

Prescott College

FOR THE LIBERAL ARTS, THE
ENVIRONMENT, AND SOCIAL
JUSTICE

Prescott College Faculty Procedures

Table of Contents

I.	Faculty Assembly Decision-Making Process.....	4
A.	Context/Purpose:.....	4
B.	How Issues Come to the Assembly.....	4
C.	Voting Membership.....	4
D.	Quorum.....	4
E.	Process.....	4
F.	Record Keeping.....	5
II.	Faculty Evaluations.....	5
1.	Preamble.....	6
B.	Self-Evaluation.....	6
C.	Faculty Evaluation Committee.....	6
D.	Faculty Evaluation Eportfolio.....	7
E.	Artifacts for the Eportfolio.....	7
F.	Criteria for Evaluation of faculty Performance.....	8
G.	Committee Member Obligations.....	9
H.	Formal Evaluation report.....	9
I.	Evaluation of Faculty with Administrative Responsibilities.....	10
J.	Contracts.....	10
K.	Appeals.....	11
III.	Faculty Searches.....	11
A.	Overview.....	11
B.	Constitution and Membership of a Search Committee.....	11
C.	Search Committee Procedures.....	11
D.	Search Committee Standards.....	13
E.	Offers of Employment.....	13
F.	Faculty Assembly Approval.....	14
G.	Cancelling a Search.....	14
H.	Appeals to the Search Process.....	14
I.	Documentation.....	14
J.	Conflict of Interest.....	14

IV. Faculty Sabbatical Leave.....	15
A. Eligibility.....	15
B. Ranking Sabbatical Proposals.....	15
C. Salary and Benefits.....	16
D. Sabbatical Review Committee.....	16
E. Sabbatical Proposals.....	16
F. Sabbatical Proposal Review Process.....	17
G. Changes to Sabbatical Plans.....	18
H. Applying for Additional Sabbaticals.....	18
I. Professional Development Funds.....	18
J. Post-Sabbatical Responsibilities.....	18
K. Cancellation of Sabbaticals.....	19
V. Faculty Emeritus Designation.....	19

I. Faculty Assembly Decision-Making Process

Initial approval by Faculty Assembly, May 11, 2009.

Revised and approved by Faculty Assembly, August 23, 2012.

Revised by the Faculty Leadership Council, April 16, 2014

Revised and approved by the Faculty Assembly, April 28, 2014

Revised by the Faculty Leadership Council, September 2, 2019

Revised and approved by the Faculty Assembly, October 7, 2019

A. Context/Purpose:

The Faculty Assembly addresses issues and proposals of concern to the Prescott College faculty. The document describing the decision-making process shall be presented to the faculty at the first meeting of the Faculty Assembly each academic year.

B. How Issues Come to the Assembly

Issues and proposals come forward from Academic Council, faculty meetings, task force groups, and the Deans or President to the Faculty Leadership Council. These issues and proposals are then discussed within the representative Faculty Leadership Council. The Faculty Leadership Council shall comprise a minimum of four Full Faculty representatives and one Associate Faculty representative in order to represent the faculty as a whole. The Faculty Leadership Council membership will be determined by nomination and voted in by the Faculty Assembly as a whole. These voting members will set the agenda for the Faculty Assembly. The Deans and President shall be non-voting members of this group.

The Faculty Leadership Council determines whether or not a proposal is forwarded to the Faculty Assembly for a vote.

C. Voting Membership

Members are defined as the voting Full Faculty and participating Associate Faculty (as defined in section IV. A. of the Faculty Policy Manual) as well as non-voting members, such as the President.

D. Quorum

A quorum for the Faculty Assembly is a simple majority of the Full Faculty; voting members from the Associate Faculty are not included in the quorum requirements.

E. Process

The Prescott College Faculty Assembly uses the following simplified process (in the spirit of Robert's Rules of Order) for decision making:

1. In order to be opened for discussion, a motion must be moved and seconded by voting members of the faculty.
2. During discussion of a motion, an amendment can be offered by any member.

