FACULTY HANDBOOK

Section 300

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Preamble – Our Common Faculty Project

Gonzaga University is “an exemplary learning community that educates students for lives of leadership and service for the common good” (see Appendix 300A: Gonzaga University Mission Statement, 2017). As a Catholic, Jesuit, and humanistic institution, at Gonzaga this means helping students grow in their academic knowledge, their appreciation for learning, their compassion for others, and their desire to make the world a better place. Administrators and staff join with faculty in this organizational mission, which is based upon shared values, meanings, and purposes. Faculty play essential roles in this endeavor through formal academic instruction, by fostering a caring and intellectually stimulating environment on campus, and by seeking to improve society through scholarship and service to the community.

Faculty are committed to creating and sustaining a learning community that reflects the hallmarks of Jesuit education: excellence in the pursuit of knowledge, self-awareness, and educated solidarity, leading to a better understanding of our world, and ourselves, and to remaking our world. This learning community extends beyond classrooms to the faculty community, the campus community, and the professional and civic communities with whom faculty are in dialogue.

Faculty seek to support one another as teachers, learners, and scholars. Moreover, faculty recognize the need for mutual accountability and shared responsibility for sustaining the conditions necessary for shared inquiry and scholarship at Gonzaga. This handbook describes the expectations for, and the rights and responsibilities of, faculty as they engage in this collective project.

The Faculty Handbook expresses a shared commitment between the University and the faculty in advancing the University’s mission as well as the professional careers of the faculty. This Handbook expresses numerous dimensions of that commitment, which remain in force unless or until modified by mutual agreement or rendered obsolete by federal or state law or regulation.

Throughout this document, the term ‘faculty’ shall pertain to full-time ranked faculty (as delineated in Section 302.01). The term ‘administration’ shall refer to executive administration constituted of and overseen by the President, Provost, and Deans of the College or Schools, as articulated in Section 100 of the Faculty Handbook. For definitions of key terms in this document, see Section 100, Section 200, or the Glossary in Appendix 300D.

300.00 Professional Foundations, Rights, and Responsibilities of Faculty

The foundational principles and rights of academic freedom, tenure, and shared governance ground the work of faculty as professional academics at a university. These principles and rights provide essential protections and responsibilities for faculty.

300.01 Academic Freedom

(a) As an academic learning community, Gonzaga faculty embrace the rigorous pursuit of truth, critical reflection, and understanding of our world and our experiences. Academic
freedom is foundational to this work and applies, within the context of their professional
disciplines, to all academic personnel engaged in teaching, scholarly, or creative
expressions. Academic freedom means that both faculty members and students can engage
in intellectual debate without fear of censorship or retaliation. The University actively
seeks to have a diversity of ideas examined thoughtfully and thoroughly by its faculty and
its students. The principles of academic freedom in this handbook are expressed in
accordance with the 1940 AAUP Statement on Academic Freedom and Tenure and the
correlative 2009 AAUP Statement on Professional Ethics (see Appendices 300B and
300C), specifically:

(b) Free from institutional censorship, academic freedom entitles faculty members to
pursue, study, research, discover, discuss, question, and critique knowledge, ideas, and
hypotheses in their classrooms, in their scholarship and professional scholarly writing, or
in other creative expressions within the contexts of their disciplines. They are free to
express their views within and about their academic discipline as professionals without
censorship and are entitled to share and disseminate ideas and other creative expressions
with professional forums, the Gonzaga community, and broader audiences.

(c) At the same time, academic freedom carries with it special responsibilities. These
responsibilities include the following:

(1) Faculty members, as teachers and scholars, should be accurate and honest, offer
reasons for their opinions, abide by the professional standards of their disciplines, and be
open to constructive criticism and, when appropriate, the revision of their own opinions.

(2) Faculty members should cultivate in their classrooms a climate of openness and
mutual accountability combined with respect for the character and mission of Gonzaga
University.

(3) All faculty are free to express their opinions in public on any matter as articulated
by the 1940 AAUP Statement on Academic Freedom and Tenure (Appendix 300B). At
the same time, as academics and as University employees, faculty members should
recognize that the public may judge the profession and the University by how faculty
members present themselves and their opinions. Therefore, faculty members should be
accurate, speak responsibly, and show respect for the opinions of others. When faculty
express opinions in public on issues outside their professional expertise, they also should
make clear that they are speaking or writing as a private individual, and not as a
representative of the University, unless given explicit permission to do so. See “Public
Expression of Personal Views” in Faculty Handbook Policy 421 and the Gonzaga

(4) A faculty member has a right to bring a claim for infringement of academic
freedom with respect to the non-renewal of the faculty member’s contract, denial of the
faculty member’s tenure, or dismissal of the faculty member for cause to the Committee
on Academic Freedom and Tenure, pursuant to the procedures described in 310.
(5) A faculty member has a right to bring a claim for infringement of academic freedom with respect to something other than the non-renewal of the faculty member’s contract, denial of the faculty member’s tenure, or dismissal of the faculty member for cause to the Grievance Committee pursuant to the procedures described in 308. Faculty are expected to seek a resolution of these issues through conversations with department chairs or other academic unit leaders, deans, or the Provost before filing a grievance.

300.02 Tenure

(a) The most effective guarantor of academic freedom is tenure. Tenure protects an instructor from being dismissed without cause or for openly disagreeing with educational, religious, or political authorities or with popular opinion. Gonzaga University endorses the AAUP policy on academic tenure which states that “[a]fter the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement…, or under extraordinary circumstances because of financial exigencies” (see Sections 309 and 310 of this Faculty Handbook).

(b) Tenure is also an important tool in preserving and protecting the professionalism and integrity of the faculty. Faculty members have the primary responsibility for setting academic standards for students, establishing academic rules and regulations, and defining the academic curriculum of the University. They play a major role in academic personnel matters, particularly in selecting and hiring new faculty members and in evaluating faculty for reappointment, tenure, and promotion.

(c) The granting of tenure is neither a certification process, nor merely the recognition of professional accomplishments. When the University grants tenure to a faculty member who has applied for it, it recognizes and affirms a mutual aspiration and a long-term commitment to a shared project on the part of both the faculty and the university. In granting tenure, the University expresses its confidence that this faculty member will be a reliable partner in the common project of the University and its Jesuit, Catholic, and humanistic mission. In applying for tenure, the faculty member expresses a continued commitment to a high level of performance in teaching, advising, scholarly/creative work, and academic citizenship and professional service throughout the faculty member’s career. All tenured faculty will participate in a process of post-tenure review, as described in Section 306.

300.03 Commitment to Tenure

(a) Carrying out the project of Jesuit, Catholic, humanistic higher education requires a community of collaborators who work together over time in the shared governance of the University, in educating students, and in making scholarly, artistic, professional, and applied contributions to knowledge and to the wider community. The Faculty best serve our students when faculty members not only have the appropriate academic credentials, but also have the stability and commitment to the institution that tenure provides.
(b) Hence, Gonzaga’s mission impels the University to maintain a stable, primarily tenure-stream faculty. Consequently, for programs within the college or professional schools that deliver baccalaureate degrees, tenure-track or tenured faculty must teach at least 60% of the lecture courses offered in these programs. Said faculty agree to teach in accordance with approved administrative guidelines for standard faculty workloads for teaching, advising, scholarship, and service unless they reach an alternate written arrangement with the University. These guidelines are established by the Provost, in consultation with the deans and the Faculty Assembly, and approved by the President.

300.04 Shared Governance

(a) Shared governance – the principle that acknowledges the final institutional authority of governing boards and distributed authority to the administration and faculty – is a basic tenet in higher education (Association of Governing Boards 2016). The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students, and others. This relationship calls for robust, ongoing communication between faculty and administration and joint planning and decision making in service of the best interests of the University.

(b) The faculty has primary responsibility for curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life that relate to the educational process, in coordination with the administration and with a view to the needs of the University. The faculty sets the requirements for the degrees offered, and determines when the requirements have been met, subject to requirements of accreditation, state and federal law or licensure. Further, the faculty through appropriate processes and representation, actively participate in the review, revision, and planning of all aspects and activities of the University affecting faculty, including but not limited to the budget, the Jesuit, Catholic, and humanistic mission of the University, and faculty compensation and benefits.

(c) Faculty members have the right and responsibility to participate in the governance of the University. All full-time faculty, other than Visiting Faculty and Distinguished Visiting Faculty are members of the Faculty Assembly (see the Faculty Assembly Constitution). Faculty members participate in governance of the University through the Faculty Assembly, through representation in the Faculty Senate, and through service on departmental, college, school, and University committees. Although unranked faculty members do not have the right to vote in the Faculty Assembly, they do have the right to participate in faculty dialogue and debate.

(d) Faculty members collectively set the criteria and standards to evaluate faculty performance (subject to approval by the dean and Provost). The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy and that scholars in a particular field or activity have the chief competence for judging the work of their colleagues. On matters of faculty status, including appointments, reappointments, decisions not to reappoint, promotions, the
granting of tenure, and dismissal, faculty make recommendations to deans, the Provost, and the President.

(e) A responsible administrator can override these recommendations only for sound reasons grounded in the interest of the University and a particular unit. The administration communicates the reasons for the final judgment to the recommending body, except when prohibited by law or established University personnel policy.

(f) Faculty perspectives also inform decision-making when decisions relate to searches for key leadership positions, resource allocation, and program development and discontinuation.

(g) Faculty shall follow established university policies but “maintain their right to criticize and seek revision” (AAUP statement on professional ethics, #4).

300.05 Professional Responsibilities

Membership in the academic profession carries with it responsibilities for the advancement and communication of knowledge and skills, the growth and formation of students, the enhancement of the intellectual life in one’s university community, service to one’s professional associations and to one’s employer, and the use of one’s professional expertise for the improvement of society. Though not exhaustive, the following list of professional responsibilities illustrates the responsibilities of each faculty member. Performance or non-performance of these responsibilities, as a pattern of behavior, may be considered relevant by the faculty member’s department, dean, or the University Committee on Rank and Tenure when evaluating the faculty member for reappointment, tenure, promotion, or tenured-faculty evaluations.

(a) General

(1) Faculty members shall accurately represent their academic credentials and accomplishments. They shall pursue excellence, practice intellectual honesty, and model fair-mindedness in all professional activities and conduct.

(2) Faculty members shall treat others, including students, faculty colleagues, and other employees of Gonzaga University, with respect, civility, and in conformance with professional conduct standards set forth in the Gonzaga University Personnel Policies and Procedures Manual (hereafter the Policies and Procedures Manual).

(3) Faculty members shall abide by the policies and procedures set forth in the Policies and Procedures Manual and other University policies and procedures relevant to faculty and posted on the University website or otherwise adopted by the University. However, in the event there is a conflict between the content of the Policies and Procedures Manual and content of the Faculty Handbook, the Faculty Handbook controls. Likewise, should there be a conflict with state or federal law and the Handbook, the law will govern.

(4) Faculty members shall perform the duties and obligations of their employment with the University in a professional manner. The essential functions of a full-time, tenured or tenure-track faculty member include teaching, advising, scholarly/creative
work, and academic citizenship and professional service. The essential functions of a full-time instructional (lecturer or senior lecturer) faculty member are teaching, but may include advising and academic citizenship.

(5) Faculty will be assigned responsibilities in teaching, advising, and service annually, in consultation with their chair and/or dean, based upon the needs of the department, other units within the college/school, or programs across the university.

(6) Faculty shall be present on campus to ensure ample opportunities for student access and advising, collegial interaction and support for co-curricular activities, and for participation in department, school, and University meetings, unless otherwise negotiated with the dean or chair.

(7) Each faculty member shall share in the responsibility to represent their department, college or school, or the University at official academic events, such as the fall academic convocation, the spring awards convocation, and Commencement. Each faculty member also shall share in the responsibility to represent their department/program and school at events that are designed to recruit and retain students and to develop good relationships between the University and the parents or guardians of students. The University invites, but does not require, the Faculty to attend religious-academic events such as the Mass of the Holy Spirit, the Law Commencement Mass, or the Commencement Mass.

(8) Faculty members are prohibited from engaging in all forms of misconduct, including but not limited to threatening to harm others, behavior that a reasonable person would find intimidating, and acts of violence. The Policies and Procedures Manual governs all employees in matters of harassment and other forms of misconduct.

(9) Each faculty member is responsible to report to the faculty member’s supervisor, Campus Security, or Human Resources any concerns about student, faculty, or staff behavior that the Faculty member might reasonably view as a threat to any person or to the safety of the University community. Faculty members are responsible for ensuring that they clearly understand their responsibility for reporting abuse or neglect of minors, sexual harassment and sexual assault to the proper authority as obligated to do so under current state or federal law and the University’s Harassment and Discrimination Policy (i.e., mandatory reporting).

(10) Any behavior constituting unlawful harassment or unlawful discrimination toward any individual in the course of any University-administered program, job, or activity is prohibited. The University does not tolerate unlawful harassment or unlawful discrimination and will take prompt appropriate disciplinary action up to and including dismissal. (See the Harassment and Discrimination Policy outlined in the Policies and Procedures Manual, Part 1, Section 1. C.)

(b) Professional Responsibilities to Students

1. Faculty members shall maintain professional relationships with their students based upon respect and care for the whole person.

2. Faculty shall maintain competence and pursue excellence in both their subject matter and pedagogy.

3. Faculty members shall not violate students’ rights of privacy as protected under state or federal law, including the Family Educational Rights and Privacy Act (FERPA).
4. Faculty shall be punctual in meeting their classes. If a faculty member is unable to conduct class, the faculty member must inform their chair or dean, or appropriate supervisor if not under a chair or dean, of the anticipated absence and make reasonable alternative arrangements for the class. Faculty members may invite colleagues or other professionals to be occasional guest speakers or presenters in their classes, but they shall not delegate to or subcontract with anyone the teaching of all or substantial portions of any course.

5. Faculty members shall make available to students for each class a syllabus that explains the purpose and methods of the course, provides learning outcomes for it, outlines the students’ responsibilities and requirements, and provides a schedule of activities. Department chairs and deans shall collect these syllabi each semester for purposes of advising information for students, curriculum evaluation, faculty evaluation, and institutional accreditation.

