

3 FACULTY RECRUITING AND APPOINTMENT

3.1 GENERAL PRINCIPLES FOR FACULTY RECRUITING AND APPOINTMENT

The following principles will provide guidance in the administration of the procedures governing recruitment and appointment of regular and administrative faculty.

3.1.1 CHRISTIAN SCHOLARS

The faculty should consist of competent and professionally active scholars who are articulate Christians demonstrating a personal commitment and practice of the Christian faith and excellent teachers who are committed to the mission and goals of the Christian liberal arts university.

3.1.2 ACADEMIC COMMUNITY

The faculty should form a cohesive academic community characterized by strong and well-balanced academic departments in which the integrity of the curriculum in all the disciplines offered by the university is guaranteed.

3.1.3 STEWARDSHIP

Recognizing that the offering of the various disciplines requires varying levels of financial investment, the university will strive for careful stewardship of its resources while guaranteeing liberal arts curriculum of the highest quality.

3.1.4 DISCIPLINES OFFERED

The university will equip today's graduates to meet the challenges of our society and world by offering disciplines that are generally acknowledged to be appropriate to a liberal arts education today.

3.1.5 LONG-RANGE PLAN

In consultation with Faculty Executive and the Department Chairs Group, the deans and provost develop and maintain a long-range plan for faculty staffing.

3.1.6 TITLE IX

The university is committed to developing a faculty which includes a balanced representation of well-qualified, committed, and competent women and ethnic minority faculty members. The following Title IX statement is the university's official policy:

Whitworth University continues its policy of nondiscrimination on the basis of sex in compliance with Title IX of the Education Amendment of 1972 in all activities and programs under its sponsorship. In addition, the university administers all actions without regard to race, color, national origin, age, or disability as defined by law.

These policies apply to application and selection for admission as well as application for employment and all other personnel actions.

3.1.7 COLLEGIAL DECISION MAKING

Although final decisions regarding programs and staffing are the responsibility of the administration, these decisions will be made in consultation with the faculty. The provost discusses recruitment and appointment decisions with the appropriate committees, deans, the department chairs, and the Faculty Executive committee. In this, as in all other governance procedures of the university, the administration and faculty are jointly committed to collegial decision-making resulting in the highest possible level of consensus.

3.1.8 PROVOST ROLE IN DIRECTING RECRUITMENT AND HIRING

The recruitment and appointment of regular faculty is directed by the provost in accordance with the procedures stated in the sections which follow.

3.2 PROCEDURES FOR THE RECRUITMENT OF REGULAR FACULTY

3.2.1 PERMISSION TO RECRUIT

Permission to proceed with the recruitment of a faculty person either to fill a vacancy or to staff a newly created position is requested by the provost and given by the president. The creation of a new position is authorized by the president. The creation of an endowed position is governed by the administrative policy for endowed chairs, but no endowed chair can be defined in a way which contradicts the principles and procedures, including evaluation procedures as defined in Section 7.6.

3.2.2 FORMAL APPOINTMENT

The formal appointment of all regular faculty is made by the Board of Trustees on the basis of a recommendation from the administration.

3.2.3 POSITION DESCRIPTION

The department concerned develops, in consultation with the dean and other affected departments, a position description. The director of human resources who serves as the university's equal employment opportunity officer will be consulted as early as possible in the process of drafting the position description and will provide counsel to the department in its preparation of the description. When this position description has been approved by the provost and the director of human resources, the search may commence. The position description will clearly describe the responsibilities of the position and the necessary qualifications of the successful appointee. Among these qualifications will always be a clear description of the anticipated commitment of a faculty person to the university's mission and goals as a Christian liberal arts university in the reformed and evangelical traditions, as well as one's commitment to the essential standards of equal opportunity and a personal commitment to the Christian faith.

3.2.4 SEARCH COMMITTEE

A search committee is appointed by the provost upon recommendation by the dean. The committee typically includes the chair of the department as primary seeker, other members of the department, all of whom have responsibility for the university's diversity hiring goals, and, at least one faculty person from another academic department. Where desirable, other members of the university community who can contribute expertise to the search may be invited to serve. Where possible, at least one student is appointed to each search committee.

