

Columbia College Chicago
Faculty Manual: A Guide to Policy and Procedures
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100 INTRODUCTION

105 About the Faculty Manual

This Columbia College Chicago *Faculty Manual: A Guide to Policies and Procedures* (the Manual) provides general information on standard practices. The college’s official policies and procedures should be consulted for complete information, as appropriate. This Manual cannot and is not intended to address all circumstances related to the role of faculty at the college, and no provision of the Manual may be applied in contravention of any college policies or other official documents.

Columbia College Chicago operates within a culture of shared governance and an ethos of collaboration and trust. Accordingly, revisions to this Manual shall be made in accordance with Section 110 of the Manual, with final authority remaining with the president of the college and the Board of Trustees.

The information contained in the Manual is not intended to constitute an express or implied contract of employment with the college. Please refer to the Appointment Letter for the terms and conditions of employment.

110 Maintenance of, and Revisions to, the Manual

The Manual is maintained and published online by the Office of the Provost, which is also responsible for assuring that proper procedures are followed before any changes are made and the official published document is altered.

Potential changes to the Manual fall into two broad categories, each with different protocols and timelines:

1. **Informational or editorial changes.** Changes that have no substantive bearing on the Manual but may be needed on occasion to maintain currency, accuracy and clarity within the document will be managed by the Office of the Provost on an ongoing basis. Such changes may be made at any time by the Office of the Provost, with 30 days’ written notice to the president of the college and the Executive Committee of the Faculty Senate.

- 2. Substantive changes.** Changes that have a substantive bearing on the Manual may be initiated by the president of the college or the Board of Trustees via the Office of the President; by the administration via the Office of the Provost; or by the faculty via the Faculty Senate. Such changes shall be proposed and made in accordance with the procedure below.
- a. Authors of any proposed changes will simultaneously distribute draft language to the president, the provost and the Executive Committee of the Faculty Senate.
 - b. Within a reasonable time period (generally assumed to be no more than 30 days) all parties will respond to the proposal's authors indicating support or concerns relative to the proposal.
 - c. If concerns are expressed, the authors of the proposal will arrange for a meeting with the president, the provost and the Executive Committee of the Faculty Senate with the goal of resolving any issues.
 - d. Revised proposals will be simultaneously delivered to the president, the provost and the Executive Committee of the Faculty Senate for review and final approval.
 - e. Should agreement between parties prove impossible it is understood that the president of the college and the Board of Trustees hold final authority to resolve any disagreements.
 - f. At the conclusion of each academic year, the Office of the Provost will compile a list of all changes to the Manual approved during that academic year. In order to ensure that all members of the community are aware of current policy and procedures expectations, this list will be distributed to all faculty and staff via email as a general announcement.

115 Accreditation
<https://about.colum.edu/accreditation.html>

120 Mission of Columbia College Chicago
<http://www.colum.edu/mission>

125 Academic freedom
See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process ([Section I](#)).

130 Other important resources

Employee Intranet
<https://columbiacollege.sharepoint.com/sites/Home>

Student Handbook
<http://www.colum.edu/handbook>

Course Catalog
<http://catalog.colum.edu>

Benefits Guide available from the Office of Human Resources.
<https://columbiacollege.sharepoint.com/sites/hr>

200 GOVERNANCE

205 Principles of shared governance

Shared governance is essential to realizing fully the spirit and goals of Columbia College Chicago’s mission. The governance structure outlined in this document includes participation by the college’s main constituencies—Board of Trustees, full- and part-time faculty, administration, staff, and students—and is directed toward promotion of the following objectives:

- academic freedom and responsibility;
- quality and appropriateness of academic programs offered by the college;
- orderly and wide distribution of information;
- broad participation in forming and implementing college policies and procedures;
- clear designation of purview and responsibilities;
- coordination and integration of academic and administrative units;
- effective decision-making processes;
- effective resolution of conflicts;
- sound use of financial and other resources;
- constructive long-range planning; and
- full utilization of the wisdom and vision found among individuals throughout the college.

An organizational chart for the Office of the Provost can be found [here](#).

210 Board of Trustees

Ultimate legal authority is vested in the Board of Trustees. Fundamental issues of college policy and management of the college’s budget and finances are subjects of the board’s purview.

A list of the members of the Board of Trustees, with pictures and bios, may be found at this link: <http://about.colum.edu/leadership/>

215 Administrative bodies

A number of bodies meet regularly to plan, share information, discuss pertinent college issues, review programs, recommend policies, and propose procedures.

215.1 President's Cabinet

This cabinet is comprised of the president's chief of staff and the vice presidents.

215.2 Provost's Council

This council consists of all direct reports to the provost including the school deans. Representatives from the Faculty Senate and Chairs' Council are invited to attend the group's meetings, but are not formal members of the council.

215.3 Deans' Councils

The school deans meet on a regular basis with their department chairs and program directors to discuss matters of school-wide and college-wide interest and importance.

220 Faculty Senate

The Faculty Senate of Columbia College Chicago is an officially-sanctioned body within the governance structure of the college. The Faculty Senate embodies the principles of shared governance and is driven by the collective will, expertise, and creative energy of its full-time faculty. The Faculty Senate empowers the faculty to provide authoritative communication and collaboration with the president of the college, chief academic officers, and others regarding policies and practices pertaining to academic excellence, creative and scholarly endeavor, and professional responsibility and conditions of employment. The Faculty Senate is the principal body responsible for deliberations, formulations, and recommendations concerning academic policy at the college.

<https://about.colum.edu/provost/faculty-senate>

225 Graduate Council

The Graduate Council reviews college-wide issues related to graduate education, makes recommendations for policies related to graduate education, reviews new and revised graduate programs submitted by the graduate curriculum committees of the schools and approved by the school deans, and makes recommendations concerning these programs. Recommendations of the Graduate Council are made to the Faculty Senate for curricular matters and to the Dean of Graduate Studies for policy matters.

230 Columbia College Chicago Assembly

The Columbia College Chicago Assembly is an information sharing body, empowering the college community through knowledge, dialogue, and counsel. The assembly provides opportunities for a shared voice on significant issues, both internal and external, that have an impact on the college. The assembly represents the constituencies of the Columbia College Chicago community (full- and part-time faculty, staff, and students) and is responsible for planning, executing, and moderating each assembly as well as

disseminating information to the college community. Assemblies may result in recommendations to the College administration concerning policy and procedure.

<https://about.colum.edu/provost/pdf/College%20Assembly%20Guidelines.pdf>

235 Chairs' Council

The Chairs' Council consists of all those bearing the title of chair of an academic department of the college. Acting and interim chairs are members of the Chairs' Council during their tenure. The Chairs' Council meets twice monthly, at the call of the chair or co-chairs of the Chairs' Council, elected by a majority vote of department chairs present at the first meeting of the year.

The Chairs' Council meets for the purpose of discussing institutional policies and other matters of concern to the group and the college as a whole. The Chairs' Council elects representatives to college-wide committees whose composition calls for elected chair representation.

The Chairs' Council, by majority vote, makes formal recommendations to the president, to other administrators of the college, and to college committees on issues affecting the policies, operation, and collegiality of the college. It also serves in a consultative capacity to the administration when invited.

240 Faculty Representative to the Board of Trustees

The Faculty Representative to the Board of Trustees (FRBT) is a non-voting representative who serves as a liaison between the Board of Trustees and the Columbia College faculty. As such, the FRBT connects the interests and work of these constituencies. While the governance activities of the Board most often require confidentiality, which will prohibit the FRBT from sharing sensitive information with anyone who is not a member of the Board, the faculty representative will represent the faculty voice and experience. In order to provide a meaningful exchange of information between the faculty and the Board in its policy making role, the FRBT will continue ongoing dialogue with the faculty to ensure open communication of Columbia College faculty issues.

The position of FRBT is open to all tenured faculty members, including department chairs. Self-nominations and elections are managed by the Executive Committee, and the top three vote recipients are then interviewed by members of the Board of Trustees, who make the final selection.

255 College-wide Committees

Rosters for all college-wide committees can be found at

<https://columbiacollege.sharepoint.com/sites/AcademicPersonnel72/SitePages/Faculty-Committee-Rosters.aspx?web=1>

255.1 All-College Tenure Committee

The All-College Tenure Committee (ACT Committee) participates in the Grant of Tenured Appointments and Post-Tenure Review: Level Two procedures in the

Tenure Application Review subsequent to Department Processes, School Dean Processes, and the Applicant's Responses outlined in the Statement of Policy [Sections XVII](#) and [XVIII](#). More information about the ACT Committee can be found in the Statement of Policy at <https://about.colum.edu/provost/academic-personnel/statement-of-policy/all-college-tenure-committee.html>.

255.2 Procedural Review Committee

The Procedural Review Committee (PRC) is comprised of faculty members and chairs with Tenured Appointments and participates in the review of procedures related to sanction and dismissal of faculty members, and nonrenewal, denial of tenure, and termination of faculty members with tenured appointments for reasons other than cause. The composition, terms, selection and deliberations of the PRC are described in and governed by [Section XXV](#) of the Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process.

255.3 Academic Technologies Steering Committee

The Academic Technologies Steering Committee is an IT advisory committee chaired by a senior member of the Provost's Office and the Chief Information Officer and AVP for Technology Services (CIO). It provides oversight for the use of teaching and learning technologies at Columbia College Chicago. The purpose of the committee is to:

- Provide recommendations for technologies and services supporting the teaching and learning environment, including the learning management system, classrooms, and computer labs;
- Review and recommend technology services and solutions to improve the overall teaching and learning environment for students and faculty at Columbia College Chicago;
- Review and recommend priorities among departmental and school technology requests;
- Maintain communication with the members' various constituencies and the faculty senate; and
- Make recommendations to the Executive IT Council.