6. Faculty shall hold regular office hours, primarily to serve students. Therefore, faculty members should provide office hours in a form and at times that are appropriate to the students they are teaching. Each full-time faculty member shall hold a minimum of four office hours per week and must be sufficiently available by appointment at other times. In order to be available to students with different schedules, faculty members should hold office hours at least two days per week and, typically, not in a single block of time. The college or schools may require more than four office hours per week. No academic unit, however, may reduce the required number of office hours below four.

7. Faculty members are obligated to provide appropriate accommodations for students with documented disabilities. (See the Access and Accommodations for Students with Disabilities Policy at www.gonzaga.edu/disabilityaccess.)

8. Faculty shall evaluate the performance of their students on a fair and scholarly basis.

9. Faculty members shall design their courses to include student activities and work throughout the entire term of a course, including the time scheduled for final exams. Faculty members may not hold a final exam or final course session other than at the time designated by the registrar for final exams or final activities unless the Provost or the Provost’s designee approves otherwise in advance.

10. Each term, faculty members shall submit grades to the registrar by the published deadline. They shall also keep a record (paper or electronic) of their grades for a period of at least one academic year. A faculty member who leaves the employment of Gonzaga University shall provide the relevant dean or, if not under a dean, the appropriate administrator with this record of grades for the preceding academic year.

11. Department chairs or unit supervisors normally assign academic advisees to faculty members in their second year of full-time teaching. Faculty members who are advisors must inform themselves about and help their advisees conform to departmental, program, college or school, and University regulations, and to the requirements for their advisees’ degrees.

12. Faculty must advise the students they are assigned.

13. Faculty members shall not abuse the powers they have that are inherent in the faculty-student relationship. (See Policies and Procedures Manual, Part 2, 9, “certain Relationships with Persons in Authority.”)

14. Faculty members may not make private arrangements to give credit for courses not listed in the regular schedule without securing prior approval in writing from their dean and,
when appropriate, from any other dean whose unit is affected. Nor may they make any special provisions to give credit to any student unable to fulfill the usual attendance requirements of a course without the prior approval of their dean.

(c) Professional Responsibilities to Faculty and Staff Colleagues

1. As members of a shared learning community, faculty members shall treat each other with respect. They shall cultivate an atmosphere of shared intellectual inquiry by considering the ideas, theories, and arguments of other colleagues in a generous and fair-minded manner.

2. Faculty members shall treat staff colleagues with respect. Faculty shall assign to support staff only tasks appropriate to their job descriptions and within the time limits of their compensated hours.

3. Gonzaga faculty members shall collaborate and constructively cooperate with one another in pursuit of their shared educational purpose and University mission. A faculty member’s right to disagree, even strongly, with the judgments of colleagues and administrators in the context of reasoned discussion does not constitute a lack of collegiality.

4. In their teaching, faculty members shall include opportunities for students to learn and demonstrate learning outcomes that have been agreed upon within departments, programs, college, schools, or the University. Faculty shall also assess student performance in ways that are conducive to determining whether students have met or exceeded the agreed-upon student learning outcomes. These assessment practices shall be consistent with department and University curricula and Student Learning Outcomes. Faculty members share with colleagues a responsibility to provide the curriculum outlined in the University catalogue. Faculty members shall be available throughout their careers to teach at all levels and across all areas of their expertise.

5. As academic professionals, faculty members are responsible for evaluating a colleague’s performance on a fair and professional basis.

6. Ranked faculty members shall attend departmental, college or school, and general faculty meetings and meetings of the Faculty Assembly. Faculty members shall assume their fair share of the work of governance within the University as directed by their chair and dean and within their professional associations. The University values service to professional associations, but such service does not entirely replace the need for service within the University.

300.06 Professional Responsibilities and Conflicts of Interest

(a) It is University policy to encourage its faculty members to undertake outside activities that will increase their effectiveness and broaden their experience in relation to their functions at the University, or which will be of service to the community, private sector, nation, or world. Such compensated activities must not interfere with the performance of a faculty member’s duties. Each faculty member must inform their dean of proposed activities if they amount to one working day (see Appendix 300D), or more, per week. If such activities exceed the equivalent of one day per week, the faculty member must have written approval from their dean. Some Lecturers who bring professional expertise and
Gonzaga University–University of Washington School of Medicine (hereafter: GU-UWSOM) Faculty often will maintain outside employment in their practice areas. The level of outside employment for these faculty will be agreed upon at the time of their hire and/or renewal of their annual employment agreement.

(b) The University does not ordinarily permit full-time faculty members to have employment during the annual employment agreement period that will decrease their effectiveness or broaden their experience in relation to their functions at the University, or which will be of service to the community, private sector, nation, or world, beyond the equivalent of one working day per week. There are certain circumstances, such as when a faculty member is also a member of the clergy, where this may be permitted. In such cases, the potential faculty member must reveal their outside employment during the hiring process and receive approval of it. The letter of hire shall delineate the terms of this outside employment in the faculty member’s letter of hire. Each faculty member shall inform the faculty member’s dean or division supervisor of all outside employment during the period covered by the faculty member’s annual employment agreement by completing an Outside Employment Form by September 1 annually and prior to accepting any new outside employment. If a faculty member wishes to seek employment in excess of the eight hours per week noted above, he or she must receive approval from the faculty member’s dean or division supervisor prior to accepting any additional employment.

(c) The University does not allow faculty to use university resources, space, equipment, personnel, and/or students for outside employment or personal business or professional practice.

(d) Faculty members shall avoid conflicts of interest pertaining to sponsored projects. These conflicts of interest include situations in which faculty members may have the opportunity to influence the University’s business decisions in ways that could lead to personal gain or improper advantage to family members or associates.

301.00 PROFESSIONAL FOUNDATIONS AND RESPONSIBILITIES OF ADMINISTRATORS

Faculty and administrators work together to achieve the University’s mission and goals. The shared governance of the institution requires mutual respect for the responsibilities of faculty and administrators.

301.01 Role and Authority under the Bylaws of the Corporation of Gonzaga University

(a) The primary and central mission of the University is the education of our students. Alongside and in support of that mission, the University provides a vast array of services, many of which occur within the legal context of a registered corporation in the State of Washington. The delivery of a contemporary educational program obligates the institution to fulfill its legal responsibilities for access to education under various federal and state laws and regulations. Various campus services in turn demand provision of
certain goods and services, as do major sustaining endeavors that involve fundraising and investment of said funds.

(b) Article V, Section 2 of the Bylaws of the Corporation of Gonzaga University provides: “The President shall have the authority and responsibility for leading the University, for the supervision and management of the University...” In addition, “the President has the power to appoint and dismiss faculty, staff, administrative personnel and officers of the University.” This empowers the President to appoint administrative officers to whom they delegate both specific and general administrative responsibilities. The Bylaws of the Corporation of Gonzaga University oblige the President (among other specific responsibilities) to prepare an annual budget for approval by the Board of Trustees.

301.02 Proper Authority and Shared Governance

(a) Administrators and faculty acknowledge that the achievement of the University’s mission and goals is a shared endeavor. Administrators engage in a spectrum of institutional activities and their fundamental approach to prioritization and decision-making should reflect integrity, transparency and consultative decision-making with faculty.

(b) Administrators and faculty members recognize each other’s specific expertise and purpose, and they mutually recognize their appointed responsibilities. As previously outlined in this Faculty Handbook, the academic expertise of faculty positions them to have primary responsibility regarding curriculum and academic programs, and to make evaluative judgments across an array of academic functions. Likewise, the President appoints administrators based on their professional expertise and grants specific authority to administrators to effectively lead, supervise, and manage the University, fulfilling the President’s responsibility, as assigned by the Board of Trustees. While recognizing and honoring the unique roles of each, the Administration is committed to engaging in processes that maximize participation by the faculty, ensuring that faculty perspectives inform decision-making – particularly when such decisions relate to searches for key leadership positions, resource allocation, and program development and discontinuation. Shared governance thus seeks to balance a sincere collaboration between faculty and administrators with the recognition that shared governance occurs with due respect for the expertise and proper authority of the parties, and that neither party can abandon their proper role and responsibility in the process.

(c) Pursuant to the authority granted in The Corporation of Gonzaga University Bylaws, the Board of Trustees has authorized the President to execute contracts and other written instruments on its behalf. The Board of Trustees acknowledges and affirms that the Faculty Handbook is a contract ratified upon agreement between the Board of Trustees and the faculty. The Board of Trustees, therefore, must ensure the proper execution of the obligations outlined in the Faculty Handbook, through the administration of the President, Provost, Deans, and administration of the University. In addition, the President has the power to delegate contracting authority and does so in a written Presidential Delegations...
of Signature Authority for Contracts document that delegates authority to the Provost and deans, among others.

302.00 Faculty Ranks and Qualifications

302.01 The Academic Ranks

(a) The University appoints all tenure-track and term-appointed faculty to specific departments, programs, or schools as described in section 303.01.

(b) The academic ranks for tenure-track faculty appointments are, in ascending order: Assistant Professor, Associate Professor, Professor, and Distinguished Professor. The academic ranks for term-appointed faculty are, in ascending order: Lecturer, Senior Lecturer, Professor of Practice, as well as the titles Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor. The appointments for unranked faculty are Visiting Faculty, Distinguished Visiting Faculty, Adjunct Instructor, and Emeritus Faculty. Faculty members whom the University appoints to one of the academic ranks based on their qualifications constitute the ranked faculty of the University.

(c) Except as noted in 302.05(a)(2)(iv) and 302.05(b)(2), all ranked faculty members have voting rights in their departments, schools, and in the Faculty Assembly unless those individuals hold the administrative positions of President, Provost, Vice President, Vice Provost, Associate Provost, Dean, or Associate Dean.

(d) Sections 300, 302-306 of the Faculty Handbook describe the criteria and process for the appointment, reappointment, and evaluation of the Faculty.

302.02 Joint Appointments

(a) At the time of initial appointment, the involved departments or schools negotiate joint appointments. All relevant deans and the Provost must approve such appointments.

(b) The involved departments or schools may also request the appointment of a ranked faculty member as an adjunct instructor in another department with the approval of the relevant department chair and the dean. Such faculty members are full-time members of the department in which they hold the ranked appointment.

(c) The Provost, at the request of a current faculty member, may convert their appointment to a joint appointment. This requires the endorsement of the involved departments and programs, and the relevant academic dean(s), and approval by the Provost, who will make the recommendation to the President.

302.03 Dual Appointment
In special circumstances, the University may participate in dual faculty appointments with another academic institution, subject to the Provost's approval.

302.04 Tenure-Track Ranked Faculty

(a) Tenure-track faculty are evaluated annually through the reappointment process (see 304 and 305).

(b) Tenure-Track Faculty have faculty rights and responsibilities, including both voice and vote in the Faculty Assembly, in the college or school, and in the department or program.

(c) Minimum qualifications for hire:

(1) Assistant Professor – Assistant Professors must possess the doctorate or the highest terminal degree normally recognized for the discipline (e.g., MFA in some arts fields, JD in law).

(2) Associate Professor – Associate Professors must possess the doctorate or the highest terminal degree normally recognized for the discipline (e.g., MFA in some arts fields, JD in law). Additionally, for the University to hire a faculty member at the rank of Associate Professor, a faculty member must meet the qualifications for the rank as stipulated in 304.

(3) Professor – Professors must possess the doctorate or the highest terminal degree normally recognized for the discipline (e.g., MFA in some arts fields, JD in law). Additionally, for the University to hire a faculty member at the rank of Professor, a faculty member must meet the qualifications for the rank as stipulated in 304.

302.05 Non-Tenure Track Ranked Faculty

(a) Fixed Term Appointments- Lecturers, Senior Lecturers, and Professors of Practice

(1) The primary work of Lecturers is teaching. Additional non-teaching requirements shall be determined by the department or program, in consultation with the dean, at the time of appointment, or by mutual agreement between the Lecturer and the Lecturer’s immediate supervisor, but the aggregate of a Lecturer’s responsibilities shall not exceed the aggregate responsibilities of a tenure-track faculty member in that department or school. Lecturers are appointed to the rank of Lecturer, Senior Lecturer, and Professor of Practice. These faculty neither have tenure nor are eligible for tenure at these ranks. They are, however, welcome to apply for open tenure-track positions in their departments or schools consistent with the standards outlined in 304. In extraordinary cases when a
Lecturer, Senior Lecturer, or Professor of Practice has exceeded the expectations of their rank, and subject to the specific instructional and scholarly needs of their department or school, and with the approval of the Dean and Provost, they can be converted to a tenure-track line.

(2) Lecturers may be hired in any department or school throughout the university to address recurring curricular needs or in areas where professional practice is essential to pedagogical practice. The recurring nature of these positions is a recognition of the essential roles Lecturers, Senior Lecturers, and Professors of Practice play as teachers and members of the community and the importance of continuity in faculty, tenure track and otherwise.

(i) Lecturers hold one-, two-, or three-year appointments. There is no limit to the number of times a Lecturer can be re-appointed. Lecturers undergo annual review.

(ii) After six years serving full time in rank, a Lecturer may apply in their seventh year for promotion to Senior Lecturer. If not granted promotion to Senior Lecturer, the Lecturer may continue in their current position and may reapply for promotion to Senior Lecturer in future years. Criteria for promotion to Senior Lecturer are determined by each college or school and approved by the Provost.

(iii) Senior Lecturers and Professors of Practice hold three-year appointments, and there is no limit to the number of times they can be re-appointed. Senior Lecturers and Professors of Practice undergo review and reappointment in the second year of their appointment.

(iv) Lecturers, Senior Lecturers, and Professors of Practice have a vote in the Faculty Assembly. A school or department may grant them a voice and vote when appropriate to their professional responsibilities.

