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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 as they apply to College faculty. 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 members 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 timeline:

1. Informational or editorial changes. Changes that have no substantial 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 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 President’s Office; 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. Each September, the Office of the Provost will compile a list of all changes to the policies and procedures in the Manual approved during the prior 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**
http://www.colum.edu/About_Columbia/Fast_Facts/Accreditation.php

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 (Article I). http://www.colum.edu/statementofpolicy

130  **Other important resources**

IRIS
http://iris.colum.edu

Faculty Virtual Learning Community (Moodle login required)
http://lms.colum.edu/course/category.php?id=51

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

Course Catalog
http://catalog.colum.edu

Benefits Guide available from the Office of Human Resources.
http://iris.colum.edu/hr
200 GOVERNANCE

205 Principles of shared governance
Shared governance is essential to realizing fully the spirit and goals of Columbia’s mission. The governance structure outlined in this document includes participation by the College’s main constituencies—Board of Trustees, full-time 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-wide 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;
● Full utilization of the wisdom and vision found among individuals throughout the College.

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 Board of Trustees with pictures and bios may be found at this link: http://www.colum.edu/About_Columbia/Leadership/

215 Administrative bodies
A number of bodies meet regularly to make plans, share information, discuss pertinent College issues, review programs, recommend policies, and propose procedures.

215.1 President’s Cabinet
This group comprises the President’s chief of staff and the vice presidents.

215.2 Provost’s Council
This group consists of all direct reports to the Senior Vice President and 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 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 endeavors, 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.

http://www.colum.edu/senate

225 Graduate Policy Council (GPC)
The Graduate Policy 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 GPC are made to the senior vice president and provost.

230 Columbia College Assembly
The Columbia College 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 impact on the College. The College 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.

http://www.colum.edu/assembly

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

The composition of the Presiding Committee is as follows:
- Two full-time faculty representatives 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
- One Chair chosen by the Chairs’ Council for a two-year term
• One staff member selected through a process in accordance with the College’s formal agreement with the staff for a two-year term
• Two student representatives, selected from graduate and/or undergraduate bodies, each for one-year terms

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 considered regular members of the Chairs’ Council during their tenure. The Chairs’ Council meets twice monthly, at the call of the chair of the Chairs’ Council, who is elected by a majority vote of departmental 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 (BOT) and the Columbia College faculty. As such, the FRBT connects the interests and work of these constituencies. While the governance activities of the BOT most often requires 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 BOT 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 chairpersons. 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.

245  All-College Tenure Committee
The All-College Tenure Committee (“ACT Committee”) participates in procedures in the Tenure Application Review subsequent to Department Processes, School Dean Processes and the Applicant’s Response.

More information about the ACT Committee can be found in the Statement of Policy at https://iris.colum.edu/academic/Pages/Tenure.aspx.

The composition of the committee is as follows:
• Six faculty with Tenured Appointments elected by a vote of all faculty with Tenured Appointments, identified in an election conducted by the Faculty Senate, each for two-year terms
• One Chair chosen by the Chairs’ Council for a two-year term
• Two members appointed by the Senior Vice President and Provost, each for two-year terms

No two members of the ACT Committee will be from the same Department. A member of the ACT Committee may serve for no more than two consecutive terms; there will be no limitation upon the total number of terms a member of the ACT Committee may serve. No member of the ACT Committee may simultaneously serve on the Procedural Review Committee.

Only tenured faculty are eligible to participate in the selection of the ACT Committee. The current composition of the ACT Committee can be found at https://iris.colum.edu/academic/Pages/Faculty-Committee-Rosters.aspx.

250 Procedural Review Committee
The PRC is a body comprised of faculty members and chairs with Tenured Appointments that participates in procedures related to sanction and dismissal of faculty members 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 XIV of the Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process.