A pool of candidates is created through advertising the availability of the position and through an aggressive search carried out by the members of the committee and the dean, supported by the office of human resources.

3.2.5 PERMISSION FOR CANDIDATE CAMPUS VISIT

Candidates are screened on the basis of their written dossiers, references, transcripts, teaching evaluations, and telephone interviews. Before choosing finalists for campus interviews, the search committee must be confident that such candidates are fully qualified for the position as outlined in the position announcement. Interviews on campus are arranged with a small number of final candidates; such visits are approved in advance by the provost. The office of human resources issues guidelines regarding approved expenses after consultation with the provost.

3.2.6 CAMPUS VISIT

During the campus visit, the search committee conducts extensive interviews with each candidate, arranges for observed teaching experiences, and establishes a visitation program appropriate to the call and discipline. The human resources office will participate in the interview of each candidate invited to the campus. The provost and the president will interview each finalist personally, normally for one hour each. The search committee will arrange campus visits in such a way as to guarantee equitable and similar schedules for each candidate. The human resources office provides support for the arrangement of such visits.

3.2.7 CAMPUS VISIT EXPENSES

The university pays all the costs of an authorized campus visitation, including the meal costs of university personnel who meet with the candidate for official parts of the program planned to include meals, providing these plans have been authorized in advance by the provost. The spouse of the candidate may be included in a campus visit with the authorization of the provost. One meal for the entire search committee with the candidate may be included in the campus visit. In its planning, the search committee will exercise careful stewardship of university resources.

3.2.8 RECOMMENDATION FOR HIRE

Following the campus visit, the search committee recommends those finalists who would be, in the committee's view, the acceptable appointees to the provost. This recommendation must be in ranked order.

3.2.9 ABBREVIATED SEARCH PROCESS FOR SPECIAL CIRCUMSTANCES

If the position is less than full-time or for a period shorter than nine (9) months, the search process may be abbreviated, provided approval of an alternative process is received in advance from the provost, with the endorsement of the director of human resources. Similarly, if vacancies occur too late in the academic year to permit sufficient time for a careful search for a permanent replacement, temporary appointments may be made. In such cases, abbreviated procedures may be established, providing these procedures have prior approval by the provost, and the director of human resources. Candidates selected in an abbreviated procedure must re-apply for a position (in order to remain in that position) when a full search is then initiated at a later date.

3.3 PROCEDURES FOR THE APPOINTMENT OF NEW REGULAR FACULTY

3.3.1 PROVOST RECOMMENDATION TO THE PRESIDENT

The provost recommends a final appointment to the president, who authorizes the appointment.

3.3.2 EXTENSION OF AN OFFER OF APPOINTMENT

When the president has authorized an appointment, the provost extends the invitation of the university to the selected candidate personally or by telephone, with written confirmation immediately following. The provost may delegate this action to the primary seeker.

3.3.2.1 COMMUNICATION WITH OTHER FINALISTS

The provost informs all other finalists that they have not been chosen. This duty may be delegated to the chair of the search committee or the director of human resources, when appropriate.

3.3.2.2 FINAL SEARCH PAPERWORK

Upon completion of a successful search, the primary seeker turns in to the provost all formal documents of the search committee. The provost reviews the file and retains those records which are important for the faculty file of the new faculty member. All other formal documents of the search committee including applications of unsuccessful candidates are to be retained for four years.

3.3.3 RANK AND SALARY PLACEMENT

The provost has the responsibility for assigning rank and placement on the faculty salary schedule based upon an evaluation of the candidate's previous professional career and transferable experience and in accordance with the criteria for faculty rank.

3.3.4 TRANSFERABLE EXPERIENCE FOR PROMOTION AND TENURE

In evaluating transferable experience towards promotion and tenure, the guidelines for faculty compensation (Section 4) may apply. In appointments above assistant professor or with transferable experience, the provost consults with the chair of the Faculty Promotion and Tenure Committee in the process of making the assignment of rank and step and may also consult with the dean or department

chair. A written record of such recommendations by the committee chair and/or department chair is kept in the candidate's evaluation file. The provost establishes the initial contract (see Section 3.5) with the candidate and confirms all arrangements in writing, copies of which become a part of the individual's official faculty file.

