

## I. FOREWORD

This, the *Faculty Handbook* contains the basic policies and regulations that govern the Faculty of Hampden-Sydney College. A faculty member who signs a contract to serve at the College thereby agrees to be bound by these policies and regulations.

Additional details, other regulations, and operating procedures are to be found in the *Academic Catalogue*, *The Key*, and the *Employee Handbook* (as noted by an asterisk). Each member of the Faculty should be familiar with and abide by the contents of these documents and keep them at hand for ready reference.

Changes in the *Handbook* may be proposed in writing by the President, the Dean of the Faculty, the Faculty, any committee of the Faculty, or any voting member of the Faculty (“voting members” as used herein shall mean faculty who are tenured or tenure-track or who have achieved the status of senior lecturer, or librarians with special faculty status), or by the Board of Trustees. Such changes must be approved by both the Faculty with notice and a two-thirds vote and the Board of Trustees. If there is disagreement between the Faculty and the Board, an ad hoc conference committee of three faculty members (elected at large by the Faculty) and three Board members, chaired by the Dean of the Faculty, without vote, will resolve the differences, with the mutual agreement of the Faculty and Board. In the event of a failure to agree, the current *Faculty Handbook* will stand. Changes made in the *Faculty Handbook* during any contract year will become effective on the first of July immediately following their approval by the Faculty and Board.

## II. ORGANIZATION OF THE COLLEGE

The College is governed by a self-perpetuating Board of Trustees. The names of the Trustees are listed in the current *Academic Catalogue*. The names of the administrative officers and the assignment of their responsibilities are listed in the *Employee Handbook*.

### A. Faculty Positions

Faculty appointments are of two types:

1. Regular, full-time faculty appointments are to the ranks of Instructor, Assistant Professor, Associate Professor, and Professor. All persons appointed to these positions are eligible for tenure or are tenured except for Instructors, who become eligible for tenure upon receipt of a terminal degree and promotion to Assistant Professor. Appointments are to departments or programs of the College. Responsibilities: teaching, research, service, and participating in the College community.
2. Non-tenure track appointments are to the ranks of Senior Lecturer; Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor; and Lecturer. Appointees to these positions are not eligible for tenure. Appointments are to departments or programs of the College.

Senior Lecturer: A non-tenure-track full-time faculty member who has been promoted from a Visiting or Lecturer position after a positive review in the year that the individual will complete 114 hours of teaching. Contract renewal is at the discretion of the College if there is need. Responsibilities: teaching, service, and participation in the College community.

Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor: A full-time faculty member who can remain in this position for no more than six continuous years. The initial contract for a visiting position is for a term of 1-3 years, subject to renewal, if there is continued need, within the six-year limit. Responsibilities: teaching, research, and service to department or program.

Lecturer: A faculty member appointed on a semester or yearly contract to give a series of lectures or courses. Lecturers may be part-time or full-time. Contract renewal is at the discretion of the College if there is need. Responsibilities: teaching.

### B. Faculty Organization

Subject to the approval of the Trustees, or their committees, “the Faculty (i) shall have responsibility for the content, quality, and effectiveness of the curriculum, as well as requirements for entrance to and graduation from the College, (ii) shall have responsibility for the academic quality of any course work or credit recorded on the institution’s transcript, (iii) shall, through the President, recommend to the Board of Trustees those students upon whom it desires to confer degrees, (iv) shall have responsibility for establishing and recommending each year’s academic calendar to the Board of Trustees and (v) shall, in

consultation with the President and Provost/Dean of the Faculty, develop such policies that protect academic freedom and contribute to the best possible environment for the Faculty to teach, pursue their scholarship, and participate in the College community.” (Bylaw Article XV, ¶ 4). In addition, “the Faculty shall have jurisdiction over all matters of discipline that may result in a student's separation from the College, such separation being subject to final determination on appeal to the Executive Committee of the Trustees” (Bylaw Article XV, ¶ 5).

The Faculty meets on the second Monday in September and on the first Monday of each following month during the academic year to hear reports of committees and to take official actions (except for the regular May meeting, which, at the discretion of the President or the Dean of the Faculty, may take place on one of the last two Mondays of April). If the first Monday of a month coincides with fall break or spring break, then that month’s meeting of the Faculty will be held on the second Monday of the month. A quorum is defined as a majority of all voting members. Additional faculty meetings may be called when the President, the Dean of the Faculty, or the Faculty thinks a useful purpose would be served. If there is no objection by a faculty member, the President or the Dean of the Faculty may cancel a faculty meeting because of insufficient business or inclement weather.