The composition of the committee is as follows:
• Three faculty with Tenured Appointments, one from each school, elected by a vote of all faculty with Tenured Appointments, identified in an election conducted by the Faculty Senate, each for two-year terms. One alternate from each school will also be elected.
• A fourth faculty member with a Tenured Appointment elected from the membership of the Faculty Senate, along with one alternate.
• Three Department Chairs will be elected by the Chairs’ Council, one from each school, along with three alternates, one from each school, each for two-year terms.
• No two members of the PRC will be from the same Department. No member of the PRC shall serve a concurrent term on the ACT Committee. The Faculty Senate elections will precede that of the Chairs’ Council.

Only tenured faculty are eligible to participate in the selection of the PRC. The current composition of the PRC can be found at https://iris.colum.edu/academic/Pages/Faculty-Committee-Rosters.aspx.

255 College-wide Committees
255.1 Academic Technology Steering Committee
The Academic Technology Steering Committee advises the Chief Information Officer to prioritize initiatives and needs as they come to Information Technology. The composition of the committee is as follows:
• Chief Information Officer (standing member, committee chair)
• A representative from the Office of Business Affairs (CFO or delegate, standing member)
• Two at-large full-time faculty members 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
• One full-time faculty member appointed by the Provost for a two-year term

The current composition of the Academic Technology Steering Committee can be found at https://iris.colum.edu/academic/Pages/Faculty-Committee-Rosters.aspx.

255.2 Advisory Council to Student Affairs
The Advisory Council to Student Affairs advises the Vice President for Student Success in regard to student issues.

The composition of the committee is as follows:
• The Vice President of Student Success (standing member, committee chair)
• Five full-time faculty representatives chosen by an election managed by the Faculty Senate, each for two-year terms
• Two representatives chosen by the Chairs’ Council, each for two-year terms
• Two full-time faculty representatives appointed by the Vice President of Student Success, each for two-year terms

The current composition of the Advisory Council to Student Affairs can be found at https://iris.colum.edu/academic/Pages/Faculty-Committee-Rosters.aspx.

255.3 Excellence in Teaching
The Excellence in Teaching Award Committee identifies and awards two faculty members, one part-time and one full-time, 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 member of the Center for Innovation in Teaching Excellence (ex-officio)
• 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 at https://iris.colum.edu/academic/Pages/Faculty-Committee-Rosters.aspx.

255.4 Faculty Development
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: http://about.colum.edu/academic-affairs/cite/fellowships-and-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 members of the Center for Innovation in Teaching Excellence (ex-officio)
• 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 at https://iris.colum.edu/academic/Pages/Faculty-Committee-Rosters.aspx.

255.5 Sabbatical
The Sabbatical Committee reviews sabbatical applications each semester, meets with applicants to discuss the proposed project and purpose for the sabbatical, 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 member of the Center for Innovation in Teaching Excellence (ex-officio)

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 at https://iris.colum.edu/academic/Pages/Faculty-Committee-Rosters.aspx.

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**

**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 By-Laws of the Board of Trustees. The Chairman of the Board makes the final hiring decision.

**310  Provost and Senior Vice President**
When the position of provost and senior vice president 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/senior vice president 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 specified below:

- 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 CCC P-fac 2013–2017 Collective Bargaining Agreement, Section VI.5
- 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
- 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 reininitiate 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/senior vice president 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/senior vice president 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/senior vice president in consultation with the school’s department chairs for a period not to exceed two years.

Internal Search
The provost/senior vice president 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/senior vice president in consultation with the president will reduce the number to be considered to no more than four. The provost/senior vice president 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/senior vice president 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/senior vice president will convene a search committee and give the committee its charge. The composition of the committee is specified below.

- The provost and senior vice president or designee.
- One school dean appointed by the provost/senior vice president.
- 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 members with tenure appointed by the provost/senior vice president 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/senior vice president drawn from a department within the school in question.
- Under special circumstances, additional members may be added to the search committee. For example, the Executive Director of Semester in L.A. might be added to a search for the dean of the School of Media Arts; or the Executive Director of the Center for Book and Paper Arts might be included in a search for the dean of the School of Fine and Performing Arts. These additional appointments will be at the discretion of the provost/senior vice president.

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/senior vice president for a decision. It is expected that the committee will submit not less than two, nor more than three, candidates for the provost/senior vice president’s consideration.

