faculty, and staff to insure timely submission of funding proposals in support of institutional priorities;
- Conducts or supervises, as appropriate, the program management, financial administration and preparation of reports related to funded proposals; and
- Researches, develops and maintains tracking reports and files on foundation prospects.

1.7.1.5.2 Director Of The Annual Fund

The Director of the Annual Fund reports to the Vice President for Development and Alumni Relations. The Annual Fund (Iowa Wesleyan Fund) includes: direct mail solicitations, phonathons, and specific annual fund campaigns directed toward alumni (individual and class gifts), students, parents, friends, faculty/staff,
businesses, Friends of Harlan Lincoln House, community (Henry County Campaign), IWCAA, church relations campaign, and other annual solicitation efforts. Duties and responsibilities include:

- Preparing an annual giving program plan that includes: direct mail, phonathons, personal solicitation, recognition strategies and stewardship;
- Recruiting volunteers for annual fund campaign committees and supports these committees throughout the year;
- Serving as staff representative for the Henry County Community Partnership Campaign;
- Designing and implementing a comprehensive direct mail program to solicit alumni, parents, and friends for annual gifts to the College;
- Scheduling and overseeing phonathons, including recruiting, training, and recognition of student workers;
- Conducting systematic follow-ups, in coordination with gift records, on outstanding annual fund pledges and in coordination with the College’s Database Manager, providing ongoing status reports of annual giving results;
- Coordinating recognition gifts for annual fund donors;
- Cultivating and personally soliciting assigned major gift prospects as part of the Donor Management Program;
- Identifying new donor prospects; and
- Coordinating, with the assistance of the Director of Alumni and Parent Relations, the Senior Gift Program and reunion class gifts.

1.7.1.5.3 Director Of Alumni And Parent Relations

The Director of Alumni and Parent Relations reports to the Vice President for Development and Alumni Relations and develops and implements alumni events and programs. The Director serves as the primary staff representative to the Alumni Association Board of Directors and:

- Supervises the Alumni Relations Office, alumni relations assistant, and student workers;
- Serves as coordinator of the Student Alumni Association;
- Plans and implements annual alumni events and programs such as homecoming, commencement, and alumni gatherings both on and off campus;
- Plans and implements parent programs;
- Serves as coordinates Alumni Class Agent Programs, reunions and oversees reunion class gift and senior class gift solicitations;
- Develops and coordinates alumni dependent recognition programs;
- Provides alumni services, communication, data, and coordinates the alumni directory;
- Provides alumni news for the class notes section of *The Purple and White* and other publications;
- Serves as secretary of the Athletic Hall of Fame Committee;
- Cultivates assigned major gift prospects as part of the Donor Management Program. Identifies new prospects; and
- With the Director of the Annual Fund, assists in the implementation of the Senior Gift Program.
1.7.1.6 Director Of Marketing And Communication

The Director of Marketing and Communication reports to the President and oversees all marketing efforts for the College. Duties include:

- Management of the institution’s marketing program including branding, positioning and messaging;
- Supervision of the Publications Manager and the Website Manager;
- Management of the College news services, including photography, and all media relations to publicize and promote newsworthy activities at the College — with the exception of intercollegiate athletics, which is managed by the Sports Information Director;
- Serves as the primary resource on matters of content including message and design for all publications (including the website), except for the *Courier*, the student-run newspaper, to insure effective marketing of the College’s mission, strategies and objectives;
- Serves as a member of the College’s calendar committee; and
- Editor of the College magazine, *The Purple & White*.

1.7.1.6.1 Publications Manager

The Publications Manager reports to the Director of Marketing and Communication, leads the College’s development of print and electronic publications and serves as a resource for strategic communication plans. Duties include:

- Overseeing, producing and collaborating on the production of College print and electronic publications either by developing or implementing projects in-house or working closely with contracted agencies;
- Media pricing and purchasing, conceptual and thematic design, actual graphic implementation, photography, and assessment of effectiveness;
- Serving as the College resource on all matters of established graphic design standards and publication, overseeing all College publications except *The Purple & White*, which is managed by the Director of Marketing and Communication; and
- Serving as the campus photographer and providing digital photography and production for campus activities to be publicized through print media, on-line, or the College magazine. This does not include photography for student media, such as yearbook or newspapers, or for athletics, which is the responsibility of the Director of Sports Information.

1.7.1.6.2 Website Manager

The Website Manager reports to the Director of Marketing and Communication, provides support for overall design, development, management and maintenance of the College website. Job functions include:

- Overseeing the internet web site of the organization;
- Using content management system to maintain content, managing web site design, and completing daily operations;
- Converting documents into HTML (Hypertext Markup Language) to publish on website;
- Determining user’s needs, strategies, and goals and developing web pages that meet those needs;
- Providing on-campus training for faculty and staff, and supporting related to the website;
• Working within the established design conventions to create and developing additional pages, functions and micro-sites as required;
• Optimizing the iwc.edu website for search engines;
• Working collaboratively with faculty, staff and student writers and photographers to ensure content relevance and timeliness;
• Creating and maintaining online e-mail forms;
• Providing technical and design support for College faculty and staff in the use of the content management tool and development of web pages;
• Staying current in technologies related to website design; and
• Demonstrating an attitude of service.

1.7.1.7 Vice President For Enrollment Management

The Vice President for Enrollment Management is appointed by the President and is accountable for identification, recruitment, and enrollment of students who are qualified and admissible and who can benefit from the mission of the institution. The Vice President will develop and be responsible for implementation of a master plan of procedures and goals for recruitment of students and keep faculty and administration informed on such matters as enrollment trends, policies, procedures, and ways to involve the College community in recruiting.

1.7.1.7.1 Admissions Counselors

The Admissions Counselors are responsible for working with prospective students and their families seeking admission to the College. Job functions include:

• Representing Iowa Wesleyan College in the most positive manner with prospective, former and current students, clients, guidance counselors, community college advisors and the community we serve;
• Interacting effectively with faculty, staff, coaches, students, and other customers of our service;
• Traveling to visit high schools, community colleges and attending college fair events;
• Recommending and implementing recruitment strategies;
• Managing a pool of inquired students and applicants seeking admission to the College;
• Communicating regularly with prospective students via telephone, e-mail and other electronic media;
• Providing basic financial aid information to prospective students;
• Meeting with prospective students during campus visits, open house events and summer orientation events;
• Flexibility for overnight travel, evening and occasional weekend hours; and
• Other projects as assigned for the Office of Admissions.

1.7.1.7.2 Admissions Office Assistant

The Admissions Office Assistant is responsible for the daily oversight of admissions data management and assists in the coordination of organizing campus visits for prospective students.

Responsibilities include, but are not limited to, the following: data entry, generating letters and envelopes, coordination/production of mass mailings,
maintaining inventory of admissions publication materials, cross training with other staff members within the department, training and scheduling of work study office assistants, generating reports from the campus database, working collaboratively with campus constituents to schedule visits and answering the College switchboard.

1.7.1.7.3 Admissions Office Receptionist

The Admissions Office Receptions provides support to the Office of Admissions by organizing campus visits for prospective students and their families by working collaboratively with campus constituents; answering the College switchboard; assisting with data entry into CAMS; and assisting with other duties within the Office of Admissions.

1.7.1.7.4 Telecounselor Supervisor

The Telecounselor Supervisor is responsible for the oversight and implementation of the student telecounseling program. The Telecounselor Supervisor will hire, train and supervise a staff of student callers. Additionally, this position will develop weekly reports, assist with data entry into CAMS and assist with other duties as assigned within the Office of Admissions.

1.8 Governance: General Principles

To better meet its educational goals, Iowa Wesleyan College is committed to furthering joint planning and effort by the Board of Trustees, the administration, the faculty, the students, its alumni and church related groups, as well as other segments of society. It is recognized that the interests of all are coordinated and related and that the broadest possible exchange of information and opinion is necessary for the effective planning and implementation of the College's educational objectives. It also is recognized, however, that the distinction between the institutional system of communication and the system of responsibility for making the decisions needs to be preserved. This means that while each component of the academic community has different initiating and decision-making responsibilities, all components need to exchange information and opinion before final decisions are reached so that the confusion and/or conflict arising from unilateral effort can be avoided.

One of the primary responsibilities of the faculty is implementing the educational goals of the College. The faculty plays a major role in determining degree requirements, appropriate curricula, methods of instruction, faculty status, and those aspects of student life which relate to the educational process. The power of review or final decision in these areas is lodged in the Board of Trustees or delegated by it to the President. However, if nonconcurrence is exercised, reasons for the action are communicated to the faculty.

Joint planning and effort by all components of the College occur in established and/or in ad hoc bodies. Established bodies for faculty participation include the academic Divisions, the standing committees of the faculty, and the administrative/institutional committees. The responsibilities exercised by these bodies, as explicated in this Faculty Handbook, are respected and defended by all components of the College, and the decisions of these bodies are shared with all other areas of the College.

Joint planning and effort also occur in ad hoc groups composed by both faculty and administrative representatives. It is recognized that such groups must be broadly representative, and faculty members are selected through the Faculty Executive Committee. Again, the decisions of such committees are shared with all areas of the College.
1.8.1 Recognized Bodies

Iowa Wesleyan College recognizes through the Board of Trustees two subordinate governing bodies as follows:

The Faculty of Iowa Wesleyan College, and
The Representative Student Government of Iowa Wesleyan College.

1.8.2 Committees

The College operates under two levels of committee structure. The first are Administrative/Institutional Committees. The second are Faculty Committees within the Faculty Constitution and By Laws.

1.8.2.1 Administrative/Institutional Committees

1.8.2.1.1 Academic Council

1.8.2.1.1.1 Purpose

The purposes of the Academic Council are:

a. To administer with the Vice President of Academic Affairs the academic program of the College;
b. To advise the administration concerning initiation, termination, and redirection of academic programs;
c. To communicate to the Vice President for Academic Affairs matters of divisional concern;
d. To communicate to divisional members administrative concerns about the program and operations of the Divisions; and
e. To recommend changes in the educational mission and objectives of the College, to develop and maintain academic planning for the College in light of changes in society, higher education, the faculty and the student body composition; and to recommend academic priorities in light of the educational aims and objectives of Iowa Wesleyan College.

1.8.2.1.1.2 Responsibilities

Responsibilities of the Academic Council are:

a. To advise the administration on issues of long range institutional planning;
b. To advise the administration on issues of budget planning and resource allocation;
c. To advise the administration on academic priorities in light of the educational aims and objectives of Iowa Wesleyan College;
d. To receive concerns related to the Library, the Academic Resource Center, and related services;
e. To consider and approve requests for special equipment forwarded from Divisions;
f. To request that studies be made by specific faculty committees and to define areas of concern of faculty committees where not specifically stated in the Faculty By Laws; and
g. To perform other duties as assigned by the Vice President for Academic Affairs.
1.8.2.1.3 Membership

Membership of the Academic Council consists of the Vice President for Academic Affairs (Chair), the Division Chairs, the Assistant Dean for Wesleyan Studies, the Faculty Chair, the Associate Vice President and Dean of Extended Learning, the Vice President and Dean for Student Life, the Chief Information Officer, the Assistant Dean for Academic Resources, and the Registrar. All members having voting privileges.

1.8.2.1.4 Meetings

This council shall meet regularly on call of the Vice President for Academic Affairs.

1.8.2.1.2 Institutional Review Board

1.8.2.1.2.1 Membership

The Institutional Review Board (IRB) shall consist of the Chair and five members: A student selected by the Student Government Association (1-year term), a person who is not otherwise affiliated with IWC nor the immediate family member of a person affiliated with IWC (appointed by the VPAA to a 3-year term), four faculty members nominated by the faculty and appointed by the VPAA (staggered 3-year terms, with at least one faculty well-versed in research methodologies and no more than one faculty member from any Division), and an IWC staff member appointed by the VPAA (3-year term). The committee shall select its chair (1-year term) from among its members. The chair may appoint a Secretary. Members shall be limited to two consecutive terms.

Member selection should consider diversity in terms of race, gender, and cultural backgrounds, with an effort made to ensure the IRB does not consist entirely of one gender. In addition, at least one IRB member must be trained or work in a scientific area, and at least one member must be a non-scientist. A majority of members (including at least one non-scientific member) must be present in order to conduct business at an IRB meeting. New members will be appointed in the fall.

Members of the IRB may resign by submitting a letter of resignation to the Chair or Secretary.

Members who have three consecutive unexcused absences or who attend less than 50% of meetings during a year may be requested by the VPAA to resign from the IRB.

1.8.2.1.2.2. Officers

1.8.2.1.2.2.1 Chair

1. Elected from among IRB members.
2. Responsible for day-to-day administration of IRB activities.
3. Appoints an Acting Chair in his or her absence.
4. Maintains a regular meeting schedule to meet the needs of the agenda. A minimum of one meeting per month
during the academic year is expected. If there are no items to be brought before the IRB, a meeting may be canceled.

5. Distributes any formal review protocols to all committee members prior to a meeting. Two selected reviewers from the committee will be asked to fully review the protocols in preparation for leading discussion of the protocols at the meeting.

6. Publishes an agenda before each meeting.

7. Communicates all IRB decisions to the principal investigator and the VPAA.

1.8.2.1.2.2 Secretary

Records (or appoints a designate) and distributes minutes of all IRB meetings to IRB members, the VPAA, and other persons as required.

1.8.2.1.2.3 Quorum

A majority of IRB members present at any meeting shall constitute a quorum.

1.8.2.1.2.4 Duties Of The IRB

1. Determines scientific merit and ethical propriety of research proposals and gives approval to protocols.
2. Reviews research expenditures where requested.
3. Prepares recommendations on all research policy issues.
4. Formally reviews charges of scientific misconduct and makes recommendations for appropriate actions to the VPAA.

1.8.2.1.2.5 Procedures For Approval Of Research Projects

1. Research protocols introduced for discussion that are not on the agenda may not be voted on until the next scheduled meeting.
2. An application for full prior review must be received at least 10 days before the IRB meeting at which it is to be reviewed.
3. Final deliberations on all proposals will be conducted in executive session. If a member of the IRB is an investigator in the proposal or otherwise has a conflict of interest, he or she shall not be present during the discussion or voting of the proposal. He or she may be present to provide information to the IRB as requested, subsequently recusing himself or herself.
4. Scientific approval
   a. Research requiring full prior review and carried out under the auspices of IWC must receive scientific approval by majority vote of the IRB.
   b. Proposals involving outside agencies must be approved in their entirety.
   c. If a member of the IRB submits a protocol for approval, he or she must be recused from voting on the protocol.
   d. Rejected proposals may be resubmitted for review if the Chair decides sufficient changes have been made in the original proposal to warrant reconsideration.
e. Up to three outside opinions on the quality of any proposed project must be sought if a majority of the IRB membership votes to acquire additional expert consultation. The IRB will select the consultant(s). The investigator(s) whose proposal will be reviewed must agree to outside review before the proposal is sent for review. The investigator(s) may have input into the selection process and must be informed in advance which reviewers have been selected. The investigator(s) will have access to all communications and reports from the IRB and reviewers pertaining to the outside review process.

1.8.2.1.2.6 Records

Documentation of IRB activities shall be kept by the VPAA office, including the following:

1. Copies of all research proposals reviewed, scientific evaluations, if any, approved sample consent documents, progress reports submitted by investigators, and reports of injuries to participants.
2. Minutes of IRB meetings, including attendance; actions taken by the IRB; the vote on these actions including the number of members voting for, against, and abstaining; the basis of requiring changes in or disapproving research; any recusals of member(s); and a written summary of the discussion of controverted issues and their resolution (by consensus or vote).
3. Records of any continuing review activities.
4. Copies of any correspondence between the IRB and investigators.
5. A list of IRB members, identified by name, earned degrees, licenses or certifications, and role on the IRB shall be kept by the VPAA office. This list shall also describe each member’s employment or other status with IWC.
6. A copy of these guidelines, policies, procedures, and bylaws.
7. Summaries of significant new findings provided to participants at the conclusion of research projects.
8. Records shall be retained for at least 3 years after the completion of approved research, or for at least 3 years after last contact with the IRB for research that is not approved or approved but never conducted.

1.8.2.1.2.7 Amendments

The IRB will review these bylaws as needed, but at least every two years.

1. Proposed amendments to these bylaws must be distributed to all IRB members at least two weeks before a vote can be taken by the IRB.
2. Amendments require majority approval of the IRB and approval by the VPAA before being submitted to the faculty for final approval.
1.8.2.1.3 Committee On Student Life

The Committee on Student Life shall consist of three members of the faculty or staff, the Vice President and Dean for Student Life and two students. The faculty and staff persons shall be appointed annually by the President; the students shall be appointed annually by the Student Government. The chair of the committee shall be elected from its members. The Dean for Student Life may not serve as chair.

The duties of the Committee are as follows:

a. To keep informed on those broad aspects of student affairs at the College relating to the student community life and student government.
b. To evaluate policies and procedures relating to student life.
c. To make reports and recommendations regarding student life to the appropriate agency of the College.

1.8.2.1.4 Committee On Professional Complaints And Grievances

See Section II, Grievance and Complaint Procedure for this Committee, its composition, and responsibilities.

1.8.2.1.5 Admissions Advisory Committee

The Admissions Advisory Committee shall consist of the Vice President for Academic Affairs, the Vice President and Dean for Student Life, and five members of the faculty appointed annually by the President. The chair of the committee shall be one of the five faculty members serving on the committee and shall be appointed by the President. At least two faculty members must be present for the committee to function.

The duties of the committee are to advise the Vice President for Enrollment Management regarding admission standards and policy, to take action on student applicants who do not meet specified standards, and to specify requirements for individual students who are admitted as conditional degree candidates.

The Vice President for Enrollment Management or the Vice President’s representative is responsible for calling the meetings and bringing applications to the committee in those cases where the applicants do not meet the current admission standards.

1.8.2.2 Faculty Committees

(See the Constitution and By Laws of the Faculty.)
Section II Contractual Policies And Procedures

2.0 Contractual Policies And Procedures

This section contains the policies which govern the employment conditions of the faculty of the College. It is the section which is specifically incorporated by reference in the appointment/contract for each faculty member. The provisions of this section are legally binding on all parties for the specific period covered by a letter of appointment/contract and will not be changed during that period. Should there be any misapplication or misinterpretation of the specific provisions of this section other than tenure, which has its own appeal procedure, the faculty member may appeal actions found in the section titled “Grievance and Complaint Procedures."

2.0.1 The Faculty Handbook As A Developing Document

This contractual section of the Faculty Handbook, along with the other parts, is a living document that is subject to frequent modification in response to the constantly changing environment in which the College fulfills its mission. Overtures for change in the conditions of employment, as outlined in Section II, may originate both with the faculty and with the administration. The President has ultimate responsibility for changes in contractual conditions, but the Administration will institute changes after consultation with the Faculty Executive Committee. The Faculty Executive Committee is specifically and exclusively charged to represent the faculty and advocate its interests in such circumstances.

2.0.2 The College's Distinctive Curricular Emphasis

Field experience, academic service-learning, civic engagement and the Life Skills comprise the experiential learning program that defines Iowa Wesleyan College’s distinctive curricular emphasis.

The College serves students not only by transmitting facts and knowledge but by fitting students with broad, adaptive “Life Skills.” The Life Skills Wesleyan has undertaken to teach as a part of its general educational obligation to every student, regardless of major, are: the ability to communicate clearly and effectively, the power to reason and solve problems, an appreciation of those values needed to make wise decisions, and the enhancement of effective social interaction. Such skills are in fact the essence of a liberal education, for long after the information learned for a final exam is forgotten, these Life Skills will enable graduates to rise to fresh challenges and develop a pattern of lifelong learning.

Iowa Wesleyan College believes that students will master these adaptive skills most effectively through a combination of performance and reflection rather than by passive classroom styles that fail to engage the student in responsive, authentic learning. In other words, the College is committed to learning by doing, rather than merely learning about through books and words alone. This experiential learning draws upon books, of course, but it also requires the student to reflect upon what experience teaches. Eventually, it will lead the student into new kinds of learning experiences. Experiential learning is identified as a distinguishing mark of a Wesleyan education.

2.1 Definition of Faculty

The members of the faculty at Iowa Wesleyan College shall consist of the President, the Vice President for Academic Affairs, the Associate Vice President and Dean of Extended Learning, the Director of Service-Learning and Civic Engagement, the Director of Field Experience, the Registrar, Librarians with academic rank, and all persons holding faculty contracts with the rank of Professor, Associate Professor, Assistant Professor or Instructor. This group shall be defined as the faculty.
Part-time faculty shall be of two types: part-time and per course part-time. Part-time faculty shall have half or more but not full-time appointments with the above ranks. They shall have the rights and privileges of full-time faculty on a part-time basis including promotion, tenure, and sabbatical rights. They will be considered voting members of the faculty.

Neither faculty status nor benefits are accorded to part-time per course appointments or to other administrative officers, even though in a given term they are teaching a course or otherwise engaged in educational efforts which relate to instruction. All per course part-time appointments are term contracts. Per course part-time faculty will have the rights and responsibilities in the section on Academic Freedom and Responsibility of the Faculty Handbook and may use the section on “Grievance and Complaint Procedure” for those matters which pertain directly to their status as defined in this Faculty Handbook.

2.1.1 Rank And Initial Appointment

The ranked faculty member is a full-time or part-time employee as defined above at Iowa Wesleyan College who has been appointed to one of the following four academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor. Such appointments are usually full-time but may be pro-rated on a part-time basis with part-time compensation/benefits and duties. The annual letter of appointment shall detail all special provisions relating to such a part-time appointment.

A ranked faculty member:

a. ordinarily has full-time teaching duties or has teaching and other duties (e.g., research, student recruiting, academic administration, counseling) equivalent to a full-time teaching load;
b. fulfills the duties and responsibilities of a faculty member; and
c. meets or exceeds the criteria for academic rank as detailed below.

At the time of the initial contract, the decision on rank will be made by the Vice President for Academic Affairs. All appointments are based upon the potential as a scholar and teacher which is appropriate to the rank awarded.

2.1.1.1 Instructor

A master’s degree from a graduate institution of recognized standing or equivalent experience (i.e. professional accomplishment and recognition in one’s field—arts, business, sciences, publications, etc.).

(Equivalencies for degrees are determined by recommendation of the Division involved and are subject to ratification by the Vice President for Academic Affairs. See section on “Equivalents” for guidelines.)

2.1.1.2 Assistant Professor

Earned doctorate or terminal degree from a graduate institution of recognized standing.

OR

A master’s degree or its equivalent (see section on “Equivalents”) and three years of full-time ranked teaching at a regionally accredited college or university.
2.1.1.3 Associate Professor

Earned doctorate or terminal degree and five years of full-time ranked teaching at a regionally accredited college or university.

OR

A master's degree or its equivalent and eight years of full-time ranked teaching at a regionally accredited college or university.

Five years of teaching at the Assistant Professor level.

Evidence of sustained, noteworthy teaching.

Evidence of noteworthy fulfillment of the duties and responsibilities of a faculty member.

Evidence of developed scholarship in the subject matter field or continued noteworthy performance in the creative arts.

The rank of associate professor is one in which the faculty member may remain indefinitely.

2.1.1.4 Professor

Earned doctorate or terminal degree and ten years of full-time teaching, including five years at the Associate Professor level.

Evidence of outstanding teaching and recognized significant contributions to higher education and the teaching profession.

Evidence of mature scholarship in the subject matter field or of widely acclaimed accomplishments in the creative arts.

2.1.1.5 Equivalents

Equivalents for the ranks of Assistant Professor are an appropriate professional degree (e.g., C.P.A. and masters, or M.F.A., or Ed. S. or M.L.S.) from a graduate institution of recognized standing; or accomplishments that are considered equivalent (e.g., recognized performance in the creative arts or in the business or medical community); or evidence of substantial progress toward the doctorate or terminal professional degree (e.g., completion of all requirements except the dissertation) when combined with a minimum of three years of full-time, ranked teaching in a regionally accredited college or university.

2.1.2 Professor Emeritus

This rank may be assigned to Associate Professors or Professors who have limited or terminated their responsibilities as a faculty member for valid reasons (e.g., retirement, illness) after fifteen or more years of distinguished and meritorious service to Iowa Wesleyan College.

A Professor Emeritus is so designated and appointed by the Board of Trustees upon the recommendation of the President. Full-time ranked faculty members may submit nominations of qualified individuals to the Vice President for Academic Affairs.
A Professor Emeritus is accorded the privileges of the regular ranked faculty, except for tenure, and the faculty member's name will be recorded at this rank in the College catalog during the remainder of his or her lifetime.

No compensation or fringe benefits accrue by virtue of this rank unless, by mutual agreement between the Division, the Vice President for Academic Affairs, the President and the individual, a term part-time per course contract is offered to teach or fulfill other duties. In such cases, supplementary benefits, if any, will be set forth in the term contract.

2.1.3 Professor Alumnus

Any full-time faculty member with ten or more years of service at Iowa Wesleyan College who is not given the title Professor Emeritus and who voluntarily leaves employment with the College may be assigned the honorary title of Professor Alumnus by the President upon recommendation of the Vice President for Academic Affairs.

2.1.3.1 Status And Privileges Of Retired Faculty Members
Professor Emeritus, Alumnus

Iowa Wesleyan College is committed to retaining close ties with its faculty members who are retired. To these ends, the following assistance and privileges are available to these faculty:

a. The College will provide meeting facilities for such former faculty members who may wish to meet as a group, and, to the extent that it is financially feasible, will facilitate written communication among group members or between the group and the College.

b. Upon retirement, a faculty member has access (subject to the current policies, restrictions, and fees applicable to full-time faculty) to the College’s recreational and athletic facilities, its Library, Bookstore, campus parking permits, and its cultural, athletic, and educational events.

c. The Marketing and Communications Office at the request of such a faculty member will send notices of major campus activities to the retired faculty member.

d. A Professor Emeritus may take any course(s) at Iowa Wesleyan College tuition free. Further, if a spouse and/or dependent(s) is (are) receiving benefits under the tuition remission plan in force at the time a faculty member retires, such benefits will continue until the spouse and/or dependent(s) has (have) completed their program of study, or for three years, whichever occurs first.

e. Professor Emeriti are invited to participate in the College’s commencement exercises with appropriate academic dress if they so wish.

2.1.4 Visiting Professor, Artists Or Scholars In Residence, etc.

Visiting Professors, Artists or Scholars in Residence are employed on term contracts. Other benefits and terms of employment will be entered into on an individual case by case basis in order to satisfy the interests of both contractual parties.

2.1.5 Part-Time Per Course Faculty Titles And Policies

A part-time per course faculty member is usually a temporary employee of Iowa Wesleyan College who has been assigned a temporary academic title by the Vice President for Academic Affairs.

Such a person:
a. is hired by the Vice President for Academic Affairs or by the Associate Vice President and Dean of Extended Learning;
b. usually has less than a half-time teaching load;
c. usually has no other faculty duties and responsibilities, except those listed below;
d. meets or exceeds the criteria of the appropriate temporary academic title;
e. is selected in the manner set forth below; and
f. is employed on a term contract per course.

2.1.5.1 Lecturer

Lecturers are selected by the Vice President for Academic Affairs in consultation with the Division Chair with an appointment by the President. Lecturers are hired to teach specific courses on term contracts. The position usually does not lead to or count toward tenure or lead to promotion to the regular academic ranks.

Selection of lecturers should be consistent with the academic standards of Iowa Wesleyan College. A person assigned this title should have a master's degree. In lieu of these requirements, outstanding experience in an appropriate technical, artistic, or professional field may be substituted. There is no requirement of prior college or university teaching experience.

2.1.5.2 Affiliate Faculty By Rank

This is a title which may be assigned to administrative staff members of the College who teach courses on an occasional basis and who wish to have academic status. The particular rank will be assigned on the basis of academic credentials and teaching experience. Assignment of this title is made by the President upon the recommendation of the Vice President for Academic Affairs. This title does not confer voting membership in the faculty.

2.1.5.3 Adjunct Faculty By Rank

A faculty member who teaches on a part-time per course basis for Iowa Wesleyan College who is or has been a ranked faculty member of another accredited institution of postsecondary education will be assigned this rank by Iowa Wesleyan and such rank shall be equal to that at the other institution. Should the other institution not use rank, a determination of rank will be made upon the basis of academic credentials and teaching experience, such as assistant professor.

2.1.5.4 Specific Employment Policies For Part-Time Per Course Faculty

Part-time faculty members in the above ranks do not have such privileges as tenure, retirement plans, life insurance, sabbatical leaves, travel allowances (except allowances reimbursable for specific project-related or divisional studies), or tuition remission for self or family.

Part-time faculty members on term appointments can have the time in such appointments count toward tenure or promotion only if this is agreed to in writing by the Vice President for Academic Affairs, the faculty member, and the Division Chair at the time of an appointment to the full-time faculty. This written agreement will be placed in the faculty member's personal file. Professional staff of the College who instruct part-time will be assigned an academic title appropriate to part-time per course faculty. They do not receive extra compensation benefits for such teaching unless such an arrangement is made by the Vice President for Academic Affairs and approved by the appropriate supervisor and the President.
2.2 Types of Contracts And Faculty Status

2.2.1 Term Contracts

Term contracts are not in tenure track and do not confer upon a faculty member any entitlement to continued employment after the term specified in the letter of appointment.

Term contracts at Iowa Wesleyan College are given to part-time per course faculty members and are limited to the term of employment outlined in the letter of appointment.

A term contract may also be offered to a full-time or part-time pro rata faculty member who does not currently hold a probationary or continuous contract with Iowa Wesleyan College when such a member is a visiting faculty member, artist or scholar in residence, a replacement, or a grant-generated faculty member. In addition a term contract may be offered to a faculty member when curricular and program circumstances would make such a contract preferable to a probationary contract in the judgment of the Vice President for Academic Affairs. A terminal contract offered in accordance with any of the provisions for separation in the section on Separation is a type of term contract. All term contracts are limited to the term allowed in the letter of appointment.

2.2.2 Probationary Contracts

Probationary contracts of one academic year’s duration or less at Iowa Wesleyan College are given to faculty members either initially or on a renewable basis.

Probationary contracts are in tenure track and enable a faculty member to apply for a position of tenure upon successful completion of the requirements listed in the section Evaluation for Tenure of this Faculty Handbook (2.6). Probationary contracts are subject to non-renewal by Iowa Wesleyan College with notice as provided for in the section “Separation” of this Faculty Handbook.

2.2.3 Continuous Contracts (Tenure)

Continuous contracts at Iowa Wesleyan College are given to ranked faculty members who have attained tenured status as provided for in the section Evaluation for Tenure of this Faculty Handbook (2.6). Faculty members employed under continuous contract may expect an annual contract renewal by Iowa Wesleyan College, unless separated pursuant to the provisions of the section “Separation” of this Faculty Handbook.

2.2.4 Locus Of Appointment

All appointments to full or part-time faculty status are to the specific Division as stated in the letter of appointment for the current year; e.g., Associate Professor of English in the Division of Language and Literature.

2.3 Policies On Recruitment And Appointment

2.3.1 Initial Appointment

The quality of initial appointments is so vital to the pursuit of excellence to which both Iowa Wesleyan College and the academic Divisions are committed that the following statements of policy are deemed important guidelines to professional recruitment:
a. to assist Iowa Wesleyan College to maintain an outstanding faculty and to create a professionally challenging atmosphere for the individual, the College is highly selective in making initial appointments; and

b. in recruiting new faculty members, the College conforms to the letter and the spirit of the “Equal Employment Opportunity Policy” of the College.

When a faculty position falls vacant, a determination will be made by the Vice President for Academic Affairs, in consultation with the appropriate Division Chair and in the light of enrollment projections, as to whether a replacement will be sought. If the decision is made to fill the vacancy, the Vice President will determine, after similar consultation, whether the same or different qualifications will be sought in the new person.

The search for new faculty members is coordinated by the Vice President, with the assistance of the Division Chair and other appropriate faculty. Ordinarily all position openings for full-time ranked faculty will be advertised through national and/or regional media and other appropriate channels, except when shortage of time necessitates a more direct procedure. Formal communications with candidates is a responsibility of the Vice President, as is all formal negotiation between the College and a candidate for a particular position.

The Vice President will ask the assistance of the Division Chair in screening the file of applicants and choosing the one(s) to be invited for interview. Serious effort is made to assure extensive faculty involvement in the interview and selection phases of the search. While authority to offer employment to a particular candidate belongs to the President and is delegated to the Vice President, the process has been and will remain highly collaborative and collegial with regard to administrative and faculty roles in the search.