The composition of the committee is as follows:

- three at-large full-time faculty members, one from each school, chosen by an election managed by the Faculty Senate, each for two-year terms;
- one representative from the Faculty Senate Academic Affairs Committee for a one-year term;
- one representative from the Faculty Senate Faculty Affairs Committee for a one-year term;
- one representative from the Faculty Senate Financial Affairs Committee for a one-year term;
- one representative chosen by the Chairs' Council for a two-year term;

- Director of the Library;
- Assoc Provost Fac Research Development;
- Senior Associate Provost;
- Associate VP of IT and CIO – Facilitator (ex-officio); and
- Dir of Academic Technology, IT (ex-officio).

The current composition of the Academic Technologies Governance Committee can be found [here](#).

255.4 Excellence in Teaching Award

The Excellence in Teaching Award Committee identifies and awards to two faculty members, one part-time and one full-time, an Excellence in Teaching Award each year.

The composition of the committee is as follows:

- three full-time faculty representatives and one alternate, chosen by an election managed by the Faculty Senate, each for two-year terms;
- two part-time faculty representatives selected through a process in accordance with the college’s formal agreement with the part-time faculty;
- two full-time faculty representatives appointed by the provost, each for two-year terms;
- one representative of the Office of the Provost, selected by the provost (*ex officio*); and
- all three schools must be represented by the faculty listed above, not including the alternate.

The current composition of the Excellence in Teaching Award Committee can be found [here](#).

255.5 Faculty Development Grant

With financial and administrative support from the Office of the Provost, the Faculty Development Committee selects proposals to support the creative and scholarly endeavors of full-time faculty.

More information about the Full-time Faculty Development Grant can be found here: <https://about.colum.edu/faculty-development/awards-grants/full-time-development-grants.html>

The composition of the committee is as follows:

- four full-time faculty representatives and one alternate, chosen by an election managed by the Faculty Senate, each for two-year terms;
- two representatives of the Office of the Provost, selected by the provost (*ex officio*); and
- all three schools must be represented by the faculty listed above, not including the alternate.

The current composition of the Faculty Development Committee can be found [here](#).

255.6 Sabbatical

The Sabbatical Committee reviews sabbatical applications each fall semester, and recommends to the provost support for those applications that are consistent with the Sabbatical Leave policy.

The composition of the Sabbatical Committee is as follows:

- four full-time faculty and one alternate, each with tenured appointments, chosen by an election managed by the Faculty Senate, each serving two-year terms;
- one representative of the Office of the Provost, selected by the provost (*ex officio*); and
- all three schools must be represented by the faculty listed above, not including the alternate.

Only tenured faculty are eligible to participate in the selection of the Sabbatical Committee. The current composition of the Sabbatical Committee can be found [here](#). The Sabbatical Leave policy can be found in section 530.

255.7 Institutional Review Board (IRB)

Members of the Columbia College Chicago Institutional Review Board (IRB), appointed by the provost in consultation with the Chair of the IRB, represent the interests of the college and broader community. They are charged with safeguarding the rights and welfare of human subjects in research activities conducted by or at the college.

<http://about.colum.edu/academic-affairs/institutional-review-board/index.html>

255.8 Presiding Committee

The Presiding Committee of the Assembly is responsible for planning, executing and moderating each assembly as well as disseminating information to the college community.

<https://about.colum.edu/provost/pdf/College%20Assembly%20Guidelines.pdf>

260 Ad hoc committees

In addition to *ad hoc* committees formed by the Faculty Senate, senior administrators may, from time to time, appoint *ad hoc* committees or task forces to deliberate and act upon a specific charge. Upon completion of their charge, such committees or task forces will be disbanded.

300 HIRING PROCEDURES

Columbia College Chicago actively seeks diversity in its faculty and encourages female, LGBTQ, disabled, and minority appointments. The college's active stance in this regard contributes positively to the learning environment, supports excellence, and prepares students for an increasingly global and complex cultural environment.

305 President

In the event of a vacancy (or pending vacancy) in the position of the president, the chair of the Board of Trustees shall promptly convene an Advisory Panel to evaluate and recommend to the Board appropriate candidates to fill the vacancy. The composition and proceedings of the Advisory Panel are determined by the Bylaws of the Board of Trustees. The Board of Trustees makes the final hiring decision.

310 Provost

When the position of provost is to be vacated, the president, in consultation with the school's deans, will convene a search committee and give it its charge. In some cases, an interim provost may need to be appointed until a permanent replacement can be identified. In such cases appointment will be made by the president in consultation with the school deans, the Executive Committee of the Faculty Senate, and the Chairs' Council, for a period not to exceed two years.

The minimum composition of the search committee is as follows:

- one school dean, selected by the president;
- two members of the Chairs' Council to be selected by the Chairs' Council (from different schools, if feasible);
- a member of the Executive Committee of the Faculty Senate to be selected by the members of the Executive Committee;
- one full-time faculty member from each of the three schools to be elected through an open election process overseen by the Faculty Senate;
- a member of the part-time faculty to be selected through a process in accordance with the applicable current CCC P-fac collective bargaining agreement;
- two student representatives, one graduate and one undergraduate, selected by the Student Government Association;
- a member of the provost's staff selected by the president; and
- a member of the president's cabinet selected by the president.

The search committee shall use the following procedures:

- The president may choose to chair or co-chair the search committee or appoint the chairperson from within the committee.

- In the event that an executive search firm is employed to manage the process, the firm will solicit input from the president and search committee in the creation of a job description including desired qualifications and experience necessary for the position. The president may then revise the description as necessary, which will then be forwarded to Human Resources and the search firm for posting, distribution and recruitment.
- In the event of an internally managed search, the president will draft a job description including desired qualifications and experience necessary for the position. This will be forwarded to the search committee for review and suggestions, which will be conveyed to the president in a timely fashion. The president may then revise the description as necessary, which will then be forwarded to Human Resources.
- Curriculum vitae and résumés will be received electronically by the Office of Human Resources and made available to members of the search committee. The interim provost or other internal candidates may apply, and will receive consideration according to these stated procedures.
- Members of the search committee will review the documents and decide which applicants will be invited to come to campus for in-person interviews. In some cases, telephone or Skype interviews will be necessary to narrow the field of applicants.
- The committee shall select the finalists and submit a statement detailing strengths and weaknesses of each candidate to the president for a decision. It is expected that the committee will submit not less than two, nor more than three, candidates for the president's consideration. The committee may, if it elects, identify which of the candidates it recommends for the position, with a rationale for this recommendation. The search committee shall then forward materials to the president. The president shall interview each of the final candidates for the position.
- All part-time and full-time faculty, staff, and students in the school shall have the opportunity to attend open meetings with the final candidates and to write evaluations addressed to the full committee. The committee will present a report on this input to the president.
- The president shall select a candidate for the position or instruct the committee to reinitiate the search process.
- In the event that any member of the search committee should become a candidate for the position, that person will automatically recuse him/herself from the committee. The recused member shall be replaced by a member of the same category, according to the procedures outlined above.
- Administrative support for the search will be provided by the Office of the President.

315 School Dean

When the position of school dean is to be vacated, the provost will consult with the president and the school's department chairs to determine whether the position is best filled by an internal or external search. This determination will be based on the abilities and interests of existing faculty and chairs and, in the case of an external search, the desire for

new expertise or point of view as well as the availability of funds for an additional position. After consultation, the provost will decide how best to fill the vacancy. In some cases, an interim dean may need to be appointed to oversee the school until a permanent dean can be identified. In such cases, appointment will be made by the provost in consultation with the school's department chairs for a period not to exceed two years.

Internal Search

The provost will conduct an internal search by asking for letters of application and additional materials from interested faculty members with tenure and department chairs. If the number of eligible applicants is greater than four, the provost in consultation with the president will reduce the number to be considered to no more than four. The provost will hold an open forum for each of the eligible candidates with all full- and part-time faculty and staff invited. Evaluation forms will be distributed at the end of the forum that will include space for open comments. The provost will take the evaluations and comments into consideration and, in consultation with the president, decide which candidate will receive the appointment.

External Search

The provost will convene a search committee and give the committee its charge. The composition of the committee is as follows:

- the provost or designee;
- one school dean appointed by the provost;
- two tenured faculty members nominated and elected in a process administered by the Faculty Senate drawn from the faculty contained within the departments comprising the school in question. Each faculty member shall represent a different department within the school and be voted upon by the combined faculties of those departments that make up the school in question;
- one faculty member with tenure appointed by the provost and drawn from a department within the school in question that is not yet represented on the committee;
- one part-time faculty member selected in accordance with the procedures specified in the agreement then in effect between the college and the Part-Time Faculty Association at Columbia College Chicago. The part-time faculty member shall be drawn from a department in the school not yet represented on the committee if possible;
- one tenured faculty member nominated and elected in a process administered by the Faculty Senate drawn from either of the other two schools;
- one department chair elected by the Chairs' Council after the faculty nominees have been elected and drawn from a not yet represented department contained within the school in question;
- one department chair appointed by the provost drawn from a department within the school in question; and
- under special circumstances, additional members may be added to the search committee. For example, the Associate Dean for Los Angeles Programs might

be added to a search for the dean of the School of Media Arts. These additional appointments will be at the discretion of the provost.

The committee shall use the following procedures:

- Curriculum vitae and résumés will be received electronically by the Office of Human Resources and made available to members of the search committee.
- Members of the search committee will review the documents and decide which applicants will be invited to come to campus for in-person interviews. In some cases, telephone interviews will be necessary to narrow the field of applicants.
- All part-time and full-time faculty and staff in the school shall have the opportunity to attend open meetings with the final candidates and to write evaluations addressed to the full committee.
- The committee shall select the finalists and submit a statement detailing strengths and weaknesses of each candidate to the provost for a decision. It is expected that the committee will submit not less than two, nor more than three, candidates for the provost's consideration.