Proposed amendments are handled in one of the following ways:

- a. The members who moved and seconded the original motion may accept the amendment, in which case discussion proceeds on the amended motion.
 - b. The members moved and seconded the original motion may reject the amendment, in which case discussion of the amendment ensues. At the conclusion of discussion on the amendment a vote is taken on the amendment. If the amendment passes, discussion returns to the original motion in its amended form. If the amendment is rejected, discussion returns to the original motion without amendment.
-
- A. All votes pertaining to personnel issues are conducted by secret ballot. Votes on other issues are traditionally conducted by a show of hands. Any vote may be conducted by secret ballot at the discretion of the Faculty or the Facilitator.
 - B. Members will strive for consensus in voting; in the event consensus cannot be reached, the motions must be approved by three-fourths (3/4) of those voting, excluding abstentions (e.g., if 30 members vote for a motion, 10 against, and 10 abstain, the motion would carry, as the three-fourths majority would be calculated without consideration of the abstentions).
 - C. Members may vote on any motion in one of three ways: for the motion, against the motion, or abstain.
 - D. Any motion on the floor must be resolved in one of the following ways:
 1. Adopted
 2. Rejected
 3. Withdrawn by the members who moved and seconded the motion
 4. Referred by the Faculty back to committee for review
 5. Tabled by Faculty or by Facilitator for later consideration or vote
-
3. Same-Day Vote: a same-day vote on a motion is allowed as long as the proposal was distributed to voting faculty at least one week prior to the meeting.
 4. Proxy: Voting faculty members who will be absent from a meeting may appoint proxies who can cast their votes. Proxy appointments must be communicated in writing to the appropriate Dean prior to the Faculty Assembly meeting.
-
- **These procedures may be suspended or amended at any time by action of the Faculty taken in accordance with these procedures.**

F. Record Keeping

An ongoing compilation of all approved motions is maintained by the Faculty Leadership Council and the Deans' Office.

II. Faculty Evaluations

Initial Approval by Faculty Assembly, April 2013

1. Preamble

The purpose of the faculty evaluation process is three-fold. First, it provides an opportunity for faculty members to periodically document, demonstrate, and reflect on their contributions to Prescott College and related communities. Second, it gives faculty peers the opportunity to periodically recognize and celebrate the contributions of a colleague. Third, the evaluation process gives the Deans and President the means to make informed decisions about contract renewals, job descriptions, and the sustainability of our academic programs. Thus, the peer evaluation process is designed to be both formative and summative. Because the evaluation process is led by the faculty and concluded by the appropriate Dean, it opens an important channel of communication between the faculty and administration that supports our shared commitment to the continued success of the college.

B. Self-Evaluation

In the fall of the academic year in which a contract is due to expire, the faculty member is notified by the administrator responsible for directing the evaluation process that s/he will undergo a formal evaluation during that year. As a first step in the process, the faculty member is responsible for writing a concise self- evaluation of performance in the following areas:

- Teaching effectiveness
- Advising effectiveness
- Service to the college
- Professional engagement: scholarship and community service

Note that these categories may be altered depending on the nature of the faculty member's job. For example, a library faculty member does not typically advisees, so that "Advising effectiveness" might be replaced by "Duties of a faculty librarian." Any change from the four typical categories must be discussed with and approved by the faculty evaluation coordinator one month in advance of the evaluation meeting date.

C. Faculty Evaluation Committee

An individual faculty evaluation committee is formed, consisting of:

- The administrator responsible for directing the evaluation process
- A faculty member chosen by the person being evaluated
- Two faculty members chosen by the administrator directing the process with the intention of creating a fair and balanced committee

(One of the committee members will typically be a Program Director. When appropriate, committees will include faculty members from across the college. In each case, one faculty committee member should be from outside the candidate's primary curricular area)

D. Faculty Evaluation Eportfolio

Faculty members will document, demonstrate, and reflect on each of the evaluation criteria in an electronic eportfolio. The eportfolio must be completed two weeks in advance of the evaluation date for sharing with committee members, the Deans; it will inform the committee recommendation for contract renewal.