Requests for additional faculty members, ranked or part-time may originate in the Division. Such requests, with supporting data, are transmitted in writing to the Vice President for Academic Affairs by the Division Chair.

If the request is denied, the Vice President will communicate in writing the reasons for denial and upon request will fully discuss them with the Division. If the Division is not satisfied, it may request a review of the decision by the President. The President’s decision is final.

If the request is approved, the Vice President will set in motion a process similar to that described above for the filling of faculty position vacancies.

It is the responsibility of the Division Chair and the Vice President for Academic Affairs to transmit information to those applicants invited for interview about Divisional and College standards and policies, using the Faculty Handbook as a reference.

The Vice President, in consultation with the Division, determines the amount of prior teaching experience to be recognized applicable toward promotion and/or tenure and will communicate this information in writing to the candidate and the Division Chair.

No representative of the College will make commitments to prospective appointees without the written approval of the Vice President for Academic Affairs, who must have contract approval from the President.

2.3.2 Appointment Of Ranked Faculty

All appointments of faculty are made by the President, on the recommendation of the Vice President for Academic Affairs in consultation with the respective Division Chair.

All initial ranked appointments are probationary and are for only one year unless specifically stated to the contrary in the letter of appointment. The precise terms and conditions of every new
appointment will be clearly stated in the initial contract. The rank offered new faculty members shall ordinarily conform with the guidelines for that rank. Every appointment of a faculty member shall be made by a formal agreement signed by the faculty member and the President of the College or designated representative and shall state the rank, salary, length of appointment, and other conditions of the appointment. Each prospective faculty member, prior to an acceptance of this appointment, shall be provided the opportunity to examine the terms of the appointment, i.e., the Faculty Handbook. Acceptance of the appointment shall be taken to indicate the appointee’s willingness to be bound by all the terms of this appointment.

2.3.3 Appointment Of Part-Time Per Course, Extended Learning & Summer Session Faculty

Such faculty may be ranked or part-time per course. They are selected cooperatively by the Associate Vice President and Dean of Extended Learning and appropriate Division Chair in consultation with the Vice President for Academic Affairs according to the needs of the College. All such faculty have term contracts unless another specific arrangement is made by the Vice President for Academic Affairs.

The letter of appointment for part-time per course faculty and for ranked faculty teaching Extended Learning or summer courses over and above the contractual load will include course title, salary, course number, hours of credit, and required enrollment. The letter will indicate the date by which the appointment must be accepted. Such appointments are usually subject to adequate enrollment in the faculty member’s course.

2.4 Documents And Records: Personnel Files

Because appointment as a ranked faculty member may lead to a continuing relationship with the College, it is essential that there be adequate and detailed documentation to support every action pertaining to appointment, promotion, tenure, layoff, and dismissal.

The College maintains two categories of files for each faculty member. The files are kept in the Office of the Vice President for Academic Affairs.

2.4.1 Pre-employment File

A pre-employment file contains all material required or reviewed by the College in connection with the faculty member’s original employment. Prior to appointment, this file is available only to the Vice President for Academic Affairs, the Vice President’s professional staff, and the members of the interview team considering the person’s application for employment. After employment, items in the file which are not of a confidential nature (e.g., academic transcripts, reprints) are transferred to the faculty member’s personnel file. The remaining material (e.g., letters of recommendation and other confidential material) will be available only to the Vice President for Academic Affairs, appropriate professional staff, and the individual’s Division Chair.

2.4.2 Background Checks

Background checks will be completed on all new employees and any offer of employment is contingent upon satisfactory completion of the background check. Background checks will be conducted on current employees as deemed necessary to evaluate employees for promotion, reassignment, or retention. Background checks will be conducted in compliance with all applicable laws and the prospective or current employee must complete an authorization form.

2.4.3 Faculty Personnel File

The individual personnel file will include, but not be limited to, the following:
a. information relating to the faculty member’s academic and professional accomplishments submitted by the faculty member;
b. summaries of ratings and evaluations of the faculty member’s professional performance made by students or supervisors and the formal recommendations of the Committee on Evaluation, Rank and Tenure and other administrators;
c. Faculty Annual Reports, Assessment Reports, and other required or requested faculty member-generated reports; and
d. personnel information.

Files will be kept in strictest confidence in the office of the Vice President for Academic Affairs and will be available for confidential use only in or near that office during regular business hours and only to the individuals indicated below.

This file is available only to the President, Vice President for Academic Affairs and the Vice President’s professional staff, the Division Chair, and the individual faculty member. In addition, the faculty member may obtain copies of materials in his/her Personnel File. Any such copies will be made by a member of the Vice President’s staff.

Further, the College may permit access to and copying from such files pursuant to lawful requests of federal or state agencies relevant to investigations, hearings, or other proceedings pending before such agencies or the courts.

2.4.4 Faculty Evaluation File

The Faculty Evaluation File consists of the documentation gathered in preparation for faculty evaluation (Sections 2.5.3 Sources and Methods of Faculty Evaluation, 2.5.4 Procedures and Standards For Evaluation By VPAA And Division Chair, 2.5.5 Faculty Instructional Observation, and 2.6.4 The Professional Portfolio). It includes the faculty member’s Professional Portfolio, VPAA and Division Chair observation reports and evaluations, student evaluations, letters of recommendation, Faculty Annual Reports, Assessment Reports, and all other materials deemed necessary or appropriate for the purposes of faculty evaluation.

The evaluation file is examined by members of the ERT as required by the policies and procedures described in Sections 2.6 Evaluation For Tenure, 2.7 Policy And Procedure For Tenure, and 2.8 Promotion.

After the faculty evaluation has been completed, the Professional Portfolio is returned to the faculty member. Copies of annual and assessment reports, VPAA and Division Chair evaluations, and instructional observation reports are returned to the Personnel File. The Professional Portfolio itself shall not be considered part of the Personnel File. Responsibility for maintaining materials submitted in the Professional Portfolio rests exclusively with the faculty member (Section 2.6.4 The Professional Portfolio.)

2.4.5 Official Roster

The Vice President for Academic Affairs maintains a complete official roster of faculty members, showing name, telephone number, address, title, and such other information as is deemed desirable. All faculty employed by Iowa Wesleyan College should notify the Vice President for Academic Affairs of any change of address and telephone number; otherwise any notice sent by United States mail to the address on record shall be deemed to have been sufficiently given.

2.5 Evaluation Of Faculty

The ultimate goal of faculty evaluation at Iowa Wesleyan College is continuous improvement in the quality of teaching and learning and to provide mutual benefit to faculty, administration, and students. As in most small colleges, faculty members at Iowa Wesleyan College are expected to do more than teach classes.
Although some of these additional duties may be common to all faculty members, other duties may vary greatly according to discipline. The structure of classroom teaching can be significantly different across disciplines, as can the relative importance of different sources or forms of evaluation. Accordingly, faculty are evaluated through a variety of instruments and criteria, understanding that each faculty member possesses individual abilities, talents, interests, and goals.

2.5.1 Evaluation Of First Year Faculty

First year full-time and part-time faculty will be informed of the basis by which they will be evaluated at the time of the new faculty orientation. Although the Vice President for Academic Affairs (hereafter VPAA) may design the plan to fit the professional responsibilities of the individual position, it is understood that the plan for first year faculty will include student evaluation of all courses, classroom observation, self-assessment, and evaluation by the Division Chair and the VPAA. Both the Division Chair and the VPAA will make a recommendation in writing by January 31 regarding the retention of first year faculty members (see Section 2.5.7 Retention Of Faculty After The First Year).

2.5.1.1 Procedures For Part-Time And Non-Tenure Track Faculty

Evaluation, tenure, and promotion procedures for part-time faculty shall be conducted on an individual basis according to the contractual terms of the part-time faculty member. Schedules and deadlines shall be modified from the procedures described in the following sections and determined in consultation with; appropriate Division Chair(s); and, when applicable, the Associate Vice President and Dean of Extended Learning.

Any part-time faculty member who receives a continuing appointment for more than five consecutive years, but is not in a tenure-track position, shall be subject to review in their sixth year (and every five years thereafter) following the same procedures described in Section 2.8.4 Post-Tenure Review Of Tenured Faculty for post-tenure review.

2.5.2 Mentoring Process

Newly-hired tenure-track faculty (i.e., pre-tenure faculty) will be assigned a mentor by the VPAA in consultation with the Division Chairs of the mentor and mentee, no later than the date of Faculty Orientation in August. Mentors are typically tenured faculty. Mentors shall not be faculty members of the mentee’s division. Mentors are expected to maintain regular contact with their mentees, to provide them with professional support, advice, and encouragement, and to orient them to Iowa Wesleyan College’s administrative practices and faculty responsibilities. Mentors are not responsible for outcomes of mentee’s work or for a positive tenure decision.

A mentee is expected to maintain regular contact with the mentor and to contact the VPAA at once if difficulties with the mentor arise. Mentees and mentors have the right to request a new mentor. The mentoring relationship will typically last one academic year, although it may continue beyond that year if desired by both mentor and mentee.

The faculty mentorship program at IWC is informal and strictly confidential between mentor and mentee. Conversations between individuals are confidential except in such cases where disclosure is required by law in order to assure candid communication between the two. The Committee on Evaluation, Rank, and Tenure (hereafter ERT) may not solicit or require any documentation from the mentor. The mentor will not provide a letter of recommendation for the mentee.

Mentors serving on the ERT shall recuse themselves should their mentee be considered for pre-tenure or tenure review, and shall not discuss in any way their relationship with the mentee.
2.5.2.1 Responsibilities Of Mentors

- Contact mentees immediately upon assignment and maintain regular contact with them;
- Devote the time required to promote a mentoring relationship;
- Assist mentees with their questions, needs, or concerns;
- Provide candid and informative replies, and advice when requested;
- Introduce mentees to the academic culture of Iowa Wesleyan College, provide guidance regarding teaching, scholarship, and service obligations, and regularly assist during the tenure application process; and
- Maintain confidentiality of information shared by mentees.

2.5.2.2 Responsibilities Of Mentees

- Ask pertinent questions about IWC regulations and policies, classroom expectations and procedures, advising matters, and other issues of concern;
- Devote the time required to promote a mentoring relationship;
- Keep the mentor informed of academic progress, difficulties, and concerns;
- Exchange ideas and experiences with the mentor; and
- Report any dissatisfaction with the assigned mentor to the VPAA in a timely manner. If the mentor fails to make regular contact, fails to provide helpful responses, or fails to meet the protégé’s expectations in any way, the VPAA should be made aware so the mentor may improve his/her service or a new mentor may be assigned.

2.5.3 Sources and Methods Of Faculty Evaluation

Each candidate’s evaluation plan must include, but not be limited to, the following sources of data, which form an important part of a faculty member’s Evaluation File and are seriously considered in questions of reappointment, promotion and tenure.

a. Evaluation by VPAA and Division Chair
   For pre-tenure and tenured faculty, and for faculty eligible for promotion, the VPAA and Division Chair shall individually submit, according to the guidelines specified in Section 2.5.5 Faculty Instructional Observation and the scheduled procedures noted in Section 2.7.2 Procedures, a written evaluation which documents the degree to which the faculty member meets the applicable performance standards and shows progress toward achieving their own professional goals. Evaluation materials may include interviews with the candidate and selected students, consultations with colleagues within the candidate’s Division, instructional observations, student evaluations, self and course assessments, and the Professional Portfolio. For full-time tenured faculty, the Division Chair shall submit such a written evaluation every sixth year after the awarding of tenure (see Section 2.8.4.1 Procedures For Post-Tenure Review).

b. Evaluation by Students
   Every full- and part-time faculty member is evaluated by students in every course each semester through a survey that provides an indirect method of assessment regarding teaching effectiveness and achievement of learning outcomes. These evaluations, which are on a standard form, are conducted during the last two to three weeks of the semester. Evaluation forms are available in the Office of Information Technology Services; completed forms are returned to that office for tabulation. A report of the results is given to the faculty member and Division Chair by the VPAA.

c. Instructional Observation
   Observations shall be conducted by the Division Chair, the VPAA, and/or by peers or outside professionals recommended by the candidate, the Division Chair, or the VPAA,
and approved by the VPAA. All faculty shall be observed at least once per year. Tenured faculty shall be observed at least once per year by the VPAA, or by a faculty member chosen by the VPAA. Observations of teaching should be based primarily upon the criteria listed in Section 2.5.6.3 Effective Teaching. The observer should record both observations and evaluations as specified in Section 2.5.4 Procedures And Standards For Evaluation By VPAA And Division Chair.

d. Self-Assessment
Self-assessment (Faculty Annual Report) by all full-time faculty members are submitted to the VPAA by the first week of June of each year. The self-assessment contains an appraisal of the faculty member’s teaching effectiveness, a record of professional activity throughout the past calendar year, and a statement of professional goals for the upcoming academic year. (Second-year tenure-track faculty are required to submit a self-assessment report on or before the last Friday in September. See Section 2.6.4.1 Self-Assessment Component Of The Professional Portfolio.)

e. Program and Course Assessment
Academic programs and individual courses taught by College faculty are assessed on an annual basis according to criteria established by the program or by faculty themselves. Reports are submitted to the VPAA no later than July 15. The purpose of assessment is to evaluate and critique student achievement against the expectations of the program or course(s), determine areas in need of improvement, and chart strategies to improve instruction and student achievement. When preparing an Assessment Report, new faculty may find representative documents from the Assessment Committee.

f. Additional Sources of Evaluation
References to external sources may be included in the Evaluation File only insomuch as they impact the candidate’s employment, teaching, and service to the college. External sources include, but are not limited to, letters of commendation from off-campus colleagues or professional organizations; reprints of articles, reviews, and newspaper clippings; recordings of performances; photographs of artwork; and awards for professional and civic achievement.

2.5.4 Procedures And Standards For Evaluation By VPAA and Division Chair

As indicated in 2.5.3 (a) Sources and Methods Of Evaluation Section and according to the schedule found in Section 2.7.2 Procedures, the VPAA and each Division Chair shall provide a written evaluation based upon their independent reviews of the faculty member eligible for tenure, post-tenure review, or promotion. The following are considered guidelines for the process and content of these evaluations.

Evaluations shall be based on discussions with the candidate, scheduled observations (see Section 2.5.3 (c) Sources and Methods of Evaluation), student evaluations, scheduled materials as required in Section 2.7.2 Procedures, and other appropriate evidence of teaching effectiveness, scholarship, and service. The candidate may also request that another faculty member within the Division, chosen by the candidate and appointed by the Division Chair, observe the candidate’s teaching and evaluation materials according to Section 2.7.2 Procedures, with feedback submitted to the Division Chair.

If there are concerns about effective teaching or other areas, the VPAA may, with the cooperation of the Division Chair, establish a schedule or protocol for making recommended improvements.

The VPAA and Division Chair shall individually provide a detailed written evaluation and oral report to the candidate in person within five working days after the classroom visit. In addition to the classroom observation, this evaluation will include feedback about other data reviewed (e.g., course syllabi, student evaluations, feedback from other faculty within the Division if provided at
candidate’s request, and other materials as relevant and appropriate). This feedback is meant to be informative to the candidate, in order to assist with professional development in areas where competency is needed for tenure (see Section 2.5.6 Criteria For Professional Growth And Development). As such, areas of strength and weakness can be elaborated to help the candidate identify resources and develop a plan for enhancing strengths and overcoming weaknesses.

When possible, the written evaluation should include a discussion of performance over time. The evaluation will be reviewed in person with the candidate, who shall sign it to indicate the contents were discussed. Evaluations will be placed in the candidate’s Evaluation File.

2.5.5 Faculty Instructional Observation

The primary responsibility of faculty is to provide instruction that enhances student learning, while providing an atmosphere that encourages instructional excellence and professional growth. To ensure quality instruction, the College follows an instructional observation and evaluation process. Evaluative data is obtained through direct observation and compiled on an Instructional Observation Form prepared by the academic Division. Instructional observation seeks to:

a. promote goal setting, identify areas of strength, acknowledge superior performance and discern areas that need improvement; and

b. provide an information base that will help Division Chairs and the VPAA work collaboratively with individual faculty members to improve their performance.

2.5.5.1 Process For Instructional Observation

The instructional observation process consists of a pre-conference, a direct observation of the faculty member’s instruction, and a post-conference. Observed items may vary depending upon the type of teaching setting (classroom, online class, clinical, laboratory, studio, etc.). An Instructional Observation Form, appropriate to the Division, shall be used to gauge classroom performance and provide substantive feedback.

2.5.5.1.1 Scheduling

Prior to the pre-conference, the evaluator and faculty member will agree on dates and times for the Pre-Conference and Instructional Observation. Typically, these are done the same day, with the Pre-Conference held just before the Instructional Observation. Observations for tenure-track faculty shall be completed according to the schedules noted in Section 2.7.2 Procedures. Observations for faculty not undergoing tenure review should ordinarily be conducted in the spring.

Prior to the Pre-Conference, the faculty member will submit to the evaluator a current course syllabus/overview for the class to be observed. The course syllabus/overview will contain the focus of the course’s instructional objectives and expected outcomes.

2.5.5.1.2 Pre-Conference

During the pre-conference, the faculty member and evaluator will discuss how students will be informed of the nature and purpose of the observation, and agree on the role the observer will play during the class visit (silent observer, participating “student”, etc.). During this meeting, faculty can also clarify the specific learning objective(s) and planned teaching strategies for the class to be observed; in other words, what the teaching faculty member is trying to achieve during that specific class.
2.5.5.1.3 Instructional Observation

During the observation, the evaluator will take notes to use as the basis for completing an observation form prepared for members of the faculty member’s Division. For an on campus class, the evaluator is expected to spend at least 50 minutes observing. For an online class, the faculty member and evaluator typically meet together to review a minimum of one unit of course work, which should contain items such as instructional materials prepared by the faculty member, and electronic discussions between faculty and students that represent classroom interactions.

2.5.5.1.4 Post-Conference

The evaluator will schedule a post-conference with the faculty member within ten working days of the observation. For this conference, the evaluator will use the Instructional Observation Form to discuss areas of strength and to provide suggestions for improvement. The evaluator will also review any pertinent comments made on the form, asking questions and noting areas where improvement may be necessary.

Once the forms are discussed, reviewed, and signed to indicate the contents were discussed, the evaluator will provide the faculty member with copies. The originals will be sent to the VPAA according to the deadlines established in Section 2.7.2 Procedures. Upon review by the VPAA, the originals will be added to the faculty member’s Evaluation File.

2.5.6 Criteria For Professional Growth And Development

While there is not and cannot be a precise formula for the relative weighting of performance in the areas specified below, teaching is clearly the most important component in the College’s evaluation of faculty. Iowa Wesleyan College expects faculty members to be effective teachers. Faculty evaluation therefore focuses primarily upon the nature and potential of the faculty member’s teaching performance. At later stages of the evaluation process, substantial activity in other areas (e.g., professional activity and scholarly growth, campus and civic involvement and leadership) must augment continuing development of effective teaching in order to ensure successful progress toward tenure.

2.5.6.1 Definition Of Scholarship

Although teaching is the most vital aspect of faculty responsibilities at Iowa Wesleyan College, scholarship as broadly construed is valued and encouraged. Scholarly activity may be divided into four categories:

a. **Advancement of knowledge**: essentially, original research;
b. **Integration of knowledge**: synthesizing and disseminating knowledge through publications, presentations, exhibitions, or other forms of scholarly or creative expression;
c. **Application of knowledge**: professional practice or service directly related to an individual’s academic specialization; and
d. **Transformation of knowledge through teaching**: student mentoring and advising; development of courses, curricula and teaching material; service learning; developing and evaluating assessment criteria and protocols; public programs as forms of teaching; and other means of applying the practice of teaching.

Iowa Wesleyan College does not assign a relative value or weight to such work. Rather, the College seeks to recognize individual academic strengths and encourages its faculty
to incorporate these forms of scholarship in their professional development as noted in Sections 2.5.6.3 Effective Teaching, 2.5.6.4 Professional Activity And Scholarly Growth, and 2.5.6.5 Campus Involvement And Leadership, and as indicated within their Professional Portfolio (see Section 2.5.4 Procedures And Standards For Evaluation By VPAA And Division Chair).

2.5.6.2 Duties Of The Faculty

Faculty members are expected to meet minimum standards for the daily conduct of College academic activities. These duties include, but are not limited to:

a. meet classes regularly;
b. keep stipulated office hours (at least 5 hours per week);
c. prepare course syllabi consistent with College policy;
d. prepare adequately for classes;
e. present classroom material effectively;
f. evaluate student performance fairly and reasonably;
g. show ability to interest students and identify their academic needs;
h. conscientiously advise students;
i. support and conduct all required assessments designed to improve student learning;
j. participate in the annual faculty workshop, faculty development workshops, special convocations, and commencement exercises;
k. participate in the work of the College, the Division, the faculty, and attend meetings as assigned;
l. file grade reports with the Registrar within designated time periods;
m. conduct student evaluations every semester as scheduled;
n. prepare and submit an Annual Faculty Report; and
o. consistently follow the policies of the Faculty Handbook and College Catalog.

In addition to fulfilling the duties noted above, faculty members are expected to act in a collegial manner. Cooperative, productive, and respectful relationships are expected in the execution of the ordinary duties of the faculty, including those associated with teaching, professional activity, and campus and civic involvement.

2.5.6.3 Effective Teaching

In assessing teaching effectiveness, the following characteristics, among others, will be considered:

a. fluency, currency, and increasing command of the subject;
b. ability to stimulate students to actively engage in the issues and concerns of courses;
c. ability to organize and present subject matter clearly, coherently and compellingly;
d. ability to relate the subject to other areas of knowledge;
e. evidence of integrity, honesty, open-mindedness and objectivity in teaching;
f. encouragement of, responsiveness to, and respect for students’ questions and ideas;
g. sensitivity to student individuality, interest, competency and growth;
h. inclusion and development of Service Learning and the Iowa Wesleyan Life Skills as applicable in courses;
i. other evidence relevant to this section as appropriate to the faculty member or situation. The ERT may request additional information upon informing the faculty member.
2.5.6.4 Professional Activity And Scholarly Growth

Evidence of professional activity and scholarly growth may include, but is not limited to, the following:

a. completion of courses and/or the receipt of certifications or advanced degrees;
b. continuing development of teaching skills;
c. receipt of grants;
d. presentation of lectures, performances or artistic works;
e. publications or reviews;
f. revision or development of courses or curricula;
g. participation in professional organizations, conferences, etc.);
h. serving as a consultant;
i. other evidence relevant to this section as appropriate to the faculty member or situation. The ERT may request additional information upon informing the faculty member.

2.5.6.5 Campus Involvement And Leadership

Relevant activities may include, among others, several of the following:

a. academic advising;
b. service as advisor to student groups;
c. planning of, and/or participation in, curricular related institutional activities;
d. service on College committees;
e. active participation in the business of the faculty;
f. fulfillment of special assignments (e.g., Service Learning, task forces, recruitment, fund raising, etc.);
g. service as chair of a committee or division;
h. visibility at and support of a wide range of College events;
i. other evidence relevant to this section as appropriate to the faculty member or situation. The ERT may request additional information upon informing the faculty member.

2.5.7 Retention Of Faculty After The First Year

After consultation with the appropriate Division Chair, and upon receiving the Division Chair’s evaluation, the VPAA will issue a determination of reappointment or non-reappointment of a faculty member by January 31 of the first year of employment.

2.5.8 Retention Of Part-Time Per Course Faculty

The VPAA, following consultation with the appropriate Division Chair, has complete discretion to issue or not issue a new term contract to such personnel based upon evaluation of the faculty member, the needs of the institution and division, and other factors. Part-time per course personnel have no expectations of further employment by the very nature of the term employment contract.

2.6 Evaluation For Tenure

The tenure process at Iowa Wesleyan College is one of continual faculty evaluation and review. This system uses a Professional Portfolio in which faculty assemble documentation and evidence relevant to the various performance categories, noted in Section 2.5.6 Criteria For Professional Growth And Development. Included in the Professional Portfolio are assessment and annual faculty reports, summaries of student evaluations, classroom observation reports, and other artifacts and evidence attesting to faculty professional growth and development. Another component of the evaluation process
are evaluations by the VPAA and Division Chair that document the degree to which the faculty member is achieving the applicable performance standards and professional goals. In addition, all faculty who are evaluated by the Division Chair, VPAA, or faculty peers appointed by the VPAA, shall receive from them written feedback regarding faculty performance. As detailed in later sections, all academic faculty – pre-tenured and tenured – are periodically evaluated or reviewed using some or all of these components.

2.6.1 Eligibility For Tenure

Only faculty hired for a tenure-track position are eligible for tenure. Tenure is not granted solely on the basis of time served on the faculty of Iowa Wesleyan College. To be granted academic tenure, a faculty member must:

a. hold the rank of Assistant Professor, Associate Professor, or Professor;
b. fulfill the criteria for the rank held (See Section 2.1.1, Rank and Initial Appointment);
c. show promise of remaining a productive member of the academic community and of the College; and
d. have expertise which the College deems to be pertinent to the advancement of its educational goals.

Faculty members are responsible for notifying the ERT of their intention to apply for and proceed toward tenure when they are in their third and fifth year of employment at the College (see Sections 2.7.2.3 Year Three and 2.7.2.5 Year Five). Failure of a faculty member to meet the above notification requirement shall be deemed a waiver of the right to receive tenure. The College will in such circumstances either allow the faculty member one further year in which to go through the tenure process, or issue a non-renewal based on Section 2.9.3 Non-Reappointment of Probationary Contract Faculty. Such a non-renewal is considered a terminal contract according to Section 2.2.1, Term Contracts.

2.6.2 Performance Categories

The categories of performance which shall be used in faculty evaluation include:

a. performance in teaching, scholarship, and service, as described in Section 2.5.6 Criteria For Professional Growth And Development;
b. professional conduct, as described in Section 2.10.1.3 Statement on Professional Ethics;
c. evaluations by the VPAA, Division Chair, other faculty as appropriate, and students, as described in Section 2.5.5 Faculty Instructional Observation;
d. fulfillment of faculty duties and responsibilities, as described in Section 2.5.6.2 Duties Of The Faculty;
e. faculty member’s contract (Section 2.2 Types Of Contracts And Faculty Status); and
f. fulfillment of other contractual obligations, as stated and mutually agreed upon.

2.6.3 Submission Of Evidence

Faculty members undergoing an evaluation shall be responsible for preparing appropriate evidence of performance (Section 2.6.2 Performance Categories) in a thorough and thoughtful manner. The types of evidence described in Section 2.6.4 The Professional Portfolio shall constitute the basic documentation materials included in an Evaluation File (Section 2.4.4 Faculty Evaluation File). Additional documentation beyond that described below may also be submitted, as deemed necessary or appropriate by the candidate.

Faculty members shall submit one copy of the documentation materials they prepare, including the Professional Portfolio, to the VPAA for placement in their Evaluation File. All documentation to be used in faculty evaluation shall be submitted on or before the deadline stated for each type of evaluation or review described in this section. The candidate shall have the opportunity to submit
a response to any of the materials submitted by others according to the Open Files Policy, Section 2.7.5.

Should the faculty member under review serve as a Division Chair, the reporting and evaluating responsibilities shall be performed by the VPAA or a senior faculty member appointed by the VPAA.

2.6.4 The Professional Portfolio

The Professional Portfolio contains the varied forms of documentation bearing on the quality and effectiveness of a faculty member’s performance in teaching, scholarship, service, and execution of faculty duties. Its specific contents will vary with the performance category being addressed and the discipline or program area of the faculty member. In general, a portfolio contains various types of written documents and artifacts that illustrate the faculty member’s achievements in teaching, scholarship, and service. The Professional Portfolio is the property of the faculty member and shall be submitted as part of the Evaluation File.

The Professional Portfolio is intended to be cumulative, and faculty should revise and update its contents as their professional goals, contractual activities, and other responsibilities undergo development and change. In the process of assembling the Professional Portfolio, a faculty member should meet with the Division Chair to discuss its preparation and contents.

The Professional Portfolio shall consist of four sections:

a. a self-assessment component,
b. a teaching component,
c. a scholarship component, and
d. a service component.

In order to establish a common framework for all Professional Portfolios, faculty may include no more than three demonstrative artifacts per section. It is assumed that these artifacts will represent the faculty member’s best work. Taken as a whole, included artifacts should indicate achievement of the criteria stated in Section 2.5.6 Criteria For Professional Growth And Development.

If, when evaluating the Professional Portfolio during the tenure application process, the ERT discovers material deficiencies, or if evaluation of the Professional Portfolio leads to pertinent questions or requires additional material, the Committee may request the desired information from the candidate, the Division Chair, and/or the VPAA. The candidate is informed when said requests are made and when information is submitted to the ERT, and is given an opportunity to respond to the information before the ERT completes its final recommendation.

2.6.4.1 Self-Assessment Component Of The Professional Portfolio

In the first year of employment, pre-tenure faculty shall prepare a comprehensive statement on their philosophy of teaching and a current *curriculum vitae*, with both submitted in writing to the VPAA no later than the last Friday in September (Section 2.7.2.1 Year One).

In their second year of employment, pre-tenure faculty shall prepare a reflective, narrative self-assessment which reviews and critiques the quality and effectiveness of their own performance to date (Section 2.7.2.2 Year Two), according to the criteria specified in Section 2.5.6 Criteria For Professional Growth And Development. This self-assessment is the candidate’s opportunity to clearly describe the professional goals toward which he or
she has been working and to document satisfaction of the performance standards under review. At a minimum, it includes:

a. a description of how the faculty member intends to benefit the College and how the College may serve as an active participant in the faculty member’s professional development;

b. a personal evaluation of performance quality and effectiveness in teaching, scholarship, and service over the period of service being considered;

c. a description of goals and plans for continued professional development in the areas of teaching, scholarship, and service;

d. a description of professional development efforts and activities already undertaken, particularly if they have been in response to evaluations or are related to recently revised professional goals; and

e. a current *curriculum vitae*.

### 2.6.4.2 Teaching Component Of The Professional Portfolio

The quality of a faculty member’s teaching is the first and foremost performance category used in making judgments about issuance of renewed term contracts, reappointment to tenure-track contracts, and the granting of promotion and/or tenure. The skills and expertise related to teaching effectiveness include, but are in no way limited to, those described in Section 2.5.6.3 Effective Teaching.

#### 2.6.4.2.1 Evidence Of Teaching Effectiveness

In addition to the artifacts presented to demonstrate teaching effectiveness, this component of the Professional Portfolio should also include:

a. a brief statement which explains the artifacts provided in this component;

b. an updated listing of courses taught, with a sampling of syllabi from several courses; and

c. an explanation of how assessment has prompted improvement or redirection of teaching strategies.

This component may also provide additional evidence of instructional, course, or curricular development activities; student learning outcomes and academic achievement; or other aspects of teaching effectiveness as deemed relevant by the faculty member.

### 2.6.4.3 Scholarship Component Of The Professional Portfolio

This component of the Professional Portfolio shall provide material evidence bearing on the quality and effectiveness of scholarly activities as defined in Section 2.5.6.4 Professional Activity And Scholarly Growth. As is reasonable and appropriate to the discipline of the faculty member, the Professional Portfolio should contain:

a. a brief statement which summarizes the artifacts included in this component;

b. an updated listing of one’s scholarly activities, with brief comments explaining the substance of each;

c. samples of the products of one’s scholarship as appropriate to the discipline and type of scholarly activity (e.g., papers, speeches, publications, creative performances, etc.);

d. documents (if available) which provide evidence of the quality of the scholarship.
2.6.4.4 Service Component Of The Professional Portfolio

Service is defined as using one’s time, talent, and energy to perform or assist others to perform necessary governance, advising, administrative, and/or extra-curricular duties and tasks (Section 2.5.6.5 Campus Involvement And Leadership). All full-time ranked faculty members whether tenure-track or not tenure-track shall be responsible for providing service to the College as advisors and members of committees, at minimum. Other types of service may be provided in accordance with contractual obligation (e.g., an administrative assignment or appointment), or by divisional or program need.

This component of the Professional Portfolio shall provide the accumulation of evidence bearing on the quality and effectiveness of service activities as defined above. In addition to illustrative artifacts, and as is reasonable and appropriate for the type of service provided by the faculty member, the Professional Portfolio should contain:

a. a summation of the artifacts provided in this component;
b. an updated list of one’s service activities, accompanied by explanatory comments highlighting significant accomplishments;
c. evidence appropriate to the type of service provided (e.g., awards or letters of achievement, materials prepared or used as part of committee work, recognition of work performed, photographs of activities, etc.);
d. documents which provide evidence of the quality of one’s service activities.