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.

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 interim chair may need to be appointed to oversee the department until a permanent chair can be identified. In such cases, 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. 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 specified below.

• The provost and senior vice president or designee
• The school dean
• 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 of 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 of 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.

<table>
<thead>
<tr>
<th>Departments with</th>
<th>3-6 tenured or tenure-track faculty members</th>
<th>Three members on the committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-9 tenured or tenure-track faculty members</td>
<td>Four members on the committee</td>
<td></td>
</tr>
<tr>
<td>10+ tenured or tenure-track faculty members</td>
<td>Five members on the committee</td>
<td></td>
</tr>
</tbody>
</table>

• 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.

• Under special circumstances, additional members may be added to the search committee. For example, the Executive Director of Semester in L.A. might be added to a search for a chair of Cinema Art and Science or the Executive Director of the Center for Book and Paper Arts might be included in a search for a chair of Interdisciplinary 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.

• All part-time and full-time faculty and staff in the department 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 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.
Chair of a new department

Chairs of new departments shall be chosen by the provost and senior vice president 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 and senior vice president or designee
- The school dean
- 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
- 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.

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

Tenured and tenure-track faculty

The educational standard for hiring of tenured or tenure-track faculty is the relevant terminal degree—PhD; MFA; MBA; MSW, etc. This standard will be listed as a requirement in all position announcements. Exceptions will be made only in special circumstances at the request of the department chair and approved by the school dean in consultation with the provost and senior vice president.

Under special circumstances, the position announcement may also include wording to the effect that a history of distinguished professional service may substitute for the terminal degree. The standard for distinction is, generally, a sustained period of professional activity at the highest level of endeavor within the field.

All new tenured and tenure-track faculty members must show evidence, prior to being hired, that they are actively involved in the activities of their disciplines or, in the case of recent graduates, show distinct and clear promise in this area.

Columbia College Chicago actively seeks diversity in its faculty. This includes, but is not limited to, diversity of race, gender, generation, geography and diversity of training and professional background. The College’s active stance in this regard contributes positively to the learning environment, supports our claim to excellence and reinforces our assertion that we prepare students for an increasingly global and complex cultural environment.

The College does not hire tenured or tenure-track faculty “with deficiencies,” in the above areas. No such requests should come forward from search committees. 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
● 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:

● Chair
● Any existing full-time faculty member(s) assigned to the department
● Three full-time faculty members selected by the department chair and his/her 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 Faculty Requisition Form, to dean for approval.
● Dean shall send approval to chair. Dean shall also send approval to Human Resources Department, including position description and Faculty Requisition Form.
● Chair shall notify Human Resources if position is a replacement, in order for an exit interview to be scheduled with the departing faculty member.
● Chair shall call Human Resources to discuss the position and recruiting strategy in order to facilitate preparation of classified advertisements.
● 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 801 Equal Opportunity.
● 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, 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 and senior vice president. The provost and senior vice president may, at his/her discretion, request an interview with the finalist. Upon concurrence by the provost and senior vice president, 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 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 and senior vice president 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 and senior vice president.
- 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 Instructional Records.
- 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 Human Resources.
- Any questions or concerns at any time during the hiring process may be directed toward the Human Resources department.

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;
● Chairs of the relevant departments, the dean or deans of the school or schools in which the faculty member will serve, and the provost and senior vice president will determine which department will serve as “base” for the joint hire. A joint appointment will usually be obligated to his/her 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 Lecturer*
A lecturer 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 lecturer with the approval of the dean and provost. In all cases, the Office of the Provost must inform P-Fac that the department will be filling a lecturer appointment.