(v) Lecturers, Senior Lecturers, and Professors of Practice who bring professional practice to the classroom will maintain current professional standing in their field and practice area, as well as in methods of instruction, and bring that knowledge to the learning environment. At the time of appointment, the relevant dean, in consultation with the department or program, specifies, proportionate to the Lecturer’s load, any restrictions on related professional activity outside the University.

(vi) After seven years serving full time in rank, a Senior Lecturer may apply in their eighth year for promotion to Professor of Practice. Requirements for promotion to Professor of Practice are determined by each college or school and approved by the Provost.
Minimum qualifications for hire: Lecturers and Senior Lecturers must possess a master’s degree in the field or in a related field, a professional doctorate, a discipline-specific terminal degree, or be in the dissertation stage of a terminal degree. Alternatively, an applicant may present a combination of academic credentials and professional experience and expertise that a department/school and its dean deem appropriate. Professors of Practice shall hold a terminal degree.

(b) Clinical Faculty Appointments

(1) In certain instances, special long-term faculty appointments may be required by virtue of accreditation, rules of licensure or practice, or due to shared relationships between Gonzaga University and other academic institutions governed by different faculty appointment practices as well as requirements of Gonzaga University faculty to maintain professional employment in clinical settings, P-12 education, or other professional appointments. These special appointment structures will be governed by agreements specific to the school and to the governing rationale for a special structure (i.e., standards provided by accrediting bodies). Such agreements must be approved by the Provost of the University.

(2) Unless otherwise articulated in the agreement, faculty governed by Clinical Faculty Appointments must maintain 75% FTE at Gonzaga University to have a vote in the Faculty Assembly, in the college/schools, and the department, and are considered full time.

(3) Clinical Faculty are considered ranked faculty and hold the titles of, in ascending order, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.

(4) The academic preparation, academic degree credentials, state and federal licensure requirements, and professional work at Gonzaga University that are required to progress in the clinical ranks will be established by the promotion and tenure guidelines of the specific school. Such guidelines must be approved by the Dean and Provost.

(5) Individuals holding the rank of Clinical Assistant Professor may notify their dean of their intent to apply (at soonest) during the spring semester of their fifth year in rank for promotion to Clinical Associate Professor. The review of their application by their department, school, College, and University will take place in the following (sixth) academic year according to guidelines developed by the departments or schools. Individuals holding the rank of Clinical Associate Professor may (at soonest) notify their dean of their intent to apply during the spring semester of their fifth year in rank for promotion to Clinical Professor. The review of their application by their department, school, College, and University will take place in their following (spring) academic year.
(c) Legacied Faculty Ranks

All ranked faculty prior to the [Effective Date of Handbook Revisions] shall retain their rank, rights, and privileges.

302.06 Unranked Faculty

(a) Visiting Faculty

(1) The University appoints Visiting faculty, which includes postdoctoral fellows, to fill non-recurring curricular needs. These faculty will have only teaching responsibilities. Visiting Faculty will maintain a .5 FTE teaching load or higher. The involved departments or schools must evaluate Visiting Faculty annually. Unless specified otherwise at the time of initial hire, Visiting Faculty may apply for a Lecturer or tenure-track Assistant Professor position if they meet the requirements for the position.

(2) Given the temporary nature of their appointments, Visiting Faculty members do not have a voice or vote in the Faculty Assembly. A school or department may grant Visiting Faculty members a voice and vote in the department or school.

(3) Visiting Faculty members have neither tenure nor a promotion track, nor are they eligible for either. There is no expectation of or right to continued employment beyond the term of the Visiting Faculty Member’s contract. Continuation of the Visiting Faculty Member with a contract renewal is at the sole discretion of the Dean and Provost and subject to the needs of the University.

(4) If a faculty member holds rank at another institution, the member retains the title held at the home institution (e.g., Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor). The relevant dean and the Provost, in consultation with the department or program, will determine the rank for faculty with no home institution. In all cases, the University will consider these faculty members unranked with respect to the terms and stipulations of this Faculty Handbook.

(b) Distinguished Visiting Faculty

(1) The University appoints Distinguished Visiting Faculty, which includes “in-residence” and faculty whom the University invites because of their expertise in a particular area and/or to undertake special projects.

(2) Given the temporary nature of their appointments, Distinguished Visiting Faculty members do not have a voice or vote in the Faculty Assembly. A school or department may grant Distinguished Visiting faculty members a voice and vote in the department or school.
If a faculty member holds rank at another institution, the member retains the title held at the home institution (e.g., Distinguished Visiting Assistant Professor, Distinguished Visiting Associate Professor, and Distinguished Visiting Professor). The relevant dean and the Provost, in consultation with the department or program, will determine the rank of faculty with no home institution. In all cases, the University will consider these faculty members unranked with respect to the terms and stipulations of this Faculty Handbook.

Distinguished Visiting Faculty members have neither tenure nor a promotion track, nor are they eligible for either. There is no expectation of or right to continued employment beyond the term of the visiting faculty member’s contract. Continuation of the Distinguished Visiting Faculty member with a contract renewal is at the sole discretion of the dean and provost and subject to the needs of the University.

(c) Adjunct Instructor

The University hires Adjunct Instructors on a semester or annual basis. Adjunct Instructors may teach up to six credits in each semester in which the University employs them. The dean and the Provost must approve exceptions to the load limit.

Adjuncts must possess, at least, a master’s degree in the field or in a related field or possess equivalent professional experience.

The relevant department/program, school, or college will evaluate Adjunct Instructors solely based on their teaching performance. The University will not assign Adjunct Instructors additional duties beyond their teaching-related obligations.

Adjunct Instructors are not eligible to vote in the Faculty Assembly, in the college/school, or the department/program.

Adjunct Instructors neither have tenure nor are eligible for tenure.

Adjunct Instructors are not governed by the Faculty Handbook.

(d) Emeritus/a Faculty

Upon retirement from the University, tenured faculty members holding the rank of Associate Professor, Professor, or Distinguished Professor may apply for the rank of Professor Emeritus/a.

Applications for the designation of Professor Emeritus/a are evaluated by the department, school, or college, as appropriate, and, if supported, forwarded by the Dean to the Provost for consideration.
(3) Recommendations of the Provost are sent to the President for their consideration.

(4) Those individuals holding the rank of Professor Emeritus/a are not employees of the University, and do not hold voting rights in their department, school, college, or the Faculty Assembly. They may not hold administrative appointments within Gonzaga University.

(5) Those individuals holding the rank of Professor Emeritus/a may have access to University Library, recreational, or information technology resources. As non-employees, they are not eligible for university benefits.

(6) An emeritus faculty member is one who has given generous and distinguished service as a teacher or administrator. In ordinary circumstances, minimum qualification for emeritus status would be having served as a tenured faculty member at Gonzaga for at least ten years with rank of at least Associate Professor.

303.00 Appointments, Reappointments, and Tenure

The President of the University, as authorized by the Board of Trustees, makes appointments and reappointments, and confers tenure. At their sole discretion, the President may delegate authority for certain of these decisions.

303.01 Initial Appointments and Reappointments

In making initial appointments to the Faculty, the President is advised by the Provost, the appropriate dean, the department chair (where applicable), and members of the department or school who hold ranked faculty positions. The rank granted at the initial appointment shall be determined according to the minimum qualifications for rank as specified in the Faculty Handbook (see 301-302). In making reappointments of faculty, the President is advised by the Provost, the appropriate dean, the department chair (when applicable), and a departmental or school committee on Reappointment (see 304-305 for the reappointment procedures).

303.02 Contract Renewal

Contracts for ranked faculty normally run for one academic year. While tenured faculty members receive their contracts automatically, untenured faculty members receive notice of renewal or nonrenewal pursuant to 305.03 (d) (2). All decisions to renew or not renew an untenured faculty member follow an annual review process (for assistant professors) or are conducted in the penultimate year of contract (for lecturers, senior lecturers, and professors of practice) conducted at the department, school, and/or college level. All tenured faculty also go through a review every three years.

303.04 Probationary Appointments
The probationary period of a tenure-track appointment provides time for individuals to develop and prove themselves as members of the University community and for their colleagues to observe and evaluate and to assist and advise them on their performance. During the first year of the probationary period, the faculty member should focus on understanding and embracing the University’s mission; understanding all relevant University criteria (and departmental or school guidelines) for reappointment, tenure, and promotion; and developing goals the faculty member expects to achieve in order to merit tenure and promotion by the end of the probationary period.

303.05 Tenure

(a) Tenure means that the University continues to offer a faculty member a contract annually until the faculty member retires or resigns from the University. Exceptions to this rule arise only for the following reasons, which are explained in 309 and 310: major changes in the curriculum of a program or program discontinuation, or elimination of an academic unit or equivalent, University financial exigency, substantial failure to perform the duties of the position, or cause. The purposes of tenure are:

(i) to encourage academic freedom in teaching and research;

(ii) to protect faculty members from unwarranted pressure to conform to other people’s views, especially political views held by people outside the University;

(iii) to provide sufficient economic security to make academic service at the University attractive to talented individuals.

(b) Tenure carries duties to the University and its students, as well as rights for the faculty member. The University evaluates tenured faculty every three years according to the procedures in section 306. It expects tenured faculty members to maintain good performance throughout their service and to continue to take an active role in the life of the University.

303.06 The Probationary Period and the Date of Tenure

(a) The University awards tenure after a faculty member successfully applies for promotion to associate professor with tenure. This application begins ordinarily with the faculty member notifying their dean of their intent to apply during the spring of a faculty member’s fifth year of the probationary period serving in the ranked faculty, as articulated in Section 304.

(b) The University and the faculty member may agree to shorten the probationary period when a faculty member comes to the University with experience as a full-time faculty member or librarian at an accredited college or university. In such cases, up to three years may count as part of the University’s probationary period. The faculty member’s first contract shows any such award of credit. In these circumstances, the years credited to the individual shall also count as part of that individual faculty members ‘years in rank.’
(c) The University may in rare circumstances grant tenure to a faculty member upon initial appointment. The University Committee on Rank and Tenure must evaluate any such appointment and provide a recommendation to the President. The faculty member’s initial appointment letter shows any such award of tenure.

(d) Faculty receive written notification of the President’s decision regarding tenure by June 1 of the faculty member’s sixth year of employment.

(e) An individual’s tenure takes effect at the beginning of the academic year immediately following the President’s decision and will be written into the individual’s academic year contract.

(f) For individuals whose employment at the University begins in January rather than the beginning of an academic year, their “clock” for six years will begin in the month of August following the first date of employment.

(g) In extraordinary circumstances of personal hardship, the arrival of a child (see Section 4XX), or unforeseen professional circumstances, a faculty member may apply for a “stopping of the tenure clock.” This stop of the clock delays the application process and decision on tenure by a year. The decision to stop the clock is made by the Provost upon request of the individual faculty member and the recommendation of the faculty member’s Chair and/or Dean.

304.00 CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION

304.01 General Criteria

(a) Gonzaga University is first and foremost committed to providing an exemplary education for our students. As a Catholic, Jesuit, liberal arts institution this means helping our students grow in their academic knowledge, their compassion for others, and their desire to make the world a better place. Gonzaga faculty members play essential roles in providing this process of formation, through classroom instruction as well as through fostering an intellectually creative and caring environment on campus. In order to excel as a Catholic, Jesuit, liberal arts institution all faculty must demonstrate competence in the classroom. Tenure-track faculty must also create and disseminate scholarly and/or creative work appropriate to one’s discipline(s); provide on-going service to our Gonzaga community; and provide competent advising to our students through advisory roles outside of the classroom. The essential criteria for promotion, reappointment, and tenure in each of these four areas follow below.

(b) An integral and necessary component of demonstrating competence in these four areas is a reflective narrative. The faculty member will create and submit a reflective narrative that describes their abilities and accomplishments with reference to the four areas of faculty evaluation and use the accompanying evidence to support claims of accomplishment made in the narrative. This narrative serves to expand on and provide context for the faculty member’s on-going accomplishments and contributions and to
explain their significance. The sections below identify other evidence that must be included in petitions for reappointment, promotion, and tenure.

(c) Departments or schools shall create reappointment, promotion, and tenure guidelines in regard to the criteria set forth in the Faculty Handbook. These documents cannot establish specific criteria that contradict the Faculty Handbook. However, they shall establish guidelines for how faculty in a department or school satisfy the handbook criteria. These guidelines must be approved by the appropriate dean and the Provost. The department or school shall make all such guidelines available to all faculty and shall review and, as appropriate, update these guidelines at least every seven years.

(d) Gonzaga faculty shall adhere to a high standard of professional ethics. Gonzaga University subscribes to the 2009 AAUP Statement on Professional Ethics (see Appendix 300C) and expects faculty members to reflect that statement’s principles in their lives at Gonzaga. In its reappointment, promotion, and tenure procedures, the University seeks to ensure both excellence in its faculty and fairness to individual faculty members under consideration.

(e) The University, through departmental chairs, deans, or unit supervisors, advises all faculty members, at the time of initial appointment, of the criteria and procedures employed in decisions affecting reappointment and promotion with tenure. The individual faculty member bears responsibility for becoming familiar with and following standards and procedures.

(f) The University, through department chairs, deans, or unit supervisors, provides constructive formative feedback in the form of pre-tenure annual review using the criteria found in 303.01, 304.02, 304.03, 304.04, and 304.05, as well as the department- and school-specific guidelines developed to elaborate those criteria.

304.02 Teaching

(a) Gonzaga expects faculty, regardless of rank, to exhibit consistently responsible and informed teaching. When appropriate, the University also expects faculty to relate subject matter to Gonzaga’s mission values, including social justice, diversity, intercultural competence, and care for the planet. Teaching involves classroom instruction, evaluation of student work, curriculum development, course design, and encouraging students to explore, invent, and discover; and foster a culture in which students take responsibility for their own education and formation. Gonzaga faculty should examine their instructional work and intentionally seek and test out approaches that will more effectively support student learning and development. Evidence to support teaching effectiveness may include, but is not limited to:

(1) sample syllabi and other course materials (e.g., sample assignments);

(2) participation in teaching development activities as well as a discussion about how these activities have informed the faculty’s teaching;
(3) peer evaluations of teaching (developed from classroom visits);

(4) work directed at student learning such as the direction of theses, dissertations, projects, internships, or other major works;

(5) curricular improvement and other contributions to program and curriculum development, including the preparation of new courses and course materials;

(6) the mentoring of new faculty members in their work as teachers;

(7) the integration of experiential learning, community-engaged learning, or other mission-centric learning into the classroom experience

(8) the implementation of research-based high-impact practices appropriate to the discipline.