Additionally, faculty members will maintain and update their eportfolios regularly. It is important that faculty members are informed regularly by student feedback and thus able to adjust approaches, if necessary. The narrative need not be long, but it should be specific. The following materials must be updated annually by June 15 unless the faculty member prearranges a different deadline with the Deans:

- Updated Curriculum Vitae
- Course and advising load documentation
- Select artifacts from teaching, advising, curriculum, and program development
- Select artifacts of scholarship and professional work
- Narrative reflection on self-performance for the year, including addressing any significant patterns that appear in student feedback

Eportfolios will be reviewed annually by the appropriate.

E. Artifacts for the Eportfolio

At the time the faculty member is up for evaluation/contract renewal, the following resources are to be included in the eportfolio:

- Narrative self-evaluation
 - Describes and evaluates the faculty member's performance during the evaluation period, according to the criteria for evaluation
 - Describes plans for continuing professional development and renewal in any performance area
- Student course evaluations
- Advising evaluation data
- Direct evidence of work products (syllabi, art, committee documents, publications, presentations)
- Any other information the committee or the Deans deem pertinent, providing that information can be shown to be directly relevant to the committee's assessment of the evaluative criteria described below
- Documentation of violations of College policy or patterns in professional performance since the last faculty evaluation process that is deemed relevant by the Deans to the faculty role, responsibilities and evaluative criteria described below (this may include outcomes of progressive discipline processes as approved by the Deans and HR Director)
- Sabbatical Leave report for leave taken during the evaluation period
- Course load and advising documentation

F. Criteria for Evaluation of faculty Performance

The faculty evaluation committee reviews the material gathered and evaluates the faculty member according to the following criteria:

1. Teaching Effectiveness

- Provides high-quality instruction in classroom, field, independent study, mentored, or online courses, and supports the research and scholarship of individual students
- Is available and accessible to students
- Supports the Prescott College mission, philosophy, and learning traditions, such as eportfolios, learning contracts, experiential pedagogy, service learning, etc.
- Provides up-to-date and relevant information in course content and advising by being current in one's field and committed to professional development
- Incorporates innovative and effective pedagogy supportive of diverse learners as appropriate to the field of study
- Provides timely and effective feedback to students on assignments, degree plans and other curricular and advising processes

2. Advising Effectiveness

- Assists advisees and works with committee members, mentors, and practicum supervisors to build coherent programs of study in degree plans that address the needs and interests of the individual students consistent with the mission and philosophy of the college
- Guides advisees through organizational procedures, such as registration, graduation, and drop/adds, ensuring that all major degree requirements, institutional standards, risk management, and other protocol are met
- Processes forms and documents for advisees in a timely manner
- Helps advisees to get assistance with personal problems by making referrals as appropriate
- Is available and accessible to advisees

3. Service to the College

- Participates in committees and task groups to identify and accomplish programmatic and college-wide administrative goals
- Is available to other faculty members for mentoring, collaborative support and as an instructional resource
- Shows a consistent pattern of adhering to college policies and procedures.
- Supports innovation and progress towards achievement of the College's strategic goals (e.g., increasing retention, diversity, growing enrollments, etc.)

4. Professional Engagement Scholarly and/or Community Service (General Approach and Examples)

- In general, the College's mission calls for an approach to scholarship and professional engagement is grounded in Ernest Boyer's expansion of scholarship to include not only

scholarship of discovery (i.e., research that advances knowledge), but also scholarship of integration (i.e., synthesis of information across disciplines or topics), scholarship of application or engagement (i.e., rigorous application of scholarly expertise inside or outside academe with outcomes that can be evaluated by peers), and scholarship of teaching and learning (e.g., systematic study of pedagogy, instruction and curriculum in ways that allow public dissemination and evaluation)

- Participates in professional writing, research, performances or exhibitions, and/or other peer-reviewed scholarly activities
- Disseminates peer-reviewed professional information, such as books, papers, chapters presentations, publications, book reviews, workshops, performances, etc.
- Is involved with other professional and community development activities, such as consulting, participating in civic or community groups, volunteering, serving on school boards or other boards of directors, etc.
- Represents Prescott College in public presentations or other activities that share learning about College pedagogy and research and promote the image and reputation of the College
- Participates in professional development activities
- Learns and implements innovative approaches to pedagogy

