

## ***IV. TERMS OF EMPLOYMENT***

### **A. THE ACADEMIC YEAR**

The regular academic year begins with the annual fall conference preceding new student orientation and ends with Commencement. Faculty members are expected to be on campus to meet their teaching and other responsibilities throughout this time, except for the College's scheduled vacation periods.

### **B. NORMAL TEACHING LOAD**

1. The normal teaching load for Centre College faculty is six courses or 18 credit hours per academic year.
2. From time to time it may be necessary for the division chairs or the deans to levy certain requests for teaching assignments on specific divisions or programs; for example, the staffing of courses in, humanities or other courses.
3. Bookkeeping concerning the number of courses taught by each faculty member per term and per year is the responsibility of the division chairs.
4. Under special circumstances the administration may request a faculty member to teach an overload. In that case, a commensurate reduction in teaching load in another term will be arranged.
5. Any reduction of or exception to the normal teaching load of six courses must be granted by the Dean of the College.
6. Independent and directed study courses were conceived as possibilities for exceptional students who wish to go beyond the requirements of a major program. Normally, the student should have junior standing and a minimum G.P.A. of 3.0. Such courses should not be offered as alternatives to regular requirements in a major or minor. The curriculum is designed by a program to be a coherent complement of courses with due consideration for breadth and depth. Supplementary courses to the major offering *may* be offered in response to student interest and faculty availability (e.g., linguistics, comparative literature). The policy of program approval for course substitution in the major or minor remains in effect when the course to be counted toward the major is a regularly scheduled course.

A course that is normally offered as a regular course should not be offered as a directed or independent study unless there is a significant reason (e.g., a student has been abroad and missed a particular course for a major). Centre does not guarantee to a student that a second major or a minor can be completed; therefore, the College is under no obligation to accommodate scheduling difficulties by offering regular courses as directed studies. Personal preferences of students are not a justification for requesting directed studies. Circumventing specific courses or instructors is not a legitimate reason for asking a faculty member to teach the overload of additional independent or directed studies.

### **C. SUMMER TEACHING**

Members of the faculty are not generally expected to teach during the summer term. An enrollment of at least five students is required, although an instructor may offer a course to fewer students. Members of the faculty may also offer independent study courses for interested students during the summer term. Payment for summer teaching is determined by the following policies:

1. All students will be charged the normal per hour tuition fee for the course or internship. There will be no tuition scholarship or remission in these cases.
2. Instructors will be paid a salary of 3/4ths of the amount collected from one student for an independent or directed study course, or a regular course. These courses will have contact hours comparable to those of a course taught in a regular term. The instructor must submit the grade and complete the course according to the timetable set in the proposal.
3. Instructors will be paid a salary of 3/8ths of the amount collected from one student for direction of an internship. This direction will involve time for setting up, occasional contact during the experience and the grading of a final paper or exercise. The instructor must submit the grade and complete the course according to the timetable set in the proposal.
4. Each additional student who enrolls for an independent or directed study course or internship will pay the regular tuition, and the instructor will be paid an additional \$100 for each additional enrollment in a course or in a particular internship.

### **D. SUPPORT FOR SCHOLARLY AND PROFESSIONAL ACTIVITIES**

A faculty member's scholarship will be judged in terms of maintaining professional competence and academic currency through publications, the reading of papers, participation in scholarly seminars and institutes, performances, exhibits, research, or other activities (such as professional consulting, advising professional organizations, holding membership or offices in professional organizations) that contribute to the advancement of knowledge. Centre College employs the following means to encourage and to assist the scholarship of members of its faculty:

#### **1. Attendance at Professional Meetings**

The College encourages faculty members to attend professional meetings by offering financial assistance to those who participate and to those who attend for professional renewal. The College will offer a higher contribution to the costs of attending to those who are program participants. All requests for assistance to attend professional meetings should be addressed to the Dean of the College who will announce the formula for reimbursement and assistance at the opening conference each fall. The amount of assistance is determined after consultation with the Faculty Development Committee and is based on the amount of money available for faculty travel in any given year. The Dean of the College will not be able to honor multiple requests until single requests have been awarded.