3.3.4.1 GENERAL PRINCIPLES REGARDING TRANSFERABLE EXPERIENCE

In accordance with professional canons, Whitworth University acknowledges the transferability, for promotion and tenure decisions, of equivalent experience in any accredited institution of higher education. It also acknowledges the transferability, for rank and promotion but not tenure decisions, of experience outside of higher education when relevant to the faculty member's teaching assignment. When transferable experience is a component of an appointment, the provost will review the appointment with the chair of the Faculty Promotion and Tenure Committee or his/her designee before the conclusion of appointment negotiations, and with the department chair if appropriate. If transferable experience outside higher education is involved, the chair of the Faculty Economic Welfare Committee may also be consulted. A written record of the agreement on the transfer of equivalent experience is placed in the faculty person's file together with the initial contract. (The calculations for tenure and promotion may result in a value of full-time equivalent experience years different from the value utilized for the faculty salary schedule.)

3.3.4.2 TRANSFERABLE EXPERIENCE FROM ACCREDITED FOUR-YEAR INSTITUTIONS

Persons bringing years of experience from other accredited four-year institutions will receive one-year-for-one-year equivalent credit towards tenure and promotion, with the following exceptions: the rank of full professor will normally be awarded only following a formal evaluation by the Faculty Promotion and Tenure Committee, and tenure will only be awarded following the pre-tenure and tenure reviews as specified in Section 7.

3.3.4.3 TRANSFERABLE EXPERIENCE FROM PART-TIME TEACHING AT ACCREDITED FOUR-YEAR UNIVERSITIES

Part-time teaching (as defined in Section 1.1.1) in an accredited four-year university, whether at Whitworth or elsewhere, will be computed into tenure and promotion calculations at the value of seven part-time courses for one full-time equivalent year. The faculty member must be the instructor of record for the course (not a TA). In those teaching areas where laboratory, activity, or other load considerations are generally computed in a way other than semester credits, the Faculty Promotion and Tenure Committee reserves the option of modifying the seven course per full-time year stipulation appropriately. (The calculations for tenure and promotion may result in a different value of full-time equivalent experience years than the value utilized for the faculty salary schedule.)

3.3.4.4 EQUIVALENT EXPERIENCE FOR PROMOTION TO ASSISTANT AND ASSOCIATE PROFESSOR

Equivalent experience is considered as defined under Section 1.2 for promotion to associate professor. A new faculty member may enter the faculty at this rank. Or, needing one more year of experience, the faculty member could be reviewed for promotion to associate professor during the second year at Whitworth, thus setting aside the second-year departmental evaluation.

3.3.4.5 EQUIVALENT EXPERIENCE FOR PROMOTION TO PROFESSOR

Equivalent experience is considered as defined under Section 7.5.1 for promotion to the rank of professor except for the following limitation: A faculty member may not normally enter the faculty at the rank of professor. To achieve this, a faculty member must teach two full years, be reviewed for the promotion no earlier than the third year, and move into the professorship no earlier than the fourth year.

The limitation with regard to appointment to the rank of professor can be waived by the provost in consultation with FPTC for someone with a national reputation for scholastic and teaching excellence, appropriate and evaluated experience elsewhere, and demonstrated compatibility with the Christian mission and goals of the university. Although an exception for hiring at full professor may occur, tenure is only awarded to faculty meeting the criteria for tenure in Section 7 after completing the tenure review no sooner than in the fourth year of service at Whitworth University.

3.4 PROCEDURES FOR THE RECRUITMENT AND APPOINTMENT OF LECTURERS AND ADJUNCT FACULTY

3.4.1 AUTHORIZATION OF APPOINTMENT

As a part of the approval of the departmental budget for a fiscal year, the dean and provost authorizes the appointment of adjunct faculty and the reappointment of current lecturers.

3.4.2 SEARCH PRIMARY SEEKER

The department chair or the academic administrator responsible for a specific program functions as the primary seeker, in consultation with members of the academic department whose discipline is represented by the position description.