(9) Structured student feedback in organized classes taught by the faculty member. Such structured feedback will be administered each semester by the University and may be tailored for needs appropriate to the school or college as well as the teaching modality of the course.

(b) For reappointment of a tenure-track or fixed-term candidate, the candidate must provide evidence of teaching effectiveness. If a faculty member’s teaching performance does not meet expectations, such factors as the likelihood of future improvement and the extent of the person’s contributions in professional development and University service are considered, but they will not substitute for a continued lack of effectiveness in teaching.

(c) For promotion to Senior Lecturer or to Associate Professor with tenure, a faculty member must have demonstrated a high level of teaching effectiveness or library performance as described in 304.02(e).

(d) For promotion to Professor or Professor of Practice, a faculty member must have maintained a high level of teaching effectiveness or library performance as described in 304.02(e).

(e) Corollary Statement for Librarianship

This corollary recognizes the differing nature of library faculty contributions. References to "teaching" throughout this Faculty Handbook correlate to “professional performance” in the case of the Library faculty. The accepted standards and best practices within the library profession establish the standards of evaluation for the performance of assigned duties. For details, see the Library’s specific guidelines.
304.03 Scholarly/Creative Work

(a) The University affirms that the creation and dissemination of scholarly/creative work profoundly benefits the Gonzaga community, scholars themselves, the students we teach, wider academic disciplines, and communities beyond academia. Thus, the University expects all faculty members to create and disseminate professional work within their discipline(s) in accordance with their rank.

(b) The University recognizes that scholarship and creative work takes different forms including scholarship of discovery, scholarship of integration, scholarship of engagement, and scholarship of teaching and learning. While all of these forms of scholarship and creative work are acceptable, faculty are not required to do work in each of these forms. Departments or schools may give different relative weights to each of these forms of scholarship, but they must credit scholarship of any of the four forms.

(1) Scholarship of discovery builds new knowledge through disciplinary or multi-disciplinary research. Evidence of this work includes, but is not limited to,

(i) peer-reviewed articles;

(ii) books and book chapters published by presses employing peer review;

(iii) law reviews (where law students are recognized and acting as faculty peers) and law journals;

(iv) exhibits in juried shows and/or performances for public audiences with peer review; and

(v) peer reviewed nationally or internationally awarded research grants.

(2) Scholarship of integration involves synthesis of information/ideas across disciplines, across topics within a discipline, or across time. Evidence of the scholarship of integration includes, but is not limited to,

(i) a comprehensive literature review published in a peer-reviewed journal;

(ii) publication of a textbook to be used in multiple disciplines by a publisher employing peer review; and

(iii) publication of a peer reviewed article or book that provides an original synthesis of work within one’s discipline.

(3) Scholarship of engagement is work that uses research findings and innovations for practical applications and to solve problems; it goes beyond the service duties
of a faculty member to those within or outside of the university and involves the rigor and application of disciplinary expertise with results that can be shared with and evaluated by peers. Evidence of this work includes, but is not limited to,

(i) peer-reviewed articles or textbooks;

(ii) consulting related to one’s field that may benefit non-profits, government, or commercial entities; and

(iii) research for community organizations that are public and peer-reviewed.

(iv) implementation of contemporary scholarship or research-based practices toward the betterment of non-profit, government, or social sector organizations.

(4) Scholarship of teaching and learning is the systematic study of teaching and learning processes. It differs from scholarly teaching in that it requires a format that allows for public sharing, opportunity for application by others, and peer evaluation. Evidence of this work includes, but is not limited to,

(i) peer-reviewed publication of articles or books that advance learning theory;

(ii) development of national curricula that are peer-reviewed; and

(iii) peer-reviewed analysis and publication of classroom pedagogical experiments.

(c) Other scholarship and creative work include: non-peer reviewed book chapters; articles in non-refereed journals that peers recognize as high quality journals; book reviews; internally awarded grants and contracts; presentations to professional colleagues and practitioners; documents that apply knowledge to improve professional practice; non-juried shows or performances; and non-peer reviewed published books. The weight and value placed on such activities, if any, is determined by the applicable school or departmental guidelines.

(d) External letters of evaluation: The department, school, or college may solicit letters of evaluation from individuals outside of Gonzaga University. Individual departments/schools will decide whether to do so and how according to their own guidelines to provide additional information on the candidate’s scholarship or creative work. In so doing,

(1) an appropriate range of outside referees should be solicited who can speak to the quality of the candidate’s work and its impact in consultation with the candidate and the department.
(2) such external letters speaking to quality can avoid unnecessary focus on quantity of work.

(3) because of the wide ranges of scholarship and creative work recognized and valued by the University, including the scholarship of discovery, the scholarship of integration, the scholarship of engagement, and the scholarship of teaching, described in 304.03(b), outside referees may be sought from the academic community, local/state/national government, community organizations, professional societies, non-profit organizations, P-12 educational systems, or other entities that speak to the specific kinds of scholarship undertaken by the candidate.

(4) external referees should be informed of the specific criteria for promotion and tenure within the specific department/school/college.

(5) while such external letters are not required, they are one mechanism that may be helpful in evaluating the quality and impact of the diverse academic disciplines represented at the University.

(6) the process for deciding upon appropriate referees will be specified in the department/school/college RPT criteria,

(7) the process for deciding upon appropriate referees shall involve some level of consultation with the candidate and the relevant chair or departmental RPT committee

(8) the letters of evaluation, for those units that decide to incorporate them in their promotion and tenure guidelines, will become part of the candidate’s application and shall be viewable by the candidate prior to the submission of the application to the department unless the candidate explicitly waives their right to view the letters.

(e) For reappointment of a tenure-track candidate, the candidate must provide evidence of scholarly and/or, depending on the field, creative activity. Departmental/school guidelines should give a clear outline of expectations. Tangible scholarly/creative accomplishments may occur at different points in the probationary period. However, the candidate must demonstrate sustained scholarly/creative work as the candidate advances toward tenure.

(f) For promotion to Associate Professor with tenure, the candidate must demonstrate continued scholarly and/or, depending on the field, creative work of recognized quality since initial appointment.

(g) For promotion to Professor, the candidate must demonstrate sustained scholarly and/or, depending on the field, creative work of recognized quality since the candidate’s
previous promotion, or demonstrated and sustained leadership in building the
scholarly/creative academic profile of a unit overseen by the candidate.

304.04 Advising

(a) Advising is an expression of the University’s concern for the development of the
whole person. It includes formal advising relationships, mentoring, and informal advising
on courses and academic programs, on academic life generally, and on internship and
career opportunities.

(b) The central element in high-quality advising is a genuine and sustained concern for
students as persons and for their academic and personal growth, the latter of which can be
manifest in leadership development, service learning, experiential learning, retreats, and
more. An effective advisor is available to students for consultation outside the classroom;
familiar with current requirements of the University; aware of the student’s standing in
relation to these requirements; and knowledgeable about other services available to
students. An effective advisor also helps students in setting and achieving their goals.

(c) Faculty on fixed-term contracts will be advised by the dean or department chair of the
extent to which advising is or will become a factor in their reappointment, promotion, or
contract renewal.

(d) Tenured/tenure-track faculty will be evaluated on advising along with teaching,
 scholarship/creative work, and academic citizenship and professional service.

(e) The departments, schools, and/or college will create criteria and guidelines of
advising appropriate for the disciplines and the needs of the schools, college, and
University which will be reviewed and approved by the appropriate dean and the Provost.

(f) For promotion to Associate Professor with tenure, a faculty member must have
demonstrated a high level of advising effectiveness or library performance.

(g) For promotion to Professor, a faculty member must have maintained a high level of
advising effectiveness or library performance.

304.05 Academic Citizenship and Professional Service

(a) Mission-centered citizenship and service is critical to the vitality and success of
Gonzaga University. Faculty members share in Gonzaga’s commitment to responsible
intellectual inquiry and academic freedom, to the dignity of the person, to justice, and to
ethical behavior. Academic citizenship entails a general spirit of respect for diverse ideas
and opinions as well as active participation in service that benefits the University. Faculty
members shall act with respect and fairness toward others and treat others as colleagues,
(b) Academic citizenship is defined as, but is not limited to, service to the university, department/school, and one’s individual discipline or profession. Faculty members reflect their commitment to the mission of the University in their participation in the life and governance of the University. Service to the University and one’s department includes participating and providing leadership in committee work, participation in the shared governance of the University, department, school, or University curriculum development, and other University activities. Activities outside the University do not serve as a substitute for service to the University or the candidate’s department/school. Outside service to the discipline or the profession includes serving in roles and in other ways making contributions to one’s scholarly or professional society, such as service on committees, task forces, conference planning groups, editorial boards, and, in appropriate cases, in their relations to the civic community.

(c) Faculty appointed for a fixed term will be advised by the dean or department chair at the time of their appointment of the extent to which academic citizenship and professional service will be factors in their reappointment, contract renewal or promotion.

(d) For reappointment, the tenure-track candidate must demonstrate service to the extent provided for in department/school guidelines. The University expects the candidate to demonstrate service as outlined above, with increasing emphasis on this evaluation area as the faculty member advances toward tenure.

(e) For promotion to Associate Professor with tenure, a faculty member must provide evidence that the faculty member is a constructive and responsible colleague who has taken an active role in the life of their department, school, and/or University community. This will continue to be examined through the post-tenure review process.

(f) For promotion to Professor, a faculty member must demonstrate they have sustained and extended the faculty member’s record of being a constructive and responsible colleague who has demonstrated leadership in the life of their department, school, and/or University community. Those promoted to Professor will demonstrate leadership that benefits not just their discipline, but the University broadly and substantively.

### 304.06 Criteria for Promotion to Associate Professor with Tenure

(a) Tenure is one of the most important commitments which Gonzaga makes to its faculty. The decision to confer or deny promotion to Associate Professor with tenure is ordinarily made in the last year before the completion of the probationary period. This means that an individual would apply for promotion to Associate Professor with tenure in the fall of the individual’s sixth year. In exceptional cases candidates may present their application one year early; a candidate who applies early for tenure and promotion to Associate Professor and is unsuccessful is not precluded from applying again at the normal time in Fall semester in the sixth year. The process of evaluation for promotion to...
Associate Professor with tenure is a continuous one, from the initial appointment through the final tenure review. The decision to award promotion to Associate Professor with tenure represents the judgment of the department or school and the university community that the faculty member has achieved a high level of performance and will continue to grow, that the faculty member is and will continue to be a desirable permanent colleague, and that the faculty member will continue to make significant contributions to the university in the future.

(b) The successful candidate will have demonstrated satisfactory progress during the probationary period as described previously in this section.

(c) Evidence of serious deficiencies in meeting any of the criteria will act as a bar to the awarding of tenure and promotion. Besides judgments about the individual made on professional grounds, long-range academic plans and needs of the University and the financial situation of the University may lead to the denial of tenure.

(d) For the granting of tenure, a faculty member must provide evidence that the faculty member is a constructive and responsible colleague who has embraced the university mission and taken an active role in the life of their department, school, and University community.

(e) The faculty member must have demonstrated clear evidence of effectiveness in contributions to teaching or library performance, advising, scholarly or creative work, and responsible academic citizenship and professional service as described in Sections 304.02 – 304.05.

304.07 Criteria for Promotion to Senior Lecturer

Each department, college, or school will determine the criteria for promotion to Senior Lecturer. The Provost must approve these criteria.

304.08 Criteria for Promotion to Professor of Practice

Individuals may apply in the spring semester of their eighth year (or beyond) in rank for promotion to Professor of Practice after completing seven years in rank as Senior Lecturer. Each college or school will determine the criteria for promotion to Professor of Practice, and the criteria for promotion will be the same for all departments, programs, or units within each college or school. The Provost must approve these criteria. No more than three applications may be submitted by the same individual.

304.09 Criteria for Promotion to Professor

(a) To be promoted to the rank of Professor, a faculty member should exhibit clear evidence of a substantive extension of the record on which the Associate Professorship was based, and must have served at least five years at the rank of Associate Professor, at
least one year of which must have been at Gonzaga University. Candidates may apply in their fifth year.

(b) The faculty member must have continued to maintain effectiveness in teaching or library performance, advising, and responsible academic citizenship and professional service as described under general criteria in 304.02-304.05, and must have achieved a sustained and recognized contribution as a mature and established scholar or professional based on significant research and publication in the normal channels of the discipline, or by distinguished work in the practical or fine arts.

(c) For promotion to Professor, a faculty member must demonstrate they have sustained and extended the faculty member’s record of being a constructive and responsible colleague who has demonstrated leadership in the life of their department, school, and/or University community. Those promoted to Professor will demonstrate leadership that benefits not just their discipline, but the University broadly and substantively.

304.10 Criteria for Promotion to Distinguished Professor

In certain circumstances, individuals at the rank of Professor may, after a period of not less than seven years in rank, be nominated in their eighth year (or beyond) in rank for promotion to the rank of Distinguished Professor. With this rank, the University recognizes those individuals who demonstrated exceptional service to the profession of teaching or exceptional service to the University. This exceptional designation represents the University’s highest honor among ranked faculty and recognition of faculty excellence in service to the mission of the University. Nominations on behalf of eligible full professors will be submitted to the individual’s department or unit for departmental consideration, and if there is concurrence at the level of department, chair, and dean, these nominations will be submitted for consideration by the University Committee on Rank and Tenure. For those exceptional cases of service endorsed by the Committee on Rank and Tenure, their recommendation will be forwarded to the President for consideration. An individual who is nominated unsuccessfully for the rank of Distinguished Professor may be considered again in future years. The University Rank and Tenure Committee will establish campus-wide criteria for which all faculty at the rank of Professor may be nominated; the Faculty Senate and subsequently the Provost must approve these criteria. No more than three nominations may be submitted for the same individual.