In the event that any member of the search committee should become a candidate for the position, that person will ask to be recused from the committee. The recused member shall be replaced by a member of the same category, according to the procedures outlined above.

320 Chair of an existing department

When the position of chair of an existing department is to be vacated, the dean of the school will consult with the provost and the department's faculty to determine whether the position is best filled by an internal or external search. This determination will be based on the abilities and interest of existing faculty and, in the case of an external search, the desire for new expertise or point of view as well as the availability of funds for an additional faculty position. After consultation, the provost and dean will decide how best to fill the vacancy.

In some cases, an acting chair or interim chair may need to be appointed to oversee the department for a limited period. (See section 405.2 Acting and Interim Chair.) In such cases, an acting or interim appointment will be made by the provost and dean in consultation with department faculty for a duration not to exceed two years.

Internal Search

The dean will conduct an internal search by asking for letters of application from interested faculty members with tenure. The dean will hold an open forum for each of the eligible candidates with all full- and part-time faculty and staff invited from the college community. Evaluation forms will be distributed at the end of the forum that will include space for open comments. The dean will take the evaluations and comments into consideration and, in consultation with the provost, decide which candidate will receive the appointment.

External Search

If the provost and dean decide that an external search is warranted, the dean will convene a search committee and give the committee its charge. The composition of the committee is as follows:

- the provost or designee;
- the school dean;
- one representative from Academic Diversity, Equity and Inclusion;
- one chair of an existing department selected by the dean in consultation with the Chairs' Council;
- at least three to a maximum of five tenured faculty members of the department in which the vacancy exists, elected by the tenured, tenure-track, and/or senior lecturer faculty of that department, excluding those who would themselves seek the position (see chart below). The chair, if available, may vote on the membership of the search committee but may not serve on the search committee. In the event the minimum complement of tenured faculty is not available, the balance is to be selected from among tenure-track and/or senior lecturers in the department. In the event that the minimum complement of faculty is still not met, the balance is to be selected from tenured faculty from other departments by the initial committee. In the event that the minimum complement of faculty is still not met, the balance is to be selected from tenured faculty from other departments by the initial committee;

Departments with	
3-6 tenured or tenure-track faculty members	Three members on the committee
7-9 tenured or tenure-track faculty members	Four members on the committee
10+ tenured or tenure-track faculty members	Five members on the committee

- one additional full-time tenured faculty member from outside of the department, selected by the initial membership of the committee, unless an outside faculty member is already a member of that group;
- one part-time faculty member selected in accordance with the procedures specified in the agreement then in effect between the college and the Part-Time Faculty Association at Columbia College Chicago; and
- under special circumstances, additional members may be added to the search committee. For example, the Associate Dean for Los Angeles Programs might be added to a search for a chair of Cinema and Television Arts. These additional appointments will be at the discretion of the school dean.

The committee shall use the following procedures:

- Curriculum vitae and résumés will be received electronically by the Office of Human Resources and made available to members of the search committee.

- Members of the search committee will review the documents and decide which applicants will be invited to come to campus for in-person interviews. In some cases, telephone interviews will be necessary to narrow the field of applicants.
- The dean will hold an open forum for each of the eligible candidates with all full- and part-time faculty and staff invited from the college community. Evaluation forms will be distributed at the end of the forum that will include space for open comments.
- The committee shall select the finalists and submit a statement detailing strengths and weaknesses of each candidate to the provost and dean for a decision. It is expected that the committee will submit not less than two, nor more than three, candidates for the provost's consideration.

325 Chair of a new department

Chairs of new departments shall be chosen by the provost in consultation with the dean of the school in which the new department is located. In some cases, when the department is formed by a merger of existing departments, an external search may not be necessary, and the provost will follow the procedures detailed above for appointment or internal search. If an external search is conducted, the search committee shall be constituted as follows:

- the provost or designee;
- the school dean;
- one representative from Academic Diversity, Equity and Inclusion;
- at least two chairs of existing departments, selected by the Chairs' Council;
- at least three faculty members selected by the provost, excluding those who would themselves seek the position; and
- one part-time faculty member selected in accordance with the procedures specified in the agreement then in effect between the college and the Part-Time Faculty Association at Columbia College Chicago.

The search committee will follow the same procedure as that detailed in section 320.

330 Tenured and tenure-track faculty

Please review the General Qualifications for Tenure-track and Tenured Appointments, [Section XIII](#) of the Statement of Policy.

For tenured or tenure-track faculty in existing departments, there will be a search committee of not fewer than four persons, constituted as follows:

- department chair;
- not fewer than two full-time faculty elected by the department's faculty; and
- one or more full-time faculty members from the institution at large chosen by the committee, preferably from a department with an allied discipline.

For tenured or tenure-track faculty in new departments, there will be a search committee constituted as follows:

- department chair;
- any existing full-time faculty member(s) assigned to the department; and
- three full-time faculty members selected by the department chair and department faculty (or department chair alone, should there be no faculty members yet), at least one of whom should be from an allied department.

Search committees shall follow the following procedures:

- Chair shall convene the search committee, review the assessment of departmental strengths and weaknesses, and develop a position description and marketing strategy for the ad placement. The position description must include specifications regarding teaching load, departmental duties, and college-wide expectations.
- Chair shall consult with school dean to verify budget range for the position. The chair shall submit the file, including completed Position Requisition Form, to dean for approval.
- Dean shall send approval to chair. Dean shall also send approval to the Office of Human Resources, including position description and Position Requisition Form.
- Chair shall notify the Office of Human Resources if position is a replacement, in order for an exit interview to be scheduled with the departing faculty member.
- Chair shall call the Office of Human Resources to discuss the position and recruiting strategy in order to facilitate preparation of classified advertisements.
- The Office of Human Resources shall place the advertisement in agreed-upon media, as well as posting it on the college's job website.
- The search shall proceed in compliance with the institutional statement of equal opportunity and shall be consistent with policies as described in 705 Equal Opportunity.
- The Office of Human Resources shall collect résumés electronically and make them available to the chair.
- Chair shall convene departmental search committee to review applications.
- The final choice of candidates to be interviewed shall be made by the department chair with the advice of the committee. The chair's decision is subject to the approval of the school dean.
- In consultation with the dean, the chair shall schedule interviews with finalists. The interview schedule for each finalist shall include an interview with the dean. Whenever possible, initial interviews should be conducted at conferences such as MLA, CAA, etc.
- Before interviews, the chair shall request interview guidelines from Human Resources and review them with search committee members. The director of human resources is available to meet with the search committee to discuss interviewing procedures and techniques.

- A Columbia College Chicago Employment Application Form must be completed by candidates who are interviewed as the first step in the interview process. All candidate applications must be kept confidential.
- Each interviewed candidate must be recorded on the Applicant/Hire Log as required by the Equal Opportunity Commission Guidelines.
- All candidates whose applications and vitae are submitted to the dean as finalists must have excellent qualifications consistent with the position description, and be the result of a national search. If needed, the Office of Human Resources will be available to provide a comprehensive explanation of the Columbia College Chicago benefits program to final candidates.
- The chair's final recommendation, emerging from the interview process and committee deliberations, shall be forwarded to the dean. Upon concurrence, the dean shall forward the finalist's name to the provost. The provost may, at the provost's discretion, request an interview with the finalist. Upon concurrence by the provost, the decision is made.
- The dean shall inform the chair of the decision.
- Prior to making a formal offer, all references must be checked by phone. The chair and search committee members who call references must ask the same general questions of each reference. Calls may be made to colleagues in the field who may have knowledge of the finalist(s), but confidentiality must be requested. Nothing should be written on any of the applicants' submitted materials. Degrees shall be verified by the Office of Human Resources.
- A verbal offer shall be made by the chair (with approval of the dean) to the selected finalist.
- If the offer is accepted, the chair notifies the dean of this fact in writing. Within one week of the chair's notification, the dean shall notify the provost in writing, with a copy to the chair, of the candidate's acceptance and shall request that a letter of appointment be generated by the provost.
- Within one week of receiving the dean's letter, the Office of the Provost shall produce a letter of appointment, with copies sent to the chair, dean, Office of Business Affairs, Office of Human Resources, and Academic Personnel Office.
- The Office of Human Resources shall schedule an orientation for the new faculty member.
- At the completion of the hiring process, the chair shall send all applications and résumés with the Applicant Hiring Log to Human Resources. All interviewed candidates shall get a thank you letter from the Office of Human Resources.
- Any questions or concerns at any time during the hiring process may be directed toward the Office of Human Resources.

335 Joint appointment of tenured or tenure-track faculty

There will be a search committee of not less than six persons, constituted as follows:

- chairs of the departments;
- three full-time faculty members from the relevant departments, two of whom will be from the department which has majority decision in conversion from

tenure-track to tenured status, and one additional faculty member or chair from an allied department; and

- chairs of the relevant departments, the dean or deans of the school or schools in which the faculty member will serve, and the provost will determine which department will serve as “base” for the joint hire. A joint appointment will usually be obligated to the base department not less than 51% up to a maximum of 75%. The chair of the minority department will be required to recommend retention or termination of tenure-track faculty in writing on a yearly basis. Disputes between chairs about duties, responsibilities, and workload will be mediated by the dean(s).

340 Teaching-track faculty

Please review the General Qualifications for Teaching-Track Appointments, [Section VI](#) of the Statement of Policy.

A teaching-track appointment is a full-time, non-tenured faculty position. In some instances, the department chair may appoint a search committee to assist in selection of candidates. At other times, the department chair will appoint a teaching-track faculty member with the approval of the dean and provost.

400 FACULTY CATEGORIES

405 Chairs

A description of the position of department chair can be found [here](#).