## **2. Grant and Foundation Support**

Many faculty members seek and have the opportunity to gain outside support for their research (NSF, Fulbright, NEH, NEA, KHC, ACLS, etc.). Though the faculty is strongly encouraged to gain this financial recognition for their work, no faculty member should approach any foundation, corporation, organization, or agency without a consultation with the Dean of the College first. Any grant proposal must be coordinated with overall institutional planning.

## **3. Publication Subsidy**

Centre participates in a publication consortium with the University of Kentucky Press. As a member of the consortium, Centre can underwrite expenses for publication by a Centre faculty member up to the amount of \$2,000. The Dean of the College serves as liaison with the U.K. Press and is assisted by a committee consisting of two members of the faculty holding endowed professorships and the director of the Doherty Library.

## **4. Divisional Funds**

Each division chair administers a small fund to help defray costs incidental to research or publication including expenses for typing, photocopying, postage, and long-distance telephone calls.

## **5. Summer Study Grants**

The Faculty Development Committee administers a fund for summer study and research and receives applications in the following categories:

- a. research, scholarly writing, or intensive practice of one's art;
- b. course work, institutes, or other activities promoting professional development in one's field;
- c. course work, institutes, workshops, and other activities designed to increase a faculty member's ability to teach outside his or her specialty;
- d. curricular and course design outside one's professional training or specialty.

## **E. SABBATICAL LEAVE POLICY**

Sabbatical leaves of absence for members of the faculty will be administered in accordance with the following general policies:

1. Tenured members of the faculty shall be eligible to take a sabbatical leave after at least six years of full-time teaching at the College. Members of the faculty whose positive tenure decision is announced in the spring of their sixth year of service are eligible to apply at the beginning of their seventh year of service for sabbatical leave in their eighth year. Members of the faculty whose positive tenure decision is announced in the spring of their fifth year of service or earlier are eligible to apply at the beginning of their sixth year of service for sabbatical leave in their seventh year. Staffing pressures or too many

applicants may, however, require the administration to delay some requests. A faculty member accepting such a delay should have the time between subsequent sabbaticals correspondingly reduced.

Leaves may be either a full year at half pay, or a long term and a short term at full pay. Subsequent sabbaticals may be awarded after completion of six full-time years of teaching at the College.

2. The granting of sabbatical leaves depends on the determination by the Dean of the College and the President that the period of leave will be used for research, study, or other pursuits appropriately designed to provide professional development, and subject to the determination that adequate arrangements can be made for carrying on the normal responsibilities of the faculty member during the period of his or her absence.
3. Not more than 15% of the total number of tenured members of the faculty shall be absent on sabbatical leave concurrently.
4. As a sabbatical leave is for professional development, it is expected that a faculty member will return to the College for at least one year following a leave. No person shall request, and the College shall not grant, a sabbatical leave within one year of the date of his or her anticipated or scheduled retirement.
5. The following guidelines should be followed:
  - a. The Dean sends a notification letter to all eligible faculty, including those being considered for tenure, at the beginning of the spring term two academic years prior to the sabbatical year.
  - b. Intent to submit a proposal must be made to the Dean by the first day of class after the spring break two academic years prior to the sabbatical year.

Sabbatical proposals should be submitted to the division chair, the Dean, and the chair of the faculty development committee by August 15, prior to the start of the academic year before the proposed sabbatical.

- c. Proposals should include the following information: dates of last sabbatical leave, if any; a description of the work or project to be undertaken; the term or terms for which the sabbatical is requested; and what courses will not be offered as a consequence of the leave. Under the six-course (or 18 hours) teaching load, persons granted a fully-paid sabbatical leave will be relieved from teaching the equivalent of three courses. The Dean will ask the advice of the Faculty Development Committee to help assess the merits of the proposals. After consulting with the President and other administrative colleagues, the Dean will inform each applicant of the outcome by the end of the fall term. All sabbatical leaves are granted only with the approval of the President and the Board of Trustees.

- d. A sabbatical report must be submitted at the beginning of the academic year following the sabbatical year. The final report should include an explanation of expenses and should reference the original proposal. The report should be sent through the Division Chair to the Dean. The Division Chair should read the report and provide a brief summary (one short paragraph) of the accomplishments of the sabbatical. The sabbatical report and Division Chair's summary should be sent to the Dean and should become part of the faculty member's open file.