G. Committee Member Obligations

Evaluation Committee Members will strive for the following best practices:

1. Be constructive with comments and feedback
2. Use evidence to support statements
3. Seek patterns or trends in the data rather than focusing on outliers
4. Balance positive and constructive feedback
5. Open lines of communication early and honestly
6. Maintain strict confidentiality

H. Formal Evaluation report

After full review of all relevant information, the faculty evaluation coordinator in collaboration with the full committee and the evaluatee writes a formal evaluation report. The report identifies any notable strengths and contributions, any areas of professional development the committee wishes to suggest, any areas of performance the committee feels must be addressed, and professional development objectives for review at the next evaluation.

The committee concludes its report by recommending the type of contract it believes should be issued or a personnel action it believes should be taken. Contract recommendations must be consistent with the eligibility requirements and agreed upon by at least 75% of the faculty evaluation committee members. The Deans, informed by the committee's recommendation and input from the Dean(s), makes the final contract decision. If no majority agreement can be achieved, the committee submits a summary, and the contract decision is left to the President.

An increase in contract length is a promotion based on merit and is not automatic. Performance

is evaluated on the criteria stated above (e.g., teaching, advising, service, professional engagement) and on meeting agreed-upon workload conditions, addressing the recommendations from the previous faculty evaluation committee, and demonstrating a consistent pattern of adhering to college policies and procedures. A status quo or reduced contract is recognition through the peer-review process that some kind of improvement in performance is warranted, and unless the recommendation is for termination, there is an expectation that the faculty member will be supported through a professional development plan.

I. Evaluation of Faculty with Administrative Responsibilities

When a faculty member with significant administrative responsibilities is evaluated under this system, the assessment emphasizes the faculty portion of the job. The appropriate Dean evaluates performance of administrative duties separately in a process appropriate to those responsibilities.

J. Contracts

Change in Contract Status and Non-Renewal of Contract: Full Faculty member's position, compensation, and responsibilities shall not be reduced, increased, eliminated, or otherwise changed, before the end of the specified contract period without due deliberation and cause except per the Policy on Fiscal Challenges. See the Policy on Fiscal Challenges for how to proceed in cases of fiscal stress and fiscal emergency.

As stated in the Faculty Policy Manual, if a Letter of Agreement for continuation of service is for a period less than the maximum for which a faculty member is eligible (for example, receiving a three-year contract when eligible for a five-year), then the Letter of Agreement shall be accompanied by a detailed professional development plan written by the appropriate Dean and with the faculty member and derived from the relevant faculty evaluation(s). Both sign the professional development objectives plan. These objectives guide the faculty member during the succeeding contract period and become a critical part of the next evaluation.

At the next evaluation after a professional development plan has been created, the same individuals, whenever possible, will make up the evaluation committee. At the end of this evaluation, the faculty member may receive a one-year probationary contract, a three-year contract, a five-year contract if eligible, or a non-renewal of contract if there is failure to meet the professional development objectives in a satisfactory manner.

The appropriate in consultation with appropriate Dean(s) and relevant program director may, for cause, call for a special faculty evaluation during the contract term to manage significant work performance issues that may have arisen (see Section V of the Faculty Policy Manual).

K. Appeals

Appeals to the President: If the faculty member disagrees with the contract decision of the Deans informed by the faculty evaluation committee's findings, the faculty member has the right to formally appeal to the President through a written summary addressing the substantive and/or procedural challenges to the evaluation process and Dean's decision. The formal appeal must be submitted to the President's office within 15 working days of the evaluation date. The President shall review both the evaluation committee's process and Dean's decision and respond to the appeal in writing to the faculty member within 15 working days. The decision by the President is final.

III. Faculty Searches

Initial approval by Faculty Assembly 4/28/14

A. Overview

Faculty position descriptions are developed by one or more of the departments, as appropriate, modified and approved by the appropriate program council, and approved by a vote of the Faculty Assembly. The faculty, acting through a search committee, conducts faculty searches.