345 Visiting Lecturer*
Visiting lectureships are non-renewable appointments to fill a temporary vacancy for a single semester or a single academic year. The maximum appointment for a visiting lecturer is three semesters. When time permits, the Provost’s Office will notify P-Fac of the need to hire a visiting lecturer. 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 visiting lecturer with the approval of the dean and provost.
400 FACULTY CATEGORIES

405 Chairs
See this document for a description of the position of department chair.
https://iris.colum.edu/academic/Department%20Chair%20Evaluation/Forms/AllItems.aspx

405.1 Evaluation of chairs
The chair of an academic department is appointed by the president and reports to the administration. 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. 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. By February 15 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 Office of Academic Affairs website for the Chair Evaluation Form.

https://iris.colum.edu/academic/Department%20Chair%20Evaluation/Forms/AllItems.aspx

415 Tenured Appointment
See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process (Article III.F). 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.

Tenured faculty members are generally on 9½-month 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 (Article IX).

415.2 FAAR report
While there is no faculty appeal to the FAAR report, faculty may choose to respond to the FAAR written review.

If, after receiving the written review, the faculty member disagrees with its content or chooses to provide additional documentation or comment, the faculty member shall have an opportunity to respond to the review. Any additional written faculty comment and/or documentation which is submitted within one month of receipt of the written review shall become part of the documentation for the review.

The full documentation for this written review, including the faculty member’s response, shall be placed in the faculty member’s personnel file.

Meetings between faculty members, department chairs and/or school deans are encouraged prior to the written response to provide feedback about expectations and evaluation. Each faculty member shall have the right to meet in person with the departmental chair and/or school dean after the written review is received.

420 Tenure-track faculty
See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process. 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 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 V).

425 Visiting Lecturers, Lecturers, and Senior lecturers*
Lecturers and senior lecturers are integral members of Columbia’s faculty and make significant contributions to the life of the College. With an emphasis on teaching and teaching-related activities, lecturers and senior lecturers assume a greater course load than that of tenure-track or tenured faculty members and are not required to show evidence of scholarly/creative endeavor to continue their employment.

These dedicated teachers contribute in a wide variety of ways to the functioning of their departments, student advisement, and faculty governance. In departments that schedule many sections of a particular course and for those multi-section courses that have adopted a prescribed pedagogical approach, lecturers and senior lecturers provide consistency, commitment, and leadership over time. Lecturers and senior lecturers often bring industry experience and an outside perspective to their departments, providing flexibility as curricula evolve and respond to current trends and new technologies.

Columbia acknowledges the important role that lecturers and senior lecturers play in upholding the college’s reputation as a dynamic and student-centered environment for teaching and learning and affirms the Senate Task Force’s observation, “Given the teaching-centered mission of the College, the economic pressures of our time, and the general trend in higher education,” these positions will continue to be a crucial part of the faculty mix going forward.

425.1 Visiting Lecturers
Visiting lecturers generally teach 12 credits each semester and keep regular office hours to assist students. Visiting lecturers are also expected to participate in departmental meetings (with vote at the discretion of the chair), retreats, and Commencement. In some cases, significant administrative responsibilities may warrant a course release to be negotiated on an individual basis with the department chair. Like other full-time faculty, visiting lecturers are expected to complete a Faculty Annual Activity Report (FAAR). This is necessary so that the college may have a complete record of full-time faculty activity in any given year; however, visiting lecturers will not be included in the annual evaluation cycle of lecturers. Beginning with the implementation of the Affordable Care Act, one-year visiting lecturers will receive health benefits; visiting lecturers do not, however, receive contributions from the college to a retirement account.
425.2 Lecturers
Lecturers generally teach 12 credits each semester and keep regular office hours to assist students. Lecturers are also expected to participate in advising, departmental meetings (with vote at the discretion of the chair), retreats, and Commencement. Although primarily appointed for teaching, all lecturers are expected to do some service, depending on the needs of the department. In some cases, significant administrative responsibilities may warrant a course release to be negotiated on an individual basis with the department chair. Like other full-time faculty, lecturers are expected to complete a Faculty Annual Activity Report (FAAR).

Lecturers receive health benefits from the college and an established salary floor. Individual salaries may vary, but none will be below the “floor” established for lecturers.