405.1 Evaluation of chairs

The chair of an academic department is appointed by the school dean, in consultation with the provost, and reports to the school dean. Although they are members of the faculty, chairs are held to an administrative standard that includes a commitment to and realization of departmental goals and objectives set firmly within the context of the college’s mission. At the beginning of the three-year term the chair will receive a charge from the dean of the appropriate school identifying goals and objectives agreed upon at the time of hire or appointment. These will be reviewed annually in a discussion with the dean of the appropriate school. In the middle of the third year there will be an evaluation of the chair’s performance. Since the perception of the department faculty is valued and central to the evaluation process, during that time a formal faculty voice will be solicited and analyzed by the dean of the appropriate school as one of several factors that will determine the chair’s continuance. Ordinarily by March 29 of the third year of the term, the dean of the appropriate school will inform the chair of the decision, renewal of chair’s contract, or return to the faculty. After successfully completing an initial three-year term as chair, a second three-year chair contract will be offered. Subsequent evaluations will be done on a three-year rotational basis.

Evaluation of chairs is intended to reveal individual strengths and weaknesses of chairs in their leadership of departmental programs and in their overall attempt to enact the college mission. Such assessment is intended to provide guidance and support as well as clarity of standards of performance for chairs leading to improvement of the educational programs of the college, greater communication among faculty and staff within departments, greater coordination and cooperation throughout the college, and increased standing for the departments and the college locally and nationally. In this spirit, the chair should be given adequate opportunity, support, and encouragement to achieve these goals in an atmosphere of collegiality.

See the Academic Personnel intranet site for the Chair Evaluation Policy, Procedures and Evaluation Forms.

<https://columbiacollege.sharepoint.com/sites/AcademicPersonnel72/SitePages/Chair-Dean-Resources.aspx>

405.2 Acting and Interim Chair

In some cases, an acting chair or interim chair may need to be appointed to oversee the department for a limited period. If the chair vacancy is only temporary, the appropriate title is acting chair. If the chair vacancy is permanent, the appropriate title is interim chair.

405.3 Evaluation of Acting and Interim Chairs

See the Academic Personnel intranet site for the Chair Evaluation Policy and Procedures, which includes acting and interim chairs.

<https://columbiacollege.sharepoint.com/sites/AcademicPersonnel72/SitePages/Chair-Dean-Resources.aspx>

415 Tenured Appointment

See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process ([Section IV.D](#)). Tenured faculty members generally hold the rank of associate professor or professor.

Tenured faculty members are obligated to nine credits of teaching per semester, or equivalent responsibilities approved by the department chair and the dean of the appropriate school, during fall and spring semesters, and must maintain regular office hours for assisting students. Other responsibilities of tenured faculty members may be found in the Statement cited above. (See Academic Year Workload for Faculty Members with Tenure-track and Tenured Appointments, [Section XIV](#) of the Statement of Policy.)

Tenured faculty members are generally on 9½-month academic year contracts (August 16 through May 31) and are engaged in teaching and/or direct service to the college throughout this period except for those times specifically designated as holidays by the academic calendar.

Tenured faculty members with administrative duties may, at the discretion of the college, be appointed on a 12-month contract. Tenured faculty on 12-month contracts are engaged in teaching and/or direct service to the college throughout this period except for those times specifically designated as holidays by the staff calendar and a one-month vacation.

415.1 Evaluation of tenured faculty

See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process ([Section XVIII](#)).

415.2 FAAR

All full-time faculty are expected to complete a Faculty Annual Activity Report (FAAR) by May 31 each year. For more information, see [Section XVIII.B.1](#) of the Statement of Policy.

420 Tenure-track faculty

See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process ([Section IV.C](#)). Tenure-track faculty members are generally hired with the rank of assistant professor.

Tenure-track faculty members are obligated to nine credits of teaching per semester, or equivalent responsibilities approved by the department chair and the dean of the appropriate school, during fall and spring semesters, and must maintain regular office hours for assisting students. Other responsibilities of tenured faculty members may be found in the Statement cited above.

Tenure-track faculty members are generally on 9½-month academic year contracts (August 16 through May 31) and are engaged in teaching and/or direct service to the college throughout this period except for those times specifically designated as holidays by the academic calendar.

Tenure-track faculty members with administrative duties may, at the discretion of the college, be appointed on a 12-month contract. Tenure-track faculty members on 12-month contracts are engaged in teaching and/or direct service to the college throughout this period except for those times specifically designated as holidays by the staff calendar and a one-month vacation.

420.1 Evaluation of tenure-track faculty

See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process ([Article XV](#)).

420.2 FAAR

All full-time faculty are expected to complete a Faculty Annual Activity Report (FAAR) by May 31 each year. For more information, see [Section XV.A.3](#) of the Statement of Policy.

425 Teaching-track faculty

See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process. ([Section IV.B](#)). Teaching-track faculty members generally hold the rank of assistant professor of instruction, associate professor of instruction, or professor of instruction.

Responsibilities of teaching-track faculty members may be found in the Statement of Policy ([Section VII](#). Academic Year Workload for Faculty Members with Teaching-track Appointments).

Teaching-track faculty members are generally on 9½-month academic year contracts (August 16 through May 31) and are engaged in teaching and/or direct service to the college throughout this period except for those times specifically designated as holidays by the academic calendar.

425.1 Evaluation of teaching-track faculty

See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process ([Section IX](#)).

425.2 FAAR

All full-time faculty are expected to complete a Faculty Annual Activity Report (FAAR) by May 31 each year. For more information, see [Section IX.A.2](#) of the Statement of Policy.

435 Visiting artists

A department, school, or the college may from time to time invite an artist or other professional to come to campus for a specified period to work with students and/or faculty. Arrangements for these appointments are made by the sponsoring unit.

440 Part-time faculty

See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process ([Section IV.A](#)) and <https://about.colum.edu/faculty-development/part-time-faculty/index.html>

445 Emeritus/emerita faculty

When members of the Columbia College Chicago faculty retire after seven or more years of service, they may be awarded the title of "emeritus" or "emerita." This title is bestowed upon those individuals who, while at Columbia, made significant contributions to the culture of their times, in keeping with the college's overall mission. This designation signifies a career marked by vision and leadership, whereby the designee had a marked impact on the lives of those within the Columbia community and actively shaped the future of the college while serving also as a model for professional peers outside of the college. This status is granted in accordance with the guidelines below.

Guidelines for presidents and provosts: At the December meeting of the Board of Trustees in the academic year during which the title is to be bestowed, the chair of the Board may introduce, and the full Board may entertain and approve by a majority vote, a resolution

conferring emeritus/emerita status on a retired or retiring president or provost. Presidents and provosts who are awarded emeritus/emerita status will retain their title followed by the designation "emeritus/emerita."

Guidelines for other senior administrators: The president or provost may recommend a retired or retiring administrator by submitting a letter of recommendation with supporting documentation (c.v., letters of support from colleagues both internal and external, evidence of artistry/scholarship, etc.) to the chair of the Board of Trustees in advance of the December meeting of the full Board in the academic year during which the title is to be bestowed. At that meeting, the chair of the Board may introduce, and the full Board may entertain and approve by a majority vote, a resolution conferring emeritus/emerita status on the retired or retiring administrator. Administrators who are awarded emeritus/emerita status will retain their title followed by the designation "emeritus/emerita."

Guidelines for faculty members: A chair may recommend a retired or retiring faculty member from the department by submitting a letter of recommendation with supporting documentation (c.v., letters of support from colleagues both internal and external, evidence of artistry/scholarship, etc.) to the appropriate school dean by December 1 of the academic year during which the title is to be bestowed. The dean should then submit a recommendation to the provost no later than February 1. The provost, in consultation with the president, will announce honorees no later than March 1 of each academic year. Faculty members who are awarded emeritus/emerita status will retain their rank of professor or associate professor followed by the designation "emeritus/emerita."

Benefits of emeritus/emerita status include recognition of each year's new honorees in appropriate publications and during annual Commencement exercises; use of Columbia College Chicago letterhead for correspondence related to scholarly activities; continued use of their Columbia College Chicago email; Columbia College Chicago business and identification cards; invitations to college functions; library privileges, including online resources; and, at the discretion of the honoree, listing in college directories and participation in Convocation/Commencement ceremonies.

Potential opportunities for holders of emeritus/emerita status include guest lectureship; directing graduate theses; serving as academic advisor to students or mentor to faculty members; presenting or participating in college colloquia; serving as consultant on strategic planning and new initiatives, serving as advisory board member for a school, department, center, or institute of the college.

Emeritus/emerita status does not entitle the holder of the designation to material or human resources (space, equipment, personnel) unless their department separately makes a request for such resources, and the request is approved by the dean and the provost.

500 FACULTY-RELATED POLICIES AND RESPONSIBILITIES

501 Faculty work schedule

Faculty members are expected to be available to teach courses at any time within normal Columbia College Chicago operating hours: Monday through Friday, 8:00 a.m. to 10:00 p.m., and Saturday from 8:00 a.m. to 6:00 p.m. Schedules are set in consultation with department chairs, and reasonable efforts will be made to accommodate special needs.

Other than official vacation and holiday periods, faculty members, including chairs, are not permitted vacations during the regular academic calendar. The college recognizes that faculty members frequently take work home and/or need to be away from campus for professional and/or faculty developmental activities. However, faculty members are expected to be on campus as reasonably required to facilitate student access and the effective performance of broad responsibilities to the college.

Office hours must be posted each semester and must include specifically designated student advising/assistance hours totaling a minimum of four hours per week. As students may have conflicts with scheduled office hours, faculty members are expected to make themselves available for advising/assistance appointments on a flexible, as-needed basis.

Faculty members are expected to be available to the college before and after fall and spring semesters. During the advising periods, full-time faculty are required to work as faculty advisors. Any exception to these conditions must be approved by the department chair and is subject to the approval of the dean of the appropriate school.

Full-time faculty members are not considered available to the college during officially scheduled academic holidays or during summer months when they are off contract.