B. Constitution and Membership of a Search Committee

1. In consultation with departmental leadership, the appropriate Dean appoints search committees from a pool of eligible volunteers. The appropriate Dean will notify faculty of proposed committee membership; faculty members will have 5 working days to notify the appropriate Dean of any concerns about proposed membership. The Dean will consider the expressed concerns, respond to the concerned party, and committee membership. The committee chair is determined by the appropriate Dean with input department and program leadership.
2. Search committees will typically have 4 or 5 voting members. Of the three faculty members, there must be representation of both undergraduate and graduate teaching and both on- campus and online instructional delivery models. Whenever possible, committees shall consist of the following representatives:
 - a. Two faculty members from the department
 - b. A faculty member from outside the department
 - c. One currently enrolled student
 - d. A second student or alumnus (optional)
 - e. A Dean as a non-voting ex-officio member

C. Search Committee Procedures

Search committees conduct all searches according to the following procedures:

1. Perform due diligence in all aspects of the search during all stages of the search for all candidates. Due diligence is defined as performing the duties of the committee in good faith and to the limits of the collective skill, resources, and time that are available, and it includes the following:
 - a. Requiring full attendance at any committee meeting when a decision is made regarding

someone's application

- b. Taking minutes and documenting all significant decisions for all proceedings
- c. Preserving confidentiality for all applicants throughout the search process. The only exception is for finalists when their campus visits are announced

2. Review a national pool of qualified candidates as received from Human Resources. The applicant pool shall be of sufficient size, quality, and diversity to enable an adequate selection of highly qualified candidates. The Search Committee Chair and appropriate Dean must agree that the pool of qualified candidates is sufficient, or the appropriate Dean will extend, re-open, or suspend the search.

3. Evaluate the applicant pool in terms of the following evaluation criteria:

- a. Background and experience that matches the approved position description
- b. Terminal degree in one's profession or a master's degree plus a minimum of five years of relevant experience in professional peer-reviewed settings
- c. Demonstrated excellence in teaching or the potential for excellence in teaching
- d. Demonstrated excellence in peer-reviewed professional/scholarly activity or the potential for excellence in professional/scholarly activity
- e. Demonstrated excellence in institutional service or the potential for excellence in institutional service
- f. Demonstrated commitment to student-centered education and student success
- g. Demonstrated or articulated commitment to the mission of Prescott College especially in support of diverse learners
- h. Other criteria agreed upon by the relevant department(s)

4. Conduct an initial review of applicants' qualifications and select a pool of semi-finalists. For semi-finalists, the search committee conducts a comprehensive review that includes the following specific steps:

- a. Conduct telephone interviews for all finalists
- b. Submit all interview questions to HR prior to interviews
- c. Ensure verification of academic credentials by Human Resources. No job offer is made without verification of official graduate transcripts
- d. Conduct telephone interviews with all finalists' references. Questions for references will be vetted by HR. The committee may ask for and interview additional references

5. Select one to three final candidates

6. Conduct on-campus interviews with the final candidates that include the following:

- a. An interview with the search committee using interview questions that have been vetted by HR
- b. An opportunity for interested faculty to interact with candidates
- c. A presentation by each candidate to the college community that demonstrates appropriate teaching or pedagogical skill
- d. An opportunity for interested students to interact with candidates

- e. An interview with the appropriate Dean(s)
- f. An interview with the Human Resources Director

7. Recommend one candidate to the appropriate Dean for appointment to the position

D. Search Committee Standards

Search committees shall act in accordance with the follow standards:

1. All phone and campus interviews shall consist of standard questions developed by the committee. Follow-through questions may be asked as a normal part of the interview process.
2. Whenever possible, committee recommendations are made by consensus. At a minimum, this selection is made by an affirmative vote by at least a two-thirds majority of the search committee members.
3. The search committee solicits and considers input from the college community on each finalist.
4. When faced with essentially equally qualified outstanding candidates, members of protected classes and current long-term employees (defined as serving the college for 3 or more years in a full-time capacity or the equivalent) should receive particular consideration. In no instance, however, shall one of these candidates be selected if she/he is less qualified to fulfill the mission of the college and other faculty responsibilities.
5. Any member of the search committee deemed, after appropriate investigation, to be in violation of due diligence, including confidentiality, shall be removed from the committee by the appropriate Dean. Such removal shall be noted in employee's personnel file.
6. If the committee as a whole fails to perform due diligence, the appropriate Dean may disband the committee. Depending on circumstances, the appropriate Dean may create a new committee or cancel the search.