304.11 Criteria for Joint Appointment

In the case of a faculty with a joint appointment in two departments, the criteria to review reappointment, tenure, and promotion will be determined in a memorandum of understanding between the candidate, the departments, the dean(s), and the Provost which will be memorialized at the time of the faculty member’s appointment to the University.
305.00 Procedures for Reappointment, Tenure, and Promotion

305.01 Conflict of Interest Defined

(a) For the purposes of 305, a person has a conflict of interest in evaluating an application for reappointment, tenure, or promotion if: (1) the person has a personal interest in the decision or outcome, or a disposition toward or against an applicant, independent of the person’s performance as a faculty member or administrator; or (2) circumstances create a significant risk that the person’s professional judgment or actions regarding an application for reappointment, tenure, or promotion might be unduly influenced by potential for financial gain, desire for professional advancement, or a current or prior familial or amorous relationship. For example, a person related to the applicant, living in the same household as the applicant, or in an amorous relationship with the applicant has a conflict of interest. A person who has agreed to support or oppose an application in return for money, support for or opposition to an application of another applicant, or other valuable consideration, also has a conflict of interest.

(b) A person does not have a conflict of interest merely because: (1) the person was the subject of a grievance filed by the applicant; or (2) the applicant was the subject of a grievance filed by the person. The fact that an applicant for tenure or promotion names a potential reviewer in a filed grievance does not automatically mean there is a conflict of interest. If the Grievance Committee does not find the named person to have violated the Faculty Handbook during the investigation of the grievance, then the filed grievance does not necessarily demonstrate a conflict of interest. The same holds true if this person names the applicant in a grievance.

(c) An applicant or committee member who believes a committee member has or might have a conflict of interest may submit a written request to the committee chair, giving reasons, for that committee member not to participate in the committee’s review of the application. If the committee member declines the request, the other members of the committee shall decide the question by majority vote, with the Dean breaking a tie if necessary.

(d) All faculty members who will ultimately vote on the reappointment, tenure, and promotion applications of a candidate must withhold judgment until being presented and having reviewed the dossier/portfolio of the candidate. Premature pronouncements, lobbying other faculty in the unit, and asserting conclusions as to the appropriateness of the application prior to having reviewed the application through the criteria of the reappointment/promotion/tenure guidelines of the unit will constitute a conflict of interest. Candidates who have concerns about such potential conflicts may appeal these matters to the chair, dean, or Provost.

(e) Committee deliberations are expected to be confidential. Committee members who breach the confidentiality of the committee will be found to have created a conflict of interest.
305.02 Participants

(a) All participants in the reappointment, tenure, or promotion process are responsible for following the procedures and meeting deadlines.

(b) Applicants

(1) Rights

An applicant for reappointment, tenure, or promotion has the right to have all the processes and procedures outlined in 305 followed.

(2) Responsibilities

An applicant for reappointment, tenure, or promotion is responsible for: (i) submitting a complete application at all steps in the process by the applicable deadline; and (ii) including in the application all the information and material the applicant wants considered.

(c) School and Departmental Committees on Reappointment, Tenure, and Promotion

(1) Establishment of Committees

(i) A school not organized by department shall have one committee to review applications for reappointment, tenure, and promotion.

(ii) For a school organized by department, each department consisting of at least three eligible and available faculty members shall have a committee to review applications for reappointment, tenure, and promotion. For each department with fewer than three eligible and available faculty members, the Dean, in consultation with the department chair, shall determine who will review applications for reappointment, tenure, or promotion; the committee may thus be comprised of some faculty members within the department and additional faculty members from other appropriate academic units across the University.

(iii) Schools or departments may choose to have two committees: one to review applications for reappointment, tenure, and promotion for tenure-track faculty and one to review applications for reappointment and promotion for term-appointed faculty.

(iv) In the case of faculty with significant involvement in departments or programs other than that to which they are appointed, a representative of the secondary department or program may serve as an additional member of the
applicant’s RPT committee at the written request of the applicant and
secondary department or program. Normally, significant involvement refers to
a faculty member who regularly contributes one half of their FTE in teaching
or service in the secondary department or program. The secondary department
or program shall select one member from their RPT committee or elect one
faculty member from their governing body or advisory group to serve on the
candidate’s committee.

(v) In the case of a faculty with a joint appointment in two departments, the
composition of the committee to review reappointment, tenure, and promotion
will be determined in a memorandum of understanding between the candidate,
the departments, the dean(s), and the Provost which will be memorialized at
the time of the faculty member’s joint appointment to the University.

(2) Eligibility

(i) Except as provided in (ii), (iii), (iv), (v), or (vi) below, a tenured faculty
member or faculty member who has received notification from the President
that tenure will be awarded is eligible to serve on a school or departmental
committee on reappointment, tenure, and promotion of tenure-track faculty
and term-appointed faculty. Law School renewable term-appointed faculty
may serve on a Law School committee to the extent authorized by the Law
School. Senior Lecturers may serve on committees evaluating Lecturers.

(ii) Except as provided in (iii), (iv), (v), or (vi) below, the chair of any
department with a committee shall be a member of and shall chair the
committee.

(iii) A school or department may by rule limit the faculty members who may
review an application for promotion to either those who have already obtained
the rank applied for or a higher rank. In a college or school in which a
department has such a rule, that college or school shall establish procedures
on whether and how to replace a committee member ineligible to review an
application for promotion, and shall apply the procedures across all its
relevant units.

(iv) No faculty member may serve on a school or departmental reappointment,
tenure, or promotion committee during an academic year in which the faculty
member applies for promotion.

(v) No faculty member on a school or departmental committee may review an
application with respect to which the faculty member has a conflict of interest.
Each college or school with a committee shall establish procedures on
whether and how to replace a committee member who has a conflict of
interest.
The President, Provost, and the deans, including associate and assistant deans, as well as vice- and associate provosts, are not eligible to serve on a reappointment, tenure, or promotion committee. In the unusual situation in which an associate dean is an acting chair of a department, the associate dean shall serve as the chair of the department reappointment, tenure, and promotion committees.

While on leave or on sabbatical, individuals may not serve on reappointment, tenure, or promotion committees.

In the event of a disagreement about the composition of the committee that cannot be resolved at the department or dean level, the Provost will provide a final resolution to the situation.

Selection of Committees

Each college, school or department shall establish by rule the size of its committee(s).

Each college or school shall establish by rule the term for committee membership, which may be one, two, or three academic years.

In a school not organized by department, the faculty members appointed to that school and who are eligible to serve shall elect the committee. In a school organized by department, the faculty members appointed to that department and who are eligible to serve shall elect the departmental committee.

University Committee on Rank and Tenure

Establishment of Committee

The University Committee on Rank and Tenure reviews every application for tenure and/or promotion of tenure-line faculty, clinical faculty, or candidates for Professor of Practice, and makes a recommendation thereon to the President. Through its recommendations, the University Committee on Rank and Tenure carries the responsibility for upholding the academic standards of the university and strives to ensure fairness and integrity in the process.

The University Committee on Rank and Tenure currently consists of eleven elected faculty members and the Provost. The following constituencies will elect Committee faculty members: one each from the Schools of Business, Education, Engineering and Applied Science, Law, Nursing and Human Physiology, and Leadership Studies; one from the Foley Library; and four from the College of Arts and Sciences (one from the arts, one from the
humanities departments, one from the natural sciences departments, and one
from the social sciences departments). For each new school created (or closed)
by the University, the committee will expand (contract) by one committee
member from that school. The Provost and a faculty member of the committee
shall serve as co-chairs. At the first meeting of the committee in September,
the committee shall elect the faculty co-chair from among the eleven faculty
members of the committee. The faculty co-chair is a voting member of the
committee. Except as provided in 305.04(f)(2), the Provost is a non-voting
member of the committee.

(iii) The purpose of the University Committee on Rank and Tenure is two-
fold. First, it serves to verify that the procedures of the department, school
and/or College have been followed. Second, it applies the criteria for
promotion and tenure of Section 304 and the department/school guidelines to
each application. It is expected that the judgment of the University
Committee on Rank and Tenure both benefits from and is independent from
the judgments of committees at the department, school, and College levels.

(2) Eligibility

(i) Except as provided in (ii) -- (v) below, a full-time faculty member who is
tenured is eligible to serve on the committee.

(ii) No faculty member may serve on the committee during an academic year
in which the faculty member applies for promotion. A committee member
who chooses to apply for promotion must resign from the committee.

(iii) No committee member may review an application with respect to which
the member has a conflict of interest.

(iv) Deans, associate deans, and assistant deans are not eligible to serve on
the committee. However, a faculty member is eligible to serve on the
committee even if a faculty member contemporaneously serves on a school or
departmental committee.

(v) No faculty member may serve on the committee while on sabbatical or
any other type of leave.

(3) Selection of Committee

(i) The ranked faculty members of each school (or, in the case of the College
of Arts and Sciences, the applicable department groups) shall elect an eligible
member of their school to serve on the committee.

(ii) The term of each committee member is three years. The terms shall be
staggered so that at least three committee members are elected each year.
If a voting member of the committee is unable to serve a full term, that
faculty member must resign from the Committee and a replacement shall be
selected pursuant to the Faculty Assembly Constitution to complete the
faculty member’s term.

The election of committee members shall take place in the spring of each
academic year as part of the Faculty Assembly election process.

In the event that an election does not yield a committee member from a
particular school or section of the College, the Faculty Senate President shall
appoint a faculty member from that area.

(e) Procedure in the Event of a Conflict of Interest for a Dean, Provost, and President

(1) If a dean has a conflict of interest with respect to an application, the dean or
other interested person shall timely inform the applicant and the Provost of that fact.
If the Provost concurs that there is a conflict of interest, the Provost shall appoint the
dean of another school of the University to review the application in place of the
dean who has a conflict of interest.

(2) If the Provost has a conflict of interest with respect to an application for
reappointment, the Provost or other interested person shall timely inform the
applicant and the President of that fact. If the President concurs that there is a
conflict of interest, the President shall appoint the Vice Provost for Faculty Affairs
to review the application in the place of the Provost. The person appointed must be a
tenured faculty member.

(3) If the Provost has a conflict of interest with respect to an application for tenure
or promotion, the Provost shall timely inform the applicant, the President, and the
University Committee on Rank and Tenure of that fact. The Provost shall not
participate in the committee’s review of the application. The President shall appoint
the Vice Provost for Faculty Affairs to review the application in the place of the
Provost. The person appointed must be a tenured faculty member.

(4) If the President has a conflict of interest with respect to an application based
upon personal interest or gain (as in a familial, amorous or business relationship),
the President shall timely inform the applicant, the Provost, and the dean of the
applicant’s College or School of that fact. The Provost shall review and render a
decision in place of the President.

305.03 Procedures for Reappointment

(a) The Application

(1) First-Year, Tenure Track Faculty
During the first year of the probationary period, an applicant for reappointment shall by the applicable deadline submit to the appropriate committee in the applicant’s school or department an application containing the following:

(i) a reflective narrative (not to exceed a word limit, if any, established by the applicable school or department) that conveys the applicant’s understanding of all relevant University criteria (and departmental or school guidelines) for reappointment, tenure, and promotion; the applicant’s specific goals with respect to reappointment, tenure, and promotion; the applicant’s plans for achieving those goals;

(ii) a current curriculum vitae;

(iii) departmental or school guidelines for how faculty in a department or school generally satisfy the handbook criteria; and

(iv) sample syllabi and other course materials that exhibit the applicant’s approach to teaching.

(2) All Other Tenure-Track Faculty

An applicant for reappointment who is beyond the first probationary year of a tenure-track appointment shall by the applicable deadline submit to the appropriate committee in the applicant’s school or department an application containing the following:

(i) a reflective narrative (not to exceed a word limit, if any, established by the applicable school or department), including the applicant’s self-evaluation regarding satisfaction of the reappointment criteria and, as appropriate, the applicant’s adherence to (or modification of) the applicant’s own plan for achieving specific goals with respect to reappointment, tenure, and promotion;

(ii) a current curriculum vitae;

(iii) departmental or school guidelines for how faculty in a department or school generally satisfy the handbook criteria;

(iv) all committee and decanal recommendations regarding the applicant’s previous reappointments.

(v) all prior reappointment letters.

(vi) any other evidence the applicant wishes to provide to support the application using the criteria from 304.02, 304.03, 304.04, 304.05.
(3) Non-Tenure Track Ranked Faculty (see 302.05)

An applicant for reappointment who is not on the tenure track shall by the applicable deadline submit to the appropriate committee in the applicant’s school or department an application containing the following:

(i) a reflective narrative (not to exceed a word limit, if any, established by the applicable school or department), including the applicant’s self-evaluation regarding satisfaction of the reappointment criteria and, as appropriate, the applicant’s adherence to (or modification of) the applicant’s own plan for achieving specific goals with respect to reappointment, granting or renewal of a long-term contract, and promotion;

(ii) a current curriculum vitae;

(iii) departmental or school guidelines for how faculty in a department or school generally satisfy the handbook criteria;

(iv) all committee and decanal recommendations regarding the applicant’s previous reappointments for the previous six years;

(v) all prior reappointment letters;

(vi) any other evidence the applicant wishes to provide to support the application using the criteria from 304.02, 304.04, and 304.05.

(b) School or Departmental Committee Process

In evaluating an application for reappointment:

(1) The committee shall invite written input regarding the applicant from other ranked faculty in the department or, if there are no departments within the school, the school;

(2) The committee must assess an applicant’s teaching effectiveness. This must include observations by at least two faculty members from the department or the school of a minimum of one class each in courses taught since the last reappointment or, in the case of faculty in the first year of an appointment, since the beginning of the appointment. These observations may be done by faculty who are not members of the committee, if the department or school so chooses. If the applicant has significant involvement in teaching in an interdisciplinary program/department, then a faculty representative of that secondary program/department may observe at least one class. Each faculty member conducting a class observation shall prepare a written report for each class observed and provide the report to the committee. The committee’s assessment of teaching
effectiveness shall also include review of course materials, such as syllabi and course assignments.