Full-time faculty members are expected to use summer breaks to pursue their creative and scholarly endeavors. They are also not excluded from teaching in the summer and will receive additional compensation (up to two courses). Full-time faculty who are teaching are expected to maintain reasonable office hours during the summer session and will be required to provide reasonable service to their departments and to the college as directed by the department chair or school dean.

505 Additional responsibilities

A faculty member may be hired or negotiate with the chair to assume responsibilities that are beyond the usual scope of faculty work. These assignments are subject to the approval of the dean and may include special projects for a specified period of time or on-going administrative work for the department. Typically, release time and/or a stipend accompanies these additional assignments.

505.1 Director

Historically, the title of director was given to members of the full-time faculty who assumed responsibility for cultivating, developing, and supervising a specific program within a department. With the advent of associate chairs and academic managers, this designation fell into disuse. Effective fall semester, 2010, the title director will no longer be used for members of the faculty.

505.2 Coordinator

Typically, the title of coordinator is given to a member of the full-time faculty who, in consultation with the chair and dean, manages multiple sections of a course or a significant number of courses within a department. The coordinator may interview, hire, supervise, and evaluate part-time faculty; schedule courses; organize meetings for full- and part-time faculty; manage internship programs; and other similar duties.

505.3 Summer chairs

Effective summer 2006, chair contracts will be issued from June 1 through August 15. A summer chair is required to be on campus for the equivalent of three-and-one-half days per week. The specific duties of this appointment should be discussed with the appropriate school dean.

505.4 Associate chairs

The associate chair works closely with the chair in the regular operation of the department both internally and externally and with other academic and administrative bodies of the college. In the chair's absence, or at the chair's request, the associate chair may represent the department at Chair's Council, Dean's Council, or on other deliberative or administrative bodies of the college where appropriate. The associate chair may assist the chair with the following duties and responsibilities:

- curriculum and course scheduling;
- full-time and part-time faculty management and support;
- student advising and orientation;
- policies and procedures, resources and budget;
- recruitment and retention; and/or
- events, inter-department collaborations and co-curricular activities.

The associate chair may be assigned additional duties as needed. The faculty senate recommends that the associate chair position be reserved for tenured faculty. If exigent circumstances require the appointment of a non-tenured faculty, a rationale for the decision must be provided to the dean of the appropriate school.

505.5 Provost's Faculty Administrative Fellow

The Provost's Faculty Administrative Fellow is a one-year, non-renewable appointment designed to promote engagement between the academic administration and the faculty of Columbia College Chicago. In addition to the

project-based service described below, the Provost's Faculty Administrative Fellow will function as a two-way conduit between faculty perspectives and the Office of Academic Affairs, advising the provost on faculty concerns, regularly engaging with members of the faculty through public forums, and generally promoting the value of faculty expertise to the administration.

The Provost's Faculty Administrative Fellow is selected from among the full-time faculty to take on a substantive administrative or curricular project as a primary focus. Integral to academic operations, these projects may include advisement and primary authorship of substantive curricular revisions; providing expertise and oversight to an aspect of strategic planning implementation; coordinating new initiatives with academic support units such as the Offices of Enrollment Management, Advising, and Student Affairs; codifying new models for faculty development; or other areas of need designated by the provost.

Each year, if funding is available, the Office of the Provost will select a project area, announce a search for the position and share a position description for faculty to consider.

The Executive Committee of the Faculty Senate will facilitate a process for self-nomination to the position. The Faculty Affairs Committee will then review applications, taking into consideration the following criteria: demonstrated capacity for leadership through shared governance and/or academic leadership, qualifications to take on the proposed administrative or curricular project, institutional knowledge, and overall quality of application. The Faculty Affairs Committee will then forward a short list of finalists to the Executive Committee of the Senate. Once approved, finalist applications will be sent to the provost, who may request additional materials and/or interviews before making the final decision.

510 Policy on summer and J-session teaching

In recognition of the compressed schedules for summer and J-session courses, the following policy for teaching during these sessions has been established.

- **Compensation:** For full-time faculty members, summer and J-session courses are not considered part of the faculty member's fall and/or spring workload. Full-time faculty members who teach in summer or J-session receive additional compensation for such courses.
- **Summer Session Workload:** No part-time or full-time faculty member may teach more than two courses concurrently during regular Columbia College Chicago summer sessions. The credit total for these courses may not exceed eight. This includes any concurrent Columbia College Chicago courses, including those of the Summer at Columbia and directed studies. This excludes independent projects.

- J-session Workload: No part-time or full-time faculty member may teach more than one course during J-session. This includes directed studies but excludes independent projects.
- Exceptions to this policy must be requested in writing and approved by the provost.

512 Overload Banking and Compensation Policy

A teaching load with a number of credits above a faculty member's contractual expectation (18 credits per year for tenure-track and tenured faculty, and 24 credits per year for teaching-track faculty) is considered an overload. At the time an overload is assigned to a faculty member, a compensation arrangement must be agreed upon by the faculty member and chair as part of their yearly workload agreement. That compensation arrangement can come in the form of an additional payment made during the semester the class is taught at the current rate for summer and J-session teaching. As an alternative to an additional payment, up to three credits may be counted towards a reduction of credits taught the following academic year.

In all such cases, the chair and dean must consult about the nature of the compensation. In the event of an additional payment, the payment must go through the academic affairs additional pay approval process. In the event of a reduction of credits, the chair must document the agreed-upon reduction of credits.

515 Independent projects, directed studies, tutorials, and thesis advising

Full-time faculty and chairs are not expected to supervise more than five independent projects in addition to their normal teaching load each semester. Approval for the project by the chair and the faculty advisor prior to registration is required.

[Independent Projects](#)

[Directed Studies](#)

520 Registration periods

There are two periods of student registration each semester—early registration and regular registration. Faculty members from each department serve as counselors to help students with the selection of courses within their fields. Since college graduation and financial aid requirements are complex, faculty members are urged to refer any registration-related questions of this nature to the appropriate administrative office. Schedule revisions are done during add/drop week, held the first week of each semester. Specific information will be made available to the faculty before each registration period. <https://about.colum.edu/provost//office-of-the-registrar/index.html>

525 Release time/stipends

A full-time faculty member who is responsible for a special project or who assumes the responsibility of coordinator may qualify for release time. The responsibilities of coordinator call for continuing obligations assumed by a faculty member as designated by

the department chair. The chair and faculty member will consult to clarify whether the position is a term appointment, renewable, subject to rotation, or a condition of hiring. In lieu of release time, a stipend may be agreed upon by the faculty member, the chair, and the dean.

Each semester the school dean will review the agreement between the chair and the faculty member for release time or stipend to confirm that the compensation is consistent with the service. A copy of the written agreement for release time and/or stipends will be sent to the chair and to the faculty member.

530 Sabbatical Leave

The purpose of a sabbatical leave is to support the professional development of tenured faculty members, and to consistently enrich the intellectual and creative vitality of the institution. The intention of a grant of a sabbatical leave is to allow the faculty member an opportunity to pursue a scholarly, creative, educational, and/or professional project that will benefit from focused, uninterrupted time that is not possible concurrent to the usual workload assignment. The sabbatical leave project ought to be clearly defined; it ought to develop, enhance, extend, or contribute to the faculty member's academic area of expertise consistent with and/or to further enrich the faculty member's role at the college.

Eligibility

Full-time, tenured faculty members who have accrued five or more years of full-time service are eligible to apply for a sabbatical in their sixth year of service. The faculty member granted sabbatical leave may not receive another sabbatical leave until they have accrued six or more years of full-time service at the college after sabbatical was last awarded. Once eligible, a faculty member remains eligible to apply for sabbatical until he or she is awarded a sabbatical leave. Faculty applying for tenure during their 6th year of service are also eligible to concurrently apply for a sabbatical leave. An affirmative granting of a sabbatical leave remains contingent upon the formal receipt of tenure before the sabbatical period begins.

Faculty members serving as chairs, associate deans, deans, assistant provosts, associate provosts, vice provosts or provost are not eligible to apply for sabbatical. After vacating their administrative positions, with appropriate time of service as defined above, these faculty members may apply for sabbatical through the established process. Years of administrative service will count in the calculation of their eligibility to apply for sabbatical.

The Office of the Provost will maintain records of eligibility status, and each year will notify eligible faculty no later than May 1 of the spring prior to the fall deadlines of both their ability to apply as well as the number of semester-long sabbatical awards that will be supported by the college during the current application year. This number will be 10% of the tenured faculty members at the college as of August 16. An eligible candidate applies in the fall semester for sabbatical leave the following academic year.

Sabbatical credit does not accrue while a faculty member is on personal leave from the college. Sabbatical credit does accrue while a faculty member is on FMLA leave from the college.

In extraordinary circumstances, such as an unpaid professional development leave sought in order to accept a nationally and/or internationally recognized fellowship, grant, or accolade that clearly supports the faculty member's creative and scholarly endeavor and will bring distinction to the college, a case may be made in writing to the provost in advance of the anticipated leave that sabbatical credit continue to accrue during the leave. The provost's decision will then be communicated in writing to the faculty member, and the relevant chair(s) and dean(s). The faculty member's eligibility status will reflect the decision made by the post.

Sabbatical leaves are granted for one semester at full salary; or, as an alternative, the faculty member seeking sabbatical may request a leave of one full academic year at one-half their base salary. Administrative stipends are not included in compensation during sabbatical leave.

Faculty accepting a sabbatical leave are obligated to return to the college at the end of the sabbatical for a period of not less than one year. Failure to do so will require the faculty member to reimburse the college for the amount paid during the sabbatical leave.

Projects focusing on individual course or program proposals are ineligible.

Faculty on sabbatical leave are ineligible to serve on any elected or appointed department or school-wide committee.

Review Process

The review process involves four steps: 1) intention to apply; 2) application; 3) review of application; 4) notification of determination regarding application.

