

### III. FACULTY PERSONNEL POLICY

#### Introduction

The following paragraphs set forth policies and procedures covering appointments, promotions, and tenure at Hampden-Sydney College. They are intended to ensure fair and equitable treatment of faculty members by the College, and to clarify what the College expects of its faculty and what the faculty can expect of the College. Monitoring the operation of these policies and procedures is the responsibility of the Faculty Affairs Committee.

#### A. Appointments

1. Responsibility for making faculty appointments, to full-time positions duly authorized by the Board, or to non-tenurable full-time positions funding for which is available under the then current budget, rests with the President of the College, who shall act with the advice of the Dean of the Faculty and the Promotion and Tenure Committee. All appointments to continuing positions require the approval of the Board of Trustees.
2. The precise terms and conditions of every appointment shall be stated in writing and be agreed to in writing by both the President and the faculty member before the appointment is binding. This agreement constitutes a Virginia contract. Annual letters governing salary shall be tendered to faculty members on or before April 15. Faculty members shall accept or decline such offers within thirty days, and failure to return a signed copy of the annual letter shall be interpreted as a resignation. Resignation by a faculty member after May 15, unless that member is released from his or her contract, will be considered a breach of contract. Changes in academic rank, tenure status, or administrative duties require the issuing of a new contract.
3. The first appointment for a new full-time regular faculty member will be for a term of from one to three academic years.
4. Notice of non-reappointment will be given: a) not later than March 1 of the first academic year of service; b) not later than December 15 of the second academic year of service; and c) at least twelve months before the expiration of an appointment after two or more years in the institution.

#### B. Additions to the Faculty

1. When seeking continuing faculty replacements at the time of retirements, resignations, and other departures, and when considering the addition of new continuing positions to established departments or programs, the Dean of the Faculty will seek advice and recommendation from the Committee for Faculty Appointments before submitting a recommendation to the President and Board of Trustees. The Dean of the Faculty will report the recommendation to the faculty before formal submission to the President and Board of Trustees.

2. When considering the addition of a continuing position in an academic discipline, department, or program not presently represented in the curriculum, the Dean will seek advice and recommendation from the Committee for Faculty Appointments, and will bring the proposal to the entire faculty for its recommendation.
3. Each April the Dean of the Faculty will convene the Committee for Faculty Appointments to make recommendations about hiring new faculty. With consideration to the overall needs of the College, the merits of all proposed positions by all departments and programs will be examined, whether those openings arise from vacancies or from an expansion of the faculty. The Dean may call the Committee together for additional sessions, if necessary.

The work of the Committee will be guided by the policies developed during the College's most recent Strategic Plan, subsequent curricular and staffing reviews, and recent decisions of campus and trustee bodies charged with long-range planning. At least two months in advance of the beginning of the Committee's deliberations, the Dean will solicit from department chairs projections for retirements likely to occur in the following three years and will call for an assessment by each department of its staffing needs. The Committee will be provided with copies of its recommendations for the previous two years. The Committee will gather data relevant to its decision and will consider both oral and written arguments from concerned departments. At the conclusion of its deliberations, the Committee will adopt formal recommendations, which the Dean will communicate to the President and the Board of Trustees.

4. The final responsibility for all faculty appointments rests with the President and Board of Trustees.

### C. Tenure and Promotion

The responsibility for making recommendations to the Board of Trustees for the granting of tenure and the making of promotions rests with the President of the College, who shall act upon the advice of the Dean of the Faculty and the Promotion and Tenure Committee.

Academic tenure of members of the faculty shall be governed by the principles presented in the Statement of Principles endorsed by the Association of American Colleges and American Association of University Professors in 1940, with interpretive comments through 1970 (See Appendix 1.)

1. Eligibility: Full-time teaching faculty members holding regular appointments are eligible for tenure. Those faculty members carrying the titles of Lecturer, Visiting Professor, and Adjunct Professor are not eligible for tenure. Tenured faculty members who become full-time administrators shall relinquish their academic tenure at the end of three consecutive full calendar years of administrative service, if they choose to continue as full-time administrators.