(3) All written input received under paragraph 1, each class observation report, and the applicant’s written comments on such input and reports become part of the application.

(4) The committee may not consider information or material outside the application.

(5) The committee must meet to discuss the application. The committee’s deliberations will focus on the criteria of Section 304 as well as criteria from the department, school, or college. The committee vote, along with the committee’s written summary of the evaluation and any written dissent will be provided to the applicant and the dean.

(c) Administrative Review

(1) The applicant may submit to the dean a written response to the committee’s recommendation letter, within five working days (see Appendix 300D) of receipt of the committee’s recommendation. Such a written response becomes part of the application.

(2) After receiving the committee’s recommendation and any response from the candidate, the dean shall evaluate the application using the criteria of section 304 as well as any department, school, or college guidelines, and transmit to the Provost a recommendation along with the application, committee recommendation, and any candidate response. The dean’s recommendation becomes part of the application.

(3) The dean shall provide a copy of the recommendation to the applicant and to the committee chair and at the same time transmit the recommendation to the Provost.

(4) The applicant may submit to the Provost a written response to the dean’s recommendation, within five working days of receipt of the dean’s recommendation.

(5) The Provost shall review the application, committee and dean recommendations, and any candidate statements, and decide to reappoint or not reappoint using the criteria of section 304 as well as the department, school, or college criteria. The Provost shall inform the applicant in writing of the reason(s) for the decision.

(6) Applicants on three year contracts or tenure-track applicants in years two or later may appeal a negative decision from the Provost to the President. The applicant must make an appeal within 30 days from the date the Provost informed the applicant about the decision not to reappoint.
(d) Deadlines

(1) On or before the first contract day of each academic year, the dean of each school shall provide written notification to all tenure-track faculty, Lecturers, and Visiting Faculty within the school and the chair of each school committee that reviews applications for reappointment of the following dates:

(i) when applications are due;

(ii) when the committee’s written recommendation is due to the dean; and

(iii) when the dean’s recommendation is due.

(2) Reappointment/Contract Renewals

(i) First year tenure-track candidates receive notification of renewal or nonrenewal from the Provost by March 15.

(ii) Lecturers and Visiting Faculty receive notification of renewal or nonrenewal from the Provost by April 15.

(iii) Tenure-track faculty members who are in their second, third, fourth, or fifth year toward tenure will receive notification of renewal or nonrenewal from the Provost by June 1.

(iv) If in any case the University does not give notice by the applicable deadline, the faculty member’s contract is automatically renewed. In all cases, the communication of renewal or nonrenewal is deemed to be delivered in a timely manner if the post-mark for US mail or the “send date” for an email communication is before or on the dates stipulated in this paragraph.

(v) From their second year on, tenure-track faculty whose annual contract is not renewed will be offered a year of employment following the academic year in which they are notified of nonrenewal. During this terminal year, the individual will be employed as a non-ranked fixed-term faculty but may use the title “assistant professor.”

305.04 Procedures for Tenure and Promotion

(a) Deadlines for Tenure and Promotion

(1) On or before April 1, candidates for tenure and promotion to Associate Professor must notify the dean’s office whether or not they intend to stand for tenure and promotion to Associate Professor in the following academic year.
The deans of each college or school will determine the procedures and deadlines for applications for Senior Lecturer and will disseminate the procedures and deadlines to department chairs or unit supervisors by April 1 for the next academic year.

All applications for promotion to Associate Professor with tenure are due to the Office of the Provost on November 1.

All applications for promotion to Professor are due to the Provost’s office by February 15.

Written notifications of the President’s decision regarding tenure and promotion to Associate Professor, and promotion to Professor are due to faculty members by June 1.

The University’s timely notification to an applicant of the decision on an application fulfills the University’s obligation under this section, and the continuation of review or appellate procedure after that applicable deadline will not increase the obligation of the University.

In the event that a candidate for promotion to Associate Professor with tenure applies for and is approved to receive a Parental Leave or other “stopping of the tenure clock” (see Section 303.06), the Provost will notify the candidate, dean, and the department of the revised dates and years for the tenure and promotion process.

(b) The Application for Promotion to Associate Professor with Tenure

An application for promotion to Associate Professor with tenure shall contain:

(i) a reflective narrative (not to exceed a word limit, if any, established by the applicable school or department), including the applicant’s self-evaluation regarding satisfaction of the tenure criteria and, as appropriate, the applicant’s adherence to (or modification of) the applicant’s own plan for achieving specific goals with respect to tenure;

(ii) a current curriculum vitae;

(iii) departmental or school guidelines for how faculty in a department or school generally satisfy the handbook criteria;

(iv) all committee and decanal recommendations regarding the applicant’s previous reappointments;

(v) all prior reappointment letters;
(vi) an applicant may include other evidence to support the application. This
may include, but is not limited to, evidence of continued teaching
effectiveness (as discussed in 304.02), evidence of continued scholarly and/or
creative activity (as discussed in 304.03), evidence of continued work directed
toward becoming an effective advisor (as discussed in 304.04), and evidence
of continued academic citizenship and professional service (as discussed in
304.05).

(2) The University Committee on Rank and Tenure publishes “Guidelines
regarding Applications for Promotion or Tenure,” available from and distributed
by the Provost’s office. Applicants are encouraged to review those guidelines for
suggestions in crafting their application. The applicant will be evaluated based
upon their submitted application materials and the criteria specified and discussed
in 304.00.

(c) The Application for Promotion to Professor

(1) An applicant may apply for promotion to Professor during or after their fifth
year in rank, provided the applicant has served at least one full year at Gonzaga.
This time sequence at the time of hire may be shortened by agreement among the
applicant, the dean, and the Provost.

(2) An application for promotion to Professor shall contain the following:

(i) a reflective narrative (not to exceed a word limit, if any, established by the
applicable school or department), including the applicant’s self-evaluation
regarding satisfaction of the criteria for promotion to Professor and, as
appropriate, the applicant’s adherence to (or modification) of the applicant’s
own plan for achieving specific goals with respect to promotion to Professor;

(ii) a current curriculum vitae;

(iii) departmental or school guidelines for how faculty in a department or
school generally satisfy the handbook criteria;

(iv) all committee and decanal recommendations regarding the applicant’s
previous promotion;

(v) all previous post-tenure reviews;

(vi) applicants may include whatever evidence they would like to best support
their application and demonstrate their satisfying of the criteria for promotion
to Professor. This may include, but is not limited to, evidence of sustained
teaching effectiveness (as discussed in 304.02), evidence of sustained
scholarly and/or creative activity (as discussed in 304.03), evidence of
sustained work directed toward becoming an effective advisor (as discussed in
304.04), and evidence of sustained academic citizenship and professional
service (as discussed in 304.05);

(3) The University Committee on Rank and Tenure publishes “Guidelines
regarding Applications for Promotion or Tenure,” available from and distributed
by the Provost’s office. Applicants are encouraged to review those guidelines for
suggestions in crafting their application. The applicant will be evaluated based
upon their submitted application materials and the criteria in 304.00.

(d) School or Departmental Committee Process

In evaluating an application, the school or departmental committee shall follow this
process:

(1) As soon as the applicant submits the application, the chair of the school or
departmental committee shall make the application and supporting letters available
to all members of the applicant’s department, school or (in the case of joint
appointment or interdisciplinary appointments) both to faculty members of the home
department and to faculty members who meet the criteria for significant
involvement in a relevant interdisciplinary program. The committee shall invite
written input regarding the applicant from all faculty in these department(s),
interdisciplinary programs, or school. The applicant’s performance must be assessed
according to each department’s explanation of disciplinary practices.

(2) The committee must assess an applicant’s teaching effectiveness. This
assessment must include visits by at least two faculty members from the department
or the school who observe a minimum of one class each, no earlier than the semester
prior to the semester in which the application is due. These observations may be
done by faculty who are not members of the committee, if the department or school
so chooses. If the applicant has significant involvement in teaching in an
interdisciplinary program/department, then a faculty representative of that secondary
program/department may observe at least one class. Each faculty member
conducting a class observation shall prepare a written report for each class observed
and provide the report to the committee. The committee’s assessment of teaching
effectiveness shall also include review of course materials, such as syllabi and
course assignment.

(3) Prior to deliberating on the application, the committee must provide the
applicant with:

(i) a copy of written input received under 305.04(d)(1);

(ii) a copy of each class observation report; and

(iii) an opportunity to comment in writing on such reports and input, within
five working days of receipt of the committee’s report.
(4) All written input received under 305.04(d)(1), each class observation report, and the applicant’s written comments on such input and reports become part of the application.

(5) The committee may not consider information or material outside the application.

(6) The committee’s deliberations will focus on the criteria of Section 304 as well as criteria from the department, school, or college. The committee vote, along with the committee’s written summary of the evaluation and any written dissent will be provided to the applicant and the dean. The committee’s recommendation letter, including all dissents, becomes part of the application.

(7) Normally, neither committee members nor the applicant will add material to a candidate’s file after the deadline for submission of materials to the departmental or school committee. After the departmental recommendation, but before the University Committee on Rank and Tenure has begun to deliberate on the case, the relevant members may add additional material or information to the file only with the approval of the candidate, the departmental or school committee, the dean, and the University Committee on Rank and Tenure. If they agree that the material may be included in the candidate’s file, the departmental or school committee and the dean shall review the new file and may reaffirm or revise their original recommendations. They will report to the candidate, and if the recommendation has changed, the candidate may respond to the departmental or school committee and/or the dean within five working days of receipt of their recommendations.

(e) Administrative Review

(1) The applicant may submit to the dean a written response to the committee’s recommendation letter, within five working days of receipt of the committee’s recommendation. Such a written response becomes part of the application.

(2) After receiving the committee’s recommendation and any response from the candidate, the dean shall evaluate the application using the criteria of section 304 as well as any department, school, or college guidelines, and transmit to the Provost a recommendation along with the application, committee recommendation, and any candidate response to the committee.

(3) The dean shall provide a copy of the recommendation to the applicant and to the school or departmental committee chair at the same time that the dean transmits the recommendation to the University Committee on Rank and Tenure.

(f) Review by the University Committee on Rank and Tenure
(1) The applicant may submit to the University Committee on Rank and Tenure a written response to the dean’s recommendation, within five working days of receipt of the dean’s recommendation.

(2) The University Committee on Rank and Tenure shall meet and, as a body, deliberate on and evaluate the application, focusing on the criteria outlined in Section 304.00 and as explained in relevant department or school guidelines. The committee shall give due consideration to the department/school recommendation and the recommendation of the dean. The committee shall not consider anything that is not in the application. The deliberations of the committee are confidential. The committee votes via secret ballot, and if tied the Provost will break the tie.

(3) The Provost shall prepare a summary of the committee’s conclusions on a candidate. After the committee approves it, the Provost shall forward it, the candidate’s complete file, and the record of the vote to the University President. In the event of a negative vote, the candidate may supply a letter along with the application for consideration by the University President.

(g) Decision by the University President

The University President reviews the application, the reports of department, school, College, and University Committees, the report of the Dean, and any letters from the candidate reacting to the committee or decanal assessments and offers a decision. In the event of a decision that contradicts the University Committee on Rank and Tenure, the University President shall specify the reasons for the objections and return the matter to the committee. The committee shall then reconsider, vote again, and send its recommendation to the President. The University President shall then decide whether to grant the application, and shall notify the applicant of the decision. In the event of a negative decision, the University President shall inform the applicant of the reasons in writing. In certain extraordinary circumstances, the University President may permit, at their sole discretion, a faculty candidate to file an appeal for post-decision review. The ultimate decision of the President in matters of tenure and promotion are final.

306.00 Evaluation of Tenured Faculty

306.01 Purpose of Evaluation of Tenured Faculty

(a) All employees of the University, including faculty, receive timely feedback from their supervisors on any matter of performance as it arises. The University evaluates tenured faculty using the procedures of this section. The purpose of this evaluation is:

a. to articulate to the faculty member the ongoing expectations and standards of their department, school, College, and University
b. to stimulate and support, through an ongoing formative approach, 
effective teaching, advising, scholarly/creative work, and academic 
citizenship and professional service;

c. to help provide a record of achievement for promotion; and

d. to help faculty members identify and solve problems in their performance.

(b) To support consistency in the evaluation process, departments or schools must 
identify, and submit to the dean for approval, the measures of continuing satisfactory 
progress for tenured faculty members. The focus of the tenured-faculty review should be 
on whether they are continuing to perform at a level consistent with a tenured faculty 
member with respect to ongoing performance in teaching and advising as well as 
leadership in academic citizenship and professional service, befitting a senior member of 
the university. For assessments of scholarship and creative work, reviews should balance 
this assessment in light of significant levels of teaching or academic service performed by 
the faculty member. Departments or schools shall identify measures for maintaining 
satisfactory performance (see 306.04 (f) below) in each of the four areas of assessment 
used in the evaluation of tenured faculty members in their department or school.

(c) The criteria for review of tenured faculty are outlined in Section 300.05 (“Professional 
Responsibilities”).

d) Individual departments or schools shall develop discipline-specific elaborations on 
these criteria. Such guidelines shall be reviewed by the relevant dean and the Provost.

306.02 Person(s) Conducting Review

(a) Except as provided in subsections (b) and (c), a tenured faculty member shall be 
reviewed by the faculty member’s department chair, if there is one and only one. If the 
tenured faculty member is a department chair, the faculty member shall be reviewed by the 
the dean or the dean’s designee(s), who shall be a tenured faculty member or the chair of 
another department, selected in consultation with the reviewee. If the tenured faculty 
member is jointly appointed, the dean shall designate the chair of one of the faculty 
member’s departments as the reviewer. If the faculty member is appointed to a school not 
organized by departments, the faculty member shall be reviewed by the dean or the dean’s 
designee, who shall be tenured faculty member. Alternatively, a school or department may 
use a faculty committee to conduct the review in lieu of the chair; in such cases, the 
makeup and procedure shall be specified in the unit’s post-tenure review guidelines.