It is the faculty member's responsibility to provide notification of intention to apply. The intention to apply must be made via a portal in Interfolio. Affirmative notification of intent will be sent to department chair, school dean, associate provost for academic personnel, associate provost for faculty research and development, and director of faculty evaluation.

Following the notification of intention to apply, and at least two weeks in advance of the deadline for the completed application, chairs and deans ought to personally discuss with all faculty members involved any concerns they may have about the impact multiple sabbatical leaves could have on the intellectual or financial health of a department or school. In rare cases where faculty are specifically asked by chair and dean to delay their applications by a year in order to accommodate the needs of the institution and department (i.e. staffing issues in order to best serve students), the dean will send written notification prior to the application deadline that the faculty member, whenever they complete the obligatory year of service following a future sabbatical leave will receive two years of credit toward eligibility to apply for a future sabbatical leave.

A faculty member's application for sabbatical leave will be subject to review and recommendation by the faculty members' chair, dean, and the Sabbatical Leave Committee.

Following submission of the application, chairs, deans, and Sabbatical Leave Committee will concurrently and independently review and rate the applications relevant to their administrative and service purview and forward their ratings to the provost for consideration. The rubric will be made available to faculty through the Faculty Development Portfolio website, and used by chairs, deans and Sabbatical Leave Committee in rating the applications.

Using the ratings submitted by the chair(s), dean(s) and Sabbatical Leave Committee, the provost will make final decisions regarding the awarding of sabbatical leaves. The Provost will enter the decisions and rationales in Interfolio.

The Office of the Provost will email official notification regarding sabbatical leave no later than the last working day prior to the December semester break. Chairs, deans, and Sabbatical Leave Committee members are to be cc'd. The information in Interfolio will be available to all applicants at that time.

Application and Review Deadlines

All applications for sabbatical leave (whether for Fall, Spring or the full academic year), are due and reviewed as follows:

[May 1]: Notification of eligibility to apply for Sabbatical Leave presented in Interfolio.

[August 20]: Notification of intention to apply made in Interfolio.

[Prior to Monday of Week 4]: Conversation and, if applicable, notification by dean of postponement of Sabbatical Leave application.

[Monday of Week 6]: Deadline for completed application materials submitted in Interfolio for review by chair, dean, and Sabbatical Leave Committee.

[Monday of Week 12]: Deadline for chairs, deans, and Sabbatical Leave Committee to complete all application ratings for provost review.

[The last working day in December prior to the Semester Break]: Official notification regarding sabbatical leave, including semester, will be emailed to applicants. Chairs, deans and Sabbatical Leave Committee members to receive cc.

Application Requirements

A sabbatical application requires the submission of:

1. a proposal of no more than 2500 words
2. a current curriculum vitae
3. relevant supporting materials when mentioned in the proposal (e.g. book contracts, letters of invitation, grant notification, etc.)

A proposal will describe, in complete sentences, the scope and significance of the project for an audience of peers who may not share the same disciplinary expertise as the applicant. The proposal ought to make clear whether this is new or continuing work, and focus on an anticipated outcome, identifying progress that can be measured/noted/recognized at the end of the sabbatical period. Any grants and/or other kinds of support received from outside the college ought to be explained and described, especially in cases where they are relevant to the recognition, completion, and timeframe of the work.

The proposal will be rated according to its ability to clearly articulate:

- a description of a fully-imagined project with a clear outcome
- the rationale for work on this project at this time
- the rationale for choice of a particular semester and/or application for a full-year sabbatical
- the significance of this project to the faculty members' own professional development
- the contribution the project will make to the faculty members' field and/or discipline
- the contribution the project will make to intellectual and creative life at the college
- the potential for future impact on student learning
- a timeline for the work including measurable milestones
- a plan for sharing results of the sabbatical both at and beyond the walls of the college (e.g. in one's field/discipline)

Applications are submitted in Interfolio.

Post-Sabbatical Reports

Faculty members complete a post-sabbatical report in Interfolio no later than the second Monday of the semester following their sabbatical leave.

Prompts in Interfolio will require the faculty member to:

- provide a brief summary of the project
- explain what the faculty member accomplished during sabbatical leave
- articulate how these accomplishments compare with the original plans and expectations
- describe how the sabbatical leave influenced the faculty member's creative and scholarly work
- explain anticipated benefits of the work to teaching and the overall learning environment at the college
- state how the faculty member may already have, or anticipates sharing the result of the sabbatical work beyond the walls of the college
- indicate interest in participating in a Columbia College Chicago Faculty Works event and the form of the work to be shared (e.g. presentation, reading, performance, screening, etc.).

This archive of post-sabbatical reports will be maintained in Interfolio documenting the creative and scholarly development of the college's faculty. The Office of Academic

Personnel, school deans, department chairs, and each tenured faculty member can access this information at any time.

Faculty members who do not submit the required post-sabbatical report by the deadline will become ineligible for subsequent sabbatical leaves.

531 FMLA and Caregiver (Parental and Dependent Care) Leave

When a faculty member takes time away for an approved [FMLA and/or a Caregiver leave \(parental or dependent\)](#), the College must ensure that the student experience is preserved to the greatest extent possible. For this reason, if a full-time faculty member takes a leave for 7+ weeks, all of the faculty member's courses should be reassigned. If the faculty member returns during the semester, service duties (or scholarly and creative work, if applicable) should make up the faculty member's workload. The faculty member may also agree to be scheduled to a sub-session during the affected semester, if applicable.

535 Unpaid leave of absence

Unpaid leaves of absence not related to FMLA (Family and Medical Leave Act) are granted at the discretion of the college. Normally, such leave is limited to one year. Valid reasons to request an unpaid leave of absence may include, but are not limited to, an offer to teach for a limited period of time (e.g. a semester or year) at another institution of higher learning; an offer to engage in service to an arts organization, social organization, government, industry, or other organization; for the purpose of writing or completing a work of art or scholarship. There is no limitation on gainful employment during an unpaid leave of absence. All full-time faculty, including chairs, are eligible to apply.

Application for unpaid leaves of absence should be made in writing to the department chair and simultaneously to the dean of the appropriate school at least four months before the intended leave. The application should state the purpose of the leave, its expected duration, and any special circumstances affecting the faculty member or the college. Chairs should apply directly to the dean of the appropriate school. Chair leaves must be approved by the provost.

During an unpaid leave of absence, salary increases are suspended. If a faculty member wishes to continue health insurance during an unpaid leave, he/she is responsible for paying the employee premium for up to 12 months on a monthly basis or by paying in advance. Otherwise, the health insurance will cease for the period in question and any claims will be the responsibility of the faculty member. Any 403(b) contributions, flexible spending plan, and commuter benefits are discontinued during the leave. Also, Life, Accidental Death & Dismemberment, and Long Term Disability benefits are discontinued effective one month after the leave begins unless the faculty member elects to convert these benefits. Anyone contemplating such a leave should consult with the Benefits Manager in the Office of Human Resources for additional information on insurance and other employee benefits. <https://columbiacollege.sharepoint.com/sites/hr/SitePages/Time-Off.aspx?web=1>

Faculty members will not be subject to evaluation during an unpaid leave that extends for a full academic year.

An unpaid leave may be extended beyond the agreed-upon time at the sole discretion of the college. Written application to the department chair and simultaneously to the dean of the appropriate school must be submitted at least four months prior to the expiration of the agreed-upon leave, to be considered only in exceptional cases. For chairs, written application must be made to the dean of the appropriate school and provost under the same terms. Failure to notify the chair and the dean prior to the four months deadline may result in termination of employment.

In each instance, an individual's letter of agreement will be negotiated with the faculty member or chair requesting unpaid leave, specifying date of inception and completion of leave.

For the policy on Extension of the Tenure-Track Period, see Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process ([Section XV.C](#)).

This section does not apply to Family and Medical Leave Act (FMLA) leaves of absence, which are governed by a separate policy. For questions regarding FMLA, contact the Office of Human Resources.

540 College/school retreats

Each summer, before the start of fall semester, the college holds either a college-wide all-faculty retreat or individual school-wide retreats. The purposes of the events are to create an atmosphere for the development of collegial relationships; to provide forums for open discussion about issues of concern to the college; to offer forums for discussion of proven teaching approaches and to showcase faculty professional development projects; and to build an academic community. These events are mandatory for full-time faculty.

545 New faculty orientations

Both new full- and part-time faculty are expected to participate in college orientations. These orientations provide faculty members with general information about the college, academic policies, faculty and student support services, and introduce faculty members to some of their colleagues and college administrators. In addition, the orientations offer forums for discussing effective teaching approaches and methodologies. For more information visit the New Faculty Orientation website.

<https://about.colum.edu/faculty-development/programs/new-faculty-orientation.html>

550 Faculty travel

A faculty member who wishes to travel to professional conferences, meetings, or seminars or to conduct other college-related business must first secure the permission of their department chair to ensure that college funds are available to cover the cost of travel and related conference fees, etc. All airplane, train, and car rental reservations must be made through Administrative Services in order to be reimbursable. Forms for making travel

arrangements and reimbursement of travel expenses are available on the Office of the Provost [intranet page](#).

555 Commencement

Faculty members are required to attend the Commencement ceremony for their department. For specific information, see the Commencement website.

<http://students.colum.edu/commencement/>

560 Outside professional activities

Professional activities outside of the college should be of sufficient scope and quality as to be worthy of recognition in faculty evaluations and should reflect positively on the professional stature and reputation of the individual and the college.

Professional activities should relate in the broadest sense to the discipline in which the faculty member is engaged, and such activities should significantly contribute to the faculty member's growth and/or stature in that field.

565 Desk copies of textbooks

Desk copies of textbooks received by an academic department or member of the faculty for review may not be sold for either the college's benefit or individual gain. Desk copies may be retained by the department for reference purposes or forwarded to the College Library to include in its collection.