2. Tenure:

- a. The tenure decision for faculty in tenure-track positions is made in the sixth year. If the faculty member is granted tenure, he or she begins as a tenured faculty in the seventh year. If, however, the faculty member is not granted tenure, he or she may stay in his or her teaching position only one additional year. Up to three years of full-time teaching at another fully accredited institution of higher learning will be counted as part of the probationary period. The actual amount of credit given for previous teaching experience shall be stated in writing in the faculty member's initial contract, and updated in subsequent contracts issued during the probationary period. Normally, however, such credit for prior experience will be given only for full-time teaching experience that follows successful completion of work for the Ph.D., or other terminal degree. (The College reserves the right, also, to deny credit for prior experience that is not comparable to work at Hampden-Sydney, or for which thorough evaluation is unavailable.) The services of a full time faculty member who has not been granted tenure by the end of the probationary period shall be terminated, due notice to be given in accordance with the regulations set forth in Item 4 of the section on Appointments. The seven-year probationary period for part-time Hampden-Sydney faculty who become full-time faculty will include half of their part-time service up to a maximum of four years.
- b. Termination of appointments of a full-time faculty member with tenure shall be in accordance with the *1982 Recommended Institutional Regulations on Academic Freedom and Tenure* of the AAUP as most recently updated in 2013.
- c. Tenure-track faculty members will be evaluated during the second, fourth, and sixth years of the probationary period, except in the case of an adjusted evaluation schedule for those receiving credit for prior teaching experience as described above.

3. Promotion: An instructor will automatically be promoted to assistant professor upon earning a doctorate or other terminal degree acceptable to the Dean of the Faculty and the Faculty Affairs Committee.

An assistant professor will automatically be promoted to associate professor upon being granted tenure.

An associate professor may be promoted to professor after completion of seven years, of which three must be at Hampden-Sydney College, at the associate professor level. Promotion to professor shall not be a mere function of seniority but shall require evidence of major distinction and status in the criteria listed below, as recognized both internally and, in the case of competence in scholarly discipline, externally. An associate professor will become eligible for promotion to full professor after seven years at the associate professor level. Faculty will be notified before the end of the fall semester of the sixth year at the associate professor level that they can be reviewed during the next academic year, or in any future years (provided they have not been denied promotion to full professor in the past three years). Eligible associate professors who choose to be

reviewed for promotion in the next year will notify the Dean's Office no later than the end of the spring semester. If promotion to the rank of professor is denied, a new evaluation may be undertaken no sooner than in the third year after denial, except in those cases where unusual circumstances justify, in the judgment of the Promotion and Tenure Committee, an earlier evaluation.

4. Criteria: Reappointment, tenure, and promotion are not granted automatically for satisfactory performance during a given period of time. Rather, they are granted to those who have demonstrated their potential for long-term usefulness to the College. The granting of tenure, in particular, is tantamount to a "second hiring." Each candidate must make a strong positive case. The question is not whether there is a case against him/her but whether the case for him/her is strong enough to justify granting of tenure and/or promotion.

The criteria to be used when considering a faculty member for reappointment, tenure, or promotion are as follows, the headings being listed in order of their importance.

- a. Effectiveness in teaching. This quality may be judged on the basis of such factors as effectiveness in communication and counseling with students, effectiveness in involving students in creative scholarly work, quality of intellectual stimulation, effectiveness and consistency in evaluation of students, effectiveness in serving as an advisor to students, and soundness of instructional programs
- b. Competence in Scholarly Discipline. This quality may be judged on the basis of such factors as degrees earned, professional authorship or productive research and the quality of such work, active participation in professional societies and their meetings, and professional recognition and honors. Ongoing scholarly work is recognized as important because it is related to effective teaching; such work finds its expression in externally reviewed materials appropriate to the discipline. Most often these will be scholarly publications, but in some disciplines, presentations, performances, compositions, exhibits, textbooks or other materials may be suitable. A record of such ongoing work shall be required for the granting of tenure and for promotion.
- c. Effectiveness as a Faculty Member. This quality may be judged on the basis of such factors as committee work and general departmental duties as distinct from the organization of the professor's own courses.
- d. Participation in the College Community. This would be an evaluation of the professor's commitment to the College's purposes as demonstrated in daily life, informal relationships with the faculty and students, and general involvement in the continuing effort to improve the quality of College life.