## **F. SERVICE TO THE COLLEGE**

A faculty member will be evaluated in terms of his or her ability to work with colleagues and his or her contributions to the College through advising, committee work, administrative assignments, sponsorship of student organizations and similar activities. Contributions to the larger community will be taken into account insofar as they pertain to the purposes of the College and to the individual's professional responsibility.

### **1. Advising Students**

#### **a. The Advising Role**

From a student's point of view, the advisor serves as the first and most important link between the faculty and the student. The ideal advisor is available to talk about general academic requirements, academic or adjustment problems, majors, career prospects, and educational opportunities after graduation. The advisor offers assistance but allows the student the freedom to make his or her own decisions. If an advisor is successful, he or she will become more than somebody who has to sign a student's course registration form; he or she will form a beneficial relationship whose influence will last long throughout the student's time here and, perhaps, beyond.

#### **b. Duties of Advisor**

Full-time members of the faculty share the responsibilities for advising students within their major program as well as the responsibilities for advising students who have not yet declared majors. Incoming students will be assigned an advisor who will perform that role through the student's sophomore year. Wherever possible, the student's academic interests will be matched with the advisor's program area. Students who have declared majors will be assigned an advisor by the chair of their chosen academic program. Students who have not declared majors will be assigned advisors by the director of advising, who will attempt to distribute these responsibilities equitably. The director also will assign a peer counselor to each faculty advisor to serve as an assistant. Faculty advisors should expect to be consulted about: study skills and time management, pre-registration for courses, adding or dropping a course, taking a course on a pass/unsatisfactory basis, choosing and developing a major, petitioning program committees or the Academic Standards Committee for waiver of academic rules, and certifying the completion of requirements of the College and of the major program for graduation. The advisor should counsel the advisees about academic performance, progress toward the completion of the general requirements and major requirements, planning to study off-campus, and educational or career opportunities. If the advisee

should ask a question the advisor is unable to answer, the advisor should refer the advisee to a knowledgeable source.

Before signing a student's registration form advisors should ascertain that:

1. the student is making adequate progress toward completion of the College's general education requirements;
2. the student is making adequate progress toward meeting proficiency requirements in expository writing, foreign language, and mathematics;
3. the student is making adequate progress toward completion of the physical education requirements;
4. the student has registered for a laboratory section in science courses requiring labs;
5. the student has the appropriate prerequisites for all the courses for which he or she has registered;
6. all of the student's requested courses are appropriate to his or her academic standing. (Normally courses numbered 10-19 are open to freshmen, sophomores, and juniors, and, with the permission of the division chair, to seniors; normally those numbered 20-29 are open to sophomores, juniors, and seniors and to freshmen by placement only; normally those numbered 30-49 are open to juniors and seniors, and courses numbered 50 or higher are open only to seniors. A course numbered 15 is open to all students regardless of class rank.) Exceptions to these eligibility requirements may be approved on an individual basis by the Associate Dean.

Questions regarding registration or requirements should be referred to the registrar's office, to the Associate Dean, to the appropriate program or division chair, or to the director of advising.

**c. Folders for Advisors**

Advisors are given a folder for each of their freshmen advisees. The advisor maintains the folder until such time as the student either 1) declares a major, 2) withdraws from the College, or 3) the advisor takes a sabbatical leave. The advisor should then return the folder to the director of advising. At the outset, each advisee folder should contain the following items:

1. a copy of the application form
2. a copy of the high school transcript
3. a copy of the SAT or ACT report
4. an academic requirement check-off sheet to aid the advisee and the advisor in

- determining when degree requirements are to be met/completed
5. a copy of the student registration report
  6. a four-year planning sheet for the student (optional).

Copies of the following items will be sent to the advisor for inclusion in the folder:

1. the student's mathematics and foreign language placement scores along with recommendations for placement in math and foreign language as of the student's first term enrollment;
2. marginal and/or unsatisfactory mid-term reports;
3. class schedules and drop/add sheets with the registrar's actions listed thereon;
4. grade report slips at the end of fall term and CentreTerm;
5. an up-to-date transcript during the summer reflecting the previous spring term grades and any summer school work for which the registrar's office has received an official transcript;
6. correspondence from the Academic Standards Committee relevant to that student;
7. warning letters.