2.7 Policy and Procedure For Tenure

2.7.1 Schedule For Tenure Evaluation

The normal evaluation schedule is:

a. reappointment, which takes place in the second semester of the candidate’s first year;
b. self-assessment, in the candidate’s second year;
c. pre-tenure, which takes place in the candidate’s third year; and
d. tenure, which takes place in the candidate’s fifth year.

However, earlier granting of tenure may be made to a person who has come from a tenured position. These early tenure determinations, with a modified evaluation schedule, shall be determined during pre-employment negotiations and specified in the faculty member’s contract.

2.7.2 Procedures

On the following two pages Table 1 and Table 2 provide schedules for the submission of documents and reports, and for periodic observations and evaluations.
<table>
<thead>
<tr>
<th>Task</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eval. Report,</strong> Sec. 2.7.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>by VPAA</td>
<td>Jan. 15</td>
<td>No</td>
<td>Sept. 30</td>
<td>No</td>
<td>Sept. 30</td>
</tr>
<tr>
<td>by Div. Chair</td>
<td>Jan. 15</td>
<td>Jan. 15</td>
<td>Sept. 30</td>
<td>Sept. 30</td>
<td>Sept. 30</td>
</tr>
<tr>
<td><strong>Class. Obsv. Rept.,</strong> Sec. 2.5.5</td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>by VPAA</td>
<td>Jan. 15</td>
<td>No</td>
<td>Sept. 30</td>
<td>No</td>
<td>Sept. 30</td>
</tr>
<tr>
<td>by Div. Chair</td>
<td>Jan. 15</td>
<td>Jan. 15</td>
<td>Sept. 30</td>
<td>Sept. 30</td>
<td>Sept. 30</td>
</tr>
<tr>
<td><strong>Student Eval.</strong> Sec. 2.5.3(b)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Professional Portfolio,</strong> Sec. 2.6.4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phil. of Teaching &amp; current c.v. by last Friday in Sept.</td>
<td></td>
<td></td>
<td>Yes, by last Friday in Sept.</td>
<td></td>
<td>Yes, by last Friday in Sept.</td>
</tr>
<tr>
<td><strong>Determ. of Reappoint.,</strong> Sec. 2.5.7</td>
<td>Jan. 31</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>VPAA Notif. of Review,</strong> Sec. 2.7.2.3, 2.7.2.5</td>
<td>n/a</td>
<td>n/a</td>
<td>End of 1st week of Fall sem.</td>
<td>n/a</td>
<td>End of 1st week Fall sem.</td>
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<tr>
<td><strong>Application for Tenure,</strong> Sec. 2.6.1</td>
<td>No</td>
<td>No</td>
<td>Last Friday in Sept.</td>
<td>No</td>
<td>Last Friday in Sept.</td>
</tr>
<tr>
<td><strong>Annual &amp; Assess. Repts. In Eval. File,</strong> Sec. 2.7.2.3, 2.7.2.5</td>
<td>No</td>
<td>No</td>
<td>Sept. 1</td>
<td>No</td>
<td>Sept 1</td>
</tr>
<tr>
<td><strong>Verification of Training,</strong> Sec. 2.7.2.3</td>
<td>No</td>
<td>No</td>
<td>Last Friday in Sept.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>List of References,</strong> Sec. 2.7.2.3</td>
<td>No</td>
<td>No</td>
<td>Sept. 1</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Letters of Recommend.,</strong> Sec. 2.7.2.3, 2.7.2.5</td>
<td>No</td>
<td>No</td>
<td>Rec’d by last Fri. in Sept.</td>
<td>No</td>
<td>If additional, by last Friday in Sept.</td>
</tr>
<tr>
<td><strong>Evaluation File to ERT,</strong> Sec. 2.7.2.3, 2.7.2.5</td>
<td>n/a</td>
<td>n/a</td>
<td>Oct. 1</td>
<td>n/a</td>
<td>Oct. 1</td>
</tr>
<tr>
<td><strong>ERT Interview,</strong> Sec. 2.7.2.3</td>
<td>No</td>
<td>No</td>
<td>Upon request by Oct. 1</td>
<td>No</td>
<td>Upon request by Oct. 1</td>
</tr>
<tr>
<td><strong>Candidate Letter for Eval. File,</strong> Sec. 2.7.5</td>
<td>n/a</td>
<td>n/a</td>
<td>If desired, by Sept. 30</td>
<td>n/a</td>
<td>If desired, by Sept. 30</td>
</tr>
<tr>
<td><strong>Unsolicited Information,</strong> Sec. 2.7.5.2</td>
<td>n/a</td>
<td>Sept. 1</td>
<td>Sept. 1</td>
<td>Sept. 1</td>
<td>Sept. 1</td>
</tr>
<tr>
<td><strong>ERT Decision &amp; Report,</strong> Sec. 2.7.2.3, 2.7.2.5, 2.8.5 to VPAA</td>
<td>n/a</td>
<td>n/a</td>
<td>Dec. 31</td>
<td>n/a</td>
<td>Dec. 31</td>
</tr>
<tr>
<td>to President to Board of Trustees to Faculty Member</td>
<td></td>
<td></td>
<td>n/a</td>
<td>Jan. 31</td>
<td>Jan. 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Winter Board mtng within 10 days of Winter Brd mtng</td>
</tr>
</tbody>
</table>
Table 2. Schedule for Promotion and Post-Tenure Review.

<table>
<thead>
<tr>
<th>Task</th>
<th>Promotion</th>
<th>Post-Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Eval.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sec. 2.5.3(b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Portfolio,</td>
<td>Yes, last Friday in Sept.</td>
<td>Yes, 2nd Friday in Jan.</td>
</tr>
<tr>
<td>Sec. 2.6.4, 2.8.3.1, 2.8.4.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual &amp; Assess. Rprts.</td>
<td>Last Friday in Sept.</td>
<td>2nd Friday in Jan. (See Sec.2.8.4.1)</td>
</tr>
<tr>
<td>In Eval. File, Sec. 2.8.3.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of References,</td>
<td>Sept. 15</td>
<td>No</td>
</tr>
<tr>
<td>Sec. 2.8.3.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letters of Recommend., Sec. 2.8.3.1</td>
<td>Rec’d by Oct. 15</td>
<td>No</td>
</tr>
<tr>
<td>Evaluation File to ERT, Sec. 2.7.2.3, 2.7.2.5</td>
<td>Sept. 15</td>
<td>Last Friday in Feb.</td>
</tr>
<tr>
<td>Unsolicited Information, Sec. 2.7.5.2</td>
<td>Sept. 1</td>
<td>Sept. 1</td>
</tr>
<tr>
<td>App. for Promotion Verification of Eligibility, Sec. 2.8.3.1</td>
<td>May 1</td>
<td>No</td>
</tr>
<tr>
<td>Eligibility for Post-Tenure, Sec. 2.8.4</td>
<td>n/a</td>
<td>1st week of academic year</td>
</tr>
<tr>
<td>Meeting with Post-Tenure Review Panel, Sec. 2.8.4.1</td>
<td>n/a</td>
<td>Feb. 1</td>
</tr>
<tr>
<td>Submit Promotion or Post-Tenure Materials, Sec. 2.8.3.1, 2.8.4.1</td>
<td>Sept. 15</td>
<td>Last Fri. in Feb.</td>
</tr>
<tr>
<td>ERT Decision &amp; Report, Sec. 2.8.4.1, 2.8.5 to VPAA to President to Board of Trustees to Faculty Member</td>
<td>Dec. 31 Jan. 5 Winter Brd mtng within 10 days of Winter Brd mtng</td>
<td>last Fri. in March n/a n/a 1st Fri. in Apr.</td>
</tr>
</tbody>
</table>
2.7.2.1 Year One

The faculty member will be evaluated by the Division Chair and the VPAA for the purpose of reappointment (Section 2.5.7 Retention Of Faculty After The First Year). First-year pre-tenure faculty shall prepare a comprehensive statement of their philosophy of teaching and a current curriculum vitae, to be submitted to the Division Chair and the VPAA, who shall include it in their Evaluation File no later than the last Friday in September. The faculty member’s Division Chair and the VPAA will independently observe the faculty member in the classroom, and both shall prepare an evaluation, to be included in the faculty member’s Evaluation File, no later than January 15. (See Section 2.5.3 (c) Sources and Methods of Faculty Evaluation.) The decision for reappointment or non-reappointment shall be made by January 31.

2.7.2.2 Year Two

The faculty member shall prepare a Self-Assessment, with copies forwarded to the Division Chair and the VPAA by the last Friday in September. The Self-Assessment shall conform to the requirements noted in Section 2.6.4.1 Self-Assessment Component Of The Professional Portfolio. The faculty member shall also compile all course syllabi to date and a revised curriculum vitae and provide copies to the Division Chair no later than the last Friday in September. As in Year One, the Division Chair will observe the faculty member in class and prepare an evaluation, with copies added to the faculty member’s Evaluation File. Observations and evaluations must be completed no later than January 15.

2.7.2.3 Year Three

The third year review is a critical point in the pre-tenure process. At this point the candidate formally applies for pre-tenure review and prepares a complete Professional Portfolio, according to Section 2.6.4 The Professional Portfolio, inclusive. The VPAA shall notify all appropriate faculty of an upcoming third-year review by the end of the first week of the fall semester with copies of the notification submitted to their Division Chairs and the Chair of the ERT. The candidate will present a formal letter of application and a completed Professional Portfolio to the Chair of the ERT by 5:00 p.m. on the last Friday in September for consideration for pre-tenure review. The VPAA shall also confirm a candidate’s academic training and teaching experience and place verification of both in the candidate’s Evaluation File by the last Friday of September. Failure to apply will lead to a terminal contract (Section 2.6.1 Eligibility for Tenure and Section 2.9.3 Non-Reappointment of Probationary Contract Faculty).

The candidate shall ensure that Faculty Annual Reports and Annual Assessment Reports are available in the Evaluation File by contacting the VPAA by September 1. The VPAA and the Division Chair shall observe the candidate in class and write evaluations assessing the candidate’s performance in teaching, scholarship, and service based on the procedures and criteria provided in Sections 2.5.4 Procedures And Standards For Evaluation By VPAA And Division Chair, 2.5.5 Faculty Instructional Observation, and 2.5.6 Criteria For Professional Growth And Development. Observations and evaluations shall be completed and included in the candidate’s Evaluation File no later than September 30. The candidate’s Evaluation File, containing the Professional Portfolio, supervisor and student evaluations, letters of recommendation, and any other relevant materials will be compiled by the VPAA and sent to the ERT for evaluation no later than October 1.

Candidates will provide the Chair of the ERT with a total of four internal and/or external references who are familiar with the candidate’s teaching ability, scholarship, and/or
service. The list of references should be submitted no later than September 1. The Chair of the ERT shall request a letter of recommendation from each to be received no later than the last Friday in September. Candidates will be informed by the Chair when letters have arrived. Letters of recommendation are to be addressed to the Chair of the ERT, who shall include them in the candidate’s Evaluation File.

Candidates are advised to promptly notify their references that they may be contacted and make them aware of the deadline. When nominating references, the faculty member shall indicate in writing to each whether or not his or her access to the submitted letter is waived. Acknowledgement of waiver or non-waiver must be indicated when the candidate submits the list of references to the ERT.

During the review period a candidate may request an interview with the Committee. Such request must be made to the Chair of the ERT by October 1.

The committee will forward a comprehensive, detailed written recommendation to the VPAA no later than December 31. The VPAA will attach his or her own recommendation, submit the report immediately to the President and review it with the candidate no later than January 31.

If the VPAA, the Division Chair, the ERT, or the candidate feel that additional time is needed to correct problems identified through the review of the candidate’s materials, then the tenure application may be delayed for one year. If significant problems with the candidate’s performance are uncovered during the review, the ERT may, with the consent of the VPAA, recommend that the faculty member’s contract be discontinued on the basis of the review and issued a terminal contract.

2.7.2.4 Year Four

The fourth year of the tenure process is an interregnum in the review process during which a candidate shall correct inconsistencies or errors in the Professional Portfolio, modify its contents, and apply corrective measures that have been advised by the ERT, the VPAA, or the Division Chair.

The Division Chair shall observe the candidate’s teaching and write an evaluation regarding the candidate’s progress to date, and submit it for inclusion in the candidate’s Evaluation File no later than January 15. Student evaluations, Annual Faculty Reports, and Assessment Reports continue as scheduled. (See Table 1.)

2.7.2.5 Year Five

The final formal review for tenure builds upon the materials from the prior reviews, and should address any concerns from the third-year review. The VPAA shall notify all appropriate faculty of an upcoming final tenure review by the end of the first week of the fall semester with copies of the notification submitted to their Division Chairs and the Chair of the ERT. The candidate will present a formal letter of application for tenure and shall submit a revised and corrected Professional Portfolio to the Chair of the ERT by 5:00 p.m. on the last Friday in September for consideration for tenure. Failure to apply will lead to a terminal contract (Section 2.6.1, Eligibility for Tenure, and Section 2.9.3 Non-Reappointment of Probationary Contract Faculty).

The candidate shall ensure that Faculty Annual Reports and Annual Assessment Reports are available in the Evaluation File by contacting the VPAA by September 1. The VPAA and the Division Chair shall observe the candidate in class and write final, summative evaluations assessing the candidate’s performance in teaching, scholarship, and service based on the procedures and criteria provided in Sections 2.5.4 Procedures And
Standards For Evaluation By VPAA And Division Chair, 2.5.5 Faculty Instructional Observation, and 2.5.6 Criteria For Professional Growth And Development. Observations and evaluations shall be completed and included in the candidate’s Evaluation File no later than September 30. The candidate’s Evaluation File, containing the Professional Portfolio, supervisor and student evaluations, letters of recommendation, and any other relevant materials will be compiled by the VPAA and sent to the ERT for evaluation no later than October 1. Should candidates wish to include additional letters of reference, the same referral process and deadlines as in Year Three shall apply. The Chair of the ERT may also request that the candidate provide additional letters of reference.

The candidate may request an interview with the Committee. Such request must be made to the Chair of the ERT by October 1.

The committee will forward a comprehensive, detailed written report that supports, denies, or delays the tenure application to the VPAA no later than December 31. At this stage of the process, the decision of the ERT shall be reviewed by the President and the Board of Trustees according to Section 2.8.5, Promotion and Tenure Decisions: Final Procedures. The outcome of the tenure decision shall be communicated to the candidate after the Winter meeting of the Board of Trustees.

2.7.3 Confidentiality

All aspects of the promotion and tenure process are confidential, including deliberation within all tenure and promotion-related committees and the specific decisions that are made at each review level except in such cases where disclosure is required by law. Individuals assigned to such tasks shall affirm their compliance by signing a confidentiality agreement. In addition, faculty candidates under review are discouraged from approaching ERT committee members at any time concerning the disposition of their review and should understand that inquiries of this type are deemed entirely inappropriate.

2.7.4 Suspension Of The Review Process

The evaluation process described above may be suspended if the candidate is unable to represent him/herself effectively due to chronic health conditions, death of an immediate family member, natural disaster, or other situations beyond the candidate’s control. A request for suspension must be submitted to the VPAA in a timely manner and must declare the nature of the suspension exigency and the expected duration of the suspension. The VPAA will consult with the Division Chair and with persons with relevant knowledge of the exigency (e.g., medical professionals in the case of a chronic health condition). If the request for suspension is approved, the VPAA shall notify the ERT of the suspension. A suspension of the review process may not last more than one calendar year.

Should an allegation of professional or academic misconduct or sexual harassment arise during a pre-tenure, tenure, or post-tenure review or application for promotion, the review process shall be suspended until the allegation has been resolved.

2.7.5 Open Files Policy

Faculty members under pre-tenure (Year Three), tenure (Year Five), or post-tenure review or promotion may access a read-only copy of their Evaluation File prior to the time it is sent to the ERT for review. The file is available in the office of the VPAA. The file will include copies of all letters, reports, observations, and evaluations regarding the faculty member (with the exception of any requested letters of reference which the faculty member has waived the right to access). Student evaluations will also be available, although the original student responses will not be included; a report will be filed instead. The candidate may write an additional letter for the file,
which addresses issues raised therein. Such a letter must be submitted to the VPAA before the file is sent to the ERT for review (see Sections 2.7.2.3 Year Three or 2.7.2.5 Year Five).

Once the file has been forwarded to the Chair of the ERT, only the following may access the file: members of the ERT, the VPAA, and the President of the College.

2.7.5.1 Unsolicited Letters

Unsolicited letters that favor or disfavor a candidate’s application for pre-tenure, tenure, post-tenure review, or promotion may be sent to the VPAA for review by the ERT. Authors of such letters should understand that their letter will be viewable according to the Open Files Policy. Any letter once submitted may be withdrawn upon the request of the author.

2.7.5.2 Unsolicited Information

If any person, including but not limited to students, faculty, and staff, shall have any information which may be relevant to the retention or promotion of a faculty member, that person shall submit the information to the VPAA prior to September 1 of each year. Information submitted after September 1 shall not be considered until the following academic year unless the information may justify termination of the faculty member pursuant to Section 2.8.5 Promotion And Tenure Decisions: Final Procedures.

The VPAA shall make a notation of the information in the Evaluation File, including the name of the person submitting the information, if the person agrees to have his/her name attached. The person submitting the information shall be informed prior to giving consent that his/her name will become known to the faculty member under review.

If the person does not agree to placing his/her name on the information, then the VPAA shall make note of that fact and identify the person only by status (i.e., faculty member, student, staff member). The identity of the source of the information shall not be revealed to the person under review or the ERT without the consent of that source except in such cases where disclosure is required by law. It may be revealed to the President of the College at the President's request.

If, in the opinion of the VPAA, the information has sufficient credibility that it casts doubt on the potential of the faculty member under review to receive promotion or tenure, the VPAA shall:

1. notify the faculty member under review of the nature of the information;
2. investigate the information with the assistance of the Division Chair and one other faculty member outside the Division, selected by the VPAA; and
3. report the results of the investigation to the Evaluation File and to the faculty member under review.

When appropriate, the VPAA may also report the information to the Committee on Professional Complaints and Grievances for consideration.

Members of the ERT shall be made aware of all information reported through this section, including any investigatory report completed by the VPAA. They shall not be provided the name of the source of information without the source’s consent. If the members of the ERT believe any information needs additional investigation, they shall inform the VPAA who shall conduct the investigation as described above.
The VPAA shall not include in the Evaluation File any information from persons not known to the VPAA. Anonymous letters, emails, notes, or other messages may not be included in the Evaluation File unless the VPAA knows the source of the information.

Anonymously submitted information shall not be cause for denial of tenure, but may be cause for a suspension of the review process as described in Section 2.7.3 Confidentiality. Anonymously submitted information that is substantiated may be documented in the Evaluation File, with identification of the substantiating source, may be considered in this evaluation process, and may be cause for a denial of tenure or promotion.

2.8 Promotion

To be considered for promotion, faculty shall demonstrate that they meet the standards specified in Section 2.1.1, Rank and Initial Appointment. In addition, candidates for promotion are expected to meet the professional responsibilities and performance criteria expressed in Section 2.5.6, Criteria for Professional Growth and Development.

2.8.1 Promotion From Instructor To Assistant Professor

Faculty at the rank of Instructor may be promoted to Assistant Professor upon receiving the terminal degree (Section 2.1.1.2 Assistant Professor).

2.8.2 Promotion From Assistant Professor To Associate Professor

Faculty at the rank of Assistant Professor may be promoted to Associate Professor upon being granted tenure (See Section 2.1.1.3 Associate Professor).

2.8.3 Promotion From Associate Professor To Professor

In order to be eligible for promotion to Professor, the candidate must possess an earned doctorate or terminal degree in a discipline directly related to the individual’s area of responsibility and complete at least five years of full-time teaching at Iowa Wesleyan College or at a regionally-accredited college or university at the rank of Associate Professor.

Because this promotion is the highest normal rank in academia, to receive a positive recommendation it is expected that a person with this rank will be an accomplished scholar with an exemplary and acknowledged record of achievement in the following:

a. Conduct in accordance with the duties and responsibilities of faculty (Section 2.5.6.2 Duties Of The Faculty);

b. A pattern of consistently effective teaching (Section 2.5.6.3 Effective Teaching) and growth as a teacher;

c. A pattern of excellence and growth in scholarship and professional development (Section 2.5.6.4 Professional Activity and Scholarly Growth); and

d. Sustained involvement in and commitment to Campus Involvement and Leadership (Section 2.5.6.5 Campus Involvement And Leadership).

2.8.3.1 Procedures For Promotion To Professor

On or before May 1 of each year, faculty members who believe they are eligible for promotion to full professor during the next academic year shall notify the VPAA, in writing, that they wish to be considered for promotion. On or before the following September 1, the VPAA shall verify the eligibility of faculty who seek promotion and forward that information to the Chair of the ERT. Eligible faculty shall submit their Professional Portfolio to the Chair of the ERT on or before September 15. The
Professional Portfolio should be specifically oriented toward the requirements of promotion. Eligible faculty shall also forward the names of at least four references from colleagues and knowledgeable external sources to the chair of the ERT by the same deadline. The Chair of the ERT shall request a letter of recommendation from each reference. Candidates are advised to promptly notify their references that they may be contacted. When nominating references, the faculty member shall indicate in writing to each whether or not his or her access to the submitted letter is waived. Acknowledgement of waiver or non-waiver must be indicated when the candidate submits the list of references to the ERT. Letters must be received by the Chair of the ERT by the last Friday of September.

In addition, all supervisor and student evaluations, reports of instructional observations, and Faculty Annual and Assessment reports for the previous five years must be compiled by the office of the VPAA and made available to the ERT by September 15.

Following initial review and discussion of the candidate’s file, the Chair of the ERT and/or the VPAA may request a meeting with the candidate for the purpose of obtaining any necessary clarifications of materials in the candidate’s file. Upon further deliberation on the candidate, the Committee shall then forward a descriptive positive or negative recommendation on promotion to the President of the College and VPAA by December 31. The VPAA shall make a separate recommendation on promotion and submit it and the Committee’s recommendation to the President of the College by January 5. If these two recommendations differ, then the President shall meet jointly with the Committee and the VPAA to discuss the recommendations before the President makes the final recommendation on promotion for the Board of Trustees (see Section 2.8.5 Promotion And Tenure Decisions: Final Procedures). Candidates for promotion shall receive a written notification and explanation of the decision from the VPAA after the meeting of the Board of Trustees.

2.8.3.2 Denial Of Promotion

In cases where the ERT or VPAA denies an application for promotion, the faculty member may appeal the decision through the process described in Section 2.8.6 Appeal of a Promotion or Tenure Decision.

2.8.4 Post-Tenure Review Of Tenured Faculty

To encourage and support the continued professional development of tenured faculty, a post-tenure performance review of tenured faculty shall be conducted on a six-year cycle by a Post-Tenure Review Panel of three tenured faculty, selected by the ERT. Feedback from this review shall be shared only with the tenured faculty member and the VPAA. Members of the Review Panel are subject to the rules governing confidentiality (Section 2.7.3 Confidentiality) and shall sign and submit a confidentiality agreement to the Chair of the ERT.

The sole purpose of this review is to promote the growth and development of tenured faculty as teachers and scholars. The content and outcome of this review shall not be used as part of a dismissal action, disciplinary action, or revocation of tenure involving a tenured faculty member except as governed by the policies and procedures described in Section 2.9, Separation, and Section 2.9.5, Dismissal for Cause.

The post-tenure review shall occur during the spring semester of the sixth year following the year that tenure was granted, and every sixth year thereafter. During the first week of each academic year, the VPAA shall provide Division Chairs and the Chair of the ERT with a list of the tenured members of the Division who are eligible for review. The Office of the VPAA shall keep records which verify the year in which a faculty member’s post-tenure review shall be conducted.
Appointments to the Post-Tenure Review Panel shall satisfy the following requirements:

a. all members shall be tenured faculty;
b. the tenured faculty member’s Division Chair and current members of the ERT shall not be eligible to serve;
c. one shall be a member of the same Division as the tenured faculty member under review;
d. two shall be tenured faculty members from two other Divisions.

The ERT shall be responsible for contacting colleagues who meet the above requirements to seek their permission to be named to the Review Panel. Members of the Review Panel shall hold their first meeting no later than November 15. At this meeting, a Chair of the Review Panel shall be selected by the members of the Panel. Subsequent meetings of the Review Panel shall be convened by the Chair.

2.8.4.1 Procedures For Post-Tenure Review

On or before February 1, the tenured faculty member shall meet with the Review Panel to discuss the purpose of the review, and establish the specific process, timetable, and materials to be used in conducting the review.

The review shall be guided by the criteria and evidence described in Section 2.8.4 Post-Tenure Review Of Tenured Faculty. Among the materials submitted should be a current curriculum vitae and an updated Professional Portfolio similar to that described in Section 2.6.4 The Professional Portfolio. In addition, tenured faculty undergoing review shall include the following items among their documentation:

a. VPAA and Division Chair evaluations by November 30 (Sources And Methods Of Faculty Evaluation Section 2.5.3.a);
b. Student evaluations from all courses taught within the previous two years (Sources And Methods Of Faculty Evaluation Section 2.5.3.b);
c. Assessment and Faculty Annual Reports for the previous five years;
d. at least one classroom observation report (Sources And Methods Of Faculty Evaluation Section 2.5.3.c) conducted by a faculty member outside the candidate’s Division appointed by the ERT, during the fall semester.

All materials for the purposes of review must be compiled and presented to the Chair of the Review Panel Review Panel by the last Friday in February of that academic year. The Review Panel may meet with the faculty member to discuss and/or clarify any of the materials submitted. The Review Panel must render either a positive or conditional evaluation in a detailed narrative report no later than the last Friday in March. In the case of a conditional evaluation, suggestions for improvement must be included. The Chair of the Review Panel shall immediately forward the report to the VPAA, who will notify the faculty member of its results by the first Friday in April.

In cases of a conditional evaluation, the VPAA will counsel the faculty member and will appoint a mentor to supervise and guide the improvement of teaching strategies and other duties, for a period of a full academic year.

2.8.4.2 Appeal Of A Post-Tenure Review

Faculty members who receive a conditional post-tenure review may appeal the review and/or the improvement plan according to Section 2.8.6, Appeal of a Tenure or Promotion Decision.
2.8.5 Promotion And Tenure Decisions: Final Procedures

The Chair of the ERT shall inform the VPAA, in a detailed and substantive recommendation of its promotion or tenure decision immediately upon completion of the review. The VPAA shall submit the ERT’s decision to the President of the College by January 5 of the academic year. The VPAA shall attach his or her own recommendations to the ERT’s recommendation and submit it to the President of the College on the same date. The President will review the evidence presented and may, with the VPAA, meet with the ERT to discuss individual cases where any party intends to not recommend promotion or tenure. This meeting may lead to further evaluation or recommendation of a specific case, limited to the materials submitted in the original review. If the faculty member needs to provide further evidence or if an outside evaluation is deemed necessary by the President, the faculty member shall be so informed and a new timetable arranged for conclusion of the application. Upon consultation with the President, the VPAA will schedule an interview with the candidate to discuss the ERT’s decision and will provide the candidate with a copy of the Committee’s report.

The President will make recommendations for promotion and tenure at the Winter meeting of the Board of Trustees and the VPAA will inform the faculty member of the results within ten days after final action of the Board.

2.8.6 Appeal Of A Tenure Or Promotion Decision

Candidates who are denied tenure or promotion may appeal the decision when they believe any of the following have occurred:

a. failure to follow proper procedure;
   b. bias or discrimination based on a protected category; or
   c. newly discovered evidence.

No other appeals or grievance processes may be invoked with respect to the denial of promotion or tenure.

Upon receipt of notification that tenure or promotion is being denied, the candidate has two weeks to notify the President in writing of his or her intention to appeal the decision and 30 business days from the date of the denial notification to submit a formal appeal to the President. The appeal must make specific allegations and indicate precisely, with appropriate evidence, the nature of the violation. Once notified of the faculty member’s intention to appeal, the President, upon consultation with the Faculty Executive Committee, will immediately form an ad hoc Appeals Committee consisting of three former members of the ERT who have not been involved in making the promotion or tenure decision regarding the candidate and are not members of the candidate’s Division. Upon receipt of the appeal, the President shall forward it to the Appeals Committee. Disclosure of the members of the Appeals Committee may be made to the candidate upon request, but under no circumstances may that person contact Committee members about their work or the status of the appeal.

The Appeals Committee will determine whether there is evidence of a) failure to follow proper procedure; (b) bias or discrimination based on a protected category; and (c) newly discovered evidence. The Appeals Committee will review the documents and procedures followed in the review process, and may interview relevant individuals regarding the process to determine if any procedure was not properly followed, if any bias or discrimination based on a protected category occurred, or if additional evidence may have a relevance to the recommendations and decisions made in the review of a candidate. When necessary, members of the Appeals Committee and the ERT may jointly convene so that the Appeals Committee may ask questions and explore other relevant issues. The Appeals Committee may also wish to interview the candidate, the candidate’s Division Chair, the VPAA, individual members of the ERT, or any other persons who might provide relevant information regarding the appeal. The candidate has the right to know
whom the Appeals Committee contacts during its investigation, and may also request a formal interview with the Appeals Committee.

The Appeals Committee shall report its findings and recommendations in writing to the President within 30 business days of receiving the appeal. Should the Appeals Committee determine that none of the circumstances noted above were committed, then it shall recommend to the President that the original decision should stand. If the Appeals Committee finds that the original decision was the result of a failure to follow proper procedure; bias or discrimination based on a protected category; or failure to consider newly discovered evidence, the Appeals Committee shall instruct the ERT to re-evaluate the candidate based on the Appeals Committee’s findings and recommendations. The Appeals Committee may also specify procedures to assure that the violation is not repeated. These instructions shall be regarded as binding upon the ERT. The Appeals Committee will not re-evaluate the candidate’s application for reappointment, pre-tenure, tenure, or promotion and shall not be responsible for any of the duties assigned to the ERT.

If the appeal alleges improper conduct by the President or the VPAA, the report shall go directly to the Board of Trustees. The decision of the Board of Trustees to act or not act in response to the recommendation will be final, and no additional appeal will be available.

The final decision on all appeals for promotion and tenure rests with the President (except in cases where an allegation of wrongdoing by the President or VPAA exists, in which case the Board of Trustees shall decide). The President shall send a written statement that explains his or her decision to the candidate, the Appeals Committee, and the ERT within two weeks after receiving the report of the Appeals Committee. This decision is final and is not subject to appeal.

2.9 Separation

At times, Iowa Wesleyan College or individual faculty members may find it necessary to sever their contractual relationship. To protect the interests of both parties, the various types of separation are here defined and the policies and procedures related to each category are set forth.

The types of separation are:

a. resignation;
b. retirement;
c. non-reappointment – probationary contract faculty only;
d. layoff; and
e. dismissal for cause.

2.9.1 Resignation

Resignation is a severance action by which a faculty member voluntarily severs relationship with the College. The faculty are expected to give notice to their Division Chair and to the Vice President for Academic Affairs not later than June 1 of any intent not to return the following academic year. It is expected that, except in unusual circumstances, resignation will be effective at the end of the contract.

If a resignation is for reasons of prolonged mental or physical illness, the College in consultation with the individual or designated representative may consider whether a leave of absence would be appropriate and beneficial for all parties concerned.

For a leave of absence for a faculty member see Section 2.29 Leaves.
2.9.2 Retirement

Retirement from active service assignments at Iowa Wesleyan College is the termination of demanding duties and scheduled responsibilities for the employee who has honorably rendered extended and sufficient service to Iowa Wesleyan College.

Retired faculty members may be rehired on a part-time per course basis not to exceed ½ teaching load under a term contract. Such a term appointment must be recommended by the Division, the Vice President for Academic Affairs and approved by the President, whose decision is final and binding.

Any ranked faculty member at Iowa Wesleyan College who is eligible to retire and who will be retired or pensioned is deemed for the purpose of these rules to have been separated from Iowa Wesleyan College’s service in good standing.

2.9.2.1 Service Honorarium Upon Retirement

Effective for faculty hired prior to January 2011, upon full retirement at or beyond the age used by the Social Security Administration for determining reduced, non-disability, retirement benefits, the College will pay to the retiree's TIAA-CREF plan the usual College contribution percentage times the full-time equivalent salary of the retiree during the final year of service at Iowa Wesleyan, (for example, 7% x $40,000). To be eligible for this benefit, the retiree must have at least ten years of continuous service as an administrator or full-time faculty member of the College immediately prior to retirement. Upon separation from the College for reasons other than retirement, no payment or other credit in lieu of sick-leave will be granted.