Service in the context of the larger community would also be considered here, including involvement in local, state, or national public affairs, or private philanthropy.

5. Procedure:

- a. The Promotion and Tenure Committee will make its evaluation of those being considered for reappointment, tenure, and/or promotion, on the basis of the following information:
  - (1) The faculty member under consideration will be asked to submit materials covering such things as the development of course offerings, supervision of student research or independent study, professional publication, and involvement in professional societies. It is the responsibility of the candidate to ensure that a complete dossier of materials, including an up-to-date *vita*, is available at the beginning of the review process. The candidate will also submit a letter addressing the four criteria directly, and relating materials in his/her dossier directly to them.
  - (2) A sampling of student opinion in courses from at least two semesters immediately prior to the evaluation (normally the spring and fall semesters before the evaluation takes place) will be undertaken by the Promotion and Tenure Committee in order to determine student reactions to the professor's academic performance, but students and professor alike will be assured that the information secured in this way will be treated as confidential.
  - (3) The department chair will be asked to submit a letter giving a personal and professional estimate of the faculty member's teaching effectiveness and scholarly accomplishments. This estimate should also include an assessment of grading practices, rapport with students, and competence and effectiveness in course organization.
  - (4) Colleagues will be invited to make an evaluation of the faculty member by means of an appropriate questionnaire.
  - (5) The Dean of the Faculty will contribute to the candidate's dossier any materials from his own files that he may deem helpful to the Promotion and Tenure Committee in formulating its recommendation, including copies of letters of recommendation from the Promotion and Tenure Committee and the Dean in prior evaluations, memoranda of record prepared by the Dean during six-year reviews (see III.I.2.d.), letters of evaluation of tenure-track faculty during the probationary period submitted to the Dean by department chairmen, and any written comments submitted by the faculty member in response to any of these documents. Information on grades awarded by the faculty member will also be supplied to the Promotion and Tenure Committee. Candidates will be informed by the Dean of the content of this material. The Dean will also meet with the current year's candidates before they prepare their dossiers and advise them on materials they should include.

- b. On the basis of this information, and a possible conference with the faculty member, the Committee will prepare a summary letter of recommendation in which it attempts to evaluate the degree to which the faculty member meets each of the criteria listed in 4. above. This recommendation will be sent to the Dean of the Faculty, and copies will be sent to the faculty member and the President.
- (1) The Dean of the Faculty will assess the recommendation submitted by the Committee and shall, before arriving at his final decision, extend to the faculty member involved an invitation to a conference, at which time the nature of his recommendation shall be fully explored.
  - (2) Following this conference, the Dean of the Faculty shall make his recommendation to the President in writing, with a copy to the faculty member.
  - (3) As he contemplates his recommendation to the Board, the President shall have before him a recommendation from the Dean of the Faculty and the summary recommendation prepared by the Promotion and Tenure Committee. Should the President decide that he will not recommend a faculty member for reappointment, tenure, or promotion, he shall so inform the faculty member in question. On the request of the faculty member, the reasons for this decision will be stated in writing.
  - (4) Only affirmative recommendations of the President are directed to the Board of Trustees. The granting of tenure or promotion requires the approval of the Board. Should the Board refuse to approve the granting of tenure and/or promotion to a particular faculty member, the President shall so inform the faculty member in question. On the request of the faculty member, the reasons for this action will be stated in writing.
  - (5) When the evaluation procedure has been completed, final action taken on a particular case, and any appeals concluded, all evaluation material compiled by the committee bearing on the case shall be sealed, to be destroyed after three years (except that materials relevant to positive tenure decisions shall be retained until three years after the faculty member ceases to work for the College).