Lecturers may receive multi-year appointments; however, they are evaluated annually. Lecturer appointments may be terminated at the sole discretion of the college based on unsatisfactory performance or conditions described in Article XI.A of the “Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process.” Although there is no limitation on the number of possible renewals, lecturers have no right to or expectation of receiving an eventual tenure-track or tenured appointment.

The evaluation of lecturers is conducted annually. The department chair and school dean will review each lecturer’s FAAR and student course evaluations. The chair’s evaluation is due no later than the second Monday in November. Lecturers may respond to the department chair’s evaluation on the FAAR no later than the third Monday in November. The dean’s evaluation is due no later than the third Tuesday in January. The dean’s evaluation will include a statement of reappointment or non-reappointment for the following academic year.

Lecturers who have completed five years of continuous appointment and who are reappointed for a sixth year, may apply for the position of senior lecturer during the fall of their sixth year to be effective, if accepted, beginning August 16 of the following year. Lecturers who apply for senior lecturership and are denied may continue in their role as lecturer at the discretion of the department.

425.3 Senior Lecturers
The benefits of becoming a senior lecturer include recognition of sustained commitment to the college, retirement contributions by the college, health benefits, five-year appointments, an established minimum salary level that is higher than the minimum salary level for lecturers, and procedural rights under the “Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process.” Individual salaries may vary, but none will be below the “floor” established for senior lecturers.

A senior lecturer appointment is a full-time, non-tenured faculty position. Senior lecturers have renewable five-year appointments; however, they are evaluated annually. Senior lecturer appointments may be terminated at the sole discretion of the college based on unsatisfactory performance or conditions described in Article
XI.A of the “Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process.” Although there is no limitation on the number of possible renewals, senior lecturers have no right to or expectation of receiving an eventual tenure-track or tenured appointment.

Senior lecturers generally teach 12 credits each semester and keep regular office hours to assist students. Senior lecturers are also expected to participate in advising, departmental meetings (with vote at the discretion of the chair), retreats, and Commencement. Although primarily appointed for teaching, all senior lecturers are expected to do some service, depending on the needs of the department. In some cases, significant administrative responsibilities may warrant a course release to be negotiated on an individual basis with the department chair. Like other full-time faculty, senior lecturers are expected to complete a Faculty Annual Activity Report (FAAR).

The evaluation of senior lecturers is conducted annually. The department chair and school dean will review each senior lecturer’s FAAR and student course evaluations. The chair’s evaluation is due no later than the second Monday in November. Senior lecturers may respond to the department chair’s evaluation on the FAAR no later than the third Monday in November. The dean’s evaluation is due no later than the third Tuesday in January. The dean’s evaluation will include a statement of reappointment or non-reappointment for the following academic year.

When a senior lecturer position is vacated, the position will revert to lecturer status.

425.4 Application for Senior Lectureship
Lecturers who have been reappointed for a sixth consecutive year may apply in the fall of their sixth year for the position of senior lecturer. In addition to the annual FAAR’s and semester course evaluations, applications for senior lectureships will consist of a narrative that includes a statement of teaching philosophy and an account of service performed for the department, an updated curriculum vitae, and representative samples of teaching materials. The application may also include other evidence of excellence in teaching and service such as awards or special recognition.

Applications should be delivered to the department chair no later than the second Monday in October. The department chair will review the application and make a written recommendation to the school dean no later than the second Monday in November. The school dean will review the application and make a decision no later than the third Tuesday in January. The dean will write to the applicant with his/her decision and copy the chair, the provost, and the Office of Instructional Records.

430 Review of Policy on Lecturers and Senior Lecturers*
This policy will be reviewed in Spring of 2015 by a task force jointly appointed by the Faculty Affairs Committee of the Senate and the Provost/Senior Vice President. To the extent possible, members of the 2013 task force will be included for continuity.