2.9.2.2 Faculty Gradual Retirement Program

This program is available for those full-time faculty members who are (1) tenured, and (2) who wish to gradually reduce their teaching obligations at Iowa Wesleyan College.

A qualified faculty member, as specified above, who decides to enter the program must give notice in writing to the Division Chair and the Vice President for Academic Affairs at least six months prior to the beginning of the term in which the program is to take effect. This change in status must then be recommended by the Division Chair and the Vice President for Academic Affairs and approved by the President, whose decision is final and binding. After entry into the program, the faculty member may retire after the first year of the program, with the same written notice, to the Division Chair and the Vice President for Academic Affairs.

Upon entry into the program, the faculty member's teaching load and tenure will be reduced to less than full-time and salary will be prorated accordingly. The faculty member will be relieved of all other faculty duties and responsibilities and may voluntarily do committee work or academic advising.

The faculty member will remain at this load level until full retirement unless the faculty member chooses to initiate further reduction of load. However, no faculty member may return to a previous level unless, in unusual circumstances, both the College and the faculty member choose to return to former load levels of teaching.

While in this program, a faculty member will have all the privileges of a full-time faculty member. All fringe benefits then in force will remain in effect as modified under the College contract arrangements with the insurance carriers in respect to part-time faculty status.
2.9.3 Non-Reappointment Of Probationary Contract Faculty

The term "non-reappointment" means that Iowa Wesleyan College has decided not to renew a faculty appointment at the conclusion of the stated probationary contract term. The decision not to reappoint a ranked probationary faculty member is made at the sole discretion of the President without being discriminatory, arbitrary or capricious. In cases where a faculty member believes non-reappointment has been discriminatory, arbitrary or capricious, he/she may commence an appeal in accordance with procedures established in the section, Grievance and Complaint Procedure, of this Faculty Handbook. The burden of proof shall be on the faculty member.

The President shall act following completion of the evaluation process described in the section, Evaluation of Faculty, and after receiving the recommendation of the Vice President for Academic Affairs who shall have consulted with the Division Chair. If the faculty member is the Division Chair, the recommendation of the Vice President for Academic Affairs shall suffice.

2.9.3.1 Notice Of Non-Reappointment Of Probationary Contract Faculty

Notice of non-reappointment must be given in writing by the following dates by the Vice President for Academic Affairs:

a. on or before January 31 of the first academic year of service if the initial appointment is not to be renewed, or at least three months prior to the expiration of an initial appointment if it expires during an academic year;

b. on or before December 15 of the second academic year of service if the appointment is not to be renewed, or at least six months prior to the expiration of the appointment if it expires during an academic year; or

c. one year prior to the separation date decided by the President in the case of a faculty member in the third, fourth, or fifth year of service in a probationary status.

Since a notice of non-reappointment is not a dismissal for cause, it is not necessary for the College to set forth its reasons in the initial notice on non-reappointment. Every probationary faculty member is entitled to know the reasons for non-reappointment, however, and, by request, to have these reasons given in writing by the Vice President for Academic Affairs.

Legitimate reasons for non-reappointment may include, but not necessarily be limited to, the following:

a. cancellation of or change in a program;

b. declining enrollment;

c. financial exigency;

d. over-staffing;

e. lack of excellence in teaching;

f. inadequate service to the College;

g. incongruence between teaching interests of the faculty member and the interests of the College;

h. the educational goals of the College; and

i. problems of personal or professional performance.

2.9.4 Layoff

Layoff is a separation action by which the College terminates the services of a ranked faculty member before the expiration of a current contract, without prejudice as to performance.

Reasons of layoff are:
a. prolonged mental or physical illness;
b. major changes in academic program or department in whole or in part; and/or
c. financial exigency.

2.9.4.1 Prolonged Mental Or Physical Illness

Layoff for medical reasons will be based upon clear and convincing medical evidence that a faculty member is or will be unable to perform normal duties due to medical circumstances.

The decision to lay off for such reasons will be made only after the faculty member or designated representative has been informed in writing by the Vice President for Academic Affairs of the basis of the proposed action and the reasons for it. If the faculty member or representative so requests within ten working days, the situation will be reviewed by the Committee on Professional Grievances and Complaints (see section on Grievance and Complaint Procedure) before final action is taken by the President. The College will in each case work within the disability program to ease the burden of any such layoff so far as is contractually possible.

Should the Committee require further professional medical opinion, it may request an examination by a professional of its choice and paid for by the College.

2.9.4.2 Substantial Changes In The Academic Program Or Division In Whole Or In Part

A program is a coherent sequence of courses or educational activities which offers a student an in-depth study of a field or discipline.

Layoff of a ranked faculty member may occur as a result of a substantial change in courses or majors, including discontinuation of an academic program in whole or in part. Decisions on such curricular changes shall be made by the Vice President for Academic Affairs in consultation with the Faculty Executive Committee and Academic Council and must be approved by the President.

Such a layoff will be preceded by twelve months’ notice from the time of the decision of the President to suspend or change a program. Faculty so affected shall be assigned teaching or other duties during the period by the Vice President for Academic Affairs, in response to needs of the institution.

2.9.4.3 Financial Exigency

Financial exigency is defined as the critical, pressing or urgent need on the part of the College to reorder its monetary expenditures in such a way as to remedy and relieve the state of urgency within the College created by its inability to meet its annual monetary expenditures with sufficient revenue to prevent a sustained loss of funds.

It is a rare and serious institutional crisis.

Before any faculty are terminated because of financial exigency, the Board of Trustees must officially declare that financial exigency exists. Subsequently, the faculty shall be represented in administrative processes relating to program reorganization or the curtailment or termination of instructional programs due to financial exigency through the College President's Cabinet and the Faculty Executive Committee. Faculty shall not necessarily be represented in individual personnel decisions; however, the President and the Board of Trustees shall have the final authority in all matters related to financial exigency and layoffs so caused.
In considering how to deal with the financial situation, the retention of a viable academic program must be the primary goal.

If it is necessary to lay off full-time or part-time ranked faculty members, degrees, rank, and years of service will be taken into account. In all instances there will be, however, consideration of the essential needs of each Division and the academic integrity of the institution including equal opportunity goals.

2.9.4.4 General Procedures Regarding Layoff

When financial exigency or major changes in the educational program in whole or in part necessitate the layoff of ranked faculty members, a serious institutional effort will be made to assist such faculty members to find employment either at Iowa Wesleyan College or elsewhere.

If a tenured faculty member is laid off for reasons of financial exigency or major changes in the academic program in whole or in part, no replacement for a position that is substantially the same position will be hired within a period of two years unless the laid off faculty member has been offered reappointment under conditions comparable to those held at the time of layoff, and has been given at least one month after written notice to offer of reappointment within which to accept the reappointment.

It shall be the duty of a laid off faculty member to keep the College informed of his/her current address, and notice sent to such address by the College shall be presumed received if sent by certified mail, postage prepaid.

2.9.5 Dismissal For Cause

Dismissal for cause is a severance action by which Iowa Wesleyan College terminates its contract with the faculty member for just cause. Any teaching contract is subject to such action. Reasons for dismissal for cause include:

a. professional incompetence;
b. continued neglect of academic duties in spite of oral and written warnings;
c. serious personal or professional misconduct;
d. deliberate and serious violation of the rights and freedom of fellow faculty members, staff, administrators, or students;
e. conviction of a crime directly related to the faculty member's teaching or professional responsibilities;
f. failure to follow the canons and professional ethics of one's discipline or the teaching profession in general;
g. falsification of credentials or experience.

In every instance dismissal procedures will include the following steps:

a. written notice to the faculty member from the Vice President for Academic Affairs that a recommendation for dismissal for cause shall be made to the President. This notice shall contain a written statement of the grounds upon which the recommendation is to be made and a brief summary of information supporting such grounds;
b. a reasonable opportunity for the faculty member to meet with the Vice President for Academic Affairs to present his/her defense to the dismissal recommendation before the recommendation is made;
c. a reasonable opportunity for the faculty member to meet with the President to present his/her defense to the dismissal recommendation when such recommendation is acted upon by the President.
In any case involving dismissal for cause the burden of proof that just cause exists shall be on the College, which proof shall be by clear and convincing evidence in the record considered as a whole.

The decision of the President may be the basis of an appeal before the Committee on Professional Complaints and Grievances which shall review the case and make recommendation to the President in accordance with procedures established in Section 2.33, Grievance and Complaint Procedure, of this Faculty Handbook.

In all cases of dismissal, the President determines what, if any, salary payments are to be made beyond the date of dismissal.

2.9.6 Actions Short Of Dismissal

Depending on the circumstances, the President may elect to impose a lesser disciplinary action such as suspension for a period of time without pay or loss of time for promotion or sabbatical. In unusual circumstances, the President may take disciplinary action without previous citation or warning.

2.9.7 Progressive Discipline Of Faculty Members

Discharge for cause should in normal circumstances be preceded by a written admonition by the appropriate administrative officer describing the alleged problem and warning that the faculty member's contract status is in jeopardy. The warning must also stipulate a period of time within which correction of the alleged problem is expected. If the problem is resolved satisfactorily, the matter is settled and no record of the matter is retained. If the problem is not resolved, dismissal proceedings may be initiated.

However, in view of the past merits of the faculty member, final action by the President may take the milder form of temporary suspension rather than outright dismissal. Such suspension may not last beyond a full year, but may entail the total or partial discontinuance of all salaries and benefits, the suspension of all sabbatical, and/or salary increments and the temporary withdrawal of all faculty privileges.

Actions in Section 2.9.6, Actions Short of Dismissal, and Section 2.9.7 Progressive Discipline of Faculty Members, are grievable through the procedures in Section 2.33 Grievance and Complaint Procedure; however, the burden of proof that the action taken was a misapplication or misinterpretation of a provision of this Faculty Handbook shall lie on the faculty member, not Iowa Wesleyan College.

2.9.8 Checkout Procedure

Checkout sheets for faculty members leaving the service of the College are issued by the Academic Dean's Office and must be returned with the appropriate signatures to the Business Office before the employee can be issued his/her final pay check.

2.10 Academic Freedom And Responsibility

2.10.1 Professional Ethics And Conduct

(Please note Iowa Wesleyan College generally espouses the AAUP conduct policy)
2.10.1.1 Faculty Rights And Professional Conduct

This section describes the rights and responsibilities of faculty with respect to their conduct as professionals. No set of rules or professional code can either guarantee or take the place of a faculty member's personal integrity. As professionals, faculty and administrators alike have a stake and interest in fostering a working environment that is collegial and cooperative. Further, faculty should be familiar with and abide by the prevailing ethical standards of their discipline(s) or professional organization(s).

Faculty shall conduct themselves in accordance with the mission and goals of the College as well as the professional standards described in this Faculty Handbook.

2.10.1.2 Statement On Academic Freedom

Iowa Wesleyan College affirms and supports the following principles of academic freedom—for both tenured and non-tenured faculty members—as set forth by the American Association of University Professors in the "1940 Statement of Principles of Academic Freedom and Tenure" (AAUP Policy Documents and Reports, the current edition (9th, 2001) as stated here verbatim:

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition

Academic Freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

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

b. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their 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.

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

2.10.1.3 Statement On Professional Ethics

Iowa Wesleyan College affirms and supports the following "Statement on Professional Ethics" as set forth by the American Association of University Professors (AAUP Policy Documents and Reports, the 2009 revision) and stated here verbatim:
I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment when using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests never seriously hamper or compromise their freedom of inquiry.

II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or integrity. Professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

2.10.1.4 Nondiscrimination Practices

Faculty shall act in accordance with the principles of nondiscrimination as described in this Faculty Handbook. The College is committed to a policy of nondiscrimination in personnel decisions such as salary administration, assignment of responsibilities, appointment to academic rank, reappointment, tenure and promotion, awarding faculty development grants, leaves, and retirement. Such decisions shall be made without prejudice with respect to age, disability, race, national origin, color, religion, sex, genetics, gender identity, sexual orientation, or creed. Faculty who believe that they have been victims of discrimination may seek redress through the established grievance procedures (Section 2.33). Retaliation is prohibited against a person who files a complaint of discrimination.
The College will make reasonable accommodations to allow faculty with disabilities to perform the essential functions of their positions, as long as doing so would not impose an undue hardship on the College. A faculty member who believes she/he needs accommodation should contact their Division Chair or the VPAA.

2.10.1.5 Affirmative Action

In their role as members of search committees, faculty shall comply with the College's Affirmative Action policies and procedures.

2.10.1.6 Dual Relationships

A dual relationship is one in which a faculty member has both a professional and a romantic and/or sexual relationship with a student to whom the faculty member is not married. Even when such relationships appear to be mutually consensual, the inherent inequality of power and status between faculty and students can easily create unacceptable conflicts of interest. Hence, faculty should avoid establishing dual relationships with students. Should a dual relationship develop, the faculty member shall remove himself or herself from all educational, supervisory, and advisory responsibility for that student. In such circumstances, the faculty member should also consult Section 2.10.1.8 Conflict of Interest.

Sexual relationships between faculty and students are especially unacceptable; such relationships call a faculty member’s professional ethics into serious question, tend to compromise students’ respect for the faculty as a group and may lead to disciplinary action. Faculty involved in a sexual relationship with a student shall be subject to disciplinary action.

In cases where faculty may be in the position of teaching or supervising their spouse, faculty shall comply with the provisions of Section 2.10.1.8 Conflict of Interest.

2.10.1.7 Plagiarism

For the purpose of this policy, plagiarism is defined as using the ideas, methods, or works of another, without acknowledgment and with the intention that they be taken as the work of the deceiver. Faculty shall conduct themselves in accordance with the following precepts regarding plagiarism, as set forth by the American Association of University Professors (AAUP Policy Documents and Reports, the current edition (9th, 2001) and stated here verbatim:

   Every professor should be guided by the following:
   1. In his or her own work, the professor must scrupulously acknowledge every intellectual debt-for ideas, methods, and expressions-by means appropriate to the form of communication.
   2. Any discovery of suspected plagiarism should be brought at once to the attention of the affected parties and, as appropriate, to the profession at large through proper and effective channels-typically through reviews in or communications to relevant scholarly journals.
   3. Professors should work to ensure that their universities and professional societies adopt clear guidelines respecting plagiarism, appropriate to the disciplines involved, and should insist that regular procedures be in place to deal with violations of those guidelines. The gravity of a charge of plagiarism, by whomever it is made, must not diminish the diligence exercised in determining whether the accusation is valid. In all cases the most scrupulous procedural fairness must be observed, and penalties must be appropriate to the degree of offense.
4. Scholars must make clear the respective contributions of colleagues on a collaborative project, and professors who have the guidance of students as their responsibility must exercise the greatest care not to appropriate a student's ideas, research, or presentation to the professor's benefit; to do so is to abuse power and trust.

2.10.1.8 Conflict Of Interest

As professionals who serve in a variety of roles, faculty must be sensitive to situations involving a conflict of interest on their part. While not always immediately evident or even avoidable, a conflict of interest exists whenever an individual faculty member's personal, professional, or academic interests and potential gain come into conflict with or otherwise compromise the integrity and interests of students, colleagues, and other College personnel and procedures. Since conflicts of interest are sometimes difficult to recognize, faculty should discuss situations involving potential conflict of interest with their Division Chair and, as may be reasonable, their colleagues. Within reason, faculty have a professional responsibility to avoid placing themselves in situations of conflict of interest.

Examples of conflict of interest include, but are not limited to:

a. teaching, supervising and/or participating in decisions affecting an immediate family member;
b. casting a vote in committee deliberations regarding proposals or actions which lead to a direct personal benefit, as in awarding faculty development funds;
c. accepting remuneration for consulting services or conducting clinics while representing the College in an official capacity (rather than serving as an independent contractor of services, Section 2.10.1.9 Outside Employment);
d. adopting one's own book or other teaching aids which would entail accepting royalties as personal income;
e. teaching at another academic institution, business or agency without written prior approval of the VPAA (Section 2.10.1.9 Outside Employment);
f. making personal use of College resources and facilities for the production of copyrightable or patentable materials;
g. using students, without recompense of salary or academic credit, for work on behalf of an outside agency;
h. using the College's name, facilities, or equipment for personal purposes, or for which the faculty member receives remuneration for private gain;
i. making personal use of College resources to support political candidates or non-profit organizations even though not for remuneration;
j. purchasing major equipment, instruments, or supplies for College teaching or research from a private firm with which the employee is affiliated or receives personal benefits or rewards.

When faculty believe that they are in a position of conflict of interest, they shall provide written notification of the circumstances and any proposed resolution to their Division Chair and the VPAA. Following consultation with the Division Chair (or a senior member of the department, if the conflict involves the Chair), the VPAA shall render a judgment regarding how best to resolve the conflict. A statement of the conflict of interest as well as the VPAA's proposed resolution shall be provided in writing and entered into the Personnel File of the faculty member. Faculty shall abide by this judgment, unless they wish to file a grievance over the decision with the Faculty Review Committee, in which case policies and procedures governing the grievance process shall apply (Section 2.33 Grievance And Complaint Procedure).
2.10.1.9 Outside Employment

Outside employment by full-time academic faculty is permitted under the condition that it does not detract from fulfillment of faculty duties and responsibilities or significantly interfere with delivery of instruction of students. Such employment may include part-time teaching at another institution or agency, consulting, or conducting clinics.

Outside employment which involves class absence(s) or a commitment of more than three days of employment in a single academic term requires prior notification and approval of the VPAA. Permission to accept outside employment shall be verified in writing by the VPAA and entered into the personnel file of the faculty member. Before making a decision about an outside employment request, the VPAA may consult with the faculty member’s Division. If such employment involves absence from regularly scheduled classes, then the faculty member shall inform his/her Division Chair of this absence and make suitable substitute arrangements for the class meeting(s) missed.

2.10.1.10 Honoring Confidentiality

In their various roles (e.g. as teachers, advisers, and committee members), faculty shall exercise reasonable judgment in honoring the confidentiality of information shared and used with the understanding that it is to be treated as confidential. As professionals, faculty should keep informed as to the limits and provisions of confidentiality regarding information and activities with which they have contact per the Family Educational Rights and Privacy Act (FERPA).

2.10.2 Intellectual Property Rights Policy

2.10.2.1 General Purpose

Iowa Wesleyan College is dedicated to supporting effective teaching, learning, and research activities in the pursuit of knowledge. While the majority of such teaching, learning and research and development pertains solely to traditional classroom activities, Iowa Wesleyan College recognizes some marketable forms of Intellectual Property may result from the efforts of its Faculty, Employees, and Students. At times, Faculty, Employees, or Students make substantial use of IWC’s facilities as well as contributions from IWC and third parties during their production of Intellectual Property. Except as otherwise set forth in any validly executed work for hire agreement or IWC’s Intellectual Property Rights Policy, this Intellectual Property Policy controls the ownership of such materials, compensation, copyright issues, and uses of revenue derived from the creation and production of all Intellectual Property created or developed by Faculty, Employees, and Students of Iowa Wesleyan College.

2.10.2.2 Definitions

a. Creator: The person who creates, discovers, invents, or develops Intellectual Property subject to this policy.
b. Employee(s): Any administrator acting in an administrative capacity, staff hired to perform IWC duties, and Students who receive work study funds or hourly wages for performing IWC duties. As used herein, the term “Employee” does not include Faculty.
c. Faculty: Any person hired by Iowa Wesleyan College to conduct instructional classroom activities.
d. Student(s): Any person enrolled in one or more courses through Iowa Wesleyan College.
e. Intellectual Property: Any original creation, invention, innovation, technology, skill, scientific or technological development, or artistic work or expression that
has commercial value and which derives its intrinsic value from creative ideas. As used in this policy, Intellectual Property may be generally categorized as follows:

i. Scholarly Work: Material prepared for traditional academic publications, such as scholarly journals, and other writings or products of a scholarly nature.

ii. Creative Works: Artistic works, musical or dramatic compositions, literary works, and works of primarily aesthetic nature.

iii. Traditional Course Materials: Material of a pedagogical intent of a type traditionally used by faculty members in the course of Iowa Wesleyan College’s educational mission. This includes the development of curriculum, syllabi, courses, examinations, the teaching of classes and development of related material generally intended for the immediate use of a student in a course.

iv. Nonacademic work: Materials directed or commissioned by IWC such as articles for the alumni magazine, contributions to other College publications written by the Office of Marketing and Communication personnel, computer software developed by Informational Technology staff, internal policies and procedures, internal studies and plans, or a report for an Iowa Wesleyan College committee.

2.10.2.3 Applicability

This policy shall apply to all intellectual property created or developed through the efforts of Iowa Wesleyan College Faculty, Employees, and Students except as otherwise set forth in any validly executed work-for-hire agreement or as prescribed under IWC’s Distance Learning Course Materials Policy Section 2.10.2.7. When such material is developed through a sponsored grant or contract, the special provisions contained in that grant or contract must prevail. In the absence of such special provisions the normal College policy applies.

2.10.2.4 Ownership Of Intellectual Property

Ownership of Intellectual Property created in whole or in part by Faculty, Employees, and Students shall be governed by the following guidelines:

2.10.2.4.1 Ownership Of Scholarly Work, Creative Work, And/Or Traditional Course Material:

Individuals engaged in scholarly, pedagogical or creative efforts produce a great variety of copyrightable materials they may want to protect from unauthorized use. Intellectual works that are created by the faculty, employees, and students of IWC in the course of their academic pursuits are eligible for copyright protection. These works and the copyright in these works are owned by their creator(s). Any revenue derived from these works likewise belongs to the creator(s).

Even though IWC may provide some support in the way of facilities, materials, equipment, funding, or personnel, the creator(s) retain individual ownership of the copyright in such works. However, unless otherwise agreed to in writing between the creator(s) and IWC (for instance if the creator makes more than nominal use of IWC’s resources), Iowa Wesleyan College’s use of this material shall be royalty-free if it was designed for the express purpose of being available to individuals other than, or in addition to the creator(s) for use in teaching,
administration, or other IWC activities. Such materials will remain available to IWC free of charge, even if the creator has left Iowa Wesleyan College.

2.10.2.4.2 Ownership Of Non-Academic Work:

In general, non-academic work created by faculty, employees or students in fulfillment of their paid responsibilities -- known as "work for hire" -- is owned by IWC. Iowa Wesleyan College will retain ownership of the copyright in works created in the course of an IWC administrative assignment.

On occasion, IWC may grant its copyright in an administrative work to one or more individuals or may agree to joint ownership of the copyright. If an individual wishes to own the copyright in a work that falls into this category, he or she should raise the issue in writing before undertaking the work. The arrangement on which the individual and IWC agree must be documented in writing. If no such written arrangement exists, the presumption of ownership by Iowa Wesleyan College will be deemed to apply.

2.10.2.5 Resolution Of Disputes

The interpretation of this Intellectual Property Rights Policy and the application of this Policy to Intellectual Property rights which are governed herein shall at all times be in accordance with any applicable law. To the extent a dispute or apparent conflict arises which is not specifically governed by law, the dispute or apparent conflict will be resolved through the Grievance and Complaint procedure as explained in the Faculty Handbook. The Iowa District Court shall have the exclusive jurisdiction of any legal action arising out of the interpretation of this policy.

2.10.2.6 Amendments

This policy may be periodically reviewed, revised, or amended by Iowa Wesleyan College as it deems necessary in its sole discretion.

2.10.2.7 Distance Learning Course Materials Policy

It is Iowa Wesleyan College’s general policy that the intellectual property rights in any course materials produced by a member of its faculty or staff remains the exclusive property of the creator. However, the addition of distance learning courses to Iowa Wesleyan College’s academic offerings requires that in some cases the intellectual property rights for course materials developed for a distance learning course either be shared jointly between the creator and IWC or in some cases reside solely with Iowa Wesleyan College. For example, IWC may wish to develop a set of distance learning course materials for a distance learning degree program and will need to be able to continue using those materials even if the creator leaves Iowa Wesleyan College’s employment. The following terms govern the intellectual property rights of all distance learning course materials developed by IWC faculty or employees.

2.10.2.7.1 Categories

Any course where the content and/or instruction are delivered more than 80% electronically is considered to be a distance learning course. Any course materials created for a distance learning course are defined as “distance learning course materials.”

Category 1: Faculty- or Staff-owned distance learning course materials;
Category 2: Jointly-owned distance learning course materials;
Category 3: Works for hire.

A determination as to the category under which any distance learning course materials are classified will be made by mutual written agreement between the faculty and/or employee, the director of distance learning programs, the Division Chair, and the Vice President for Academic Affairs. The distance learning course materials may be reclassified by subsequent mutual written agreement between the faculty and/or employee, the director of distance learning programs, the Division Chair, and the VPAA.

2.10.2.7.1.1 Rights & Obligations Pertaining To The Categories

2.10.2.7.1.1.1 Rights & Obligations Pertaining To All 3 Categories

1. The creator warrants that he/she is the sole creator of the work and that the work is the creator's original work and concept (except any parts that are taken from the public domain and/or that originate in one or more other source(s) and are appropriately cited) and does not infringe the copyright of any other work, nor violate the property rights or personal rights of any other person or entity, nor contain any otherwise unlawful or libelous materials. In the event the work or the creator's use of such work violates the rights of another person or entity, the creator agrees to indemnify, defend, and hold Iowa Wesleyan College harmless from all resulting damage.

2. The distance learning course materials will include information on the work's authorship.

2.10.2.7.1.1.2 Rights & Obligations Pertaining To Category 1

Distance learning course materials in this category result from the efforts of a faculty member or employee without any substantial assistance from Iowa Wesleyan College beyond those typically provided to faculty member or employee.

1. All intellectual property rights remain with the creator and the creator has the exclusive right to teach course based on the materials.
2. While employed by Iowa Wesleyan College, the creator agrees to revise the distance learning course materials as often as reasonably required to ensure that the course materials are current and meet IWC’s quality standards for distance learning course materials.
3. While employed by Iowa Wesleyan College, the creator agrees not to market the distance learning course materials elsewhere in a manner that competes with IWC’s mission or market.
4. The creator has the right to make derivative works from the distance learning course materials that do not compete with Iowa Wesleyan College’s mission or market.
5. If the creator leaves the employment of Iowa Wesleyan College, then IWC forfeits all rights to the distance learning course materials except as agreed to in writing.
between the creator and IWC. Upon termination of the creator’s employment with Iowa Wesleyan College, the creator has the exclusive right to use the course materials provided IWC’s name or logo is not used in association with them.

2.10.2.7.1.1.3 Rights & Obligations Pertaining To Category 2

Distance learning course materials in this category are jointly owned by Iowa Wesleyan College and the faculty member or employee and result from the efforts of the creator with the assistance of and adequate compensation from IWC. Assistance can involve technical support or the use of facilities. Compensation can be a contracted salary, financial award, grant, or an adjustment of other duties to allow time to develop the distance learning course materials.

1. The intellectual property rights in the distance learning course materials are jointly owned by the creator and Iowa Wesleyan College.

2. While employed by Iowa Wesleyan College, the creator agrees to revise the distance learning course materials as often as reasonably required to ensure that the course materials are current and meet IWC’s quality standards for distance learning course materials. If the creator fails to keep the distance learning course materials adequately updated, IWC may contract with a third party to revise and update such materials. If a third party updates the materials for IWC, the creator forfeits his/her rights in any revisions or updates of the course materials. The creator will be required to execute an assignment agreement transferring all rights in and to such updates and revisions to Iowa Wesleyan College.

3. While employed by Iowa Wesleyan College, the creator agrees to teach the course as often as reasonably requested. IWC may also have another faculty or employee teach a course based on the distance learning course materials.

4. While employed by Iowa Wesleyan College, the creator has the right to use, revise, market, and make derivative works from the distance learning course materials in a manner that does not compete with IWC’s mission or market.

5. If the creator leaves Iowa Wesleyan College’s employment, the creator retains the non-exclusive right to use, revise, market and make derivative works from the distance learning course materials provided IWC’s name or logo is not used in association with the distance learning course materials. Iowa Wesleyan College retains the non-exclusive right to use, revise, market, and make derivative works from the course materials.

2.10.2.7.1.1.4 Rights & Obligations Pertaining To Category 3

Distance learning course materials in this category typically result from the creator’s efforts under a separate, formal
contractual arrangement with Iowa Wesleyan College to develop distance learning course materials in exchange for adequate compensation, or they are developed by an individual whose job description includes the creation of distance learning course materials.

1. All intellectual property rights in the distance learning course materials are the sole property of Iowa Wesleyan College and IWC has the exclusive right to use, revise, market, and create derivative works from the distance learning course materials.

2. The creator hereby assigns all rights, interests, and claims in and to the course materials to Iowa Wesleyan College.

3. If the creator leaves Iowa Wesleyan College's employment, the creator forfeits the right to use the distance learning course materials unless otherwise specifically agreed to in writing.

2.10.3 Copyright Policy And Guidelines

Iowa Wesleyan College respects the legal right of ownership of intellectual property in all media. Educational use of such property must be performed within the bounds of copyright law. It is the policy of Iowa Wesleyan College to adhere to the provisions of United States copyright laws, copyright licensing arrangements, and contracts. This policy is intended to apply broadly to all faculty, administrators, staff, students and any other persons involved in using copyrighted materials in pursuit of College business or activities, or using College facilities, equipment, or materials. The College does not support unauthorized duplication in any form. Faculty, administrators, staff, students and others engaged in College related activities, who violate the College's copyright policy and/or the law, do so at their own risk, assume all liability for such violations.

The following represents certain guidelines for fair use of copyrighted materials based on the Copyright Act of 1976 (P.L. 94-553); the Digital Millennium Copyright Act of 1998 (DMCA), and the TEACH Act of 2002 (section 110(2) of the Copyright Act) governing distance learning situations. These guidelines have been incorporated into Title 17 of the United States Code. Individuals with specific questions concerning copyrighted materials should contact the VPAA.

2.10.3.1 Fair Use Doctrine

Copyright law does allow limited copying, distribution, and display of copyrighted works without the author's permission under certain conditions known as "fair use". Copyright law does not specify the exact limitations of fair use. Instead, the law provides four interrelated standards or tests, which must be applied in each case to evaluate whether the copying or distributing falls within the limited exemption of fair use. Note that copyright law is purposely vague to allow for interpretation in a variety of situations.

The four standards are:

1. The purpose and character of the use
2. Nature of item being used
3. Amount to be used
4. The effect of use on the potential market for or value of the work.

Consideration of all factors is required although all factors do not have to be in favor of a use to make it a fair one. The concept of fair use provides limited exemption, and does
not encompass wholesale copying and distribution of copyrighted work for educational or any other purpose without permission. Copying for an educational or scholarly purpose is not by itself considered "fair use".

2.10.3.2 Guidelines For Printed Materials

- The number of copies cannot exceed the number of students in the class.
- The amount of the materials copied must be no more than a set proportion of the original work.
- The number of times the copies may be used in any one class must be limited.
- All duplicated work must include a copyright notice. Copying shall not be used to create, replace or serve as a substitute for anthologies, compilations, or collected works.
- Copies should not be made from "consumables" one-time use materials, i.e. workbooks, exercises, standardized tests and test booklets, answer sheets, etc.
- Copying cannot substitute for the purchase of books, or periodicals, be directed by a higher authority, or be repeated copies of the same material from term to term
- No charge shall be made to students beyond the actual cost of the copies

2.10.3.3 Guidelines For Reserve Materials

When placing materials on course reserves Chadwick Library adheres to the requirements of the Copyright Act of 1976, United States Code, Title 17, Section 107 and all subsequent amendments and interpretations of this law.

Instructors may place photocopies or other reproductions of required and recommended course materials on reserve if they meet the following guidelines:

- All reproduced materials must be the property of the instructor placing the item on reserve.
- The reproductions must have been made in compliance with copyright law. Reproductions of copyrighted material must have been made either with the permission of the copyright owner or after determination by the instructor that the reproduction constituted fair use.
- The full bibliographic citation must be clearly written or typed on the first page of the reproduced material.

The following photocopied materials are unacceptable under copyright law for reserve use:

- Course packs, or other collections of photocopied materials compiled to create or replace an anthology or course pack that would otherwise be purchased by each student for individual use.
- Copies of, or from, consumable works, such as workbooks, test booklets, answer sheets, etc.

2.10.3.4 Guidelines For Educational Multimedia Materials

Guidelines for the use of educational multimedia adhere to the requirements of the most current law.

The following are recommended guidelines:

- Guidelines which are subject to portion and time limitations permit faculty and students to incorporate other's works into their multimedia creations and perform
and display them for academic assignments, as long as the portion and time limits are met.