#### D. The Evaluation and Status of Part-Time Faculty

The teaching of each part-time faculty member will be evaluated by the Promotion and Tenure Committee and the Dean of the Faculty just prior to the completion of the first 24 contact hours of that faculty member's service. A positive evaluation will make the faculty member eligible for continuation as a part-time faculty member and for service on committees and as an academic adviser. A positive evaluation after the 24-hour review may result in a three-year contract assuring that the part-time faculty member will continue to be employed during the three-year period so long as enrollment requires the hiring of part-time

faculty members. Such contracts may be renewed for additional three-year periods contingent upon a positive evaluation during the final year of each three-year contract. If no three-year contract is in force, subsequent evaluations of the total service of a part-time faculty member will be performed at the end of the first 72 faculty contact hours of teaching and at the end of the first 144 faculty contact hours of teaching.

After having completed 144 semester hours of teaching, the part-time faculty member will be eligible for promotion to Senior Lecturer. Excellence in teaching shall be the primary reason for promotion, with consideration being given to other forms of service and to evidence of professional competence.

The following should be understood:

1. The base salary for part-time faculty members will normally be a fixed fraction of the College's starting salary for full-time faculty at the equivalent rank.
2. The salary for part-time faculty may be increased for merit above the part-time normal base, however, as a result of highly positive evaluations after the first 72 and first 144 faculty contact hours have been accumulated.
3. Part-time faculty members will be given first choice of appropriate part-time positions if they have received positive teaching evaluations and have shown a willingness to aid the College when called on. This commitment on the College's part does not apply to individual classes and does not imply in any way the granting of tenure. The College will not grant tenure to part-time faculty members.

E. The Evaluation of Non-Tenure-Track Full-Time Faculty (Term Contracts)

Each full-time faculty member holding a non-tenure-track appointment will be evaluated during the fall semester of that faculty member's second year of service. The criteria for such evaluation will be the faculty member's effectiveness in teaching and competence in scholarly discipline. Consideration will also be given (to a lesser degree and as applicable in each case) to the faculty member's service to department and college and to participation in the college community. A letter summarizing the committee's findings will be forwarded to the Dean of the Faculty and will become part of the faculty member's personnel record.

F. Appeal from Adverse Decisions

1. A faculty member who is denied reappointment, tenure, and/or promotion may secure an impartial review of the decision if he/she believes that (a) it results from improper procedure, or (b) rests on grounds which violate academic freedom or constitutional rights, or (c) is substantially arbitrary or capricious. The faculty members of the Grievance Committee shall constitute the review board. The burden of proof in an appeal rests with the appellant.

- a. The appeal shall be initiated by a letter addressed to the Grievance Committee requesting a review of the case and stating precisely the grounds for such an appeal.
  - b. The Promotion and Tenure Committee will make available to the Grievance Committee all information collected pertaining to the appellant.
  - c. At the appeal hearing before the Grievance Committee additional data relevant to the case, not originally made available to the Promotion and Tenure Committee, may be submitted and the appellant shall have the privilege of being accompanied by a colleague or colleagues.
  - d. Following the hearing, the Grievance Committee shall advise the President, Dean of the Faculty, and the faculty member of its conclusions.
  - e. The President shall then review the report of the faculty members of the Grievance Committee and notify the appellant of his decision. At his discretion the President may invite the aggrieved faculty member to a conference for a discussion of his action.
  - f. In the case of a negative decision, the faculty member shall have the right to appeal directly to the Board of Trustees, whose action shall be considered final.
2. An appellant may disqualify two members of the Grievance Committee if he or she believes that they are not wholly disinterested.. The disqualified members shall be removed, for the purposes of the case at hand only, and the remaining members of the Grievance Committee shall select five members of the committee to adjudicate the grievance.
  3. This appeal process must be initiated no later than ninety days after the date of the first official notice that the President will not be recommending the faculty member in question for reappointment, tenure, and/or promotion.