E. Offers of Employment

1. If the appropriate Dean approves the recommendation, negotiates the initial terms of employment, and secures acceptance. The HR department then sends a Letter of Agreement. The search committee is then disbanded.
2. If the appropriate Dean does not accept the recommendation of the committee, she/he shall ask the committee to forward the nomination of a different candidate. Should the committee agree upon a second candidate, this person's name is forwarded to the appropriate Dean for approval.
3. If the candidate does not accept the offer, the appropriate Dean requests from the committee an

acceptable alternative. If the alternative candidate accepts the offer, the appropriate Dean makes the appointment and the search committee is disbanded.

4. No one but the appropriate Dean should ever imply contractual or financial commitments.

F. Faculty Assembly Approval

At the end of the search season, the Faculty Assembly will vote to formally accept all new members collectively into the body of the Faculty.

G. Cancelling a Search

1. Should the appropriate Dean and committee not agree on a mutually acceptable candidate, the search is failed, and the search committee is disbanded.
2. If no one accepts the offer of employment made by the appropriate Dean, the search is failed, and the search committee is disbanded.

H. Appeals to the Search Process

1. The appropriate Dean reviews appeals of the search process. Should the appeal involve decisions or actions by the appropriate Dean, the President shall be the appeal authority.
2. Decisions or actions made by the appropriate Dean may be appealed to the Prescott College President.
In all instances, the President's decision regarding appeals is final.

I. Documentation

Per federal requirements, the reasons for selection and non-selection of final candidates must be documented. Therefore, a Candidate Disposition Form must be completed at the close of a search. Reasons for selection and non-selection must relate back to the posted requirements of the position.

J. Conflict of Interest

1. Given the small size of the college, the likelihood of internal candidates applying for full faculty positions and the possibility that colleagues and friends outside of Prescott College may apply for full faculty positions, every effort is made to avoid conflicts of interest in the search process.
2. A conflict of interest arises when a friend, partner, or family member applies for a faculty position. For the purpose of these hiring procedures, a distinction is made between colleagues and friends. Friends are those who socialize outside of the work environment.

3. There is a conflict of interest when a relationship is close enough to affect the judgment of the committee member. In these instances, the committee member informs the appropriate Dean and recuses her/himself. The Dean, in consultation with the Search Committee Chair (and Dean(s)), makes a decision to remove the committee member from the search committee, let that member proceed in the search without voting rights, or allow the member to remain on the committee as a voting member.
4. If for this or any other reason, a committee member is removed from a search by the appropriate Dean, the Dean, in consultation with the Search Committee Chair (and Dean(s)), will name a replacement to the committee.
5. If a conflict of interest arises for the appropriate Dean, she/he discusses the issue with the President. The President will decide to either remove the Dean and act in her/his place or let the Dean proceed in the search.

IV. Faculty Sabbatical Leave

As defined in the Prescott College Faculty Policy Manual, sabbatical leave provides full faculty members with substantial periods of time in which to pursue professional and personal development pertinent to their educational roles that would otherwise be preempted by their regular faculty duties.

Sabbatical eligibility does not guarantee funding. Funding is based upon many factors, including, but not limited to, the quality and appropriateness of the sabbatical proposal, funding availability, and ranking of the sabbatical proposal with other faculty sabbatical proposals. The following procedures reference sabbatical leaves:

A. Eligibility

A full faculty member is eligible for sabbatical leave during the seventh year of full-time service, after completing six full years. A faculty member must be in good standing (that is, not on a one-year contract) in order to apply for and/or take a sabbatical. Administrators who retain underlying faculty appointments will accrue years of service toward eligibility for sabbatical leaves while serving in their administrative positions. It is expected that sabbatical leave will follow the end of an administrative contract.