*Sections 340, 345, 425, and 430 were approved by the Office of the Provost and Faculty Senate on April 18, 2014 and supersede the following documents: “Policy for Converting
Lecturer Appointments to Senior Lecturer Appointments” (10/19/09), “Criteria for Promotion to Senior Lecturer, School of Liberal Arts and Sciences” (09/14/12), and 2010-2011 Faculty Handbook Sections 300, 340, 345, 400, 425, and 430

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 (Article III.B) and http://www.colum.edu/ptfac

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 his/her 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 and senior vice president 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 his/her 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 his/her recommendation to the provost and senior vice president no later than February 1. The provost and senior vice president, 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 his/her department separately makes a request for such resources, and the request is approved by the dean and the provost and senior vice president.
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, both full-time faculty and senior lecturers 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 and senior lecturers 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 his/her 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 ongoing 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 July 31. 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
- 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 Associate Provost for Faculty Affairs
Associate Provost for Faculty Affairs reports to the Provost. This position provides administrative leadership for academic programs and is involved in matters concerning all faculty (both full-time and part-time) and department chairs.

The Associate Provost advises the Provost on new faculty programs and pedagogical initiatives by serving as liaison with faculty committees, academic programs and personnel administration. The Associate Provost for Faculty Affairs is a member of
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.

- No part-time or full-time faculty member may teach more than two courses concurrently during regular Columbia College summer sessions. The credit total for these courses may not exceed eight.
- No part-time or full-time teacher may teach more than one course during J-session.
- This policy includes any concurrent Columbia College courses, including those of the High School Summer Institute and directed studies.
- This policy excludes independent projects.
- Exceptions to this policy must be requested in writing and approved by the provost and senior vice president.

515  **Independent projects, 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 as part of their contractual obligation. Senior lecturers may accept a reasonable number of independent projects (no more than three) each semester and will be compensated for doing so. Approval for the project by the chair and the faculty advisor prior to registration is required. Compensation, if appropriate, will be made after the Records Office receives the final grade.

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.

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 Sabbaticals
Information about sabbatical leaves and how to apply may be found at this website. Chairs on sabbatical will not receive their chair stipends.

https://iris.colum.edu/academic/Pages/Sabbaticals.aspx

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. Chairs, tenure-track and tenured faculty members, senior lecturers, and lecturers 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 and senior vice president.

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://iris.colum.edu/hr/Benefits/Time%20Off/Forms/AllItems.aspx

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 and senior vice president 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 (Article V.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.

http://www.colum.edu/nfo

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 his/her 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 IRIS system.

https://iris.colum.edu

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

http://www.colum.edu/Students/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 Columbia.

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 their 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 is 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, 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 and senior vice president.
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 his/her 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.

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 “Education Policy Council Procedures” [final title forthcoming], the “Anti-Discrimination & Harassment Policy,” and 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 will be available on Iris). 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 his/her 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 his/her 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 Personnel files
See Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process (Article XIV).
600  ACADEMIC AND CLASSROOM POLICIES

605  Academic Integrity Policy
The College’s Academic Integrity Policy may be found at this link.

http://www.colum.edu/integrity

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 his/her 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 Records Office.

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.

http://www.colum.edu/Administrative_offices/Campus_Environment/

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 is planned, organized, involves faculty participation, and takes place during scheduled class meeting times. In addition to securing approval from your department chair, the College must be informed at least 48 hours in advance of any field trip you plan for your class. A Field Trip Form is required by the College’s insurance company and must be completed so that students and faculty may be located in the event of an emergency. Each minor student (under 18) must 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 Department of Instructional Records, 8th floor, 600 S Michigan Ave.

The field trip form is available from the Academic Affairs page in IRIS.
https://iris.colum.edu/academic/Pages/FieldTripForm.aspx

640 Copyright Policy
The College’s Copyright Policy may be found at this link.

https://iris.colum.edu/academic/Documents/Forms/AllItems.aspx
700 COLLEGE-WIDE POLICIES

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 and genetic information.

710 Anti-Discrimination and Harassment Policy
http://www.colum.edu/Administrative_offices/Human_Resources/Employee_Relations/

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://iris.colum.edu/hr/Employee%20Relations/DrugFree%20Workplace%20Policy/Forms/AllItems.aspx

725 Network and Computer Usage
http://www.colum.edu/Administrative_offices/IT/network-and-computer-use-policy.php

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

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, 527.2.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