#### G. Academic Freedom

All members of the Faculty are entitled to academic freedom as defined in the 1940 Statement of Principles of Academic Freedom formulated by the Association of American Colleges and the American Association of University Professors together with interpretive comments through 1970. (See Appendix 1.)

#### H. Salary Determinations

The President in consultation with the Dean of the Faculty will determine the salary to be offered to each prospective new faculty member. The basis for this decision will be the credentials presented by the candidate, the current faculty pay scale, the needs of the College, and national salary trends in specific fields.



The President, again in consultation with the Dean of the Faculty, will determine the salary to be offered each faculty member for each succeeding year. An evaluation of a faculty member's performance obtained from colleagues and students may be consulted, provided the same type of evaluation is used in setting the salary for every faculty member. Faculty members may be rewarded for excellence by merit increases or encouraged to correct deficiencies through salary sanctions. The President and Dean of the Faculty upon request will discuss with the faculty the criteria to be employed in setting salaries and the relative importance of these criteria.

Each faculty member who feels he or she has grounds for dissatisfaction with his salary may use the grievance outlined in Section I below.

## I. Faculty Evaluation and Development

1. The guiding principles for the program of faculty evaluation and development at Hampden-Sydney College are these:
  - a. There will be regular and continuous collection of data relevant to faculty evaluation and development.
  - b. Faculty evaluation and development shall be directly tied to the development of the total instructional program of the College.
  - c. At regular intervals each faculty member is expected to participate in a systematic review of his or her own professional development and place in the continued development of the overall instructional program of the College.
  - d. Merit increases and sabbatical leaves shall be an integral part of a continuous faculty development program.
2. The following procedures are intended to implement these principles:
  - a. All faculty members are expected to use course evaluation instruments and other ways of identifying whether or not their contribution to our educational program is producing significant realization of intended goals. All faculty members are invited to develop additional means of identifying the strengths and weaknesses of their instructional program. Faculty members, singly and with appropriate colleagues, are expected to use this information as the basis for reinforcing identified strengths in their work and correcting, or mitigating, weaknesses.
  - b. All faculty members are expected to maintain their professional competence, contribute to the general intellectual vitality of the campus, and keep in touch with the range of liberal learning. In order to do this each faculty member shall have a personal program of study leading to appropriate research projects, the development of new intellectual interests, participation in departmental seminars, contribution to faculty forums, participation in professional meetings, and other such activities as

contribute to the professional development of faculty members within the goals of Hampden-Sydney College.

- c. The office of the Dean of the Faculty regularly collects evaluations of the work of faculty members by obtaining annual reports from department chairmen and chairmen of special programs (like Western Culture), conducting systematic interviews with graduating seniors, doing follow-up studies with alumni five years after they graduate, and by other such means.
- d. Post-Tenure Review
  - (1) Frequency of and Criteria for Review: Tenured professors and senior lecturers will undergo review every seven years. The criteria to be used when reviewing a faculty member are as follows:
    - (a) Effectiveness in teaching. This quality may be judged on the basis of such factors as effectiveness in communication and counseling with students, effectiveness in involving students in creative scholarly work, quality of intellectual stimulation, effectiveness and consistency in evaluation of students, effectiveness in serving as an advisor to students, and soundness of instructional programs.
    - (b) Competence in Scholarly Discipline. This quality may be judged on the basis of such factors as degrees earned, professional authorship or productive research and the quality of such work, active participation in professional societies and their meetings, and professional recognition and honors. Ongoing scholarly work, as appropriate to an individual's faculty position (e.g., senior lecturer, or associate professor, or full professor) is recognized as important because it is related to effective teaching; such work finds its expression in externally reviewed materials appropriate to the discipline. Most often these will be scholarly publications, but in some disciplines, presentations, performances, compositions, exhibits, textbooks or other materials may be suitable. A record of such ongoing work shall be required for the granting of a strong commendation.
    - (c) Effectiveness as a Faculty Member. This quality may be judged on the basis of such factors as committee work and general departmental or College-wide duties as distinct from the organization of the professor's own courses.
    - (d) Participation in the College Community. This would be an evaluation of the professor's commitment to the College's purposes as demonstrated in daily life, informal relationships with the faculty and students, and general involvement in the continuing

effort to improve the quality of College life. Service in the context of the larger community would also be considered here, including involvement in local, state, or national public affairs, or private philanthropy.