- The guidelines also permit faculty to incorporate others’ works into multimedia creations to create curricular materials, teach remote classes where the total number of students is limited, and demonstrate at peer conferences.
- As generally accepted guidelines, students and faculty may not use more than:
  - For motion media, not more than 10% or 3 minutes
  - For text, not more than 10% or 1000 words
  - For photos or images, not more than 10% or 15 works from a collection or up to 5 works from a single author
  - For database information, not more than 10% or 2500 fields

- Videotapes licensed for “home use only” may be used in the classroom if:
  - The tape is a legitimate copy
  - The tape is played in a location devoted to face-to-face instruction and relates to a part of the course curriculum or teaching activity
  - The tape is presented by either instructor or the students and viewing is limited to instructors, students, and guest instructors.
  - The tape is used for educational purposes and not for entertainment

- A broadcast program may be recorded as long as it is simultaneously broadcast. These recordings may be used only once by individual instructors in the course of relevant teaching and repeated once only when instructional reinforcement is necessary.
- A copy may be made of the original if the format of the original is considered obsolete. A format is considered obsolete if the machine or device necessary to show the work is no longer manufactured or is no longer reasonably available in the commercial marketplace.

### 2.10.3.5 Guidelines For Distance Learning

Guidelines for Distance Learning opportunities are governed by the TEACH Act of 2002 which updated Section 110(2) of the Copyright Act. The TEACH Act extends some of the fact-to-face copyright exemptions to distance learning situations. Under the TEACH Act, nondramatic literary and musical works (e.g., an essay, a song) and “reasonable and limited portions” of other works may be displayed or performed in class sessions that are transmitted online, subject to a number of specified conditions.

The fair use provisions also apply to all aspects of distance learning, and in some cases, fair use may permit more extensive use of copyrighted materials than permitted by the TEACH Act.

The following are recommended guidelines:

- The course material should be accessible only to students in the course, for the duration of the course, through a secure, password protected web site or course management system (such as CAMS or Moodle).
- The instructor should post a copyright notice to students to refrain from distribution or use the material outside of the course. Ex: United States law governs the use of copyrighted material. These laws prohibit the reproduction of the material for purposes other than the intended instructional purpose of this course. Other uses, including commercial use and any further electronic distribution of the material, may constitute copyright infringement.
- Reasonable controls should be used to prevent downloading and distributing the material by students. This can be done by using technology, such as streaming video that allows for viewing but not downloading or distributing.
- The material should be used only for instructional purposes as an integral part of the course session.
• The copy of the material must be lawfully made and lawfully acquired.
• There is no exemption under the TEACH Act for the use of works that were specifically produced for the purpose of educational use. Examples of such materials are electronic course packs and electronic textbooks provided by publishing companies. This type of material may be used only in accord with the contracts or licenses entered into between the intellectual property holder and user.
• Materials may not be digitized if they are already available in a digital format.
• While the entire nondramatic literary or musical works (i.e. a poem or a song) may be transmitted in an online class session, only "reasonable and limited portions" of other works, such as a motion picture, may be presented online.

2.10.4 Academic Freedom: Librarians

Academic freedom is accorded to all professional librarians because they are often present at the point of student contact with ideas. Librarians are free from fear of dismissal or reprisal for carrying out job-related tasks such as those listed below, and particularly for those duties which are carried out only after consultation with the teaching faculty, such as a and b below:

a. the selection of publications, including determination of what to discard from an existing collection and what to accept or refuse from donors;
b. determination of restrictions on circulation or on access with regard to Library materials;
c. the determination of the degree of prominence in the shelving of selected Library materials;
d. the issuing of bibliographies that might include controversial publications; and
e. the advising of students as to what to read or study.

2.10.5 Iowa Wesleyan College Policy On Sexual Harassment

All members of the College community have the right to be free from sex discrimination in the form of sexual harassment. Sexual harassment may take two forms: (1) creating a hostile environment, and (2) quid pro quo (this for that).

A hostile, demeaning or intimidating environment created by sexual harassment interferes with an individual's full and free participation in the life of the College.

Sexual harassment quid pro quo occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit in return for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, faculty/student, student/faculty and faculty/faculty. Here and subsequently "faculty" refers to faculty, staff and administration. Because of the inherent differential in power between faculty and students, sexual relationships between faculty and students are prohibited.

Sexual harassment may result from many kinds of behavior. These behaviors may range from the most egregious forms, such as sexual assault, to more subtle forms. Explicit behaviors include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another’s body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories or images.
Accusations of sexual harassment that are made without good cause shall not be condoned. Such accusations are indeed grievous and can have damaging and far-reaching effects upon the careers and lives of individuals.

Any member of the College community having a complaint of sexual harassment may raise the matter informally and/or file a formal complaint. The informal process is an attempt to mediate between the parties in order to effect a mutually agreeable solution without entering into the formal hearing process.

The following informal procedures may be followed:

- Clearly say "no" to the person whose behavior is unwelcome.
- Communicate either orally or in writing with the person whose behavior is unwelcome. The most effective communication will have three elements:
  - A factual description of the incident(s) including the time, place, date and specific behavior.
  - A description of the complainant's feelings, including any consequences of the incident.
  - A request that the conduct cease.
- Speak with a Division Chair, dean, director, counselor or chaplain who may speak to the person whose behavior is unwelcome. The name of the complainant need not be disclosed. The purpose of such conversation is the cessation of the unwelcome behavior.
- In the case of harassment of a student, it may be appropriate first to seek the advice of his or her advisor.

To initiate a formal grievance procedure the complainant shall submit a written statement to the Chair of the Committee on Professional Grievances and Complaints who shall report the complaint to the President of the College. The President, after such consultation as is deemed appropriate, will request the names of several persons from each party to the dispute, and the President shall choose one person's name from each list to be added to the Committee on Professional Grievances and Complaints. Members of the Committee will then meet to discuss the complaint. Unless the Committee concludes that the complaint is without merit, the parties to the dispute will be invited to appear before the Committee and to confront any adverse witnesses. The Committee may conduct its own inquiry, call witnesses and gather whatever information it deems necessary to assist in reaching a determination as to the merits of the accusation. Once a determination has been reached, the Committee shall report its findings to the President of the College.

Possible outcomes of the investigation are (1) that the allegation is not warranted and cannot be substantiated, (2) a negotiated settlement of the complaint or (3) that the allegation is substantiated requiring a recommendation to the President that disciplinary action be taken.

Faculty, staff, administration and students can appeal a final decision regarding a complaint to the Executive Committee of the Board of Trustees.

If the President of the College is the accused, the case is referred to the Executive Committee of the Board of Trustees.

If the chairperson of the Committee is the accused, the complaint shall be submitted to the President of the College. If any member of the Committee is the accused or for reason of prejudice must be recused, the President of the College shall appoint another member.

The right to confidentiality of all members of the College community will be respected in both formal and informal procedures insofar as possible.
Iowa Wesleyan College is committed to preventing sexual harassment. To that end, this policy and these procedures will be printed in appropriate College publications. In addition, educational programs will be conducted annually by the College to (1) inform students, faculty, staff and administration about identifying sexual harassment and the problems it causes; (2) advise members of the College community about their rights and responsibilities under this policy; (3) train personnel in the administration of this policy. The Sexual Harassment Policy and Procedures will be issued to all incoming students and personnel.

2.10.6 Sexual Misconduct

The College does not tolerate sexual misconduct and encourages an employee to report any violation of policy. Sexual misconduct is defined as the threat or the commission of behavior used to obtain sexual gratification against another's will or at the expense of another such as inducing fear, shame or mental suffering. It includes unwanted sexual acts or actions, can be forcibly and/or against a person's will, or when a person is incapable of giving consent. It may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual battery, forcible fondling and threat of sexual assault.

2.11 Faculty Development

2.11.1 General Statement on Faculty Development and the Faculty Development Committee

Faculty development involves a broad range of activities, opportunities, and services which are designed to promote professional development and enrichment and career growth of the faculty. The Committee on Faculty Development is charged with oversight of these opportunities and services. (See 4.0.2.5.7, Committee on Faculty Development.)

2.11.2 Sabbatical Leave

2.11.2.1 Rationale

New ideas, experiences, and methods are crucial to professional growth. During a faculty member's life, a faculty member needs opportunities to acquire new experiences, diversify teaching skills, or secure uninterrupted time for research, writing, or creative work.

A sabbatical leave is the most common form of institutional support for faculty development, worth the possible expense in the renewed enthusiasm and vitality of its faculty. A sabbatical leave should involve a specific study, project, significant research, creative work, or an organized experiential program that will allow the individual to grow and enhance ability to make significant academic contributions to the College.

2.11.2.2 Eligibility

Full-time tenured faculty who have completed at least seven years of continuous service at Iowa Wesleyan College and have attained the rank of Associate Professor or above are eligible for sabbatical leave subject to the approval of the President.

2.11.2.3 Number Of Leaves

In any year when sabbaticals are awarded, Iowa Wesleyan College will allow one person a full year leave or two people half-year leaves. Only one person from a Division will be granted a leave in any given semester.
2.11.2.4 Stipend

The faculty member is given the choice of one-half year at full pay or one year at half pay. A full year is defined as the academic year of September to June. A half year is defined as the Fall semester or the Spring semester.

The conditions which surround faculty leaves are those which govern normal faculty contracts. This means that faculty members on sabbatical leave will receive the same hospitalization coverage and other benefits that they would during a regular year of employment. Withholding taxes and appropriate deductions will continue to be subtracted from salaries. Normal salary increments will be included on contracts negotiated before and during the sabbatical.

Should a faculty member receive a salary, grant, or stipend from another source for work done during a sabbatical leave, Iowa Wesleyan College may reduce the sabbatical salary so that he/she does not receive more than the normally contracted salary for that period. The College, however, will take responsibility for its normal full share of retirement, insurance, and Social Security benefits for the sabbatical period granted.

2.11.2.5 Application Policies And Procedures

Leaves are not granted automatically. Each eligible person who wishes shall present a written notice to the Vice President for Academic Affairs by mid-January of the academic year prior to the year the leave is to go into effect. The completed proposal must be submitted by March 1 of the year preceding the leave. The proposal must include:

a. the length and dates of the sabbatical;

b. a narrative outlining in detail the objectives to be met, activities to be pursued, a time table;

c. a statement showing how the project meets the goals of Iowa Wesleyan College's sabbatical program;

d. a statement identifying sources of additional funds (if any); and

e. the recommendations of the Division Chair in his/her area as to the effect of leave on the divisional program.

The Vice President for Academic Affairs will meet individually with the appropriate Division Chair(s) to assess the implication of each proposal. After this, the Vice President for Academic Affairs in consultation with the Academic Council, will prioritize the requests and send the list on to the President for the final decision. A copy of the prioritized list shall be filed by the Vice President for Academic Affairs.

Criteria for selection shall be:

a. length of service without previous sabbatical leaves;

b. the plan's effectiveness in enhancing teaching skills; allowing time for research, writing, or creative work, or acquiring new experiences;

c. its benefit to Iowa Wesleyan College;

d. the possibility of the plan's purposes being met in the time allotted;

e. existence of special opportunities that may not always be available; and

f. availability of replacement staff.

The Vice President for Academic Affairs must notify all applicants of the final decision in writing within a month after the deadline set for proposals. If the person selected chooses not to take his/her leave, the second person on the prioritized list will be given the sabbatical.
2.11.2.6 Obligations

The faculty member is expected to return to the College for at least one year following the termination of the sabbatical or to repay the sabbatical funding if he/she does not return. All other conditions which would govern the faculty member upon his/her return, including rank, salary, and future responsibilities should be arranged with the President prior to the beginning of the sabbatical. On returning to Iowa Wesleyan College the faculty member will submit a written report to the Vice President for Academic Affairs detailing how objectives were met and summarizing activities during the leave.

The faculty member will make a formal presentation at a faculty meeting during the year following the sabbatical leave.

2.11.2.7 Additional Information

Time on sabbatical leave counts toward that required for promotion in rank.

Sabbatical leave will not be given for work not directly related to the faculty member’s responsibilities at Iowa Wesleyan.

The Vice President for Academic Affairs and the President, in consultation with the Division Chair, will hire suitable temporary instructors or make appropriate internal adjustments to cover the courses normally scheduled for the professors on sabbatical.

2.11.3 Tuition Remission For Faculty

Faculty members, full and part-time, are eligible to take one course per semester free at the College during working hours.

The Vice President for Academic Affairs will approve the courses. Such courses should relate to the faculty member’s professional development plan or to special faculty assignments related to the growth and/or quality of instruction at Iowa Wesleyan College.

2.12 Workload

2.12.1 Faculty Workload: Definition

Faculty workload at Iowa Wesleyan College is defined as the basic services expected to be performed by the teaching staff. This section is drafted as a means of identifying the full spectrum of services provided by the teaching faculty and as an attempt to insure equity and clarity in the distribution of assignments. Teaching effectiveness can be impaired if an instructor is burdened with an excess of teaching and related responsibilities.

However, it must be recognized that a light workload on a faculty member can deprive the institution of services which should be provided by a full-time instructor, as well as placing an inequitable burden on other members of the teaching staff.

It is also recognized that given the ever changing educational demands of a liberal arts institution and the College's attempts to meet those demands, workload equity must first be assessed on an intra-division basis. The educational functions of each Division on this campus are to offer vital majors in an identified discipline, to offer service courses in support of other Divisions' disciplines and College-wide requirements, and to contribute to the general knowledge of the College community.

The teaching workload in fulfilling the above-stated functions is to be apportioned fairly among the faculty, bearing in mind specific strengths and weaknesses of the individuals concerned.
Finally, it must be recognized that any policy set forth to objectively identify or measure those duties which make up the expected services of the teaching staff at Wesleyan, must be by nature general enough and flexible enough to be applied to all Divisions and to the appropriate faculty members in each.

2.12.2 The Academic Work Year

The academic work year is specifically defined in the Faculty Contract and Letters of Appointment. Certain areas of service may extend beyond the specified academic year, such as Division Chairs, Extended Learning/Summer School teaching, and other administrative assignments accepted by faculty members. In these cases where major responsibilities extend beyond the academic work year, appropriate salary or workload adjustments may be agreed upon by the Vice President for Academic Affairs, the Division Chair, and the individual faculty member concerned.

2.12.3 Workload Areas

2.12.3.1 Professional/Educational Services

The fundamental purpose and responsibilities of the teaching staff at IWC are to provide the most effective educational service possible with the resources made available by the Institution. Professional/Educational services are the top priority.

Services include such responsibilities as: instruction within the regular curriculum, Extended Learning/Summer Session; curricular monitoring and development; advising students majoring within appropriate disciplines; conducting extra- and co-curricular programs; supervising recognized student groups; and professional growth (maintenance of an individual's competency and currency in his field and in the general areas of teaching).

2.12.3.2 Institutional Services

Institutional service is a second realm in which faculty participation is expected. An important instance of institutional service is student recruitment. Recruitment duties could include assisting the Admissions Office in developing workshops, securing names of prospective students, and contacting prospective students according to academic interest areas. Other services include membership on faculty/administrative supervisory committees.

2.12.3.3 Administrative Services

Faculty members may be called upon to provide certain administrative services such as Division Chairs, supervision of paid student or secretarial employee, and assistance to the Registrar. In all cases not otherwise stated, such as temporary special assignments, finalization is contingent upon approval by the Vice President for Academic Affairs, the appropriate Division Chair(s), and the individual faculty member involved.

2.12.4 Specific Workload Policies

2.12.4.1 Teaching Load

The normal teaching load at Iowa Wesleyan College is based on 24 to 25 credit hours per academic year. To equitably assign the teaching load of individual faculty members, such variables will be taken into account by the Vice President
for Academic Affairs as: the number of students taught; the number of class preparations (distinct courses); and special characteristics of classes taught (new class, very large class, very small class, individual lessons, activities-based classes, etc).

If in a given semester, a faculty member's load is below what is normally required, the Vice President for Academic Affairs will either make provision for additional teaching responsibilities within the same semester or in another semester of the same fiscal year, or in consultation with the faculty member will determine an alternative use of the faculty member's time. If the latter is the case, provision will be made that the duties are reasonably consistent with College needs and the expertise of the particular faculty member.

2.12.4.2 Student Advising

Since the basic objective of private institutions of higher education like Iowa Wesleyan College is to assist all students to develop their interests in order to reach their full personal and professional potential, the College emphasizes the role of its faculty in the academic advising of students.

Although there are other offices which provide specialized counseling to which the student may be directed for professional assistance, the faculty member has a special and unique mentorship role which may take three forms:

a. advising of the student with regard to the student's work in classes taught by the faculty member;
b. serving as a general academic advisor to assist the student in setting academic goals and to insure that College and divisional requirements are understood and met by the student, and that electives are planned to coincide with the student's personal and career objectives; and
c. recognizing when the student needs professional assistance with problems of a personal nature or resulting from academic skill deficiencies and directing the student to the appropriate office or person from whom such assistance is available.

The normal academic advising load is ten to fifteen students for a full-time faculty member. Equity of advising loads should be established within each Division when possible.

2.12.4.3 Supervision Responsibilities

Faculty members who supervise hourly employees are required to abide by the non-academic personnel procedures of the College available from the Business Office. The supervisor then has the responsibility of meeting the situation with a common-sense approach in the spirit of existing non-academic personnel procedures. Lack of policy or discrepancies in policy on matters of substance should be brought to the attention of one's supervisor. Moreover, the supervisor should recommend addition or modification of the policies and procedures if these would improve the operation of the College.

2.12.4.4 Faculty Availability

It is considered essential that each student have sufficient opportunity to confer with faculty members.
2.12.4.4.1 Hours On Campus

As a general rule, the College expects members of the faculty to be on campus or engaged in College business during a portion of all days when regular classes are offered (Monday through Friday). It is recognized that many justifiable exceptions to such a rule may arise. Such exceptions need to be cleared with the Vice President for Academic Affairs on at least an annual basis, rather than taken for granted.

2.12.4.4.2 Office Hours

Each faculty member should establish regular and adequate office hours so distributed throughout the week as to be of maximum convenience to the students. A minimum of five hours per week should be scheduled, although the amount of time allocated by a faculty member should take into account his number of academic advisees. Additional office hours will normally be needed during registration and examination periods. Established office hours and/or procedures for appointments must be brought to the attention of the students and a copy filed with the Office of the Vice President for Academic Affairs.

2.12.4.4.3 Research

Iowa Wesleyan College recognizes that in higher education both teaching and research are essential to a vigorous institution and a sound curriculum. However, since Iowa Wesleyan College is primarily a teaching institution, research is not required of any faculty member.

Iowa Wesleyan College recognizes that every research investigation does not necessarily result in publishable materials. The results of scholarly research can be shared with the academic community not only in writing and publication, but also by oral presentation to professional and student groups, both on or off campus. Nevertheless, publication, wherever appropriate and possible is encouraged and recognized.

(See Section 1.8.2.1.2 Institutional Review Board, and Section 2.5.6.1 Definition Of Scholarship.)

2.12.4.4.4 Political Activity

Any member of the faculty who wishes to engage in direct political activity which will involve a substantial amount of time (e.g., holding or running for political office, managing a campaign, directing group action on behalf of a political candidate or issue) is expected to work out a mutual agreement for any necessary released time with the appropriate Division Chair and the Vice President for Academic Affairs before undertaking such activity.

2.13 Faculty Credentials

The Office of the Vice President for Academic Affairs maintains faculty personnel files (see the Section 2.4/Documents and Records: Personnel Files). All faculty members are requested to keep their Personnel File up-to-date by providing transcripts of credits taken since their initial employment, information about participation in professional workshops, additions to their bibliography of publications, and academic honors or distinctions which they have received.
2.14 Employee Identification Cards

All employees can obtain identification cards through the Office of Information Technology Services. The cards may be required for admission to certain College facilities, Bookstore discounts and Library services.

2.15 Employee Records

Staff job applications, résumès, benefit records, evaluations, salary increment notifications and all other information relating to employment at the College are maintained in the Human Resources office.

2.16 Academic Convocations

2.16.1 Regular and Special Convocations

Notices for academic convocations are issued by the Vice President for Academic Affairs.

2.16.2 Attendance

All full-time faculty members are expected to attend the Baccalaureate/Commencement exercises in full academic attire appropriate to their highest degree and participate in the academic procession. If unusual circumstances or emergency situations make attendance impossible, the faculty member must request an excuse from the Vice President for Academic Affairs. All full-time faculty members may be asked to attend other academic convocations in full academic attire and participate in the academic procession.

All other faculty members are welcome to participate in the academic convocations. They should notify the Vice President for Academic Affairs in sufficient time so that their names can be added to the printed list for use by the College marshals.

2.16.3 Academic Regalia

For graduation exercises, and other special convocations as instructed by the Vice President for Academic Affairs, each faculty member is requested to dress in robe, cap and hood appropriate to the highest degree attained. Faculty members who do not possess their own academic attire may order the same through the College Bookstore on a rental basis. An order form is sent to each member of the faculty by the College Bookstore in sufficient time for the placement of orders. All members of the faculty will be notified by e-mail, by the College Bookstore, in sufficient time for the placement of orders. Expedited shipping charges made necessary by late orders will be charged by the College Bookstore to the faculty member involved.

2.16.4 Faculty Marshals

Faculty marshals, designated by the President, assemble the procession in order of march.

2.16.5 Order Of March

The order of march for academic procession is as follows:

a. Professor Emeriti in order of appointment to Iowa Wesleyan faculty
b. Chair of the Faculty
c. Division Chairs in order of appointment to the faculty
d. Full Professors in order of appointment to the faculty
e. Associate Professors in order of appointment to the faculty
f. Assistant Professors in order of appointment to the faculty
g. Instructors in order of appointment to the faculty
h. Student Life staff as designated by the Vice President for Academic Affairs
i. All other faculty members in order of appointment to the faculty
j. The Board of Trustees (if present in academic apparel)
k. The Platform Party

2.17 Facilities Scheduling

The Office of Student Life is responsible for coordinating room and set-up reservations and requests for the entire campus including food requests, for both on-campus and off-campus groups for all campus facilities.

2.17.1 SODEXO: Exclusive Contract for Food and Beverage Service

SODEXO has an exclusive contract with Iowa Wesleyan College for all food and beverages served on the Iowa Wesleyan College campus. Faculty should not bring in food from outside sources for classes, meetings, conferences, or other gatherings.

2.17.2 Classroom Assignments

Classroom assignments are made by the Registrar.

2.17.2 Faculty Dining Room

The Faculty Dining Room, upstairs in the John Wesley Holland Student Union, can be scheduled for breakfasts, luncheons, dinners or any other event by calling the Office of Student Life. Seating capacity of the Faculty Dining Room is 30. Any audio visual equipment required in conjunction with use of the Faculty Dining Room must be requested through the Media Center, except for a public address system which is scheduled through the food service. Faculty activities as well as student activities and community events may be scheduled in the Faculty Dining Room.

2.18 Faculty Lounge

The Faculty Lounge in the Adam Trieschmann Hall of Science is designed for informal faculty gatherings and for relaxation between classes.

The Faculty Lounge is not to be used for student meetings at any time. Faculty members shall refrain from inviting students into the faculty lounge for conferences. The faculty lounge is primarily for use by faculty members only.

2.19 Faculty Offices

Office space is provided for all full-time and part-time members of the faculty. Assignment of office space is the responsibility of the Vice President for Academic Affairs in conjunction with Division Chairs as well as the individual staff members involved.

Each faculty member is entitled to minimum equipment including: desk, two chairs, a three-drawer filing case, computer, provisions for hanging coats, a bookcase and a wastebasket. In case this minimum has not been provided, it should be reported to the Vice President for Academic Affairs who will make arrangements through the Business Office.

2.20 Software Copyright And Compliance Policy

Iowa Wesleyan College adheres to the following copyright and compliance policy for its computer software.
• The unauthorized copying of any software which is licensed or protected by copyright is theft, and is thus unethical.
• Failure to observe software copyrights and/or license agreements may result in disciplinary action by this institution and/or legal action by the copyright owner.
• No institution-owned computing resources should be used for unauthorized commercial purposes.
• Respect for the intellectual work and property of others has traditionally been essential to the mission of colleges and universities. We do not tolerate plagiarism, and we do not condone the unauthorized copying of software, including programs, applications, data bases, and code.
• The Iowa Wesleyan College faculty recognizes its obligation to provide continuing guidance as to what constitutes academic honesty, and to promote procedures and circumstances which will reinforce this principle.

2.21 Drug-Free Workplace

The College maintains a drug-free workplace as required by the Drug-Free Workplace Act of 1988.

Employees who violate this prohibition may be terminated. The termination process will be instituted by the College within 30 days after an employee is found guilty of a drug-related violation.

It is the responsibility of any employee convicted of a violation of this policy to notify the College no later than five days after such a conviction. Upon conviction and termination, the U.S. Department of Education will be notified concerning the conviction and the action taken by the College.

By accepting or continuing employment at Iowa Wesleyan College, an employee agrees to abide by the terms of this policy.

2.22 Non-Discrimination Statement

Iowa Wesleyan College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, sexual orientation, national orientation, disability or veteran status.

2.23 Parking

Parking areas for administration, faculty, staff and students are clearly marked. Parking permits must be obtained from the Physical Facilities Office.

2.24 Personal Use Of Telephones, Computers, Copiers, Etc.

College equipment, including but not limited to, telephones, copiers, computers and fax machines are to be used to conduct the work of the College and any use that interferes with this purpose is prohibited. Employees are expected to use good judgment in limiting the number of personal copies and personal telephone calls made or received. Any long-distance calls or personal copies made using College equipment will be at the personal expense of the employee.

2.25 Security

PerMar provides security for the College campus. Routine patrols and building checks are a part of their duties. Employees needing police assistance should dial 911.

For non-emergency information or requests, security can be reached at security@iwc.edu. Their direct contact phone number during patrol hours is 319-931-6802, and their hours of patrol are 9:00 pm-5:00 am 7 days per week.
2.26 Smoking Policy

Smoking is not permitted anywhere on the Iowa Wesleyan College campus.

2.27 Weapons

Possession, use, sale, or exchange of weapons at any location on campus is prohibited. Firearms, fireworks, chemicals of an explosive nature, explosives or explosive devices, or weapons shall not be maintained on the College campus except where posted. The term “weapon” includes any object or substance designed to inflict a wound, cause injury, propel an object or incapacitate and includes, but is not limited to: all firearms and ammunition, pellet/BB guns, paintball guns, home manufactured cannons, bows and arrows, slingshots, martial arts devices, switchblade knives or knives with a blade longer than three inches (with the exception of table knives). Toy guns and other simulated weapons are also covered by this policy.

2.28 Workplace Safety

The College is committed to maintaining a safe, hazard-free workplace. It is the responsibility of each employee to maintain safe working habits on the job. Unsafe working conditions and work-related accidents should be reported immediately to a supervisor.

2.29 Leaves

2.29.1 Leave With Pay

2.29.1.1 Holidays

The College recognizes the following holidays: New Year’s Eve and New Year’s Day, Good Friday, Memorial Day, Independence Day (if falls on Saturday will be observed on the Friday before; if falls on Sunday will be observed on the Monday after), Labor Day, Thanksgiving (2 days) and Christmas.

The IWC Christmas/ New Year’s Holiday Break Schedule until 2015-2016 is as follows:

<table>
<thead>
<tr>
<th>IWC Offices will close at 5:00 p.m.</th>
<th>IWC Offices will re-open at 8:00 am</th>
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<tbody>
<tr>
<td>December 21, 2012</td>
<td>January 2, 2013</td>
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<tr>
<td>December 20, 2013</td>
<td>January 2, 2014</td>
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<td>December 23, 2014</td>
<td>January 5, 2015</td>
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<td>December 23, 2015</td>
<td>January 4, 2016</td>
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2.29.1.2 Sick Leave

Sick leave will be granted to full-time faculty members unable to render service because of sickness, disability, or severe illness either of the faculty member or in the immediate family. It is earned each month at the rate of 1 day per month of contract and can be accumulated to 90 days.

Whenever a faculty member is absent from work as a result of circumstances described in this section, the immediate supervisor and the Vice President for Academic Affairs should be notified in advance or as soon as possible after the beginning of the next assigned work day.

2.29.1.3 Shared Sick Leave

In the event of a prolonged or catastrophic, medically-certified illness or injury, birth of a child, or an extended absence due to illness of a family member, eligible employees who
accrue sick leave and who have exhausted their leave balances may have sick leave donated to them by other eligible College employees. Contact the Human Resources office for more information.

2.29.1.4 Family Medical Leave (FMLA)

A regular employee who has been employed at the College for a minimum of twelve months and worked 1,250 hours or more during the previous twelve months is eligible for FMLA. Qualified employees are eligible for up to 12 weeks of unpaid leave per year for the birth, adoption or foster care placement of a child; for care of a spouse or an immediate family member with a serious health condition; for the employee's own care in the case of a serious health condition; or for qualifying exigency military leave for the employee or employee's spouse, children or parents. In addition, military caregiver leave of up to 26 weeks is available to qualified employees to care for a seriously injured or ill covered service member. FMLA leaves run concurrently with any paid leave used by the employee in conjunction with the specified situation.

2.29.1.5 Bereavement Leave

In the event of the death of an immediate family member, regular employees are entitled to up to three consecutive days of bereavement leave. Immediate family is defined as spouse or partner, parent (including legal guardian or foster parent), child (including stepchild and foster child), sister or brother (including stepsister, stepbrother, half-sister, or half-brother), father-in-law, mother-in-law, daughter-in-law, son-in-law or other dependent living in the employee's home at the time of death.

Regular employees may be absent one regularly scheduled working day in the case of the death of other family members outside the immediate family. Other family members outside the immediate family include grandparents, grandchildren, brother-in-law, sister-in-law, aunt, niece, nephew or cousin. Time off for other deaths will be charged against accrued vacation or leave without pay.

2.29.1.6 Maternity/Paternity Leave

A regular employee of the College may qualify for maternity/paternity leave of 12 weeks or 60 days under the provisions of FMLA. Regular employees who do not qualify for FMLA leave will be granted up to 8 weeks of maternity/paternity leave.

Maternity/paternity leave may be paid or unpaid based on the employee’s available sick leave. The employee must exhaust sick and vacation leaves before taking unpaid leave. Regular employees who are on maternity leave, have exhausted their sick and vacation leaves, and have medically certified need for additional sick leave may apply for shared sick leave under the current College policy. Any FMLA leave runs concurrently with paid leave. See also Family Medical Leave.

2.29.1.7 Jury Duty

Regular employees will receive regular earnings during absences for jury duty.

2.29.1.8 Flexible Benefits Plan “Cafeteria Plan” Section 125

The Section 125 Flexible Benefits Plan makes available tax-exempt benefits for childcare and medical reimbursement.

2.29.1.9 Continuation Of Medical Insurance Upon Retirement
Upon full retirement prior to age 65, the retiree may continue in the College’s health insurance program by paying the full premium on a monthly basis. Upon reaching age 65, the retiree must apply for Medicare coverage.

Upon entering full retirement at or beyond the age of 65, the retiree must immediately apply for Medicare coverage. The retiree may continue College coverage at full premium but college health insurance becomes secondary to Medicare. Continued dependent coverage is also available under similar terms to those described above. Contact the Human Resources Office for more information.

2.29.2 Leave Without Pay

2.29.2.1 Extended Leave

Under extreme circumstances and when the leave is in the best interest of the faculty and the College, an unpaid leave of absence, with the length of the leave to be determined by the College, may be granted. All earned sick leave must be exhausted before taking unpaid leave. Requests for leave, outlining the reason for and duration of the leave, should be submitted in writing to the Vice President for Academic Affairs. If applicable, the leave will run concurrently with any FMLA leave.

Time on such leave will not count toward tenure or promotion in rank and is not credited toward in-service for sabbatical leave unless the individual and the College so agree in writing prior to the beginning of the leave. However, the faculty member will not forfeit rank as a result of being on a leave without pay.

While an individual is on leave without pay, no benefits accrue and the faculty member is responsible for paying health insurance premiums.

2.29.2.2 Military Leave

For either annual military or emergency duty leave, a regular employee will be relieved of College responsibilities to serve without loss of regular compensation for a period not to exceed ten working days in any calendar year. The employee’s benefits will be continued during this period. Any regular employee who takes a military leave for extended active duty is eligible for up to twelve weeks of paid leave. Paid leave is defined as the College paying the difference between the employee’s military pay and the employee’s College pay if the military pay is less.