## 2. **Committee Assignments**

Faculty members can expect to be assigned to at least one major standing committee of the Faculty or the College Council. Some may be asked to serve on more than one such committee, and some members of the faculty will be asked to serve on *ad hoc* committees, panels or commissions formed by the administration to deal with special circumstances. Faculty members are expected to participate actively in the work of these committees and should not absent themselves from their meetings without good reason.

Faculty members who feel unduly burdened by their committee work or who feel that committee work is interfering with the satisfactory fulfillment of their other responsibilities to the College, should discuss the matter with the Dean of the College who will make every effort to reduce the burden appropriately.

## 3. **Attendance at Council and Faculty Meetings**

Faculty members are expected to attend all meetings of the Faculty and, when elected, to the College Council and to take an active role in the work and deliberations of both of these bodies.

## 4. **Attendance at College Functions**

Members of the faculty are expected to attend the fall conference, opening fall

convocation, the winter Founders Day Convocation, Council (when elected) and Faculty meetings, and the Baccalaureate and Commencement ceremonies. For the opening fall and the winter Founders Day convocations, and the Baccalaureate service and Commencement, the faculty will wear academic regalia. (Rentals of gowns can be arranged through the bookstore.)

Requests to be excused from the fall conference, the opening convocation or Commencement must be made to the Dean of the College. Attendance at the Baccalaureate service is strongly encouraged. However, for personal or religious reasons, an individual faculty member may choose to be absent from the Baccalaureate service.

Additionally, members of the faculty are expected to participate generally in the overall life of the College, which entails attendance at some of the many concerts, lectures, convocations, performances, exhibits, athletic contests, and other events sponsored by the College.

#### **5. Other Responsibilities to the College Community**

Members of the faculty may also be called upon to supervise student internships, to advise pre-professional students, to advise student clubs or organizations, to assist in the recruitment of students, to represent the College at meetings, and to perform other services for the College. While such contributions do not constitute a formal requirement or expectation of the faculty member's position, they will be regarded favorably in evaluations affecting tenure, promotion, and salary determinations.

#### **G. SERVICE TO THE COMMUNITY**

The College encourages faculty members to accept responsibilities within the larger community. It recognizes that such services can enhance personal growth and further respect for the College. These activities should not, however, unduly detract from the other responsibilities of the faculty member.

#### **H. SALARY POLICIES**

##### **1. Notification**

The initial letter of appointment sets forth each faculty member's salary for the academic year. Subject to the policies and procedures for reappointment contained in Section III, a re-appointed and continuing faculty member receives in the spring of each year a letter stating his or her salary level for the subsequent academic year. This salary level is determined by the Board upon recommendation of the President of the College, and is based on a process of review conducted by the Dean of the College. The review takes into consideration, among other factors, the annual performance evaluation of each member of the faculty. The review involves consultation with the Associate Dean, the chair of the faculty member's academic division, and information submitted by the faculty member.

## **2. Payment Schedule**

Faculty members are compensated for the nine-month academic year, but receive their salaries in twelve equal monthly installments on the last business day of each month, September through August.

## **3. Payment for Summer Teaching**

See Section IV-C.

## **I. BENEFITS**

Benefits of the College are described in Appendix E. Members of the faculty or staff who have questions regarding benefits should direct these questions to the Office of Human Resources.

## **J. OUTSIDE EMPLOYMENT**

Full-time members of the faculty must consult with the Dean of the College before accepting employment with organizations or educational institutions outside the College. As a general rule, members of the faculty will be permitted to provide professional or consulting services for outside agencies during the academic year, provided such services do not engage more than the equivalent of one working day per week, are not rendered during Centre's normal working hours, and do not interfere with teaching, scholarly, or other responsibilities owed to the College.

Within the guidelines specified above, full-time members of the faculty may be permitted to contract to teach an occasional course at a neighboring educational institution when their services are needed on a temporary basis. Full-time faculty members may not, however, offer courses at another institution on a regular basis.

## **K. LEAVES OF ABSENCE**

Leaves without salary may be granted by the Dean of the College subject to presidential review and final approval by the Board for approved purposes. Time spent on such a leave will be given usual consideration for advancement and salary but it will not count toward eligibility for sabbatical leave or permanent tenure. Permission for such leaves of absence will not ordinarily be granted for longer than one academic year.