- (2) Procedure: The Promotion and Tenure Committee will make its evaluation on the basis of the following information and utilizing the procedures stipulated below:
- (a) The faculty member under consideration will be asked to submit materials covering such things as the development of course offerings, supervision of student research or independent study, professional publication, and involvement in professional societies since the last review. It is the responsibility of the candidate to ensure that a complete dossier of materials, including an up-to-date vita, is available at the beginning of the review process. The candidate will also submit a letter addressing the four criteria directly, and relating materials in his/her dossier directly to them.
  - (b) A sampling of student opinion in courses from at least two semesters immediately prior to the evaluation (normally the spring and fall semesters before the evaluation takes place), in which the response rate is at least 50%, will be undertaken by the Promotion and Tenure Committee in order to determine student reactions to the professor's academic performance, but students and professor alike will be assured that the information secured in this way will be treated as confidential.
  - (c) The Dean of the Faculty will contribute to the candidate's dossier any materials from the Dean's own files that may be helpful to the Promotion and Tenure Committee in formulating its recommendation, including copies of letters of recommendation from the Promotion and Tenure Committee and the Dean in prior evaluations, memoranda of record prepared by the Dean during previous reviews (see III.I.2.d.), letters of evaluation of tenure-track faculty during the probationary period submitted to the Dean by department chairs and any written comments submitted by the faculty member in response to any of these documents. Information on grades awarded by the faculty member will also be supplied to the Promotion and Tenure Committee. Candidates will be informed in writing by the Dean of the content of this material.
  - (d) On the basis of this information, and a possible conference with the faculty member, the Committee will prepare a summary letter of review in which it evaluates the degree to which the faculty member meets each of the criteria listed above. Following this evaluation the Promotion and Tenure Committee will prepare a summary highlighting that faculty member's current strengths and weaknesses.

This summary will be sent to the Dean of the Faculty and copies will be sent to the faculty member and the President. The Dean of the Faculty will use this summary to assist him or her in making decisions including but not limited to the candidate's eligibility for merit pay increases, the occupation of endowed chairs, course releases, overload teaching, travel funding, summer fellowship funding and sabbatical opportunities.

- (e) The Dean of the Faculty will assess the review submitted by the Committee and shall, before composing a memorandum of record, schedule a conference with the faculty member, at which time the nature of the faculty member's ongoing performance shall be fully explored. Special interests of the faculty member and special needs of the College are both taken into account.
- (f) The review process culminates in a memorandum of record prepared by the Dean of the Faculty including a summary judgment regarding that faculty member's continuing contribution to the College (e.g., strongly commended, commended, commended with reservations, or deficient) as well as the candidate's eligibility for merit pay increases and the occupation of named chairs. The expectation is that the majority of the faculty will receive commendation. If a faculty member is strongly commended the Dean of Faculty will identify specific commendable actions. If a faculty member is judged to be deficient the Dean of Faculty will identify specific deficiencies. Faculty members judged to be deficient may no longer be eligible for merit pay increases, the occupation of named chairs, overload teaching, course releases, travel funding, summer fellowship funding and sabbatical opportunities. The Dean of Faculty will inform such faculty members in writing of any specific actions that will be taken in the future if they fail to correct their deficiencies. These actions could range from withholding salary increases to initiating dismissal procedures necessary to relieve a tenured faculty member for cause. The time frame for remedying an identified deficiency may vary depending on the nature of the concern. For example, not-posting or not holding office hours is a concern that can be remedied immediately. Improving the quality of one's teaching might take one or more semesters.
- (g) Following this conference, the Dean of the Faculty shall submit the memorandum of record to the President, with a copy to the faculty member.
- (h) A faculty member who is judged to be deficient by the Dean of Faculty may secure an impartial review of the decision if he/she believes that (1) it results from improper procedure, or (2) rests on

grounds which violate academic freedom or constitutional rights, or (3) is substantially arbitrary or capricious. The faculty members of the Grievance Committee shall constitute the review board. The burden of proof in an appeal rests with the appellant.