2.30 Fringe Benefits

Fringe benefits listed below are those currently in effect at Iowa Wesleyan College. They may change within any given fiscal or academic year if:

1. Cost becomes prohibitive; and/or
2. New programs are available; and/or
3. Independent carriers promote changes in their plans.

Such changes would take place only after adequate discussion with, and expression of the opinion by, the Faculty Executive Committee and would then be reflected in subsequent Faculty Handbooks.

2.30.1 Health Insurance

Iowa Wesleyan College offers voluntary participation in Health Insurance for full-time faculty. The faculty chooses from the available options best meeting the faculty’s needs such as single,
employee plus one or family plans. The co-pays, deductibles and out-of-pocket vary between plans. IWC health insurance premiums are available through payroll deduction.

The Personnel Policy Manual further describes the benefits available and exclusions provided. The Human Resources Office will assist with any necessary claims if requested to do so and will assist in securing answers to specific questions and solutions to specific problems from the carrier.

2.30.2 Long-term Disability Insurance

The College provides full-time, regular employees a long-term disability insurance plan. Elimination period for becoming eligible for benefits under the policy is 90 days.

2.30.3 Americans With Disabilities Act

The Americans with Disabilities Act provides certain rights to employees and certain obligations by employers for specific disabilities. The College will meet its obligations under this Act. There are certain necessary steps that an employee with an included disability must take: the providing of medical documentation concerning the nature and extent of the disability, and the initiation of an open and meaningful dialog regarding feasible and effective ways to address the disability. That documentation should be provided to, and that dialog initiated with, the Senior Vice President.

2.30.4 Workers’ Compensation

All employees of the College are covered by workers’ compensation insurance while performing their job duties and responsibilities. All work-related injuries must be reported immediately to the employee’s supervisor who will fill out an accident report and submit it to the Human Resources Office.

2.30.5 Retirement Program

Iowa Wesleyan College participates in an employee voluntary retirement program through TIAA-CREF. Participation in the College-sponsored TIAA-CREF retirement plan is optional for full-time faculty. Annually, the Board of Trustees, on the recommendation of the administration, determines the College’s contribution rate. Vesting is immediate. The faculty may also participate in a Supplemental Retirement Annuity up to a maximum set by federal law governing 403(b) tax-sheltered annuities.

2.30.6 Tuition Remission

Undergraduate tuition remission of up to 124 credit hours is granted to full-time, regular employees and to their spouses and IRS-qualified dependent up to 16 credit hours per semester. Any additional hours are the responsibility of the student. If separated or divorced from the employee, the spouse may receive the tuition remission through the semester during which the separation or divorce occurred.

All persons receiving the tuition remission benefit must be accepted into the College through the normal entrance and acceptance procedure, must make timely application for the Iowa Tuition Grant, and must maintain a 2.0 cumulative GPA each term in order to receive the benefit for the next term. If timely application for the Iowa Tuition Grant is not made, the student will lose that amount of the tuition remission.

Courses taken by employees during working hours must be limited to no more than one per term, must be approved by the employee’s supervisor prior to enrolling, and missed time from work hours to attend class must be made up. Undergraduate night courses that do not interfere with
working hours of an employee may be taken without limitations. In no case, however, may a student receiving a tuition remission bump a non-tuition remission student from a class or be counted in the number of students necessary to make a class.

Tuition for independent study courses will not be remitted and employees and/or dependents will be responsible for those costs. In addition, all course fees and books for any classes taken are the student’s responsibility.

In the event a full-time employee should have his professional career terminated by death or permanent disability while employed at the College, a total of one year of tuition remission for each year of the employee’s service will be available for use by the employee’s spouse and/or for a child who was a dependent at the time of the qualifying event. For example, if an employee worked for four years, one person could use the entire four years or it could be split among eligible family members.

The College is a member of Tuition Exchange and the Commission of Independent Colleges’ Tuition Exchange. Full-time, regular employees are eligible to apply for participation in this program if slots are available. Information is available from the Vice President of Academic Affairs Office.

2.30.7 Other Fringe Benefits

2.30.7.1 Athletic Events

Each faculty member and their immediate family members are admitted without charge to any non-tournament athletic event upon display of the faculty member’s valid IWC ID card.

2.30.7.2 Bookstore

The College operates the Iowa Wesleyan College Bookstore on campus. Employees of IWC receive a discount on purchases at the Bookstore. Faculty receive a 20% discount on all regular priced apparel and gifts and 25% off of trade books. (The 5% off of textbook price for those textbooks sold in the bookstore that was formerly allowed faculty is not in effect for textbooks available through the online service.)

2.30.7.3 Campus Mail

Postal services are provided for members of the administration, faculty, staff and students through assigned post office boxes. Hours of operation are 8 a.m. until 5 p.m. with the last mail leaving the campus at 2 p.m.

2.30.7.4 Food Services

Iowa Wesleyan College’s dining hall is located in the John Wesley Holland Student Union and is operated by SODEXO Food Service. Members of the administration, faculty, staff and their families may dine in the College Dining Hall at a discounted rate.

2.31 Miscellaneous

2.31.1 Budget Cycle

October: Review audit from PFY, fall enrollment for CFY and develop parameters for tentative budget for next FY.
November: Communicate budget parameters for tentative budget for next FY to campus community and solicit input.

January: Compile budget requests for first draft review of tentative budget by Cabinet.

February: Revise based on Cabinet review and forward to Board of Trustees Executive Committee for salary approvals and tuition rates. Revise based on current information and review tentative budget with Board.

April: Release tentative operating budgets to campus community.

September: Revise tentative budget based on actual fall enrollment.

October: Present revised budget to Board for approval as official budget. Release official budgets to campus community.

The Finance Committee of the Board of Trustees regularly evaluates the budget planning process.

2.31.2 Campus Hotline

Campus Conduct Hotline offers an easy, comfortable way for employees to report activity or behavior which appears harmful, unethical, questionable, or causes the employee or someone else personal injury. The Hotline is a confidential, independent, third-party call-in service which is toll free and available 24/7. 866 943-5787

2.31.3 Other Conflicts Of Interest

Employees are not permitted to accept extraordinary gifts, entertainment or any other personal favors from any individual or firm that supplies or seeks to supply any materials or services to the College.

2.31.4 College Publications

All official publications of the College, such as admission materials, bulletins, advancement materials and similar items, will be reviewed prior to publication by the Director of Communications and Marketing for consistency in design and appearance messaging.

2.31.5 Confidentiality Of Student Records

In the keeping and use of student records, members of the faculty, administration and staff must comply with the Family Educational Rights and Privacy Act of 1974, HIPAA Privacy Rules and other pertinent laws.

2.31.6 Emergencies Or Crimes On Campus

All emergency situations involving a medical emergency, a fire, or a crime in progress should be reported immediately to 911. Be prepared to identify yourself, state your location and the nature of the call.

2.31.7 Fund Raising Activities

All solicitation of gifts must be conducted by or coordinated through the Development Office. All donations to the College must be received by, and all charitable gift receipts must be issued through the Development Office.
2.31.8 Keys

An employee is responsible for safekeeping for any key(s) issued for College facilities or equipment. The employee must return the key(s) upon termination or request by the College.

2.31.9 Pay Periods

Faculty may elect to be paid once monthly on the 30th of the month, or twice monthly on the 15th and 30th. The College encourages employees to utilize electronic deposits of their earnings. Deductions for each pay period will include Social Security, federal and state income tax, and may include retirement, group insurance plans, donations or any other employee-designated deductions. Faculty members have the further option of having annual contracts paid on a 9-month basis or a 12-month basis. The first pay date for new faculty or returning faculty in a new fiscal year occurs in August.

2.32 Social Media Policy And Guidelines

Social media are powerful communication tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Iowa Wesleyan College has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media. Social media are defined as media designed to be disseminated through social interaction. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and blogging service websites.

2.32.1 Policies For All Social Media Sites, Including Personal Sites

The following policies are considered contractually binding on all employees under the employee’s terms of employment. Failure to follow these policies may result in disciplinary proceedings up to and including termination of employment.

2.32.1.1 Protect Confidential And Proprietary Information

Do not post confidential or proprietary information about Iowa Wesleyan College, students, employees, or alumni. Employees must follow the applicable federal requirements such as FERPA and HIPAA, as well as NCAA regulations. Adhere to all applicable College privacy and confidentiality policies.

2.32.1.2 Protect The Iowa Wesleyan College “Brand

Do not post inflammatory comments on any websites or social media sites that might be interpreted as insubordination or damaging to the College’s ability to conduct its business. Publishing proprietary, defamatory, libelous, or obscene content may be grounds for immediate termination.

2.32.1.3 Respect Privacy, Copyright And Fair Use

When posting, be mindful of the copyright and intellectual property rights of others and of the College. Direct questions about fair use or copyrighted material to the Director of Marketing and Communications.

2.32.1.3.1 Permission Required To Post Audio Recordings, Images Or Videos

Before posting audio recordings, images or videos of students, or of any other minor or adults, ensure permission to share the audio recordings, images or videos online has been granted. If one is posting on behalf of an official Iowa
Wesleyan College unit, this permission should be in the form of a signed release, which can be obtained from the Director of Marketing and Communications.

2.32.1.3.2 Do Not Use Iowa Wesleyan College Logos For Endorsements

Do not use the Iowa Wesleyan College logo, wordmark, athletic logos, or any other official College images or iconography on personal social media sites without permission from the Director of Marketing and Communications. Do not use Iowa Wesleyan College's name to promote a product, cause, political party or candidate.

2.32.1.4 Respect College Time And Property

College computers and time on the job are reserved for College-related business as approved by supervisors and in accordance with the Information Technology Users’ Privileges and Responsibilities document. The College reserves the right to monitor employee use of College-owned computers and to restrict personal activity on College-owned computers.

2.32.1.5 Terms Of Service

Obey the Terms of Service of any social media platform employed.

2.32.1.6 Official Representatives Of IWC

Only the President of the College and the Director of Marketing and Communications are authorized to officially represent Iowa Wesleyan College. No employee, including faculty or staff, may represent any statement as an official statement on behalf of the College without prior approval from the Director of Marketing and Communications.

2.32.2 Institutional Social Media

If an IWC employee creates a social media site or posts on behalf of an official College unit, the following policies must be adhered to in addition to those policies listed above:

2.32.2.1 Notify The College

Programs, Divisions, or other College units that have a social media page or would like to start one should contact the Director of Marketing and Communications to ensure all institutional social media sites coordinate with other College sites and their content. All institutional-related pages must have a full-time employee who is recognized by the Director of Marketing and Communications as being responsible for content. Whenever possible, the user or account name and password should be supplied to the Director of Marketing and Communications.

2.32.2.2 Have A Plan

Programs, Divisions, and other College units should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date. Outdated information on social media sites can create confusion and negatively impact the College. Keep all content current.
2.32.2.3 Link Back To The College

Whenever possible, link back to the official Iowa Wesleyan College web site. Ideally, posts should be very brief, redirecting a visitor to content that resides within the Iowa Wesleyan College web environment.

2.32.2.4 Protect the Institutional Voice

Posts on social media sites should protect the College’s institutional voice by remaining professional in tone and in good taste. No individual Iowa Wesleyan College unit should construe its social media site as representing the College as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts should all be clearly identified as being from a particular program, division, or unit rather than from the institution as a whole.

2.32.2.5 Twitter (And Similar Micro-Blogs) Hash Tags

Do not use “#IWC” to signify the College as it references other businesses and groups. To facilitate others looking for College information, some standardized hash tags are recommended. Currently used hash tags include:

- #IowaWesleyan – for general College notices
- #IWCActivities – for Student Life events
- #IWCCareer – for Career Development
- #IWCTigers – for athletic events
- #IWCComm – for broadcasts

2.32.2.6 Avoid Commentary About Other Schools Or Officials

Avoid commentary about other schools or officials: An employee’s Iowa Wesleyan College-affiliated social media site is not the place to share opinions about other schools, including their athletic teams or officiators. Keep those thoughts to your personal social media pages.


Institutional social media sites may seem like easy places for posting pranks or jokes. Sarcasm may sometimes seem appropriate. But employees should avoid posting any kind of message that could be misinterpreted as factual.

2.32.3 Best Practices Guidelines

This section applies to those posting on behalf of an official College unit, though the guidelines may be helpful for anyone posting on social media in any capacity.

2.32.3.1 Think Twice Before Posting

Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the College. Be aware that all content and comments can easily be made available to the public at large by copying and pasting, forwarding, sharing, and liking. Search engines can turn up images and posts years after they are created. Do not post anything that may harm relationships with prospective students, current students, current employees and peers. If an employee is unsure about posting something or responding to a comment, ask one’s supervisor for input or contact the Director of Marketing and Communications.
2.32.3.2 Strive For Accuracy

Get the facts straight before posting them on social media. Review content for punctuation, grammar, and spelling errors. This is especially important if posting on behalf of the College in any capacity. If an error is discovered, apologize and correct the error quickly.

2.32.3.3 Be Respectful

Understand that content contributed to a social media site could encourage comments or heated discussion of opposing ideas. Employees posting responses should consider carefully how their comments might reflect on the College and its institutional voice. If possible enable comment moderating to limit spam or discourteous comments.

2.32.3.4 Identify Personal Views

On personal sites, identify personal views as one’s own. If an employee identifies himself/herself as an Iowa Wesleyan College employee online, it should be clear that the views expressed are not necessarily those of the institution.

2.32.3.5 Photography

Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at a low resolution to protect one’s intellectual property.

2.33 Grievance And Complaint Procedure

2.33.1 Definitions

A grievance is defined as an alleged misapplication or misinterpretation of any clause in Section II of this Faculty Handbook. Any other concern will be treated as a complaint.

This procedure may be used by any faculty member, full or part-time, and by any contractually employed member of the administration except the President as defined in the Section 2.1, Definition of Faculty of this Faculty Handbook. Disputed tenure or promotion decisions shall be resolved through a separate appeals process, found in Section 2.8.6 Appeal Of A Tenure Or Promotion Decision of this Faculty Handbook.

2.33.2 Committee On Professional Grievances And Complaints

The faculty will elect two tenured members of the faculty for staggered two year terms; election shall be held in August. The President will appoint two members of the administration for staggered two year terms. These four Committee members will meet within ten working days of their selection to elect one additional faculty or administrative member for a two year term whenever a vacancy occurs. The entire Committee will then meet within five working days to elect a chair. An individual may not serve on both the Grievance Committee and the Committee on Evaluation, Rank, and Tenure.

In the event of a vacancy on the committee or when a Committee member is excused during consideration of a case for which he/she is a party of interest, the vacancy shall be filled according to the election/appointment process outlined above following the declaration of a vacancy. If a meeting of the faculty is not possible within those two weeks, the Chair of the Faculty, after consultation with the Faculty Executive Committee, shall name a replacement to serve until an election can be held. The Interim Committee member would continue to serve until any complaint or grievance which was in process is complete.
2.33.3 Step One: Informal Resolution

An eligible party who feels that there have been grounds for a complaint or possible grievance should first discuss in an informal manner the complaint or grievance with a supervisor. This informal resolution must be attempted within ten working days of the awareness of the concern.

Should the informal step fail to resolve the concern to the satisfaction of the complainant or grievant, he/she should present the complaint or grievance in writing, stating its nature or the specific section of this Faculty Handbook which is in dispute, the informal steps taken thus far with the specifically named supervisor(s) and the remedy requested.

This written complaint or grievance should be filed with the Committee on Professional Grievances and Complaints (see the Section on Committee on Professional Grievances and Complaints) which will then attempt to investigate, mediate and resolve the complaint or grievance. They shall have fifteen working days to resolve the matter informally.

2.33.4 Step Two: Committee Disposition

The Committee shall determine whether the matter submitted is a grievance or a complaint. See the Section 2.33.1 Definitions, of this Faculty Handbook.

2.33.4.1 Committee Disposition Of A Complaint

Should the Committee find that the matter is not a grievance but a complaint, after investigation and mediation, they shall issue a finding to the parties directly involved.

Should the complainant not be satisfied with the finding or the final action taken by the other party, he/she may, within five working days, appeal such findings or actions to the President who will render a final decision within ten additional working days.

2.33.4.2 Committee Disposition Of A Grievance

In the case of an alleged grievance, after investigation and mediation, the Committee shall issue a recommendation to the parties for a resolution.

The parties directly involved have ten working days within which to accept or reject the findings of the Committee.

2.33.5 Step Three: The Grievance Hearing

Ad Hoc Hearing Panel

Should the Committee on Professional Grievances and Complaints recommend a formal hearing, or should either party request one, the Committee will select a member of the faculty or administration to serve as chair of an ad hoc hearing panel. The grievant and respondent will also each select one person of the faculty or administration. No member of the ad hoc hearing panel may be a party of interest. This three person panel will hold a full hearing on the grievance at hand.

The panel will be formed within ten working days of the request for such a hearing and will begin the hearing within ten additional working days.
2.33.6 Hearing Procedures

2.33.6.1 Confidentiality

The hearing will be conducted in private, and the parties will make no public statements about the case during the course of the hearing.

2.33.6.2 Advisors

During the proceedings, each party to the grievance may have present one advisor of his/her choice from the College professional staff.

2.33.6.3 Evidence

All parties to the grievance will have the right to obtain witnesses and present evidence. If either the College or the ad hoc hearing panel feels that an independent medical and/or psychological opinion would be helpful in its deliberations, it may require the grievant to undergo a medical and/or psychological examination by an appropriate professional of the requesting party's choice and at the requesting party's expense. If the grievant fails to comply with such a requirement by the College or the ad hoc hearing panel, the ad hoc hearing panel will dismiss the grievance. The College will cooperate with the ad hoc hearing panel in securing witnesses and making available documentary and other evidence requested by the grievant to the extent not limited by law. All parties will have the right to cross-examine witnesses. Where a witness has made a statement and cannot or will not appear, and the ad hoc hearing committee determines that the interests of fairness require admission of his/her statement, then if possible, the ad hoc panel will provide for interrogatories.

2.33.6.4 Continuance

The ad hoc hearing panel will grant appropriate continuances to enable either party to investigate evidence or for any other reasonable purpose.

2.33.6.5 Burden Of Proof

In all cases except for dismissal for cause or suspension without pay the burden of proof shall be on the grievant.

In any case of dismissal for cause or suspension without pay, the burden of proof that adequate cause exists for the action shall be on the College which proof shall be by clear and convincing evidence.

2.33.6.6 Decision Of The Panel

The ad hoc hearing panel will not be bound by strict rules of legal evidence. Every possible effort will be made to obtain the most reliable evidence.

The decision will take the form of finding of fact, conclusions, and recommended disposition of the grievance. The findings of fact, conclusions, and the recommended disposition must be based solely on the hearings, records, and pertinent College procedures in this Faculty Handbook.

2.33.7 Step Four: Presidential Review

The ad hoc hearing panel will present its advisory decision in writing within seven calendar days of the hearing to both parties and to the President of the College.
This decision, insofar as it consists of a recommended disposition of the grievance, may be either accepted by both parties or rejected by either party. Rejection or acceptance by such party will be communicated in writing to all persons involved within seven calendar days after receipt of the decision.

If the decision is accepted by both parties, the decision of the ad hoc hearing committee shall be final. In the event of rejection by one or both parties, the President will review the findings and make a final decision on the grievance within fifteen working days of receipt of the ad hoc hearing panel report.

2.33.8 Review Of Record By The Executive Committee Of The Board Of Trustees

Should the President be a direct final party to the grievance, the grievant may file a petition to the Executive Committee of the Board of Trustees for a review of the record. Such an appeal will be filed within five working days of the decision by the President.

The Executive Committee of the Board of Trustees will review the case at its next meeting and will give a final decision on the grievance. Only when the President is directly involved will such a review take place. The Executive Committee will be the sole judge of Presidential involvement in case of a dispute over the President's involvement.

2.33.9 Special Provisions

All grievances except those in the Section, Iowa Wesleyan College Policy on Sexual Harassment, will follow this process. In that situation, actions taken by the administration may formally be started with the process in Step Two on the request of the grievant.

Should any grievant initiate court or agency action on a grievance, the College reserves the right to discontinue internal procedures or to continue same to complete a record as the case may warrant. Such a decision will be that of the President on advice of the legal counsel to the College.

Section III Academic Policies Of Interest To Faculty

3.0 The College Catalog

The Iowa Wesleyan College Catalog is the official document indicating the relationship of the administration and faculty to the students and curriculum. The Catalog is revised annually. Requests for Catalog changes in course offerings should follow the guidelines in Section 4.0.2.5.1 Process For Curricular Change.

No violations of policies in the Iowa Wesleyan College Catalog may be accepted except by the approval of the Faculty Committee on Academic Standards and Review of a petition completed by the student and faculty advisers.

Each student may choose to meet the graduation requirements of the Catalog in effect when he/she entered Iowa Wesleyan College or the Catalog in any year of his/her ensuing enrollment. A student may declare a change of Catalog through the Registrar's office. All requirements for graduation in the Catalog chosen must be met. A student may NOT choose one Catalog for major requirements and a different Catalog for general education requirements.

Students returning to classes after several years away from higher education may find that they have to repeat courses because of licensure or certification requirements.
3.0.1 Syllabi

At the beginning of each semester a new syllabus for each course must be submitted to the Vice President for Academic Affairs (day) or Dean of Extended Learning (evening, on-line, and summer) by all faculty before the class begins.

The syllabus should contain:

1. Date;
2. Division or Program;
3. Course number, name, and location of class meetings (if an online or hybrid course, the syllabus should describe the course location(s));
4. Name of instructor;
5. Office locations and phone extension;
6. Title, author and publisher of textbook(s), including ISBN numbers;
7. General course goals and objectives;
8. A course outline, which might include an overview or sequencing of the units in the course, the day-to-day schedule of assignments or readings, or other class procedures and activities;
9. Assessment methods and determination of grade requirements;
10. Class attendance policy, and the course policy on making-up missed work;
11. How the Life Skills (communicating, valuing, problem solving, effective social interaction are integrated into class content;
12. The following statement of accommodation:

   If any member of this class has a diagnosed and documented disability and needs special accommodations of any nature, contact the Director of the Academic Resource Center who will consult with you about the accommodations you specifically need. The Director will contact your instructors who will work with you to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. It is the student's responsibility to contact the instructor after s/he has signed the request for accommodations in order for appropriate accommodations to be provided.

13. The following Honor Code statement:

   All Iowa Wesleyan College students are bound by the Honor Code, which states: “As a student of Iowa Wesleyan College, I affirm our community of honor by agreeing to actively uphold the Academic Honor Code. I will not commit acts of academic dishonesty such as cheating, plagiarism or the fabrication of data. I will report violations, including my own, and cooperate with investigations and procedures of the student Academic Honor Council.” Details regarding the policies and procedures related to the Honor Code may be found at iwc.edu/honorcode.

3.0.2 Textbooks

a. Before the beginning of each academic term, the College Bookstore Manager will send faculty members a memo giving a deadline date for book orders. If a faculty member finds it impossible to meet ordering deadlines, he/she will communicate that information to the College Bookstore Manager

b. Student textbooks may not be charged to Division accounts. Faculty are expected to secure their own desk copies of a textbook. Faculty textbooks may be charged to Division accounts with the approval of the Division Chair and the Chief Financial Officer of the College.

c. When faculty changes occur after order deadlines, new faculty members shall use whatever text has been-selected by the Division Chair for the coming semester. Division Chairs do not approve textbooks for continuing faculty. Any losses incurred by the
College Bookstore because of late changes in book orders will be charged to the Division involved.

d. The distinction between "required" and "recommended" designations is an important one as students often do not purchase books in the latter category. Faculty members are strongly urged not to require purchase of books that will be used only in a minimal way.

3.0.2.1 Textbooks for Extended Learning Students and Online Courses

a. Before the beginning of each academic term, the College Bookstore Manager will send faculty members a memo giving a deadline date for book orders.

b. The College Bookstore will be open late, until 6:00 p.m., the first two days of each Extended Learning session.

c. The College Bookstore will work with the Dean of Extended Learning in ordering books. Persons teaching evening/online courses that are also scheduled during the day program are expected to use the same book as the day-time course.

3.0.3 Class Periods

It is important that instructors meet classes punctually and for the full period and dismiss promptly at the end of the period to allow students the full time available to arrive at the next class. The time or place of a class should not be changed by the instructor without consultation with the Registrar and Division Chair, and approval by the Vice President of Academic Affairs or the Division Chair. The individual faculty member is responsible for obtaining the consultations and approvals. It is important for the Registrar to know where classes are held in order to enhance communication with Student Life regarding emergency messages, coordination with Physical Plant for classroom maintenance, and other course scheduling purposes.

Faculty members who are to be absent from their classes should inform the Division Chair and the Vice President for Academic Affairs. If more than two consecutive absences in any one class are to occur, arrangements should be made to have another faculty member cover the class or to re-schedule classes missed.

3.0.4 Attendance at Classes

a. Students are expected to attend all class meetings for which they are registered. This is regarded as a matter of individual student responsibility.

b. All faculty members are expected to keep accurate records of class attendance. Accurate attendance records are required for financial aid, so recording attendance is not optional.

c. Faculty should feel free to contact the Office of Student Life whenever they have a concern about a student’s health, wellbeing, class absences, or behavior. Specifically, if a student has missed an excessive number of class meetings, is failing to hand in assignments, exhibits marked behavioral change, etc. Student Life will contact the student and attempt to provide assistance if possible.

d. In cases of excessive class absence, as defined by the policies of the relevant course, a professor may drop a student with a grade of U or F, with the concurrence of the Dean of Student Life and the Vice President for Academic Affairs.

e. Required regular assignments, laboratory work and daily quizzes missed may be made up at the discretion of the professor. Make-up opportunities may be offered by the professor for summary quizzes, reports, and tests. The faculty member has the final decision as to whether the make-up opportunity shall be granted. Each course syllabus should fully explain the faculty member’s make-up policy.

f. Notices regarding illness will be sent to the faculty from the Office of Student Life only in case of serious or prolonged illness or hospitalization. Faculty are encouraged to report to the Office of Student Life any time a student reports an illness or the death of a family member or close friend.
g. In most cases, it is the student's responsibility to inform the faculty member about the reason for the absence. Faculty members may check with the Office of Student Life whenever they have questions about an absence.

h. Faculty sponsored and authorized events are excused absences. Student-athletes participating in sanctioned intercollegiate events are to be excused according to the notifications by the coaches. The excused student is required to make-up the work within a reasonable length of time as determined by the professor. Faculty and coaches should publish the list of excused students at least one week before the event.

3.0.5 Canceling And Delaying Classes In Bad Weather

Only the President of the College (or his designee) is authorized to close the College and cancel classes due to weather. In the event all College offices are closed or day classes are cancelled due to inclement weather, emails will be sent to students, faculty and staff and a notice will be posted on the College's website and notice will be provided to appropriate media, including radio station KILJ. A closing of the College includes both classes and offices.

If classes are not officially cancelled but roads are questionable, faculty and students should exercise caution and consider personal safety as their first priority.

Faculty, especially those living out of town, should use their own judgment about driving to campus and cancelling class. If a faculty member cancels his/her classes due to bad weather, the Vice President of Academic Affairs and the faculty member's Division Chair should be contacted. Faculty should use the portal to email or post a cancellation message to students. If a student decides not to try to drive although classes are not cancelled, the student should notify the instructor directly.

Evening classes will be monitored by the Associate Vice President and Dean of Extended Learning and closings will be announced on the College web page as well as in appropriate media (see above).

3.0.6 Examinations

In the sequence of a course during a semester each instructor uses whatever assessment technique he/she feels will provide the best evaluation of the progress of the students. All courses must assess student progress and achievement of course outcomes.

Faculty members are strongly encouraged to assess students' progress in the course frequently and throughout the entire semester. Faculty members, especially those who have first year and sophomore students, are encouraged to have some kind of evaluation within the first three weeks of the semester.

At the end of each semester four (4) days are devoted to longer class meeting periods to accommodate examinations for each course. The Finals Week Schedule is established prior to the beginning of the semester and is available by the start of the semester. Faculty members are encouraged to include the date and time of the final on the syllabus. Faculty members may not change the designated meeting time during Finals Week, except by permission of the Vice President for Academic Affairs. Faculty members are obliged to meet with their classes during the assigned Finals Week periods whether or not final examinations are given at that time.

During the Finals Week period, all faculty members should cooperate by making very minimal (preferably no) extra-curricular demands on the students.

3.0.7 Special Topics Courses
Iowa Wesleyan College offers 180 and 380 course numbers in every program for unique and non-catalog course offerings.

The 180-numbered courses are primarily intended for first and second year students and are usually participatory or workshop oriented courses. They may vary from one to four credit hours. These courses are typically used as a means of awarding college credit for programming not usually associated with the standard curriculum.

The 380-numbered courses are primarily intended to fulfill specific needs (i.e., courses that might benefit a particular interest or certification requirement), courses that contribute to programs with limited course offerings, courses that respond to current social or political exigencies, or courses that provide innovative teaching or learning opportunities. The 380 courses are typically three or four credits, but may be one or two credits where appropriate.

The 180 and 380 courses differ from Independent Study courses in that these courses are expected to hold regular class meetings on a standard course schedule and should include several students in a section.

Faculty interested in developing a special topics course will observe the following policies:

1. All 180 and 380 course topic proposals must identify:
   a. The program or course prefix, the level (180 or 380), and the course title;
   b. Any prerequisites or co-requisites for the course;
   c. The number of credit hours for the course (from one to four);
   d. A course description for public dissemination;
   e. A brief assessment statement, including a description of the course outcomes, activities to achieve those outcomes, and a description of the assessment methods;
   f. A justification statement explaining why the course is necessary or how the course contributes to the college mission and goals;
   g. An explanation of any additional facilities or equipment for the course; and
   h. A chronological listing of previous offerings of the same or similar course.

2. Faculty are encouraged to discuss 180 and 380 course proposals in Division meetings. Prior to any public offering of the course and prior to allowing registration for the course, all 180 and 380 course topic proposals must be approved by:
   a. The instructor,
   b. The Division Chair, and
   c. The Vice President of Academic Affairs.

3. No 180 or 380 courses may be offered more than three times in a five year period of time. If there is sufficient demand for the course or if the course is to be offered a fourth time, it should be processed through the Division, Curriculum Committee, and full faculty as a new course proposal to be added to the Catalog. If approved by the full faculty the course would be numbered something other than 180 or 380.

4. No 180 or 380 courses should be taught as a paid overload unless exceptional circumstances arise and the overload is approved by the Vice President of Academic Affairs.

3.1 Registration And Advising

3.1.1 Academic Advisors
Every student is assigned an academic advisor by the Academic Dean’s office. Academic advising becomes more challenging when the student is still in the deciding process or is encountering career change. Therefore, the Academic Dean's office routinely assigns advising responsibility for undecided students to the Director of Career Services.

Some students, due to the nature of their program of study, may be assigned two or more advisors. This is more common for Secondary Education and Nursing majors, but may occur whenever necessary.

Extended Learning students are advised by the staff of the Extended Learning Office.

When students "declare" their majors, they are assigned to a faculty member from their major academic area. The role of the academic advisor is that of 1) an interested faculty member who seeks to understand the student and to learn his/her potentialities, interests and needs; 2) an interested educator who seeks to help the student become educated; and 3) a faculty member who helps the student select suitable courses in proper sequence and facilitates his/her registration plan. Other functions of academic advisors include:

1. To acquaint the student with the total college program.
2. To record necessary information for academic advising of the student-credits, grades, etc..
3. To advise on any change of student's schedule.
4. To invite the student to have conferences at least twice each semester and to keep certain hours available for students to discuss their progress and problems.
5. To confer with students about mid-session progress reports.
6. To be alert to special problems and to confer with others who might be of assistance in solving problems.
7. To explore the options for a minor or secondary major relevant to the student's interests, potential, and career plan.

Faculty members are expected to consult the current year’s Manual for Advisors for additional detail on advising duties and expectations.

3.1.2 Registration And Enrollment

a. Class Lists
Registration for returning students takes place in the spring for the next fall and in the fall for the following spring. Faculty are responsible for obtaining their class lists from the CAMS system. Faculty are requested to check class lists and verify enrollment and possible changes through CAMS.