(b) Except as provided in subsection (c), a tenured faculty member appointed to more than 
one school shall be reviewed by the person(s) designated by the faculty member’s deans, 
after consultation with each other.

(c) No person may participate in the review of a tenured faculty member if that person has 
a conflict of interest, as defined in 305.01, with respect to matter. If the person with a 
conflict is a department chair, the review shall be conducted by the dean or the dean’s 
designee(s) who shall be a faculty member or the chair of another department, selected in
consultation with the reviewee. If the person with the conflict of interest is the dean, the review shall be conducted by the Provost or the Vice Provost for Faculty Affairs.

306.03 Evaluation Cycle for Tenured Faculty

(a) The evaluation of tenured faculty will occur at three-year intervals, beginning in the third year of an individual holding tenure.

(b) A promotion to Professor will count as an evaluation and resets the cycle for post-tenure review. The cycle is also reset for administrators (associate deans, deans, Provost, Associate/Vice Provost, or President) upon their return to faculty ranks.

(c) In the event of a review finding a case of “Does Not Meet Expectations” as defined in Section 306.04, the dean may require a specific plan for remediation (see Section 306.05) and possibly annual (formative) review in anticipation of the next regular three-year review.

(d) In the event of two successive negative three-year reviews, the dean may recommend additional measures for remediation, formal reviews annually using the process of 306.05, or even termination of employment as described in Section 306.06.

306.04 Evaluation of Tenured Faculty Procedure

(a) At the beginning of each academic year, the dean shall send to each person reviewing tenured faculty a list of tenured faculty members due for an evaluation during that academic year and the deadline for submitting the reviewer’s evaluation report. At the same time, the dean shall notify all appropriate tenured faculty members that they are due for an evaluation and the applicable deadlines.

(b) The reviewer(s) shall promptly notify each tenured faculty member up for review of the process and applicable deadlines.

(c) A tenured faculty member up for review shall submit to the reviewer(s), by the deadline established, the following materials:

(1) a current curriculum vitae;

(2) a reflective narrative (not to exceed a word limit, if any established by the applicable school or department), including a self-evaluation of the four areas on which faculty are assessed;

(3) a description of goals and anticipated activities for the next three years;

(4) a report on progress in overcoming any concerns noted in the most recent evaluation or in any letter sent by the dean to the faculty member since the last evaluation, if there were any.
Additionally, the tenured faculty member may provide evidence to support their review, according to the standards of professional conduct outlined in Section 300.05, with particular attention to those areas deemed deficient in prior reviews.

(d) The reviewer(s) may also review any previous evaluation reports, promotion materials of the faculty member, and any letter sent by the dean to the faculty member since the last evaluation.

(e) The reviewer(s) and the faculty member shall meet to discuss the submitted materials and the performance of the faculty member.

(f) Based on this meeting and the submitted materials, the reviewer(s) shall rate the faculty member as Exceeds Expectations, Meets Expectations, or Does Not Meet Expectations in each of the four areas of faculty evaluation: teaching, advising, scholarly/creative work, and academic citizenship and professional service. In the report, the reviewer(s) must include the rationale for the ratings, with respect to the approved department criteria for evaluation of tenured faculty.

(g) The reviewer(s) shall write and share an evaluation report with the faculty member.

(h) The faculty member may submit to the reviewer(s) a written response to the report, within ten working days of receipt of the reviewer(s)’s report.

(i) If the reviewer(s) is not the dean, the reviewer(s) shall transmit the report and the faculty member’s response, if any, to the dean.

(j) Upon receipt of the review, the dean shall review the file as well as the faculty member’s response. If the dean disagrees with the reviewer(s) negative (Does Not Meet Expectations) assessment of the faculty member, the dean may overturn the recommendation and expunge the negative review recommendation from the faculty member’s record. If the dean agrees with a Does Not Meet Expectations assessment of an aspect of the faculty member’s file, or if the dean disagrees with a reviewer(s) positive assessment and wishes to revise to a lower assessment of an aspect of the faculty member’s file, the dean shall file the report for future reference and administrative access. In all cases, the dean shall summarize their findings in a report, which shall be completed by February 1 of the year of the faculty member’s review.

306.05 Addressing Identified Areas of Concern

(a) For each area in which the faculty member receives a Does Not Meet Expectations rating, the reviewer(s) and the faculty member shall develop an improvement plan that details the work, expectations, timeline, and resources that would enable the faculty member to achieve a Meets Expectations rating (or higher) in that area as soon as practical, but no later than by the next evaluation.

(b) If the reviewer(s) is not the dean, the reviewer(s) shall transmit the plan to the dean.
(c) If the dean approves the plan as presented, the dean shall so notify the reviewer(s) and the faculty member in writing. If the dean does not approve the plan, the dean shall meet with the reviewer(s) and the faculty member to agree upon a satisfactory plan. If this group cannot arrive at a mutually agreed plan, the Provost shall determine the content of the improvement plan and transmit a written copy to the dean, the reviewer(s), and the faculty member. Once approved, the plan becomes part of the evaluation report.

(d) For each area in which the faculty member receives a Does Not Meet Expectations rating, the dean shall articulate a timeline for remediation, including such possibilities as formative annual reviews leading up to the next three-year review.

**306.06 Two Consecutive Not Satisfactory Three-Year Reviews**

(a) In the event of two successive three-year reviews in which a faculty member receives a Does Not Meet Expectations rating in one or more areas, the dean may suggest further steps for remediation or the dean may recommend to the Provost that the faculty member be terminated. This recommendation will be in the form of a written recommendation with the findings of the current three-year review as well as prior three-year review(s).

(b) In the event of a recommendation by the dean to the Provost for termination, the Provost will invite the faculty member to provide a written response to the recommendation and an opportunity to have the recommendation reconsidered. This written response from the faculty member should be received no more than one month following the invitation from the Provost.

(c) If, upon review of the information supplied by the dean as well as the response from the faculty member and the Provost finds insufficient grounds for termination, the Provost may recommend within 14 days, additional remediative steps to be followed by the faculty member and a timeline for improvement in which to be evaluated by the dean and Provost.

(d) If, upon review of the information supplied by the dean as well as the response from the faculty member, the Provost finds sufficient grounds for termination, the Provost will, within 14 days, initiate a formal hearing to be conducted by a group of faculty and subsequently the President. The process will be as described in Section 310.

**307.00 FACULTY AND ACCOMMODATIONS**

**307.01 Accommodations**

(a) Gonzaga University seeks to provide equal access for faculty to all educational programs, employment, activities, events, and services which it operates, consistent with applicable federal and state laws and Gonzaga policies. All applicable policies and procedures are summarized in the Policies and Procedures Manual (PPM). The University will provide reasonable accommodations to faculty to allow an equal opportunity to
participate in or benefit from any Gonzaga program, activity, event, or service. Gonzaga is committed to providing reasonable accommodations for Gonzaga faculty at study abroad venues to the extent feasible given other countries’ accessibility standards. Gonzaga provides reasonable accommodations to persons with temporary disabilities, as well.

(b) Faculty who need accommodations should contact the Office of Human Resources and refer to the PPM Access and Accommodations Policy. The Office of HR is formally designated to:

(1) Evaluate and determine that a disability qualifies for an accommodation;

(2) Through an interactive process, determine reasonable accommodations, which may include but are not limited to such items as auxiliary aids and adaptive/assistive technology for faculty with disabilities; and

(3) Work with all relevant parties toward implementing reasonable accommodations.

c) For each faculty member who provides documentation of disability to the University, the University shall maintain a confidential file containing all documents and communications regarding the disability. For more information, please consult the Policies and Procedures Manual.

d) The University Harassment and Discrimination Policy also protects faculty with disabilities from harassment, discrimination, and retaliation.

e) The content of this section is informational only. Please refer to the Policies and Procedures Manual for all information regarding the process for accessing accommodations. Faculty seeking assistance with navigating the process may consult with the Vice Provost for Faculty Affairs.

307.02 Fitness for Duty

(a) If a faculty member manifests a physical or mental condition raising reasonable doubt about the faculty member’s ability to fulfill professional responsibilities, the Provost may require the faculty member to undergo an independent evaluation by a health care professional to determine fitness for work. The determination to impose this requirement shall be made after consultation with the faculty member’s dean and chair. In advance of any evaluation, the Provost will provide in writing to the faculty member the basis for requiring the evaluation. Gonzaga University shall make arrangements for and cover the costs of the independent evaluation. If the faculty member refuses to participate in the evaluation, then the University may implement the appropriate processes for faculty accountability provided in the Faculty Handbook, including the option of initiating the process of termination for cause (following the procedures outlined in 310.05). The University will be guided throughout this process by state and federal laws.
Based upon the results of this evaluation, the University, if possible, will provide reasonable accommodations. If the results of the fitness for duty assessment show that the individual is not able to perform the essential functions of the faculty member’s position, even with accommodation, then the Provost or relevant dean shall enter into conversation with the faculty member regarding other possible options (long-term disability, retirement, or other path to separation from the University). The results of the fitness for duty assessment are not grievable.

308.00 GRIEVANCE

308.01 The Grievance Committee

The Grievance Committee shall have seven sitting members and three alternate members, all of whom must be full-time tenured faculty concurrent with their service on the Committee. The Faculty shall elect six sitting members and two alternate members to staggered three-year terms. The University President shall appoint the seventh sitting member and one alternate member of the Committee, each to a one-year term. The sitting members of the Committee shall elect a chairperson from their ranks for a one-year term each fall.

308.02 Grievance Defined

(a) A grievance can be a claim that a decision or process within the University is in violation, a misinterpretation, or a misapplication of the Faculty Handbook or an established policy, procedure, rule, or practice of a department, college or school, or the University. A grievance also can be a claim that a written agreement between the faculty member and a department, college or school, or the University has been violated. Any matter that is subject to and under the jurisdiction of the University Harassment and Discrimination Policy must be addressed pursuant to the process provided for in that Policy, rather than through the Grievance Process. Any ranked or non-ranked faculty member who believes that a decision or process has had, or will have, an adverse effect on that faculty member may file a grievance.

(b) Faculty members may not grieve the substantive recommendations of the University Committee on Rank and Tenure or the Committee on Academic Freedom and Tenure. However, faculty members may grieve the process, if they believe these committees have committed errors of process in reaching a recommendation.

(c) A Grievant must direct their grievances to the individual or individuals who are the responsible parties and who have actual authority in the matter at hand.

308.03 Grievance Procedures

(a) Definitions:

For purposes of the Faculty Handbook grievance procedures:
(1) “Grievant” means a person filing a grievance. If multiple persons file a single grievance, “Grievant” means all of them.

(2) “Respondent” means a person against whom a Grievant files a grievance. The respondent can be another faculty member, a chair, a dean, the Provost, or the University President. No grievance may be filed directly against a staff member.

(3) “Responsible party” is the individual(s) with the authority to adjudicate the grievance:

(i) a grievance filed against a chair is made to the dean

(ii) a grievance filed against the dean is made to the Provost

(iii) a grievance against the Provost is made to the University President.

(iv) a grievance against another faculty member or the Gonzaga University President is made to the Gonzaga University Grievance Committee.

(4) “Committee” means the Gonzaga University Grievance Committee.

(5) “Working day” is defined in Appendix 300D.

(6) “Parties” means the Grievant, the Respondent(s) or both.

(b) The Grievance Committee shall develop procedural rules governing the grievance process by majority vote. These rules shall be entitled “Gonzaga University Grievance Committee Rules” and be filed with the Faculty Senate and the Provost. The rules and any modifications thereto shall be effective on the date of filing. The Committee shall review the rules for possible modification each September. The Provost shall post the rules on the Provost Office’s University website. The Committee’s rules shall be consistent with the Faculty Handbook. In the event of conflict between the rules and the Faculty Handbook, the Faculty Handbook shall be the controlling authority; state and federal laws supersede the Faculty Handbook.

(c) Although the Faculty elects or the President appoints Committee members, the Committee members do not serve as advocates for either the Faculty or the Administration.

(d) The University shall indemnify and hold harmless each Committee member for any action taken as a Committee member, as specified in the Bylaws of the Corporation of Gonzaga University.

(e) Conflict of Interest
(1) No Committee member may participate in a grievance if the Committee member has a conflict of interest or a perceived conflict of interest.

(2) For the purpose of this rule, a person has a conflict of interest if:

   (i) the person has a personal interest in the decision or outcome independent of the person’s role as a Committee member;

   (ii) the person is a Party, is a necessary witness, or the grievance involves a decision, recommendation, or action for which the person was responsible in whole or in part; or

   (iii) circumstances create a significant risk that the person’s professional judgment or actions regarding a grievance might be unduly influenced by potential for financial gain, desire for professional advancement, or a current or previous familial or amorous relationship.

(3) A Party or a Committee member who believes a Committee member has or might have a conflict of interest or a perceived conflict of interest may submit a written request, giving reasons, for that member to step down from hearing the grievance. If the Committee member does not agree to step down, the remaining members of the Committee shall decide the question by majority vote.

(f) The grievance process is “stepped” as described in 308.04(a) – 308.04(c). The completion of each step is a condition precedent to the commencement of the next step.

(g) The Grievant may withdraw a grievance at any time by written notice to the Responsible Party or the Chair of the Grievance Committee.

308.04(a) Pre-Grievance Procedure (Step One)

(1) A person contemplating the submission of a grievance should first make a reasonable effort to meet with the person or persons who are potential objects of the grievance, in an effort to achieve a resolution to the matter.

(2) If the Parties agree to a resolution, the matter ends without the submission of a grievance.

(3) The Parties to a potential grievance may not privately communicate with Committee members about the potential grievance. Parties may communicate with the Chair of the Grievance Committee to clarify grievance procedures.

(4) If a grievance involves an alleged violation of law, the faculty member may bypass the grievance process and instead file a complaint with an administrative agency or court. A faculty member may not file a grievance with respect to a claim that is the subject of a complaint that the faculty member has filed with an administrative agency or court, and
any grievance filed before such a complaint is filed shall be stayed pending resolution of
the agency or court proceeding.