- e. The year following the six-year review each faculty member is expected to take a sabbatical leave. Each person's sabbatical shall be used to realize some of the plans that had been developed during preceding six-year reviews. All faculty members are encouraged to obtain grants, fellowships, or visiting professorships to enable them to take a full-year sabbatical. In some cases, due to special circumstances, a sabbatical may be deferred for one or two years. In this case, a new six-year review cycle shall begin the year after a sabbatical. In the event a faculty member does not take a sabbatical leave within two years of the authorized date, the faculty member shall undergo an Evaluation and Development Review at the six-year anniversary of the last review. Should a faculty member take a leave of absence, not funded by the College, the time on leave shall be added to the time between normal six-year reviews.
- f. Since our pre-tenure reviews are, by their nature, both evaluative and developmental, untenured faculty will not undergo Faculty Evaluation and Development Reviews.
- g. If, in extreme cases, the College is faced with a situation in which the present abilities of a particular tenured faculty member are no longer needed, the College will fund a full-year sabbatical at full pay to enable the faculty member to retrain himself so as to be able to serve the College in another way, provided there is a need for such service. In the event that there is no need, or if the faculty member is not interested in such retraining, the College will fund a full-year leave at full pay, which shall be a terminal leave. Decisions in all such situations shall be made by the Board of Trustees, acting on recommendations from the President, Dean of the Faculty, and Faculty Affairs Committee. The Board of Trustees' decision in these matters will be final.

#### J. Grievance Procedure

If any faculty member believes that he or she has cause for grievance in any matter not covered by the procedures described in the foregoing paragraphs of the Faculty Personnel Policy (Section III.F.), in the Harassment and Discrimination Policy (Appendix 2), or in the Sexual Misconduct Policy (Appendix 3), he or she may petition the Chair of the Faculty Grievance Committee for redress. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain all information that the Complainant deems pertinent to his or her case. If the Chair of the Grievance Committee is named in the petition, then the Complainant may petition any member of the Grievance Committee who is not named in the petition, to implement the procedure. The Complainant and the Respondent shall be informed the petition has been received, and each shall receive a copy of the petition. The Complainant and the Respondent will each have the option to excuse one member of the Grievance Committee. Prior to disclosure of the contents of the petition, the remaining members of the Grievance

Committee shall select five members of the committee to adjudicate the grievance. The members of the committee adjudicating the grievance will have the right to decide whether or not the grievance merits a detailed investigation. Submission of a petition does not guarantee a detailed investigation. The members of the committee adjudicating the grievance may seek to bring about a settlement of the issue that is mutually satisfactory to the Complainant and the Respondent. If, in the opinion of the members of the committee, such a settlement is not possible or not appropriate, they shall report their findings and any recommended course of action, to the Complainant, the Respondent, and the President of the College. The Complainant and the Respondent shall each be provided an opportunity, upon request, to present a case to the President. The President's decision on all matters of grievance is final. The Grievance Committee shall keep records of the petitions and their outcomes.

K. Shared Academic Appointments

Two faculty members may be appointed as a pair and at the same rank to a single tenure track position, provided that they are in the same department. Details of the contractual arrangement between the pair and the College will be determined by the pair and the Dean of the Faculty.

L. Emeritus(a) Faculty Status

The title of *Emeritus (a)* will be conferred by the Board of Trustees upon a member of the faculty who retires after having given distinguished service to Hampden-Sydney College for a period of time ordinarily not less than ten years. The title will be consistent with the rank at the time of retirement.

The Promotion and Tenure Committee will make a recommendation to the Dean of the Faculty that this title be awarded.

If a professor holds an endowed professorship or chair at the time of retirement, his or her emeritus title shall include the named professorship or chair as an honorific.