570 Conflicts of interest

The high ethical standards to which our faculty hold themselves are our best safeguards against conflicts of interest. However, judgments will differ and faculty are advised to consult with the department chair and/or the school dean whenever there are any questions regarding conflicts of interest or the appropriateness of a given outside professional activity.

570.1 Outside employment

Full-time faculty members may not hold two full-time academic positions concurrently.

Full-time faculty members should not undertake any outside employment activities that conflict with the performance of faculty obligations. Outside employment activities do not reduce regular faculty work responsibilities. Any professional efforts requiring release time must be formally contracted in writing with the department chair and are subject to the approval of the school dean.

Full-time faculty members may not engage in any concurrent employment in a salaried position at another institution or place of business (excluding freelance) without prior written approval of both the school dean and the department chair (this provision does not include the receipt of grants, awards, commissions or fees for service).

570.2 Use of the college's name

Although the college appreciates and encourages mention of the institution in faculty biographical materials, interviews, social media, etc., the college's name and identity are the exclusive property of the college and, consequently, may not be used in connection with goods or services offered by any faculty member involved in outside work. The college assumes no responsibility for the competence of performance of outside activities engaged in by a faculty member, nor may any responsibility be implied in any advertising with respect to such activities. Official stationery may not be used in connection with outside activities except with respect to academic and scholarly activities. Faculty members may not represent themselves as acting on behalf of the college without prior authorization from the provost.

570.3 Course materials

Under no circumstance shall members of the faculty sell course materials directly to students in their classes. Any course materials that must be purchased shall in all cases be handled through an established commercial vendor.

When a member of the faculty uses a course textbook or other required materials where he/she may receive a financial or other personal benefit, the faculty member must disclose this decision and the potential benefit to the curriculum committee of the department. The curriculum committee will consider whether the text or other material is consistent with the learning objectives of the class. If the curriculum committee decides that the text or other material is consistent with the learning objectives of the class, nothing further need happen; and the question need not be revisited in future semesters. If the curriculum committee decides that the text or other material may not be consistent with the learning objectives of the class, the members will give a written statement to the faculty member who is at risk of a conflict of interest and copy the department chair and the dean of the school.

The department chair will then follow the policies and procedures detailed in the college's Conflict of Interest Policy available on IRIS under Business Affairs>Internal Auditing>Business Affairs>Conflict of Interest Policy.

571 Academic Ombudsperson

Overview

The Academic Ombudsperson is a designated neutral and impartial dispute resolution source whose major function will be to provide an informal, voluntary, and confidential resource for addressing and resolving workplace or academic conflicts within the Columbia College Chicago community. The Academic Ombudsperson's services are available to the college's full-time faculty. Part-time faculty represented by P-fac shall continue to address issues through their union representatives.

Purpose and Responsibilities

The Academic Ombudsperson shall act as an advocate for procedural fairness and a neutral source of advice, information, referral, and mediation services to full-time faculty members

seeking guidance. The Ombudsperson shall keep regular office hours and be reasonably available for both “walk-in” and scheduled meetings with faculty members. The Ombudsperson may provide assistance using methods of problem-solving including, but not limited to, listening, identifying and reframing issues, asking questions, conflict coaching, mediation, facilitation, and shuttle diplomacy. The Academic Ombudsperson shall consider the point of view of all parties and not side with any one individual.

More specifically, the responsibilities of the Academic Ombudsperson are:

- to provide a confidential forum to discuss faculty members’ questions and concerns;
- to educate faculty regarding their options for resolving a conflict (including both formal procedures and informal steps);
- to provide information concerning and assistance navigating college policies and procedures;
- to facilitate the informal resolution of faculty disputes;
- to make appropriate referrals (i.e., when informal options appear ineffective or impractical or when another office can provide better assistance);
- to help establish effective communication between parties to a dispute (only when requested by the faculty member seeking assistance from the Academic Ombudsperson and in compliance with all required confidentiality);
- to identify common underlying issues and interests;
- to make general recommendations to the provost for necessary or desirable changes in college rules, regulations, and procedures (without disclosing any information held in confidence); and
- to report to the Faculty Senate on general trends and topics of concern at least once per year (without disclosing any information held in confidence).

The Ombudsperson shall perform these responsibilities as appropriate given the circumstances of each faculty inquiry or request.

Limitations of Authority

In performing the responsibilities of the position, the Academic Ombudsperson shall not:

- address complaints related to alleged harassment or discrimination prohibited under the college’s Sexual Misconduct Policy & Procedures and/or Anti-Discrimination & Harassment Policy (other than to refer the faculty member to the college offices that are established to deal with these issues);
- participate in any formal investigatory, disciplinary, or grievance procedure, nor act as a mandated step before the commencement of such a procedure (but he or she may provide information concerning the college’s processes);
- establish or revise college policies or procedures;
- take sides or determine the "guilt" or "innocence" of any party;
- make recommendations as to appropriate sanctions;
- give legal advice;
- offer psychological counseling, although the Ombudsperson may refer faculty members to available resources; or

- provide services to students (whom will continue to be served by the Dean of Students' Office).

The authority of the Academic Ombudsperson is limited to internal academic issues. The Ombudsperson shall not address the college's relationship with any third parties.

Reporting and Independence

- The Academic Ombudsperson is neutral, impartial, and unaligned.
- The Academic Ombudsperson shall act independently from other academic and organizational structures within the college, but will report directly to the Provost for administrative and budgetary purposes. The Ombudsperson must hold no other position within the college that could compromise that independence.
- The Academic Ombudsperson must not have any personal stake in, nor incur gain or loss from, the outcome of any issue under consideration. The Academic Ombudsperson shall ask to be rescused from any matter which the Ombudsperson reasonably believes may be a conflict of interest.

Confidentiality and Record Keeping

- The Academic Ombudsperson shall hold all communications with faculty members seeking assistance in confidence. The Ombudsperson shall reveal neither the identities of any faculty member seeking assistance nor any information given in confidence that could lead to the identification of such a faculty member. Notwithstanding anything to the contrary, the Academic Ombudsperson shall make such disclosures as required by law or as necessary to prevent an act that may result in imminent bodily harm.
- The Academic Ombudsperson shall not keep formal written records for the college, but the Ombudsperson may keep such suitable records of complaints, findings, and recommendation as are necessary to accomplish the Ombudsperson's responsibilities. Such records shall be accessible only to the Academic Ombudsperson or to the Ombudsperson's designee. At the end of the Academic Ombudsperson's term or service, the Ombudsperson shall decide reasonably which records to retain for the Ombudsperson's successor and which to destroy. No records retained shall include any personally identifiable information.
- The Academic Ombudsperson shall not testify in any formal college investigatory, disciplinary, or grievance procedure. Communications to the Ombudsperson do not constitute notice to the college of possible violations of college policy or unlawful practices.

Search Committee

When a search for an Academic Ombudsperson is to be conducted, the provost will convene a search committee and give the committee its charge. The minimum composition of the search committee is to include:

- The General Counsel or designee;
- The AVP of Human Resources or designee;

- One representative from the Executive Committee of the Faculty Senate
- One representative from the Faculty Affairs Committee of the Faculty Senate
- One representative from the Office of the Provost; and
- One representative from Academic Diversity, Equity and Inclusion.

572 Dispute Resolution Procedure for Full-Time Faculty

The purpose of this dispute resolution process is to provide avenues for full-time faculty members to request review of certain employment-related actions and decisions.

This process is limited to addressing disputed actions or decisions, and may not be used to dispute matters that are subject to an existing policy that has an appeal and/or complaint resolution mechanism. This includes, without limitation, the college’s “Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process,” the Curriculum Policy Manual, the “Anti-Discrimination & Harassment Policy,” and the Office of Human Resources’ benefits policies. Decisions regarding faculty appointments, promotions and continued employment may not be disputed through this process.

This process may not be used on a group or “class” basis or to dispute existing or proposed college policy. This process applies to full-time faculty members only. Any individual covered by a collective bargaining agreement must use the applicable grievance procedures of that agreement.

Subject to these limits, a faculty member may use this dispute resolution process to dispute actions and decisions by the college that meet the following criteria:

1. The action or decision materially, substantially and directly affects the faculty member’s employment;
2. The action or decision results in the faculty member being treated differently from similarly situated faculty members;
3. The faculty member believes that there is insufficient justification for the different treatment.

Those who participate in this process are expected to conduct themselves in a professional manner at all times, respecting the confidentiality of the process and the individuals involved.

572.1 Informal Resolution

Faculty members should always attempt to resolve issues informally, before initiating formal procedures. Many issues can be resolved quickly through good communication, face-to-face meetings, and other informal steps. The college and faculty members are expected to make sincere attempts to resolve issues informally.

Before proceeding to a Formal Dispute under 572.2 below, a faculty member must first take reasonable steps to attempt to resolve the situation informally.

A faculty member should first communicate the issue to the individual who took the action or made the decision (the “decision-maker”) and engage in good faith efforts to reach a resolution. If possible, an in-person conversation should occur. If the faculty member and the decision-maker agree that additional time could produce an informal resolution, then the deadline for submitting a Formal Dispute (addressed below in 572.2) may be extended up to 5 working days. Extensions of time must be confirmed by email.

If the issue is not resolved with the decision-maker, the faculty member is encouraged to address the issue to an administrator one level higher (other than the provost or president) and attempt to resolve it there. If the faculty member and the administrator agree that additional time could produce an informal resolution, then the deadline for submitting a Formal Dispute may be extended up to 5 working days. Extensions of time must be confirmed by email.

572.2 Formal Dispute Resolution

Faculty members may initiate a Formal Dispute if the issue is not resolved informally. A faculty member must initiate a Formal Dispute within 30 working days of the decision or action at issue, unless this deadline is extended as described above in 572.1.