The President or the President’s designee normally chairs all regular faculty meetings. If the chair is absent or vacates the chair for any reason, the chair is taken temporarily by the next eligible officer, in the following order of priority: President, Dean of the Faculty, Associate Dean of the Faculty. If the Clerk is absent, the chair will appoint a clerk *pro tempore*. If the President, Dean of the Faculty, and Associate Dean of the Faculty will be absent, the President may appoint a tenured faculty member as chair, or the Clerk may call the meeting to order to allow the faculty to elect a chair *pro tempore*. In the event the Clerk is also absent, the faculty member of longest service present may call the meeting to order to elect a chair *pro tempore*. The duration of faculty meetings cannot exceed one and one-half hours without a vote to suspend the rules. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Faculty meetings in all cases to which they are applicable and in which they are not inconsistent with this Handbook or any special rules of order the Faculty may adopt. All full-time faculty members under regular appointment are eligible to vote. The privilege to vote is also granted to faculty members under appointment as Senior Lecturer.

Special meetings may be called by the President or the Dean of the Faculty. Such meetings may also be called upon the written request of a quorum of the Faculty. One week’s written notice (except in cases of dire emergency) of any special meeting must be given. The notice must state the subject of the special meeting, and the business of the special meeting must be restricted to the stated subject.

In the event of a serious public health concern or other emergency, a regular or special faculty meeting may be held entirely electronically, excluding hybrid meetings, at the discretion of, and through the use of internet meeting services designated by the President or Dean of the Faculty. Committee and divisional meetings may also be held entirely electronically, excluding hybrid meetings, under such circumstances with approval from the President or Dean of the Faculty to committee chairs or to divisional representatives from the Faculty Affairs Committee, respectively.

1. **Faculty Committees:** The Faculty has organized itself into committees in order to expedite carrying out its responsibilities. The changes in membership of these committees and of other offices are determined each year at the regular April meeting of the Faculty, the special order for which shall be the elections for committee members and officers. The method of voting to fill committee and office vacancies is by ballot, with voting by acclamation permitted when the number of nominees equals the number of vacancies. Write-in votes are prohibited. In a ballot where no nominee receives a majority of the votes cast, the nominee with the fewest votes will be removed from the ballot and a second ballot will commence. Balloting will continue this way until one nominee receives a majority of votes cast. Changes take effect on the first of July of that year. Additional committees, both standing and special, may be created by administrative or Faculty initiative, as circumstances require. Each faculty committee is to convene early in each new academic year for the purpose of organizing and setting the time for its meetings. The Chair should provide members with an agenda several days prior to each meeting, and the secretary should distribute copies of the minutes to each member (including the President and Dean of the Faculty, who are *ex officio* members of all faculty committees). In the event that a member of the faculty who serves on a faculty committee or as Clerk of the Faculty, or as representative to the Board of Trustees, the President's Council, or the NCAA should become unable to fulfill the duties of the position (by illness, resignation, or other circumstance), the President of the College may appoint a substitute *pro tempore* until a special election can be held.

The standing committees of the Faculty are:

- a. **Academic Affairs Committee:** (The Committee may establish sub-committees and *ad hoc* committees for purpose definite to report to it. The three divisional representatives constitute the Executive Committee of the Faculty, which takes emergency actions on behalf of the Faculty and approves the minutes of regular May Faculty meetings and any special meetings held between the regular May meeting and the summer recess.)

**Responsibilities:** General educational policy, new academic programs and departments, curriculum and course approval, non-classroom educational resources (e.g., audiovisual materials, computer programs, library), remedial and study skills programs and the academic calendar. Reviews and takes appropriate action on proposals to make substantive academic policy and program changes to the *Academic Catalogue*. The Committee will also approve academic scheduling of class times on behalf of the faculty.

**Membership:**

- 3 faculty members, 1 elected from each division, by each division, for three-year staggered terms.
- 1 faculty member elected by the faculty and 1 faculty member appointed by the President for 2-year staggered terms.
- 1 student elected annually in the Spring by faculty members of the Committee.