The Registrar sends an email during the second week of classes, after the drop/add period has ended, to remind faculty to view the class list through CAMS and send any corrections to the Registrar. This verification is used by the financial aid office for compliance with initial class attendance regulations so it must be accurate.

b. Adding, Dropping and Withdrawing from Courses
The latest date for adding a course is five class days after the beginning of each semester. Classes may be dropped during the first ten class days of each semester. Before making any change in registration, the student should consult with her/his academic advisor to complete an add/drop form. This add/drop form is then given to the Registrar by the student. With the approval of the faculty advisor, students may withdraw from courses before ten days after mid-session, or third week of a summer session, (See Catalog) without incurring academic penalty (a non-punitive grade of W is issued). Failure to follow stipulated course withdrawal procedures will result in a failing grade.
c. Courses at Another College or University
Any current Iowa Wesleyan College student who wishes to take courses at another college or university while simultaneously maintaining an active status at IWC should consult with his/her academic advisor and the Registrar before doing so.

Professors and advisors should encourage students who plan to take courses at another college or university to consult with the Registrar to determine if credits will transfer.

d. Audits
Students who audit courses are not held responsible for the work and receive no grade or credit. Auditors are so indicated on the class lists. Approval of the instructor is required.

3.1.3 Grading Policies

3.1.3.1 Mid-term Grades
Near the middle of a term, full-time and part-time faculty submit to the Registrar via the CAMS system an evaluation of students in each class using letter grades by the published deadline.

3.1.3.2 Final Grades
At the end of each term, grades are turned into the Registrar's Office by all faculty via CAMS. Faculty must confirm submission on official grade sheets submitted by the specified due date. The student's final grade may be based on classwork and participation, assignments, examinations and proficiencies given during the course. An explanation of the letter grades, pass-fail grades, and the grade point system is given in the current Catalog. Once a grade (other than an incomplete) has been recorded by the Registrar, it cannot be changed unless cleared by the Vice President for Academic Affairs.

3.1.3.3 Incomplete Grades
When students have been making passing grades but for rare extenuating circumstances, as in the case of illness, fail to complete their work before the end of the term, it may be recorded as incomplete (I). Completion of the required work within five weeks after the first day of the next regular term entitles the student to a grade. An "I" not removed within that time will become an "F".

3.1.3.4 Grade Changes
If a faculty member finds that an error has been made in any grade submitted, the faculty member shall explain the circumstances to the Vice President for Academic Affairs and to obtain the Vice President for Academic Affairs permission to change the grade. This explanation shall be in writing. This procedure is followed to encourage careful grading and also to protect the faculty member who might be under pressure from a student. The faculty member has full responsibility for the grades assigned. Under no circumstances will any other member of the faculty or administrative staff require a faculty member to change a grade.

3.1.3.5 Retaining Grading And Attendance Records
Faculty should maintain grading criteria and student course grade details, including final examinations, for at least six months after the end of the semester.

3.2 Student Standing

3.2.1 Definitions Of Various Categories Of Students

3.2.1.1 Degree Candidates

a. Full-Time Degree Candidates
   Regular -- students who have been admitted unconditionally as degree candidates who are carrying class loads of 12 or more credit hours per semester or 4 or more credit hours in Summer sessions. "Regular" status means also that the student is not on probation. Students in this category are eligible to participate in all of the student activities of the College. However, students engaged in intercollegiate athletics should consult NCAA regulations for definition of full-time load.

   Conditional -- students who have been admitted on condition as defined by the Admissions Advisory Committee to work toward a degree. At the end of the semester their scholastic records are reviewed by the Faculty Committee on Academic Standards and Review.

   Probationary -- students who fail to meet minimum standards of conduct or academic achievement.

b. Part-Time Degree Candidates
   Part-time Degree Candidates are all students, whether in evening classes or daytime courses, who are carrying less than 12 credit hours in a semester or less than 4 credit hours in Summer sessions, but who are working toward a degree. These students' status may be regular, conditional or probationary as defined above.

3.2.1.2 Special Students

Non-degree students - students who are not interested in following a sequence of courses leading to a degree (including students who already have a degree and wish to qualify for a teaching certificate or who take courses in an area of special interest).

Prep-students - high school students enrolled for a limited number of courses. Grades are given and courses are counted for advanced placement if grades of C or better are earned.

Auditors - persons not regularly enrolled may attend classes as auditors, with no credit awarded. Students who wish to audit a class must obtain the approval of the Registrar prior to registration. Permission must also be obtained from the instructor of the course, who may limit the extent of participation. Auditors must register and pay the appropriate fees. The auditor must fulfill the audit attendance and participation policies as determined by the instructor or the audit will not be recorded on the student's transcript.

3.2.1.3 Definitions Of “Traditional” (Day) Students & “Extended Learning” Students

a. Extended Learning students are those students who are admitted through the Office of Extended Learning and who are pursuing courses and/or degrees available through the evening Extended Learning schedule. They are usually
limited to a maximum of 9 credit hours during a given term. Extended Learning students who need to enroll in a course offered during the day, must be pre-approved by the Dean of Extended Learning. Adult, evening Teacher Education Program students admitted through the Office of Admissions will follow the same classification status as Extended Learning students, with the exception of the term in which they student teach (in which case, they will be classified and charged as full time Traditional students).

b. Traditional students are those students who are admitted through the Office of Admissions. In most cases these students will be full time (enrolled in 12-18 credit hours of day courses during the Fall and Spring Semester).

c. Traditional students (full time or part time) who need to enroll in an evening course offered through the Office of Extended Learning, must provide justification and be pre-approved by both their academic advisor and the Vice President of Academic Affairs.

d. Students desiring to change their classification must petition the Vice President of Academic Affairs for permission to do so.

3.2.1.4 Notes

a. All persons including auditors and prep students who wish to take even one course at the College must first apply for admission to the College. (Persons from the community who take music lessons or who participate in College-sponsored community seminars are not required to apply for admission to the College.)

b. An academic advisor is assigned to each student in the degree-candidate categories whether full-time or part-time. Non-degree students are not assigned advisors with the exception of those advanced students who are working toward a teaching certificate.

c. All students are eligible to participate in the student activities of the College.

3.3 Academic Honesty: The IWC Academic Honor Code

The purpose of the Academic Honor Code is to invest student representatives—The Academic Honor Council—with the responsibility of promoting academic honor in the Iowa Wesleyan College community and fairly adjudicating student violations of the Academic Honor Code. Each student, instructor, coach, and staff member involved in academic matters is required to report all violations of the Academic Honor Code.

The complete Honor Code document is available via the IWC Honor Code Homepage at http://www.iwc.edu/templates/iwc/downloads/AcademicHonorSystem.pdf

3.3.1 Academic Honor Council

The Academic Honor Council consists of nine students, three members from the senior class, three members from the junior class, and three members from the sophomore class. These members represent the student body and promote academic honor in the Iowa Wesleyan College community. Also included are non-voting advisory members from IWC faculty (3) and the Vice President of Academic Affairs, or the VPAA’s chosen delegate. Information on current Academic Honor Council Members can be found via the IWC Honor Code Homepage at http://www.iwc.edu/honorcode.

3.3.2 Reporting Requirements

Only actions that violate the Academic Honor Code need to be reported. Thus, instructors are entrusted to use discretion in distinguishing incidents that are attributable to mistakes, failures of communication, understandable ignorance of conventions, etc. from those that rise to the level of
deliberate academic dishonesty. No instructor is required to report an incident that he or she believes does not violate the Honor Code. However, for the Honor Code to be effective, all members of the community need to strive to base this discretion upon widely shared standards within this---and the wider---academic community. Any faculty member with a question about whether a given incident ought to be reported should seek consultation with his or her immediate peers, program and/or division chair, the VPAA, and/or the faculty advisors to the Honor Council.

3.3.3 Reporting Procedures

Reports may be made directly to the Honor Council via the IWC Honor Code Homepage at http://www.iwc.edu/honorcode or by email to academicviolations@iwc.edu.

3.3.4 Types of Offenses Covered

- Plagiarism:
  - Intellectual theft of another’s ideas (including failure to accurately cite sources used in researching a paper or project).

- Cheating:
  - All other forms of academic dishonesty including, but not limited to, fabrication of data/data manipulation, use of crib sheets, copying of information from another person’s work, unauthorized sharing of answers/information between students, theft of papers/projects/exams, unauthorized gaining of or giving access to exam questions, tampering with an exam, submission of a paper or project for more than one course without the permission of the faculty members for the courses in question, and/or buying or selling of a paper/project/exam.

- Other:
  - Knowingly doing work that another student will submit under his/her own name.
  - Misrepresenting circumstances under which work is submitted or performed, including reasons for late submissions.
  - Using the course evaluation process dishonestly to spread false information or to collude in retribution against instructors.

3.3.5 Requirements for Course Syllabi

All IWC syllabi should include the following statement:

**HONOR CODE:** All Iowa Wesleyan College students are bound by the Honor Code, which states: “As a student of Iowa Wesleyan College, I affirm our community of honor by agreeing to actively uphold the Academic Honor Code. I will not commit acts of academic dishonesty such as cheating, plagiarism or the fabrication of data. I will report violations, including my own, and cooperate with investigations and procedures of the student Academic Honor Council.” Details regarding the policies and procedures related to the Honor Code may be found at iwc.edu/honorcode.

In composing individual academic honesty policy statements within specific syllabi, instructors are advised to craft language to reflect the Honor Code process. For example, “if you engage in academic dishonesty, you will fail the assignment” should be replaced by “if you engage in academic dishonesty, your case will be referred to the Honor Council with a recommended penalty of failure of the assignment.” In covering this policy, faculty should emphasize that the process involves the affected faculty member working closely with the Honor Council to arrive at a resolution. The instructor’s recommended penalty will always be taken as the starting point and no penalty will be dispensed by the Honor Council without consultation with the affected faculty member.

3.3.6 Possible Penalties
Penalties are determined by the Honor Council in consultation with the affected faculty member. These may include, but are not limited to, the following:

- Requirement that work be redone for lesser credit
- Zero on assignment
- Lowered grade for class
- Failure of class
- Removal from campus organizations
- Removal from participation in athletics
- Probation, with consequences
- Suspension, with parents notified
- Expulsion, with parents notified

### 3.3.7 Procedure Overview


The following chart outlines the procedure:
3.4 Academic Probation

Students are placed on academic probation if their semester or cumulative grade point average falls below 2.0 (or "C") at the end of a semester. Students with probationary status are allowed one academic semester in which to demonstrate the ability to achieve satisfactory progress. If, during this probationary semester, a student does not show noted improvement, the student will ordinarily not be permitted to register for the following term. Students dropped from the College for poor scholarship may not be
considered for readmission until they have been out of school for at least one academic year which can be defined as a summer and semester or vice-versa.

3.5 **Athletic Policies**

A designated member of the faculty shall act as the official representative for the college to any conference and the NCAA, Division III.

### 3.5.1 Iowa Wesleyan College Policy Of Academic Eligibility For Student-Athletes

All students who participate in intercollegiate athletics at Iowa Wesleyan College must have and maintain a minimum grade point average (GPA) of 2.0 (based on a 4.0 scale) both cumulatively as well as each semester of attendance at Iowa Wesleyan College to be considered eligible to participate in intercollegiate athletics. Those who fall below the cumulative or semester grade point average of 2.0 will be ineligible to participate in intercollegiate athletics at Iowa Wesleyan College. Student-athletes must also be full time students. Student-athletes must also earn a cumulative number of credits as shown in the table below.

In the event that the NCAA, SLIAC, or UMAC establishes a standard for continued participation which is higher than that established by Iowa Wesleyan College, the higher standard will apply.

<table>
<thead>
<tr>
<th>End of Semester Number</th>
<th>Minimum Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>36</td>
</tr>
<tr>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>5</td>
<td>60</td>
</tr>
<tr>
<td>6</td>
<td>76</td>
</tr>
<tr>
<td>7</td>
<td>88</td>
</tr>
</tbody>
</table>

A transfer student who has participated in intercollegiate athletics must have been academically and athletically eligible at their previous institution in order to be immediately eligible at Iowa Wesleyan College.

### 3.5.2 Missing Class

No more than two athletic contests for any single team shall be scheduled during Sundays through Thursdays. Contests shall be scheduled such that a student-athlete will not miss more than one class meeting per week in any course. All exceptions must be approved through the Athletic Director.

### 3.5.3 Athletic Injuries

- If an athlete’s injury is such that she or he is advised not to attend class, she or he should not participate in athletic events, including practice or travel.
- If an athlete’s injury is such that she or he may attend class, there are good academic reasons to keep that individual engaged in the primary social group. Thus, it might be that she or he will attend practice to watch and remain part of the group.
- If the team is having an away game and if travel would involve missing class, an athlete whose injury would prevent playing in the game should not travel. If the travel would not mean missing class, the decision would be up to the coach.
- When a student suffers a sports injury that will affect his or her attendance or classroom performance, relevant faculty members will be notified of the nature of the injury, its potential effects, and possible duration. Faculty should also receive periodic updates if the effects of the injury persist.
- If a student claims to have missed class because of an injury or a doctor’s appointment related to an injury and the faculty member has not been notified from the athletic department, please check with the athletic trainers. Communication among faculty
members and athletic trainers regarding absences that students allege to be for these reasons will help trainers provide appropriate care.

- If faculty observe anything or hear any rumors of activity that just doesn’t seem right, please notify either the VPAA or the Dean of Student Life.
- See the "Concussion Protocol" document available from the Student Life Office for details on the College’s response to students experiencing concussions.

### 3.6 Academic Support Services

#### 3.6.1 Chadwick Library

The mission of Chadwick Library is to support the educational goals of the College by providing collections, series, facilities and staff to meet the needs of the IWC academic community. Library staff members welcome the opportunity to be of service to faculty members and their students.

##### 3.6.1.1 Using Library Services

The librarians provide reference assistance, individual, and group instruction to faculty and students in the use of various electronic and hardcopy resources and the ethical use of information. Please contact the reference librarian (X6318) at least one week prior to the session for scheduling and content requirements. It is helpful for the librarian involved to confer with the professor regarding content and focus of instruction.

##### 3.6.1.2 Facilitating Student Support

At the beginning of each semester, the Library requests that faculty submit a copy of their syllabus. This is helpful for understanding assignment expectations to both Library staff and students. We would be happy to discuss potential assignments with faculty to ensure that the Library has the necessary resources to complete them. Advance knowledge of assignments also improves the ability of our reference librarians to assist students when they come to us for help.

##### 3.6.1.3 Instructional Services

Library staff members welcome the opportunity to be of service to faculty members and their students. We can assist by:

- Creating bibliographies of materials that will help faculty teach your course,
- Assisting faculty with scholarly research,
- Providing in class research presentations to students,
- Providing general Library orientation to faculty and/or your class

Upon request, a librarian will plan sessions on various aspects of Library and information use such as identifying and refining a research topic, scholarly literature vs. popular vs. trade publications in a field, primary vs. secondary sources in a specified discipline, introduction to specific information resources (e.g. Library catalogs or bibliographic databases), evaluating information resources, and the ethics of information use.

##### 3.6.1.4 Instruction In Online Resources

Librarians are also available for assistance incorporating online resources into your course by creating tailored course guides, incorporating Library resources into course websites such as CAMS, a wiki, or the Learning House online platform, recommending research materials for students, and teaching students how to use those resources.
3.6.1.5 Interlibrary Loan Services

Interlibrary Loan is a free service that provides access to materials not available at Chadwick Library through a network of other libraries. Items can be requested while searching the periodical databases and WorldCat found through the Library homepage.

Faculty will be notified by email when the request arrives. Article requests will be sent directly to your email account. All other materials can be picked up at the Circulation Desk. The average time it takes to receive an article is 2 days, but it could be as fast as a few hours or as slow as 2-3 weeks. Items requested through WorldCat take an average of 8 days, but could be as fast as 3 days or as slow as 3 weeks. These speeds depend on the availability of the item and where the item is located. Note that new items are not often available via Interlibrary Loan because many libraries have policies which limit the use of new items to only their patrons. Please take this into consideration when requesting newly published materials. When you are finished using the materials, they should be returned to the Circulation Desk. Library staff will take care of sending the items back.

Interlibrary loan is a free service provided to faculty, staff and students. Costs associated with this service are absorbed by the Library. Please carefully select the number of resources needed.

3.6.1.6 Reserves

Faculty members may have Library materials and/or personal copies placed on reserve for students to use in their coursework. Items will be placed on reserve as soon as possible after they are brought to the Circulation Desk. A form will need to be filled out that details the borrowing time period and privileges. Items can be placed on reserve for 2 hour Library use only, overnight, 3 day, and 7 day checkouts at the discretion of the faculty member. All reserve items will be removed at the end of each semester unless special arrangements are made with the Circulation Associate.

3.6.1.7 Special Collections

The Iowa Wesleyan Special Collections held in the Miller Rare Book Room spans seven centuries with the earliest texts being religious in nature (i.e. Bibles and early philosophy texts). Its primary focus is to provide research opportunities utilizing primary sources documents and early texts The collection includes early American religious texts with an emphasis on Methodism and Quakerism; Civil War texts, manuscripts, and memorabilia; Iowa History, including the Winfield Scott Mayne Collection which is the largest private collection of county histories in the state of Iowa; Gold-stamped Bound Book collection; Books such as art and original print books; James Harlan-Robert Todd Lincoln collections from their private libraries, including Abraham "Jack" Lincoln II school books; and photographs, maps, and manuscripts related to Henry County, Iowa. The collection also includes international art and ephemera collection – gifts from our many international students and sister universities.

There is no charge for doing research at Chadwick Library, but contributions are appreciated and tax deductible. The Special Collections room is open during regular Chadwick Library Hours. We suggest that faculty call in advance to confirm evening and Saturday hours. Upon arrival, faculty will need to present a photo identification and sign in with the librarian in charge. The visitor's ID will be kept at the registration desk until he/she is ready to depart and have returned all materials to the Circulation Desk.
Any materials to be photocopied must be approved by a staff person first, and may be subject to copyright restrictions. Some materials may be restricted from photocopying due to condition of materials. The photocopy machine is located on the main floor of the Library near the circulation desk. No food or drink is allowed in the Special Collections room.

3.6.1.8 Copying Services

A coin-operated photocopy machine is located near the circulation desk. For personal use the charge is 10 cents per page. Faculty members may charge copies for instructional or administrative use by using the by-pass key from the circulation desk and recording the number of copies made under the appropriate College account in the charge book kept on the circulation desk extension. This type of copying is provided at a reduced rate. A color printer is available for printing. A scanner is also available for faculty to use.

3.6.1.9 Using Library Materials

3.6.1.9.1 Recommendations For New Acquisitions

Faculty are invited and encouraged to recommend titles (including periodicals) to be added to the Library’s collection. Depending on the availability and funding, we will make every attempt to accommodate faculty requests for resources. Requests can be submitted via email or campus mail to any of the librarians.

3.6.1.9.2 Circulation Policies For Full And Part-Time Day Faculty

Borrowing Privileges: An Iowa Wesleyan faculty member may borrow materials from any of the Library’s circulating collections. A faculty member may briefly borrow a reference book with the permission of the reference librarians, but periodicals never circulate. Faculty members are responsible for replacement costs for any materials that they borrow and subsequently lend to students, as well as for materials that they themselves lose or cannot locate.

Faculty family members have student/staff borrowing privileges.

Extended Learning faculty have student/staff borrowing privileges.

3.6.1.9.3 ID Cards

All Iowa Wesleyan College faculty members must use their ID cards to check out materials from the Library.

3.6.1.9.4 Due Dates

Full- and part-time day faculty may check out materials from the Main Collection for one semester, renewable for an additional semester. All material must be returned or renewed by the end of the semester. Materials to be renewed at the end of the spring semester must be physically brought to the Library.

Materials from the Curriculum Materials Library and the Youth Literature Collection circulate for one week with one renewal to Iowa Wesleyan patrons only. (Methods instructors may request semester checkout for items in the Curriculum Materials Center.)
3.6.1.9.5 Recalls

Books in the main collections may be recalled for Wesleyan students, faculty, and staff after they have been checked out for two weeks. Books with one week check-out may be recalled after 5 days. Recalls are arranged at the Circulation Desk. Patrons are notified when the book is returned.

3.6.1.9.6 Fines

Faculty members are not charged fines for semester check-out items. However, by May 31 of each academic year, any items neither brought in for renewal nor returned will be presumed lost and will be billed to the faculty member.

Faculty members are subject to fines for recalled items and for items from the Curriculum Materials Center and the Children's Literature Collection.

3.6.1.9.7 Lost And Damaged Materials

Items not returned by the end of each fiscal year will be considered lost as of June 30. Charges will be assessed for current replacement cost and $5.00 processing fee for each item. Any faculty member with $500 or more in lost book charges will have borrowing privileges suspended.

3.6.1.10 Misuse Or Theft Of Library Materials

Materials in Chadwick Library are provided for the use of all members of the campus community. Loss and mutilation of Library materials is a loss to all because most are either impossible or prohibitively expensive to replace. Concealment, theft and mutilation of Library materials are criminal offenses under Iowa law, and failure to return materials for two months after the agreed upon return date is considered evidence of intent to deprive.

In an institution of higher education these offenses may be regarded as an aspect of academic dishonesty. Therefore, cases of theft, concealment, or mutilation of Library materials by students may be dealt with in one or more of the following ways:

- If the materials involved in the offense were to be used for a particular class, the professor of the class may impose an academic penalty per the IWC Honor Code.
- The librarians, the student, or the professor of the class involved each have the right to request a hearing using the Grievance and Complaint Procedure for faculty and staff, or by the Honor Council for students, with the resultant rights of appeal.
- The librarians may choose to turn the case over to local law authorities for prosecution.

3.6.1.11 Using Library Facilities

The Library is a smoke-free building. Beverages with lids, preferably screw-tops, are allowed. Food items may be brought into the building for classroom related projects. Refreshments are also allowed to be served in the International Room and in the Library staff’s conference room/lounge.

Any audio visual equipment required in conjunction with use of the Library’s facilities must be requested through the Media Center (X6366).
All scheduling for the International Room should be done through Student Life (X6256).

3.6.1.12 After Hours Policy

Faculty and staff who have offices and building keys are welcome to use the Library during non-business hours. Both the back and front door must remain locked during non-business hours.

Students may not be in the building during non-business hours. In circumstances where this might be necessary, the International Room may be reserved. The International Room provides a separate entrance and exit as well as restroom facilities.

If it is absolutely necessary to admit others, including students to the Library when it is closed, the Library Director’s office should be notified so that appropriate Library staffing arrangements can be made.

3.6.1.13 Classrooms And Conference Rooms

The lower level classrooms are scheduled by the Registrar in conjunction with the Library and/or Teacher Education offices. Room 215 on the Library main floor is also under the scheduling responsibility of the Registrar.

The third floor conference rooms are scheduled by the Office of Student Life in conjunction with the Library office. The Heising Room is open for group study when not otherwise scheduled. The Mansfield Room is used as a materials repository for College assessment and evaluation materials and can also be scheduled for meetings.

3.6.1.14 The International Room

The International Room was designed as a general reading lounge and is open whenever the Library is open. The room may be closed to general Library use for large campus meetings, such as meetings of the faculty as a whole; regular meetings of the Board of Trustees; cultural and informational programs of the college; classes or seminars scheduled by Extended Learning (primarily during the summer or on weekends); and when reserved to an approved off-campus community group. The room is not available to those scheduling for-profit events or for non-college social events, such as showers, receptions, etc. Exception to the guidelines can be made only by Student Life.

All scheduling of the room is through the Student Life Office. Furniture set-ups must be arranged through the Physical Plant Office.

3.6.1.15 Parking

The faculty parking lot directly behind the Library is designated for those faculty and staff who have offices in the building. Students are not permitted to park in the faculty-staff lot. The lot does not have enough parking to accommodate guest vehicles. Unauthorized vehicles will be ticketed. Guests to the Library as well as students should park in the main Library lot. Overflow parking can be accommodated in the main college lot across from the Howe Activity Center.

3.6.2 IWC And Methodist Archives
The Iowa Wesleyan College Archives contain Iowa Wesleyan College Catalogs; yearbooks; alumni bulletins; alumni directories; information on buildings, presidents, faculty, some alumni, recipients of honorary degrees, student activities and organizations, the Harlan-Lincoln tradition, P.E.O., and photographic materials. Contact iwcarch@iwc.edu for additional information or to make an appointment. IWC College Archive hours are Monday – Thursday from 9am to 1pm. The IWC Archives are closed during the month of July.

3.6.3 Academic Resource Center (“ARC”)

The Academic Resource Center is located in Chadwick Library, 3rd Floor, SW Corner. The purpose of the Academic Resource Center is to provide assistance to students in the development of skills that enhance learning in a liberal arts college. The goal is for students to become independent learners and to not only succeed in their studies, but excel in areas of academic interest. To promote the Life Skills emphasis of the College, the ARC offers academic support services as needed. If an individual conference with the Academic Resource Director is needed, it is best to call for an appointment.

The ARC offers several courses for academic credit: ARC105: College Learning and Reading Efficiency (3 hrs.), ARC200: Introduction to Peer Tutoring (one credit and approval of instructor needed), and ARC201: Advanced Peer Tutoring (one credit and approval of instructor needed), and ARC101: English Language Skills (3 hrs.) and ARC 102: English Language Skills II.

ARC 101 and ARC 102 are designed for students who are Non-Native English speakers. IWC students who are Non-Native English speakers also will be able to obtain additional help with language through meetings arranged with the ARC Director for no credit.

To serve a student with a diagnosed learning disability and make appropriate accommodations within the courses, the ARC Director must have a copy of that student’s IEP (Individualized Educational Plan) or documentation from other appropriate professionals. A letter indicating the accommodations provided to that individual student will go to the professors whose courses in which the student is enrolled. Students, who have a documented learning disability with a designated accommodation(s) of extended time for tests, are allowed the choice to take their tests in the ARC after asking permission of the professor.

Although the ARC does accommodate students who have learning disabilities by allowing them to take tests in the ARC, it is not equipped to be a general testing center. Tests given as accommodations are the only tests that can be administered in the Center.

Education majors must also submit such documentation to the Chair of the Teacher Education Division. Any student desiring assistance should contact the staff in the Academic Resource Center at the Chadwick Library, 3rd Floor, SW Corner (385-6334)

3.6.3.1 Supports Provided By The Academic Resource Center:

1. Tutors (free to IWC Students)
2. Writing Specialist (for help with writing in all courses)
3. Individual help
4. Quiet study area
5. Time management schedule
6. Studying Resources
7. Computer lab for ARC activities only
8. Enrichment books for math, reading, etc.
9. Study skills course/assistance
10. Educational counseling
11. Assistance with documented accommodations
12. Materials to improve reading
13. English language learning skills

3.6.3.2 Tutors/Tutoring Or Review/Study Sessions

The Academic Resource Center encourages all students to seek the help of a tutor in any subject with which they have difficulty. With the help of faculty, the ARC attempts to recruit tutors for all subject areas. To work as a tutor in the ARC, students must have the recommendation of the faculty member who teaches the course being tutored, have received a grade of at least "B" in the course, and have a minimum cumulative grade point average of 3.0. Depending on the situation, tutors can be compensated through work study or campus employment.

Individuals or pairs of students who plan to study or work together quietly on an academic subject may use the ARC if space is available. The ARC is not equipped to provide monitoring of study tables. Staff members have the responsibility of maintaining an appropriate atmosphere for tutoring and quiet study and will ask students who are not abiding by that premise to leave the ARC.

3.6.4 Career Services

The Career Services Center helps students answer the key questions involved in the career decision-making process.

The first step is assessment. A number of "tools" are available to students including John Holland's Self-Directed Search and numerous online assessments. These assessment tools, in combination with individual career counseling appointments, help students evaluate their interests, skills and values.

Another step in the career decision-making process is research. The Career Services Center can help students research and explore careers by arranging a job shadow, lining up an informational interview, providing information through print and internet resources and informing students about career fairs and networking contacts.

Additionally, the Career Services Center helps students with the action steps necessary to achieve their career goals. Employment information is available for professional, part-time and summer job opportunities. Classroom presentations may be scheduled on resume and cover letter writing, the job search process, interviewing and professional workplace conduct. Information is also provided on career fairs and interview days.

Students intending to enter graduate school can also be assisted by the Career Services Center. Test information is available on the GRE, MCAT, LSAT and GMAT. Assistance is also provided in planning for graduate school and guiding students through the application process.

Students who may be struggling with their career choice, talking of changing their major or feeling overwhelmed by the job search process or acceptance to graduate school may be referred to the Career Services Center for assistance.

3.7 Information Technology Services

3.7.1 Information Technology User Agreement

The following is the “Information Technology User Agreement” applicable to all students, faculty, and staff:
Using the informational technology resources of the College is a privilege and is provided to students, faculty and staff to enhance teaching and learning and for class assignments, academic research, professional / personal advancement, and administrative and instructional support.

Informational technology resources include, but are not limited to, user accounts, email accounts, printing and network and Internet access.

All data on the campus network, computers and servers belong to Iowa Wesleyan College. To maintain the integrity of this data, network traffic will be monitored regularly. Any attempt to compromise the integrity of the data or any unacceptable use of technological resources could result in revocation of the user’s accounts and/or disciplinary and legal action. In the event of a criminal investigation, the institution will comply fully with legal authorities.

Users will be held accountable for their activities and should not engage in unacceptable user practices which include, but are not limited to, the following:

- Sharing log in ID and/or password
- Accessing computer files not belonging to them
- Viewing pornographic or offensive content
- Sending harassing messages
- Copying or transferring computer software which constitutes software piracy
- Propagating a computer virus
- Installing software that could compromise existing systems
- Violating copyright laws
- Installing any networking devices
- Tampering with any network equipment
- Using resources for commercial or financial gain
- Using resources for any illegal purpose

### 3.7.2 ITS Services For Faculty

#### 3.7.2.1 Faculty Identification Cards

All Faculty members can obtain identification cards through the Office of Information Technology Services. The cards may be required for admission to certain College events, Bookstore discounts, Library services and possibly money for meals put on the card for Sodexo as well as possible discounts at local businesses.

#### 3.7.2.2 Test And Survey Scanning Forms

A package of forms may be obtained through the Information Technology Services department with costs charged to division budgets. The scanner is located in the ITS office. For additional information regarding the scanning forms and scanner, please contact the ITS office.

**NOTE:** Students must use pencil and pencil only to fill in the ovals in order for the results to be read by the scanner. Incorrectly completed forms may be returned to the instructor unscored.

#### 3.7.2.3 Faculty Course Evaluations

Faculty and course evaluations will be completed by the students near the end of each semester. Faculty members are responsible for requesting evaluation forms for their own classes from the ITS office.

When administering the course and faculty evaluations, the faculty member is to:
1. Explain the marking processes and requirements on the form per the instructions received from ITS.
2. Designate a student to collect the evaluations and seal the completed evaluation forms in the provided envelope.
3. Direct the student where to deliver the envelope (either directly to ITS or the mailroom, or to another faculty or staff member who is then to transmit the envelope to ITS). At no point should the instructor of a course see the completed course or instructor evaluation forms for his/her own course.
4. Leave the room while students complete the evaluations.

The evaluations are scanned by the ITS office and results are sent to the Vice President of Academic Affairs, who reviews them and distributes results to individual faculty members and to their division chairs.

3.7.2.4 Work Order Procedure

Please submit a work order by going to workorders.iwc.edu for any issues with your computer, printer, software, network or campus telephone.

3.8 Marketing And Public Relations

The Iowa Wesleyan College Office of Marketing and Communications oversees the College’s strategic communications and marketing strategies. Staff members use a College-wide integrated approach to define, articulate and present the College’s brand and market position.

The Marketing and Communications staff is responsible for developing and supporting the Iowa Wesleyan brand by ensuring that the College speaks with one voice and presents a consistent image through its identity elements and messaging strategies. They plan and implement communication and marketing strategies, maintain the College website and social media efforts, produce printed materials and provide communications and marketing support services for individuals, programs and departments across campus.

This work is accomplished through a number of marketing and communications vehicles.

- **Marketing** – Lead the institutional marketing efforts, identify marketing priorities, uphold standards to fulfill marketing objectives. Provide professional resources to campus programs and initiatives to ensure quality, consistent, professional marketing of all Iowa Wesleyan events, services and activities.
- **Publications** – Provide professional publication design services for all campus constituencies. This includes concept development, graphic design, writing, photography, print management and direct mail services. Produce College brochures, posters, programs, invitations and other materials designed to carry the Iowa Wesleyan College message primarily to off-campus audiences.
- **Website** – Design, oversight and management of the Iowa Wesleyan College website to adhere to highest standards of web marketing. Provide training and support for campus content providers and editors, develop forms, images and videos for the site, maintain website standards and work with outside sources to ensure security and quality of the site.
- **Media relations** – Serve as the key point of contact between the College and news media. Respond to media inquiries, provide College information for publication and distribution by local, regional and specialty media, encourage coverage of college events and activities by reporters and photographers.
- **Publicity** – Promote Iowa Wesleyan College events, accomplishments and news through non-media outlets including websites, community calendars, publications and other venues.
- **Social media** – Maintain the official College presence on Facebook, Twitter, LinkedIn, YouTube and other social media sites.
• **Brand identity** – Maintain College brand identity through the use of approved College logos, colors and other branding images and messages.