572.2.a Initiating a Formal Dispute

A faculty member initiates a Formal Dispute by submitting a Formal Dispute Form to the Executive Committee of the Faculty Senate. (Formal Dispute Form is available [here](#).) The Executive Committee shall review the Formal Dispute Form to determine if the faculty member has presented a valid Formal Dispute, in whole or in part. No Executive Committee member may participate in this decision if the person has a conflict with or a vested interest in the resolution of the dispute. If the Formal Dispute meets the criteria outlined above, the Executive Committee shall promptly convene a Dispute Resolution Committee and forward a copy of the Formal Dispute Form to the Office of the Provost. If not, the Executive Committee shall notify the faculty member that the Formal Dispute is denied, giving the reason(s) for denial, and forward a copy of the notice to the Office of the Provost.

The faculty member must provide sufficient detail on the Formal Dispute Form to allow the Dispute Resolution Committee to investigate the issue. At a minimum, the Formal Dispute Form should describe the specific action or decision at issue as fully as possible, identify any applicable policy or procedure, identify the relevant individuals, give the date the action or decision occurred, describe the steps taken to resolve the issue informally, and provide any additional relevant facts.

572.2.b Dispute Resolution Committee

The Dispute Resolution Committee shall consist of one member of the Executive Committee, two additional senators, and two administrators appointed by the provost. No one may participate on a Committee if the person has a conflict with or a vested interest in the resolution of the dispute. All senators must participate on a Committee as part of their service in the Senate.

The Committee shall attempt to address the Formal Dispute within 15 working days of submission, unless additional time is needed as determined in the sole discretion of the Committee. The Committee shall investigate the Formal Dispute and make recommendations for resolution.

If the Committee determines that any part of a Formal Dispute has merit, it shall send a preliminary recommendation for resolution to the decision-maker. The Committee shall work collaboratively with the decision-maker to reach a mutually agreeable resolution, if possible. In any case, the decision-maker shall answer the Committee in writing within three working days of receiving the recommendation, either agreeing to implement the preliminary recommendation or explaining why the preliminary recommendation (or any part of it) is not or cannot be accepted.

After receiving the response to the preliminary recommendation, the Committee shall send a report to the faculty member, the decision-maker, and the Office of the Provost. The Committee's report shall include any final recommendations and any resolution agreed to by the decision-maker.

572.2.c Request for Additional Review

If not satisfied with the Committee's report, a faculty member may request review by the provost within 5 working days from the date of the report. The provost, or the provost's designee(s), shall respond to the faculty member, the Dispute Resolution Committee, and the decision-maker within 10 working days, unless additional time is needed. In no case shall the time to respond exceed 20 working days. If a disputed issue concerns an action or decision by the provost, this final request for review may instead be made to the president of the college, in which case the president, or the president's designee(s), shall respond as described. The decision of the provost (or president if the disputed issue involves the provost) is final and the dispute file shall be closed. Once closed, the Committee shall forward the Formal Dispute file to the Office of the Provost, to be stored separately from a faculty member's personnel file.

575 Academic Personnel files

See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process ([Section XXVI](#)).

600 ACADEMIC AND CLASSROOM POLICIES

605 Academic Integrity Policy

The college's Academic Integrity Policy may be found at this link.
<http://catalog.colum.edu/content.php?catoid=15&navoid=4529>

Violations of academic integrity should be reported via the online form. A link to this form may be found in the lower right hand corner of the faculty member's OASIS page. This form will enable the college to track multiple offenders and assess the extent of such violations across the college.

610 Academic advising

Academic advising is an essential responsibility for full-time faculty. Beginning in fall 2009, all incoming students—freshmen and transfers—will be advised by college advisors in the College Advising Center. These advising sessions will emphasize orientation to college-level study, introduction to college resources, and informed selection of major. When the student is prepared to confirm a major—between 15 and 45 credits—the student will be turned over to a faculty advisor in the relevant department. Faculty advisors in the School of Liberal Arts and Sciences will be available to advise students on core curriculum issues.

The College Advising Center website can be found at this link.
<http://www.colum.edu/advising>

615 Attendance privileges (students)

Attendance and punctuality standards must be made clear and included in every course syllabus that is distributed to students at the beginning of each term. There is no college-wide attendance policy; however, many departments have adopted a no-more-than-three-absences attendance policy. Therefore, faculty members are encouraged to check for specific departmental attendance policies. Faculty members are advised to keep accurate and up-to-date records on their students' attendance and punctuality.

Standards of attendance and punctuality imposed by faculty and/or departments may be measurements of student performance and as such may be reflected in the evaluation of the student. At the end of the term, a final grade of "F" may be assigned to students who do not meet class attendance standards and do not withdraw. A student's registration is a contract between the student and the college: The student agrees to pay tuition and fees for the privilege of attending classes and using institutional facilities and equipment. Unless a student voluntarily drops/withdraws from a class or is administratively withdrawn, the student may attend class. Class attendance privileges, however, may be suspended if a student's behavior is disruptive. Faculty members are advised to consult with their chair and the dean of students before suspending attendance privileges.

A faculty member may deny a student admittance to a class session once the class has begun if policies on punctuality have been made clear and distributed in writing to students.

Having been denied admittance to one class session does not, however, preclude a student from attending future class sessions provided the student observes the punctuality requirements established for the class. A student may not be denied the right to continue attending a class because the number of absences or tardies that would result in a failing grade has been exceeded.

620 Class lists

Class lists showing the names of those students officially registered in a class are available through the OASIS system. Only those students whose names appear on a class list are officially registered for the class. A student attending a class whose name is not on the list should be directed to the Office of the Registrar.

625 Policies on grading, grade changes, and grade disputes

Policies for grades may be found in Columbia's Course Catalog. <http://catalog.colum.edu>

630 Room assignments

Room assignments for regularly scheduled classes are coordinated through the deans' offices in cooperation with the Office of Campus Environment. If there is a problem with a classroom assignment, contact the associate dean of the relevant school.

Up-to-date information about building hours and facilities may be found at the Campus Environment website. <https://columbiacollege.sharepoint.com/sites/fo>

Columbia uses an online space reservation system for all events and courses. Using the system, you can view all courses and events in every space on campus, see the availability of space and make reservations. All space reservations must be made online. <http://space.colum.edu>

635 Field trips and outings

A field trip constitutes any off-campus activity that a faculty member plans, organizes and participates in during scheduled class meeting times. In addition to securing approval of the department chair, the faculty member must inform the college at least 48 hours in advance of any planned field trip for a class by completing and submitting a Field Trip Form. This is required by the college's insurance company so that students and faculty may be located in the event of an emergency. The faculty member must also ask each minor student (under 18) to have a parent complete a Waiver For Minor Student Participant (last page of the Field Trip Form). Completed Field Trip Forms and any Minor Student Waivers should be delivered to the Office of the Registrar, 600 S Michigan Ave., Room 611.

The field trip form is available from the Registrar intranet page.

<https://columbiacollege.sharepoint.com/sites/prov/SitePages/Field-Trips.aspx?web=1>

640 Copyright Policy

The college's Copyright Policy may be found at [here](#).

700 COLLEGE-WIDE POLICIES

<https://colum.knack.com/columbia-college-chicago-policy-site#>

705 Equal Opportunity

Columbia College Chicago complies with all local, state, and federal laws and regulation concerning civil rights. Admission and practices of the college are free of any discrimination based on age, race, color, creed, sex, religion, handicap, disability, sexual orientation, national or ethnic origin, veteran status, genetic information, or any other basis prohibited by law.

710 Anti-Discrimination and Harassment Policy

<http://about.colum.edu/human-resources/pdf/anti-discrimination-and-harassment-policy.pdf>

715 Family Education Rights and Privacy Act (Buckley Amendment)

FERPA is a federal law that protects the privacy rights of students.
<http://www.colum.edu/ferpa>

717 Drug-Free Workplace

All faculty, staff, and students must adhere to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. Any use, possession, sale, or manufacture of an illegal drug or a controlled substance on college property or at a college-sponsored event is strictly prohibited. Violation of this policy will result in disciplinary action that may include immediate suspension or expulsion of students and suspension without pay or termination of employees.

<https://columbiacollege.sharepoint.com/sites/hr/Shared%20Documents/Employee%20%20Labor%20Relations/Policies/Drug%20Free%20Schools%20and%20Campuses%20Policy.pdf>

725 Acceptable Use Policy

<https://colum.knack.com/columbia-college-chicago-policy-site#policies/policy-details/5eb5ac55b13f7a00163bc8ad/>

730 Hazardous Waste

Faculty members who handle toxic or hazardous substances in the course of performing their routine duties are required to maintain, use, and dispose of such substances in accordance with applicable federal, state and local laws and regulations as a condition of their employment.

Revisions

August 9, 2021 – Section 512

November 20, 2020 – Cover page; Sections 255.3, 320, 405.1, 405.2, and 405.3

May 1, 2019 – Sections 320, 325, 530, 531, and 571

September 17, 2020 – Sections 255.3, 320, 405.2, 575, and 725

May 1, 2019 – Sections 320, 325, 530, 531, and 571

May 1, 2018 – Sections 255.6 and 530

May 26, 2017 – Sections 255, 300, 305, 330, 340, 345, 415, 420, 425, 425.1, 425.2, 425.3, 425.4, 430, 505.5, 510, 515, 535, 570.2, 571, 705

May 4, 2015 – Sections 230.1, 240, 245, 250, 255, 255.1, 255.2, 255.3, 255.4, 255.5, 260, 310, 505.4, 572, 572.1, 572.2, 572.2.a, 572.2.b, 572.2.c

November 14, 2014 – Sections 310 and 445

May 12, 2014 – Sections 315 and 505.4

May 9, 2014 – Section 535

April 18, 2014 – Sections 300, 340, 345, 400, 425, and 430