B. Ranking Sabbatical Proposals

If there are more approved requests for sabbaticals than there are funded sabbaticals to offer, priority is given to the highest ranked proposals. If there are equally ranked proposals, faculty members with seniority to the college (defined as length of service as full faculty member) are prioritized. Should equally ranked faculty have the same length of service, priority is given to the faculty member who has served for the greatest length of time since her/his last sabbatical leave.

Faculty members whose approved sabbatical proposals are not funded because of lower ranking or seniority will have priority for the following year.

Those who do not apply during their eligible cycle or whose sabbatical proposal is not accepted may apply the following year.

C. Salary and Benefits

An eligible faculty member may request a full-year or half- year sabbatical. Full-year sabbaticals carry half of that faculty member's regular faculty salary for the fiscal year. Half-year sabbaticals carry the faculty member's full regular faculty salary for the fiscal year. Full benefits continue for the duration of the sabbatical, except that the retirement benefit is reduced proportionate to the salary. Following the sabbatical year, a faculty member is obligated to work at Prescott College for at least one year of full-time service or the equivalent. If the faculty member fails to meet this requirement, she/he must reimburse the college for the full costs of the sabbatical (i.e., salary and benefits) as well as other related expenses as determined by the college, including, but not limited to, interest expenses on these funds at a rate determined by the college.

D. Sabbatical Review Committee

All sabbatical proposals are peer-reviewed by the sabbatical review committee, the appropriate Dean, and other appropriate dean(s). The appropriate Dean awards sabbaticals.

The sabbatical review committee is approved by the appropriate Dean and is composed of 3-5 members chosen from the following personnel: the faculty evaluation coordinator, one or more Faculty Directors, and one or more other academic leaders. Any faculty member who is applying for a sabbatical may not serve as a member of the sabbatical review committee.

E. Sabbatical Proposals

The sabbatical proposal must be filed with the appropriate Dean by the first day of October in the academic year prior to the proposed sabbatical. The content of the proposal shall:

1. Reflect a level of excellence suitable to the standards of the discipline represented by the applicant.
2. Communicate in language easily understood by faculty members in other disciplines.
3. Demonstrate the merits of the proposal and the applicant's competence to complete the work in the time required.
4. Address the following items: name, sabbatical-eligible year, proposed sabbatical year, last Prescott College sabbatical year, and half- or full-year duration.
5. Demonstrate the effectiveness of the previous sabbatical leave, if applicable. Please attach previous sabbatical leave report.
6. Describe in the following specific terms the proposed sabbatical plan:
 - a. Goals: What does the applicant want to accomplish or learn during this proposed sabbatical? What new knowledge and skills does the applicant expect to gain,

and how will the proposed sabbatical leave benefit Prescott College? What is the degree of relevance to responsibilities of the applicant's current position or future assignment? How will the sabbatical project assist the applicant in personal and professional renewal?

- b. Activities: What specific activities will the applicant engage in during the proposed sabbatical?
- c. Evaluation: How will the applicant specifically evaluate the success of the sabbatical?
- d. Community presentation: How does the applicant intend to share the sabbatical work with the community? What format will be used? Will the presentation be open to the entire Prescott College community, a specific program or department, or the Prescott College Faculty?

F. Sabbatical Proposal Review Process

The committee reviews all sabbatical proposals submitted prior to the proposal deadline from eligible faculty. The review process includes the following criteria:

- 1. The merits of the proposal with regard to the anticipated contributions to one's discipline, personal and professional development, and the Prescott College mission.
- 2. The degree of likelihood that the proposed plan will result in the intended outcome(s).

After reviewing the proposals, the committee accepts or rejects them. Accepted proposals are rank ordered and presented to the appropriate Dean for review and award. Any proposal that is rejected is returned to the faculty member with a letter explaining the committee's rationale. The committee strives for consensus, but decisions can be made by agreement of a minimum two-thirds majority.

Minority reports may be forwarded to the appropriate Dean along with the approved and ranked proposals. Failure to achieve a two-thirds majority may result in a decision by the appropriate Dean regarding the proposal(s).