3.4.3 CANDIDATE RECRUITMENT

The primary seeker seeks qualified candidates, making particular efforts to guarantee a desirable representation of women and minorities in the pool. The primary seeker assembles files on possible candidates and arranges for interviews with those best qualified.

3.4.4 ADJUNCT HIRING RECOMMENDATION

In the case of adjunct faculty whose appointment is for courses in the undergraduate day university, the primary seeker makes the recommendation to the dean, who makes the appointment. The department chair makes the offer to the adjunct faculty.

3.4.5 HIRING ADJUNCTS WHO ARE UNIVERSITY EMPLOYEES

Within the university there may be adjunct positions in a department for persons from administrative offices or other academic departments. Such positions and appointments to them need the recommendation of the department, the approval of the provost and the supervising vice president.

3.4.6 LECTURER HIRING RECOMMENDATION

In the case of lecturers, the primary seeker makes the recommendation to the dean and the provost, forwarding the candidate's application materials, including the candidate's faith statement, to them for review. Upon approval from the provost, the dean makes the appointment. Academic affairs will maintain a complete file on all lecturers.

3.4.7 REGULAR FACULTY TEACHING IN GRADUATE OR CONTINUING STUDIES

Regular faculty members may be employed to teach in the graduate or continuing studies programs on a per-credit basis.

3.4.8 HIRING OF RETIRED FACULTY

Retired regular faculty may be appointed lecturers or adjunct faculty. The search process is not necessary; the primary seeker (or department chair) recommends the appointment to the dean, who makes the appointment.

3.4.9 APPOINTMENT TO DISTINGUISHED ADJUNCT OR SENIOR LECTURER

Appointments may also be made at the ranks of distinguished adjunct or senior lecturer for those adjuncts or lecturers who provide evidence of superior teaching, have achieved the highest level of distinction in their professions, or make a unique contribution to the educational environment at Whitworth University.

3.5 THE CONTRACT FOR THE INITIAL AND CONTINUING APPOINTMENT OF REGULAR FACULTY

3.5.1 CONTRACTUAL STATUS OF FACULTY HANDBOOK

All regular faculty are appointed under formal agreements with the university which are contained in the faculty contract. The Faculty Handbook is regarded as a part of every faculty contract, and the signatures of faculty and administrators on these contracts represent their commitment to abide by the stipulations both of the contract and of the Handbook.

3.5.2 CONTENTS OF THE REGULAR FACULTY CONTRACT

The contracts issued to regular faculty members confirm the appointment, state the credit load for the contract period, describe all other special obligations to be undertaken by the faculty member, confirm track, tenure status, rank, and salary step. Contracts for regular faculty are signed by the provost and the president, before they are presented to the faculty member for his or her signature. The faculty member and the university each retain one signed copy.

3.5.3 EXTENSION OR MODIFICATION OF REGULAR FACULTY APPOINTMENT

Any subsequent extension or modification of an appointment, or any special understandings, or any notices incumbent upon either party to provide, will be stated and confirmed in writing in addenda to the contract.

3.5.4 CONTRACT CONTENTS OF PART-TIME REGULAR FACULTY APPOINTMENTS

Contracts for regular faculty on a part-time appointment ("contracted faculty"; see 4.2) will stipulate the appointed rank and salary placement and specify that such appointments are non-tenure track and shall be renewed annually. Otherwise all the regulations of this section apply.

3.5.5 REGULAR FACULTY CONTRACT DISTRIBUTION DATE

Contracts for the new fiscal year will be issued no later than June 1. A deadline for the return is indicated when the contract is offered, which may upon application be extended.

3.5.6 ADJUSTMENT OF NEW FACULTY SALARY AFTER JUNE 1

When negotiating with a new regular faculty person, the provost may provide a contract for the coming fiscal year before knowing the faculty salary scale for that new year. The candidate's signature upon such a contract represents a commitment to join the faculty during the following academic year, with the understanding that the salary may be recalculated and a revised contract issued when the new faculty salary scale has been established. The university may increase new faculty salaries, in line with increases for existing faculty, after the June 1 contract, but it may not lower the salary once the initial contract is signed.