• **Advertising** – Create and place College advertising to support institutional marketing objectives

• **Photography** – Serve as the College’s photographers, maintain campus photo library, cover campus events and coordinate professional photography shoots.

• **Purple and White** – Produce the College alumni magazine three times a year. Develop all content, design and manage printing.

• **Athletics Marketing** – Work closely with Athletic Director, Sports Information Director and athletics staff to position and promote the IWC athletics brand.

The Iowa Wesleyan College Office of Marketing and Communications provides support and services to faculty, staff, departments, programs and student organizations. The Office works with each campus constituency to help complete their projects and meet their needs while fulfilling institutional objectives.

All planning, strategy development, writing, photography and design completed by the Iowa Wesleyan Marketing and Communications staff is provided at no cost to campus personnel and programs. Printing, postage and mail house charges are billed directly to the office or program at cost. Bids from multiple vendors will be provided for large jobs. If outside sources are needed for writing, design or photography, freelance or contract resources may be acquired. These services will be billed directly to the requesting office or program at cost. Prices for these services will be provided in advance. Advertising placement expenses are billed directly to the department or program at cost.

Requests for projects can be emailed, phoned in or brought to the Office of Marketing and Communications. The Office will work with the client to set up a schedule, define needed information and identify project objectives.

Compiling complete information, identifying needs and establishing a budget in advance will assist them in efficiently completing all projects. The earlier a project is submitted to the Office, the sooner it can be placed on the Office’s project calendars. Project timelines vary from a week to several months depending on the project size and complexity.

• **News releases:** Please send event information, any available publicity photos, contact information and other links or resources to the Marketing and Communications Office as far in advance of an event as possible. This allows the Office greater opportunity for publicity by utilizing media and PR strategies with longer deadlines (for instance, some publications come out just once a month).

• **Publications:** Send or bring publications request to the Office. The more information provided about the use of the piece, its audience and objectives, the better job the staff can do. Please bring any copy or text, photos, and specifics on quantity and budget that are available. There is no copy center at Iowa Wesleyan College; the Marketing and Communications Office can help the client identify the most cost effective options for large quantity copies and printing.

• **Website requests:** The Iowa Wesleyan College website utilizes a content management system that allows numerous campus personnel to serve as content writers and editors for their section of the site. Basic content and edits should be submitted to the designated individual in your program area. For forms, videos or other specialized requests, or if trouble-shooting or additional training is needed, please contact the Website Manager.

3.9 **Media Center**

The Media Center is located on the first floor of Hershey Hall, room 204. The office is open Monday through Friday, 8:00 a.m. to 11:30 a.m. and Tuesday and Thursday from 1:00 p.m. to 3:00 p.m.

The Media Center provides hardware equipment for campus classes, students, faculty and staff members. Hardware materials include overhead projectors, opaque projectors, video and DVD players,
public address systems, screens and LCD projectors. Additionally, the Media Center has archival audio-visual equipment such as 16mm projectors, carousel slide projectors and cassette recorders available as necessary.

Services offered by the Media Center include laminating services, transparency production, videotaping services, DVD duplication, videotape duplication and conversion, hardware equipment maintenance, and audio and video technical services.

Each division is billed on a monthly basis for the cost of any materials purchased through the Media Center, (i.e. blank DVDs, cassettes, laminating film, batteries, etc.).

The Media Center also provides audio visual support for non-academic, non-College related businesses and organizations which use College facilities. Reservations for use of College facilities and services, including Media Center requests, should be made through the Student Life office (385-6256). Charges for materials and services for these groups will be made through the Iowa Wesleyan College business office.
Section IV  The Faculty Of Iowa Wesleyan College

4.0.1  The Constitution Of The Faculty Of Iowa Wesleyan College

Article I: Name And Relationship To The College

The name of this organization shall be the Faculty of Iowa Wesleyan College. It shall be an approved governance body of the College. The Faculty holds its organization through the Board of Trustees’ approval of this Constitution and By Laws.

Article II: Membership

The members of the Faculty shall consist of the President, the Vice President for Academic Affairs, the Associate Vice President and Dean of Extended Learning, the Registrar, the Director of Field Experience, Librarians with academic rank and all persons holding faculty contracts with rank of Professor, Associate Professor, Assistant Professor or Instructor.

Article III: Purpose

The Constitution of the Faculty of Iowa Wesleyan College offers a structure through which the Faculty of Iowa Wesleyan College can initiate actions for Faculty and administrative or Board of Trustees approval, as directed by the By Laws of the Board of Trustees and Faculty, on matters of academic policies and procedures, curriculum, faculty development, academic standards, general faculty welfare and contractual personnel issues.

Article IV: By Laws Of The Faculty

The Faculty shall establish such laws as it deems necessary to conduct its business. These By Laws may not conflict with this Constitution. No amendment to such By Laws may change this Constitution without express approval of the Board of Trustees.

Article V: Governance Structures Of The Faculty

The Faculty shall operate through an Executive Committee as outlined in the By Laws of the Faculty of Iowa Wesleyan College. The Executive Committee may request a meeting of the Faculty as a whole to be conducted in accordance with the By Laws. Such a meeting has the effect of being able to express the position of the Faculty on issues before it.

The Faculty shall have the power through its By Laws to appoint and structure standing and ad hoc committees of the Faculty and to appoint members of the Faculty through procedures in its By Laws to administrative/institutional committees as requested by the President.

Article VI: Meetings

Meetings of the Faculty and the Executive Committee or other standing committees shall be provided for in the By Laws of the Faculty.

Article VII: Ratification And Amendment
This Constitution shall be considered ratified when approved for the first time by a simple majority of the Faculty and for the second time, after an interval of at least two weeks, by a majority of sixty percent of the Faculty, and by the Board of Trustees.

The Constitution may be amended through proposals submitted to the Chair of the Faculty and approved for the first time by a simple majority of the Faculty and for the second time, after an interval of at least three weeks, by a majority of sixty percent of the Faculty, and the Board of Trustees.

4.0.2 The By Laws Of The Faculty Of Iowa Wesleyan College

4.0.2.1 Membership And Voting

The membership of the Faculty shall be as defined in Article II of the Constitution of the Faculty. Membership shall entitle a member of the Faculty to a vote.

Administrative officers not so designated as members of the Faculty in Article II of the Constitution and per course part time faculty may have voice in the meetings of the Faculty but not vote, except as provided for under duties of the Executive Committee. They may in the case of administrators be asked to serve on Faculty Committees and have a vote on the respective committee(s) to which they are assigned either by these By Laws or other methods.

Visiting Professors or Artists in Residence shall be considered full or pro rata part time members of the faculty with membership and vote during the life of their specific term appointment.

Professors Emeriti or Professors Alumni (ae), shall have voice but not vote in the Faculty should they choose to attend meetings.

4.0.2.2 Conduct Of Business

Section I. Meetings

There shall be general and special meetings of the Faculty under the following procedures.

a) The Faculty shall be convened in a meeting of the whole at least once each semester. The presiding officer of such meetings shall be the Chair of the Faculty.

b) Special meetings of the Faculty shall be called by the Chair of the Faculty, the Executive Committee, or by the President or his/her designated representative. The Chair of the Faculty shall call a special meeting at the written request of ten members of the Faculty. At least 24 hours must elapse between the call of the special meeting and the convening of the meeting. The Chair of the Faculty or his/her designated representative shall preside at all such special meetings.

c) Faculty Forums. Faculty Forums are meetings open to all teaching faculty—i.e., those whose primary duty is classroom teaching, and with invitation from Chair to others who may not have full-time teaching status. Any five faculty members may call a Faculty Forum (by submitting the request to the Faculty Chair) to discuss issues of concern to them, e.g., curricular issues, faculty research, pedagogy, other college-wide issues, etc. Once the five requests are made, the Chair of
the Faculty will announce the meeting—usually via email—allowing for at least 24 hours’ notice prior to the meeting. The meetings are to be held in a room on campus sufficiently large to accommodate all teaching faculty.

As part of the request, one faculty member must be designated as residing Chair of the meeting. Minutes are not taken, and no official records are kept, but the participants at each meeting may vote (with at least 60% agreeing) to take notes and to submit them to the faculty as a whole.

Any decisions, plans, or statements made in Faculty Forums regarding Iowa Wesleyan policies, curriculum, or other official College matters are non-binding.

Section 2. Parliamentary Procedure

The parliamentary authority for this Faculty shall be Sturgis’ Standard Code of Parliamentary Procedure.

Section 3. New Business

A member of the Faculty may bring any item of new business before the Faculty at any of its meetings.

Section 4. Quorum

A quorum of at least 50 percent of the respective memberships shall be required for meetings of the Faculty and for Committees of the Faculty. Expected August Graduates will be approved at the last regularly scheduled faculty meeting of the academic year.

4.0.2.3 Officers Of The Faculty

Section 1. Chair of the Faculty

a) The presiding officer of the Faculty Executive Committee and meetings of the Faculty shall be the Chair of the Faculty.

b) The Chair of the Faculty shall serve for a two-year term. In the final year of such a term, an election shall occur at the last regularly scheduled spring meeting of the Faculty. Nomination of two or more candidates, provided for by the Executive Committee, shall be presented to the Faculty at least two weeks prior to the election. Service as Chair of the Faculty is not restricted by number of terms in office, but the Chair may not serve more than two consecutive terms. He/She shall, at the time of election, hold the rank of Professor or Associate Professor with tenure, shall hold a full time faculty contract and shall have had at least three years of service on the Iowa Wesleyan College Faculty.

c) Election of the Chair shall require a simple majority of members of the Faculty present. The election shall be conducted by written ballot. The Chair shall assume the office at the end of the Faculty Meeting.
d) The Chair, by direction of the Executive Committee of the Faculty and in consultation with the President or his/her designee shall prepare the agenda for all meetings of the Faculty.

e) The Chair is a voting member of the Board of Trustees under the By Laws of the Board of Trustees.

f) If the Chair is unable to represent the faculty in a designated Chair role, the Faculty Executive Committee will appoint a member of FEC to fill the position temporarily or, if necessary, until the April Faculty meeting when a new Chair will be elected.

g) Impeachment procedures against the Chair of the Faculty

Should there be any reason to consider removing the Chair of the Faculty from office, the following procedures shall be followed:

A petition bearing the names of no less than ten of the voting members of the Faculty as defined in Article II shall be submitted to the Committee on Professional Grievance and Complaints; said petition shall call for a review of the facts relative to the possible impeachment of the Chair of the Faculty.

The Committee on Professional Grievances and Complaints shall investigate and review the facts to consider whether or not a special meeting of the Faculty is advisable. If evidence is presented which threatens the welfare of the Faculty, the Committee on Professional Grievances and Complaints shall call for a meeting of the Faculty at which time the evidence shall be presented and discussed. The Faculty member of the Committee on Professional Grievances and complaints with the longest tenure at Iowa Wesleyan College shall convene this meeting of the Faculty. The Chair of the Faculty may be present to defend his/her case.

At the end of the meeting a vote shall be taken. Removal from office shall require a two-thirds vote of the Faculty. The removal, if voted, shall take effect immediately.

For the purpose of electing a replacement for Faculty Chair, the Faculty member on the Standing Committee on Grievances and Complaints with the longest tenure at Iowa Wesleyan College shall reconvene the Faculty no sooner than one week after the resignation or removal from office of the previous Chair of the Faculty. Such chair elected shall serve out the term of the removed chair, and will then be eligible to serve a subsequent full term.

Section 2. The Secretary Of The Faculty

The Secretary of the Faculty shall be named by the Chair of the Faculty.

Section 3. Parliamentarian

The Parliamentarian shall be named by the Chair of the Faculty and is an ex officio member of the Executive Committee without vote.

4.0.2.4 The Executive Committee
a) The Executive Committee shall consist of the Chair of the Faculty, the Vice President for Academic Affairs, and four Faculty elected at large for staggered terms of four years.

b) Members of the Executive Committee elected by the Faculty shall serve staggered four-year terms. Election shall take place no later than the last faculty meeting of the academic year with no more than two members elected to a full term each year. New members shall assume office at the conclusion of the meeting.

c) The Executive Committee members must have served a minimum of two years as full-time members of the Iowa Wesleyan College Faculty prior to election.

d) Duties of the Executive Committee are as follows:

i) to nominate or appoint all Faculty members for Committees of the Faculty; to provide for the nomination of candidates for the position of Faculty Chair;

ii) to ratify all policies and non-routine actions of all Committees of the Faculty;

iii) to receive and review reports and requests from all Committees of the Faculty

iv) to approve all items for the agenda of Faculty meetings and to set meeting dates of the faculty;

v) to call extra meetings of the Faculty as needed or requested by petition;

vi) to participate, on request of the Faculty Chair, in the preparation of the report of the Faculty Chair to the Committee on Education of the Board of Trustees;

vii) to grant voting privileges and membership on Committees of the Faculty to selected part-time teaching Faculty;

viii) to act for the Faculty in faculty or academic matters not reserved to the Faculty as a whole, Committees of the Faculty, or the administration;

ix) to act as an oversight committee for the Faculty Handbook and to be a point of reference for Faculty members who wish to question or understand specific items of Section II of the Faculty Handbook or who need information on other sections of that document and are unable to get a response from the proper administrator; and

x) to act as evaluators of the Faculty Standing Committee System on a periodic basis and recommend changes in committee structure, status and related matters.

4.0.2.5 Standing Committees Of The Faculty: General Procedures

a) The policy developing function is constituted in the standing committees of the Faculty, the Executive Committee and the Faculty acting as a whole. Policies shall originate in the actions of a Committee of the Faculty and shall be completed upon approval for the agenda by the Faculty Executive Committee followed by action of the Faculty as a whole. Such policies in reserved areas become effective when approved by the President or his/her designee or by the Board of Trustees under its Constitution and By Laws.
b) Committee members shall serve staggered two year terms and may serve consecutive terms unless otherwise specified in these By Laws.

c) A vacancy will be filled by the appointing agency to complete an unexpired term.

d) Each standing Committee is granted authority to establish policies and to take actions, subject to limitations stated below, within the scope granted to it by the Faculty Constitution and By Laws, and to make recommendations to other Committees or groups of the Faculty and administration.

e) Approval by a majority of Committee members present is required to pass Committee policy recommendations, except that a majority vote of the members of the Committee on Curriculum will be required on all actions resulting in curricular change and of the membership of the Executive Committee when it approves items for the agenda for Faculty meetings or when it acts in the name of the Faculty.

f) Duties of the Committees of the Faculty include, but are not limited to, those listed under the Committees of the Faculty as needed for executing their Committee responsibilities.

g) All policies and non-routine actions approved by a Committee of the Faculty shall be forwarded to the Executive Committee for review and action. The Executive Committee may decide, upon receiving notice of such actions by a Committee, to:

i) return the legislation to the Committee for further consideration; or

ii) approve the legislation for the Faculty agenda and submit it to the Faculty as a whole for action at a meeting of the Faculty,

h) The Executive Committee is empowered to act in the name of the Faculty in ratifying Committee proposed policies and non-routine actions which are not reserved to the Faculty as a whole nor to the Board of Trustees. This ratification shall complete the policy formulation process and shall stand until and unless rescinded below by a vote of the Faculty as a whole.

i) Executive Committee ratification of such actions or policies shall be included in a written report by the Executive Committee to the Faculty and shall be circulated to the Faculty within seven calendar days of the ratification. A minority opinion may also be appended.

j) A request that the Faculty overturn action by the Executive Committee, may be offered during the meeting of the Faculty which immediately follows the publication of the action by the Executive Committee. Support by a majority of the members of the Faculty present at this meeting shall be necessary to adopt the motion to rescind. Nothing in this section shall preclude a request for information or explanation of an Executive Committee action.

k) Any Committee of the Faculty may request confirmation by the Faculty, at a meeting of the Faculty, of its policy or non-routine action. Such a request would be made to and approved by the Executive Committee.

l) The President is an ex-officio non-voting member of all Faculty committees except the Committee on Faculty Evaluation, Rank and Tenure. The Vice
President for Academic Affairs shall be a non-voting member of the Committee on Evaluation, Rank and Tenure and shall be a voting member of the Executive Committee, the Committee on Academic Standards and Review, the Committee on Curriculum, and the Committee on Faculty Development, and the Committee on Assessment.

m) Students may be selected annually by the Representative Student Government of Iowa Wesleyan College to be voting members of selected committees as provided in these By Laws.

n) Administrative/Institutional committees shall, unless otherwise constituted in this Handbook have a majority of Faculty members on these committees when academic policy matters are a major component of the work of such a committee in the judgment of the Executive Committee of the Faculty after consultation with the President.

4.0.2.5.1 Process For Curricular Change

Committees which deal with curricular change are the Committee on Curriculum, the Executive Committee of the Faculty, and where appropriate, the Committee on Teacher Education.

a) Major redirection of the curriculum

These types of changes may be proposed in the ongoing development and maintenance of academic planning or due to financial exigency.

i) Proposals for these types of changes must be directed to Committee on Curriculum and may originate from: the Administration through the Vice President for Academic Affairs, a Division, a faculty committee, and/or the Academic Council.

ii) During consideration of such proposals, the Committee on Curriculum shall:

   a) request that the Executive Committee of the Faculty schedule one or more Faculty Forums in order to provide reports to and seek counsel from

      1) their respective Divisions and
      2) the Executive Committee of the Faculty through the Faculty Chair who sits with the Council and acts as faculty liaison with the Board of Trustees; and,

   b) provide information and encourage discussion of the changes under consideration.

iii) After appropriate study and consultation has been completed, the Committee on Curriculum shall submit the proposed changes to the Administration for a statement of support;

iv) The Committee on Curriculum will then submit the proposed changes to the Executive Committee for its review and placement on the agenda of a full meeting of the Faculty for vote.

b) Other curricular changes.
i) Proposals for curricular change shall come from Faculty members through their respective divisions and from members of the Administration through the Vice President for Academic Affairs.

ii) Legislative process for change.

Approval of all non-editorial changes in courses, majors, and program area requirements must be voted on by the members of the Division involved. Such approved changes must be forwarded in appropriate written form to: the Committee Curriculum, the Committee on Teacher Education (if the proposal affects requirements for teacher education programs), and then to the Executive Committee of the Faculty.

iii) Final disposition of curriculum proposals.

   a) Upon approval by the Faculty as a whole, the action will be published as approved.
   b) Request for reconsideration by the Faculty may be made through the provisions of Sections 4.0.2.5.2 j. k.
   c) See also Section 1.8 Governance. General Principles. (Paragraph 2, “The power of review or final decision in these areas is lodged in the Board of Trustees or delegated by it to the President.”)

4.0.2.5.2 The Committee On Curriculum

The Committee on Curriculum will consist of the members of the Academic Council, e.g. the Vice President for Academic Affairs, the Assistant Dean for Wesleyan Studies, the Division Chairs, the Faculty Chair, the Associate Vice President and Dean of Extended Learning, the Vice President and Dean for Student Life, the Associate Vice President and Chief Information Officer, Assistant Dean of Academic Resources/Library Director, the Registrar and one (1) student appointed by the Representative Student Government of Iowa Wesleyan College. The Chair of the Committee on Curriculum will be elected each year from among the Division Chairs and will vote as representative of his/her Division as well as serve as Chair.

The duties of this Committee are as follows:

   a) to recommend changes in the educational mission and objectives of the College, to develop and maintain academic planning for the College in light of changes in society, higher education, the faculty and the student body composition; and to recommend academic priorities in light of the educational aims and objectives of Iowa Wesleyan College.

   b) to recommend College-wide degree requirements through the Committee procedures in 4.0.2.5 Standing Committees Of The Faculty: General Procedure;

   c) to evaluate and make recommendations on a cyclical basis as to the quality and status of academic programs within the respective divisions;

   d) to establish guidelines and procedures for granting academic credit for courses, whether permanent or experimental;
e) to recommend policy and procedure in respect to the general education requirements of the College through the Committee procedures in 4.0.2.5 Standing Committees Of The Faculty: General Procedures;

f) to review and recommend action on all new curriculum proposals, including courses, programs and majors which are proposed by one or more of the divisions through the Committee procedures above; and to recommend action on any course established by the Vice President for Academic Affairs in response to new market demands;

g) to review credit-bearing cooperative programs with other institutions;

h) to act as an advisory group to the Executive Committee of the Faculty for the evaluation of academic organization and procedures;

i) to designate members of the Faculty in consultation with the Vice President for Academic Affairs, to supervise and co-ordinate graduate study opportunities which involve multiple disciplines (e.g., Rhodes, Truman, and Woodrow Wilson scholarships);

j) to recommend means of improving the intellectual climate and learning environment on campus; and

k) to initiate action necessary to fulfill its duties and responsibilities.

4.0.2.5.3 The Committee On Assessment

The Committee on Assessment will consist of the Vice President for Academic Affairs, the Associate Vice President and Dean of Extended Learning, the Vice President and Dean for Student Life, the Assistant Dean for Wesleyan Studies, the Director of Service Learning, the Director of Field Experience, the Director of Career Services, Assistant Dean of Academic Resources/Library Director, divisional faculty representatives, and one (1) student nominated by the Committee on Assessment and approved by the Representative Student Government.

Divisional faculty representatives will be appointed by the Executive Committee with the approval of the Vice President for Academic Affairs. Each division shall be represented. The faculty terms will be for three years with two replaced each year.

The chair of the Committee on Assessment will be a faculty member, who is appointed by the Vice President for Academic Affairs, in consultation with the President.

The duties of this Committee are as follows:

a) Direct the academic assessment process;

b) Integrate the assessment standards of the Higher Learning Commission of the North Central Association with the Iowa Wesleyan College assessment program;

c) Establish an Assessment Calendar;
d) Conduct assessment of student learning within the Wesleyan Studies curriculum and the Life Skills;

e) Serve as a resource for assessment activities of the major academic programs;

f) Use the assessment findings for program planning;

g) Integrate assessment findings with strategic planning;

h) Link the assessment process with the budget process; and

i) Maintain documentation of the academic assessment activity.

4.0.2.5.4 The Committee On Academic Standards And Review

The Committee on Academic Standards and Review shall consist of four (4) members of the Faculty appointed by the Executive Committee, the Registrar, the Vice President for Academic Affairs, and the Vice President and Dean for Student Life.

The Chair shall be a member of the Faculty on the Committee elected annually by the Committee.

The duties of this Committee are as follows:

a) to review and make recommendations on policies regarding academic standards and retention, probation, dismissal, and readmission of students;

b) to recommend policies with respect to academic regulations and standards for credit by examination and for credit for experiential learning;

c) to approve or reject individual student's petitions for special consideration or exceptions to established academic rules concerning academic standards, Service Learning, retention, probation, dismissal, and readmission;

d) to establish a representative panel of Committee members, at appropriate times, to hear appeals cases involving academic dishonesty or grade unfairness;

e) to review and make recommendations concerning the maintenance of a sound system of academic advising;

f) to review and make recommendations to the appropriate office concerning the maintenance of a sound record system;

g) to review and make recommendations to the appropriate offices concerning the orientation of new and transfer students;

h) to review and evaluate annually procedures for transcript evaluation, credit by examination, and credit for experiential learning; and
i) to initiate action necessary to fulfill its duties and responsibilities.

4.0.2.5.5 The Committee On Teacher Education

The Committee on Teacher Education shall consist of a representative of each Division appointed by the Executive Committee, the full time faculty in Teacher Education, and two (2) students, who may not be seniors participating in the Professional Semester, appointed by the Representative Student Government of Iowa Wesleyan College. The Head of Teacher Education shall act as Executive Secretary; the Registrar and Director of Career Services shall be consulting members. The Chair shall be a Faculty member of the Committee elected annually by the Committee. Divisions having no teacher education programs may request exemption from service on this committee.

The duties of this Committee are as follows:

a) to recommend to the Faculty programs and procedures for offering of courses, the specification of requirements and the procedures for administration of the Teacher Education function of the College;

b) to consider petitions for admission to the Teacher Education program, for entrance into the Professional Semester, and any exceptions pertaining to the certification of teachers; and

c) to monitor for the Faculty the program of Teacher Education.

4.0.2.5.6 The Committee On Athletics

NOTE: This Section is under review as the College continues its transition to become a member of the NCAA.

The Committee of Athletics shall consist of four (4) members of the Faculty appointed by the Executive Committee and two (2) students appointed by the Representative Student Government of Iowa Wesleyan College. The Director of Athletics shall also be a member of the Committee and shall act as Executive Secretary. Members of the Physical Education faculty and members of the coaching staff may serve on the Committee on Athletics in a consultative capacity.

The Chair shall be a member of the Faculty on the Committee elected annually by the Committee.

The duties of the Committee are as follows:

a) to review and make recommendations to the Vice President for Academic Affairs and to the Vice President and Dean of Student Life concerning all athletic activities including intercollegiate, intramurals, and club sports;

b) to set policy guidelines for the Athletic Director and coaches in the construction of intercollegiate athletic schedules;

c) to review and approve these schedules in conformity with College policy and the policies of conferences and associations of which the College is a member;
d) to approve all intercollegiate athletic awards upon the recommendations of the appropriate coaches and upon the fulfillment of requirements set by the committee;

e) to consider any appeals expressing dissatisfaction or misunderstanding of these awards;

f) to serve as a clearing house for suggestions or complaints regarding the athletic program when presented in written form by an individual or representative group;

g) to determine the policies for the administration of a system of permanent records of all athletic participation for both teams and individuals in liaison with the Athletic Director;

h) to issue annually, or cause to be issued, a statement of the current athletic rules and regulations to individuals responsible for their administration;

i) to review the policies and make recommendations to the Athletic Director regarding use of athletic facilities; and

j) to establish rules of eligibility for athletics, club sports and intramurals in conformity with College policy and the policies of conferences and associations of which the College is a member.

4.0.2.5.7 The Committee On Faculty Development

The Committee on Faculty Development shall consist of four (4) members of the Faculty, appointed by the Executive Committee, and the Vice President for Academic Affairs.

The Chair shall be a member of the Faculty and shall be elected annually by the Committee:

The duties of this Committee are as follows:

a) to provide a range of Faculty development services to individual Faculty members, to academic divisions, and to committees of the Faculty;

b) to develop and implement an on-going Faculty development program, including training sessions, consultative services and other appropriate activities;

c) to assist the Faculty to develop additional professional competencies;

d) to oversee projects which are designed to promote collegiality and cooperative efforts, such as Faculty lecture series and general faculty social activities;

e) to assemble and encourage Faculty use of current materials and research relative to instructional methodology and other materials related to Faculty development;
f) to recommend institutional changes which are supportive of Faculty
development or which are necessitated by Faculty development;

g) to establish guidelines governing grants for Faculty development,
research and travel;

h) to allocate, in consultation with the Vice President for Academic Affairs,
both restricted and unrestricted funds related to Faculty development,
research and travel;

i) to develop and implement procedures for, and make professional
development recommendations regarding, sabbaticals or other leaves or
grants; and

j) to initiate whatever action is necessary to fulfill its duties and
responsible.

4.0.2.5.8 The Committee On Evaluation, Rank And Tenure

The Committee on Evaluation, Rank and Tenure shall consist of five (5)
members of the tenured Faculty and the Vice President for Academic Affairs who
shall be a non-voting member. All Faculty members of the Committee must have
the rank of Associate Professor or of Professor at the time of their election. They
shall be elected to staggered three-year terms. Committee members may not
serve more than two (2) consecutive terms and may not serve again for one full
term. The Chair shall be elected annually by the Committee.

The Vice President for Academic Affairs shall be excused from meetings of the
Committee which are called for the purpose of voting.

The duties of this Committee are as follows:

a) to collect and coordinate the evaluations of members of the Faculty from
all sources in order to maintain an adequate evaluation system as called
for in Section 2.5 Evaluation Of Faculty of this Handbook;

b) to recommend policies and procedures in respect to evaluation so that
the definitions, criteria, standards, evidence and process of Sections 2.5
Evaluation of Faculty, 2.6 Evaluation For Tenure, 2.7 Policy And
Procedure For Tenure of this Handbook may be met;

c) to review the several evaluations of members of the Faculty who are
under consideration for probationary retention, promotion in rank, or the
granting of tenure;

d) to submit a report to the Vice President for Academic Affairs which
contains evaluations of the persons under consideration for promotion or
tenure and recommendations on each case. Each Faculty member being
reviewed shall receive from the Committee a report of the Committee's
recommendation;

e) to provide for conducting periodic, developmental reviews of senior
Faculty; the report of such reviews shall be submitted to the Faculty
member being reviewed and to the Vice President for Academic Affairs; and
f) to initiate action necessary to fulfill its duties and responsibilities.

4.0.2.5.8.1 Additional Policies

a) Faculty appointed to the Committee shall sign a statement of confidentiality before engaging in any personnel-oriented business of the Committee. (See Section 2.7.3 Confidentiality.)

b) It is incumbent upon each member of the Committee to review and evaluate the portfolio of a candidate for tenure or promotion.

c) Voting on the final recommendation of an application shall be through a secret ballot, in which a simple majority shall determine the outcome. The VPAA is excused from meetings of the Committee that are called for the purpose of voting. The secret ballot shall occur with all committee members present. The ballots shall be:

- counted before all members of the Committee;
- stored within the Evaluation File maintained by the VPAA; and
- destroyed by the VPAA in the presence of the chair of ERT if the candidate does not contest the decision. If there is a contest, the ballots shall be maintained until the issue is resolved, whereupon the VPAA destroys the ballots in the presence of the chair of ERT.

d) Should a candidate’s Division Chair or mentor serve on the Committee when the candidate’s portfolio is being evaluated, that individual shall recuse him/herself from deliberation and votes involving the candidate.

e) If a Committee member is elected to the position of Faculty Chair, that individual shall resign from the Committee immediately. A special election shall be held as soon as possible to fill the remaining time of the vacated position.

4.0.2.5.9 The Committee On Forum

The Committee on Forum shall consist of four (4) members of the faculty and one (1) non-faculty staff person (one of whom shall serve as executive secretary) appointed annually by the Executive Committee and one (1) student appointed by the Student Government. The Chair, elected annually by the Committee, shall be a member of the Faculty on the Committee.

The duties of the Committee shall be to select and schedule all events for the Fall and Spring Forum series, and to provide for hospitality for program personnel, publicity for Forum events, and staging arrangements.

4.0.2.6 Amendments To By Laws Of The Faculty Of Iowa Wesleyan College

These By Laws may be amended through proposals submitted to the Chair of the Faculty and approved for the first time by a simple majority of the Faculty present at a meeting of the Faculty as a whole and for the second time, after interval of at least two weeks, by a majority of sixty per cent of the Faculty present at a meeting of the Faculty as a whole.
The President may request the Board of Trustees to review a By Law change for its Constitutional effect.

4.0.2.7 Phase-In Procedures To New By Laws

a) For Committees with two-year terms, half the membership will be selected each year; for committees with three or four year terms, approximately one-third or one-fourth of the membership will be selected annually, respectively.

b) The Executive Committee will develop specific implementation procedures in all cases where adaptation is necessary.

4.0.3 Representative Student Government Of Iowa Wesleyan College

Faculty who wish information about this organization should consult the office of the Vice President and Dean for Student Life for a current Constitution and By Laws.
Acknowledgements

Portions of Sections 2.5 – 2.8 contain language modified from the Wartburg College tenure policy and are published here with permission.

Section 2.10.2.4 of the Intellectual Property Rights policy modifies language from Grinnell College's “Copyright Policy” copyright 2007 by Grinnell College. Some rights are reserved. You are free to copy, distribute, and display the work and to make derivative works under the following conditions: Attribution—You must give Grinnell College credit as the original author; Noncommercial Use—You may not use this work for commercial purposes; Share Alike—If you alter, transform, or build upon this work, you may distribute the resulting work only under a license identical to this one. For any reuse or distribution, you must make clear to others the license terms of this work. Any of these conditions can be waived if you get permission from the copyright holder. Your fair use rights are not limited by the above.

Section 2.32 Social Media Policy and Guidelines is policy modified from policies published by the University of Michigan and Ball State University.

American Association of University Professors (AAUP) policy documents and reports are integrated, as cited, within Section 2.10 Academic Freedom and Responsibility.
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