Using the rankings forwarded from the committee, the appropriate Dean makes the final decision regarding funding sabbaticals. The appropriate Dean reviews the recommendations and the proposals. Selection of proposals for funding is based upon the following criteria:

- 1. Real or anticipated fiscal conditions within the College or the department.
- 2. Recommendations by the sabbatical review committee.
- 3. The degree to which the sabbatical fits specific current or projected needs of the College.
- 4. The degree of relevance to responsibilities of the applicant's current position or future assignments.

Usually, the appropriate Dean awards sabbaticals based upon these rankings and anticipated available

funding. However, there may be compelling and unusual instances where the appropriate Dean will override the recommendations presented (e.g., faculty member loses good standing, the sabbatical is in a curricular area not supported by the faculty, etc.).

A waiting list will be established, whenever possible, to be used in the event an individual is unable to accept an awarded sabbatical.

If a Dean becomes eligible for a faculty sabbatical leave during or immediately after her/his tenure, she/he must submit a sabbatical proposal to the committee. The committee makes a decision regarding the viability of the proposal. The College President reviews the proposal using the same criteria listed above. The College President makes the final decision regarding the Dean's sabbatical funding.

G. Changes to Sabbatical Plans

If an approved sabbatical plan changes significantly during the year, the faculty member must apply to the appropriate Dean for approval of the change. Legitimate reasons for such a change would include additional relevant opportunity, illness, and other reasonable circumstance.

H. Applying for Additional Sabbaticals

Faculty members who have been granted a sabbatical are eligible to apply for another sabbatical after six additional years of full-time service following each sabbatical. If a faculty member has been granted a one-year postponement by the appropriate Dean (or president, for the dean) for legitimate reasons, that faculty member becomes eligible to apply for her/his next sabbatical in five years.

I. Professional Development Funds

Individuals granted sabbaticals are eligible for additional professional development funds.

J. Post-Sabbatical Responsibilities

Sabbaticals are an investment by the college. As such, all persons finishing sabbaticals must complete an additional full academic year of service to the college, or the equivalent, in the fiscal year(s) following the sabbatical. Failure to do so is a breach of contract and will result in reimbursement to the college for the full costs of the sabbatical (i.e., salary and benefits), as well as other related expenses as determined by the college, including, but not limited to, interest expenses on these funds at a rate determined by the college.

Sabbatical recipients are required to file reports on their leave activities with the appropriate Dean within three months of the conclusion of their sabbaticals. In addition, a presentation to the community concerning the sabbatical activities and projects must be given within one year of the end of the sabbatical period.

Any planned change from full-time status following a sabbatical must be approved by the appropriate Dean before that sabbatical is granted.

Documentation regarding sabbatical activities becomes part of the faculty member's permanent personnel file and is used as a part of her/his next faculty evaluation.

K. Cancellation of Sabbaticals

The appropriate Dean may cancel sabbaticals up to the first day of the awarded fiscal year. Cancellations of sabbaticals may only occur due to fiscal emergencies or the faculty member's loss of good standing.

V. Faculty Emeritus Designation

Initial approval by the Faculty Assembly, 4/28/14

Faculty Emeritus designation is as an honorary, post-retirement title conferred by the faculty.

Faculty candidates are expected to have made significant and distinguished contributions to the overall mission of Prescott College through teaching effectiveness, advising effectiveness, service to the college, and professional development: scholarly and/or community service.

To be eligible, a faculty member must have been granted and completed at least two five-year contracts as a full faculty member prior to conferral of the honor. Anyone may nominate a retiring faculty member to the Faculty Leadership Council, who will put forward the person's credentials to the Faculty Assembly for a vote. If the request is approved by the Faculty Assembly, the person is granted Faculty Emeritus status, which will be conferred by the President at the next appropriate graduation ceremony.

Faculty Emeritus Status comes with the following privileges:

1. Listing in appropriate Prescott College publications
2. Library and computing support for continued scholarly activity
3. Guest privileges at academic, cultural, and social events at the college
4. Faculty discount in effect at the campus bookstore
5. Normal college publications distributed to faculty

Additional privileges, such as use of office space with the intention of being an active, contributing member of the college community, are negotiated with the appropriate Dean. These arrangements may be reviewed and revised periodically.