3.6 CONTRACT DEFINITIONS FOR REGULAR FACULTY

3.6.1 TENURE AND THE TRACK I FACULTY CONTRACT

Beginning full-time faculty members on Track I will receive one-year contracts without tenure for a probationary period of six years if there is no transferable prior university faculty experience or a minimum of four years if they bring transferable experience (Section 7.5.3.4). The term of the probationary period shall be set forth in the faculty member's initial contract (as described in Section 7.1.3). During their final probationary year each Track I faculty member will undergo a tenure review (Section 7.5-7.6). At the time of the awarding of the contract for the year that follows the tenure review, the faculty member will be informed in writing whether he or she will be on a tenured appointment beginning with that year. If tenure has not been granted, that will be the faculty member's final contract year.

After the expiration of the probationary period and a successful tenure review conducted by the faculty and sustained by the administration and the Board of Trustees, Track I faculty will have continuous tenure. A tenured faculty member may only be separated from the university through resignation (Section 10.2), retirement (Section 10.3), prolonged illness or disability (Section 10.6.2), dismissal for non-performance of contractual obligations (Section 10.6.1.1.5), dismissal for adequate cause (Section 10.6.1.1), dismissal for incompetence (Section 10.6.1.1.4), dismissal for moral turpitude (Section 10.6.1.1.6), or termination for financial exigency or curricular change (10.6.3). Tenure at Whitworth

University is intended to protect tenured faculty against non-reappointment or separation except described in Sections 10 and 11 below and subject to the procedures set forth therein.

3.7 THE CONTRACT FOR THE APPOINTMENT OF LECTURERS AND ADJUNCT FACULTY

3.7.1 ISSUING OF ADJUNCT CONTRACTS

Contracts for the appointment of adjunct faculty are prepared by the appropriate school or college. The provost signs all adjunct faculty contracts on behalf of the university. The issuing office maintains a file for the adjunct faculty under its supervision.

3.7.2 ISSUING OF LECTURER CONTRACTS

Contracts for the appointment of lecturers and senior lecturers are prepared by the office of the provost. The provost signs all lecturer and senior lecturer contracts on behalf of the university. Academic affairs maintains files for the lecturers and senior lecturers.

3.7.3 CONTENTS OF ADJUNCT CONTRACTS

The contract for adjunct faculty members specifies the course to be taught, the number of teaching load credits, the days and times of the class meetings, and any other special conditions related to the appointment. The adjunct's signature on a contract signifies assent to the conditions and stipulations printed on the back of the contract, and to the relevant portions of this Handbook.

3.7.4 CONTENTS OF LECTURER CONTRACTS

The contract for lecturers specifies the number of credits the lecturer is contracted to teach in an academic year and any other special conditions related to the appointment. The lecturer's signature on a contract signifies assent to the conditions and stipulations printed on the back of the contract, and to relevant portions of this Handbook.

3.7.5 ACADEMIC YEAR CREDIT LIMITATION FOR ADJUNCT FACULTY

An adjunct faculty person cannot teach more than twelve credits per academic year (Fall Term, Jan Term, and Spring Term) at Whitworth without the permission of the provost. In the event that an adjunct faculty person who teaches both in the day university and in the continuing studies program should be contracted by various offices of the university to teach more than twelve credits per academic year, such a credit load may not be construed as a basis for petition for inclusion in the regular faculty.

3.7.6 OVERLOAD CONTRACTS FOR REGULAR FACULTY

When regular faculty teach as adjunct faculty, either in the continuing studies programs or as a course overload in the day university, a separate overload faculty contract is prepared in accordance with the stipulations of this section. A copy of all overload contracts is kept in the regular faculty member's file.

3.8 PROCEDURES FOR REHIRING RETIRED FACULTY

If the needs of the university and the interests and abilities of the faculty member warrant, a faculty member or emeritus faculty member may be hired on a part-time or adjunct basis beyond the date of retirement. Such appointments are made through one-year contracts which must be approved yearly by the Academic Affairs Committee of the Board of Trustees.