308.04(b) Filing A Grievance with the Responsible Party (Step Two)

(1) If the Parties cannot resolve a potential grievance informally, the faculty member may
file a grievance against the respondent by submitting it in writing to the Responsible Party
and to each Respondent. The Grievant must submit such grievance within 30 working days
of the date of the decision or process giving rise to the grievance, or within 10 working
days of when the Grievant learns of the decision or process, whichever is later. If the
respondent is the grievant’s department chair, the responsible party is the relevant dean; if
the respondent is the dean, the responsible party is the Provost; if the respondent is the
Provost, the responsible party is the President; if the respondent is another faculty member
or is the Gonzaga University President, the responsible party is the Grievance Committee.

(2) The grievance must state the facts upon which it is based and the remedy sought.
Specifically, the grievance must identify and contain:

(a) the decision or process upon which the grievance is based;

(b) each Grievant and Respondent;

(c) each Faculty Handbook provision or University policy, if any, allegedly violated;

(d) the remedy requested; and

(e) a copy of all relevant documents.

(3) The responsible party has 30 working days in which to reach a determination on the
merits of the grievance and notify in writing the grievant and respondent of their final
determination in the matter. During this time, the responsible party may ask to meet with
the parties together or individually. The responsible party’s written response shall explain
the reasoning behind the decision.

(4) If the grievant is not satisfied with the response provided by the responsible party, the
grievant may proceed to Step Three in Section 308.04(c).

308.04(c) Grievance Committee (Step Three)

(A) Mediation

(1) If Step One (308.04(a)) and Step Two (Section 308.04(b)) fail to resolve the matter, or
if the respondent is another faculty member, the faculty member may file a grievance by
submitting it in writing to the Chair of the Grievance Committee and each Respondent.
The Grievant must submit any such grievance within 30 working days of the date of the
decision or process giving rise to the grievance, or within 10 working days of when the
Grievant learns of the final decision of the Step Two process, whichever is later.

(2) The grievance must state the facts upon which it is based and the remedy sought.
Specifically, the grievance must identify and contain:

(a) the decision or process upon which the grievance is based;
(b) each Grievant and Respondent;
(c) each Faculty Handbook provision or University policy, if any, allegedly violated;
(d) the remedy requested; and
(e) a copy of all relevant documents.

(3) At any stage of the grievance process, any Party may participate with or without
representation by counsel, or any other representative of the Party’s choosing, unless the
law prohibits the proposed representation. A representative of a Party may advise, consult,
and be present with the Party at every stage of the grievance process. A representative may
not speak for a Party at a Committee hearing.

(4) The Committee shall complete a grievance process as promptly as reasonably possible.
Times and deadlines set forth herein or within the rules of the Committee may be modified
by the Committee for good cause, or by written agreement of all the Parties with the
consent of the Committee.

(5) (Summary Dismissal) The Committee may at any time dismiss the grievance if the
Committee unanimously agrees that the grievance is either clearly without merit or not
within the scope of 308.02, then the Committee shall inform the Parties of the dismissal, in
writing, stating the reason for the decision. Such a determination shall end the grievance
process. The Committee’s dismissal of a grievance is binding on the Parties and not
subject to appeal within the University.

(6) The Respondent(s) shall submit, within 10 working days after the receipt of the
grievance, to the Committee and each Grievant a written response to the grievance. If the
Respondent refrains from submitting a written response, then the Committee will make a
determination.

(7) Absent summary dismissal, the Committee Chair shall appoint a Committee member as
mediator, who shall meet with the Parties to clarify the issues and attempt to resolve the
grievance. The mediator must not be a member of the department or school unit of any
Party. The mediator does not have the power to impose any resolution on the Parties. The
mediator may meet with the Parties individually or collectively. Except for submission of
the written report (noted below, item (9) and (10)) to the Grievance Committee and the
Parties, all matters discussed verbally or in writing in the mediation, or related
communications by any Party and the mediator, shall be confidential, unless they are
properly the subject of discovery in litigation.
(8) No Party may communicate with any Committee member, except the mediator and the Committee Chair, about the grievance during this process of mediation.

(9) If mediation fails, the mediator shall provide a written report summarizing the mediation process to the Parties and to the Committee. This report shall summarize the procedural steps taken, but must not address the substantive discussions of the mediation.

(10) The mediator shall reduce any resolution resulting from the mediation process to a written statement of the resolution, and the Parties will sign the statement. The mediator shall provide a copy of the written settlement agreement to each Party and to the Office of Provost for filing.

(11) The Parties must complete mediation within 20 working days from the submission of the response.

(B) Grievance Committee Hearings

(1) In the event mediation fails in Section 308.04(c)(A), the Grievant may request a determination of the grievance by the Grievance Committee by submitting a request in writing to the Committee within five working days upon notification of the filing of the report by the grievance. When hearing grievances, the Committee may meet as a committee of the whole, or with the consent of all Parties, in panels of at least three members. If the Committee hears a grievance by panel, the panel’s decisions shall constitute the decisions of the Committee. All remaining references in this section to “the Committee” may be interpreted as “to the panel” if a panel is used.

(2) (Hearing) The Grievance Committee shall convene a hearing on the grievance as promptly as reasonably possible. The Parties shall make themselves available and, at the Committee’s request, appear in person at the hearing. The Committee may request cooperation from any administrator, faculty member, or staff member the Committee believes can help to resolve the matter. All Committee meetings shall be private. The Committee shall permit attorneys/representatives of the Parties, if any, to sit in the hearing during all statements and questioning although these individuals will not have a speaking role in the proceedings. The Committee shall permit other persons to attend only during their own statements and questioning. Once Parties have presented their cases, the Committee shall meet to deliberate in confidence. For procedural details see the Grievance Committee Rules and Regulations.

(3) The Committee need not keep a verbatim recording of hearings. The Committee’s record of a hearing shall include the Step Three grievance and response and similar documents; all documentary and physical evidence submitted at the hearing by the Parties; a written log of the hearing dates, witnesses, and persons present at the hearing; and a copy of the Committee’s written decision. The Committee’s deliberations and notes taken by individual Committee members, however, shall remain private and confidential, and not part of the hearing record.
(4) The Committee shall base its decision on the evidence presented at the formal hearing of the grievance process, together with consideration of the Parties’ oral arguments. The Committee shall not consider any information Committee members have received outside of the grievance process, unless the Committee discloses such information to the Parties. The Committee’s decision on the grievance shall be in writing and include specific findings of fact as well as conclusions and remedies. The decision shall be by majority vote. If the Committee is not unanimous, the decision shall note the Committee’s vote, but not the votes of individual Committee members.

(5) The Committee shall submit, within 10 working days from completion of the hearing, the report to the Provost. In the case of errors-in-process grievances filed against the University Committee on Rank and Tenure, the Committee on Academic Freedom and Tenure or a grievance against the Provost, the Committee shall submit the report to the President.

(6) The person receiving the report in (5) shall give it due consideration and shall respond to the Grievance Committee within ten working days.

(7) If the person receiving the report in (5) does not follow the recommendations of the report, or alters the remedy in any significant way, the Grievant may submit the dispute for arbitration through the process of Section 308.04(d) (Step Four).

308.04(d) Arbitration (Step Four)

If the process of resolving a grievance through Step Three results in the person receiving the report in 308.04(c)(5) not accepting or substantially modifying the recommendation of the Grievance Committee, the Grievant may submit the dispute for confidential binding arbitration held according to the JAMS Comprehensive Arbitration Rules & Procedures. In this case,

(1) The Grievant and the Administration will endeavor to agree on a single neutral arbitrator. Either Party may submit names of suggested arbitrators to the other Party. If an arbitrator is not selected by mutual agreement, the arbitrator will be selected pursuant to the procedures of JAMS. Any selected arbitrator must adhere to JAMS Arbitrator Ethics Guidelines. A decision on whether to mutually agree on an arbitrator or to select an arbitrator through JAMS shall be made within ten (10) calendar days after the initiation of Step Four.

(2) Arbitration shall be conducted in university facilities. Unless the arbitrator concludes that the grievance was frivolous, the Administration shall pay all JAMS fees and expenses, including the arbitrators fee and travel expense (“JAMS fees and expenses”). If the arbitrator concludes that the grievance was frivolous, the Grievant shall pay the Grievant’s share of JAMS fees and expenses. Should a Grievant desire representation, said representation shall be at the sole cost of the Grievant.
(3) The Parties may agree to waive the oral hearing and submit the dispute to the arbitrator for a decision based on written submissions and other evidence as the Parties may agree. Such agreement shall not be unreasonably withheld.

(4) The arbitrator shall conduct all proceedings pursuant to the then current rules and procedures of JAMS, unless, the arbitrator, after discussion with the Parties, determines a modification of those rules will better serve the interest of justice.

(5) The arbitrator shall issue an order resolving the matter as promptly as reasonably possible and send this order to each Grievant and Respondent, the Grievance Committee, the Provost, and the University President. In the event the Arbitrator must make an award, the decision of the arbitrator will be restricted to whether there was a violation, misinterpretation, or misapplication of this Handbook or an established policy, procedure, rule, or practice of a department, college, school or the University. The decision of the arbitrator completes the internal grievance procedure and is final and binding on the Parties (subject to any applicable laws).

308.05 Year-End Report

The Grievance Committee shall issue a report to the Faculty Senate, the Provost, and the President of the University regarding the prior year’s work each fall term. The report must contain the following information:

(a) the number of grievances submitted;
(b) the disposition of each grievance; and
(c) the general subject of each grievance.

309.00 TERMINATION FOR PROGRAMMATIC OR FINANCIAL CONSIDERATION

309.02 Termination of Non-Tenured Faculty

(a) Except to the extent that the School of Law’s “Standard Long-Term Contract Statutes,” an “Extraordinary Exception to the Gonzaga University Faculty Handbook” signed by President Spitzer on 19 March 2007, and re-approved by President McCullough on 17 February 2010 and again on 16 July 2018, provide otherwise, the University may terminate the employment of a term-appointed faculty member at the end of any contract term by giving proper written notice by the dates specified in 305.03 (d).

(b) A faculty member with a long-term contract as described in 309.02(a) has all the rights of a tenured faculty member under 309.03 through 309.19.

309.03 Termination of Tenured Faculty, Senior Lecturers, and Professors of Practice for Reasons of Program Change or Discontinuation
A decision to discontinue formally or reduce significantly a program or department of instruction because of long-range educational needs will not be made by the University President and Board of Trustees without their having received a recommendation from the Provost. The Provost shall seek an advisory vote from the Academic Council and consult with the schools or departments involved, as well as inform the officers of the Faculty Assembly. In cases where the University is contemplating the termination of a faculty member due to a program change, it will attempt to find the faculty member a position in the university for which the faculty member already is qualified. If no such position is available, the University may terminate the appointment (see Section 309.05).

309.04 Notice of Termination Due to Program Change or Discontinuation

A tenured faculty member or a Senior Lecturer or Professor of Practice so terminated will receive written notice thereof one year prior to the end of the contract period, or if notice is given less than a year prior to the contract period, will be given an extension of their contract to reach one year’s notice and to include one year’s full salary and benefits. The terminated faculty member will receive written assurance that the position from which the faculty member was terminated will not be filled for at least three years from the date on which teaching duties end, unless that person is first given the opportunity for reinstatement with rank, tenure, and salary no less than that held at the time of termination.

309.05 Identifying Faculty to be Terminated Due to Program Change/Discontinuation

Identification of tenured faculty members to be terminated in the event of significant reduction, or discontinuation of program or department will be according to the criteria outlined in “Termination for Reasons of Financial Exigency,” 309.09-309.11.

309.06 Termination for Reasons of Financial Exigency

309.07 Determination of Financial Exigency

A financial exigency is an emergency condition in which the University’s existence is in serious jeopardy for financial reasons. When the University President and the Board of Trustees have determined that such a condition is imminent, the President will inform the Officers of the Faculty Assembly of the University’s situation and the measures which are being considered. The University shall disclose the full financial condition of the University to the Officers of the Faculty Assembly, deans of each college or school, department chairs and other appropriate bodies. A decision to terminate tenured faculty members, or to terminate a probationary, clinical or fixed-term appointment before the end of the specified term, will not be made by the University President and the Board of Trustees without their having consulted with the Academic Council and the Officers of the Faculty Assembly. Any final decision concerning financial exigency that will serve as a basis for action rests with the President and the Board of Trustees.
309.08 Identification of Areas to be Reduced Due to Financial Exigency

Once the University President and the Board of Trustees have established the existence of a condition of financial exigency, the Officers of the Faculty Assembly, in conjunction with the appropriate Officers of the Administration, shall identify academic areas for reduction and/or discontinuance, and make recommendations on reduction and discontinuance to the President. The Officers of the Faculty Assembly will recommend to the President of the University a slate of ten faculty, from which the President shall select a committee of at least five faculty, who shall consult with the dean of the relevant school or head of the relevant department to identify the individuals for termination, using the criteria of 309.10.

309.09 Rights of Tenured Faculty in the Event of Financial Exigency

In proceeding to reduce faculty positions because of bona fide financial exigency, the University will protect faculty rights under academic tenure. Thus, the University will not terminate the service of a tenured faculty member in favor of retaining someone without tenure, except in extraordinary circumstances where a serious distortion of the academic program would otherwise result. In such cases, departmental needs for sub-discipline specialties might require retention of a non-tenured faculty member over a tenured member in the same department, if the tenured member is not competent to teach that specialty.

309.10 Prioritizing Among Tenured Faculty in the Event of Financial Exigency

If the committee referenced in 309.08 must choose between two or more tenured faculty, primary consideration will be the overall good of the University. To that purpose, the University criteria for retention shall be ranked in this order:

(a) departmental needs, including those in sub-disciplines;

(b) teaching effectiveness and adaptability of affected faculty to a new assignment;

(c) seniority;

(d) scholarly and/or professional development; and

(e) any University equity and inclusion policies that may exist.

309.11 Other Options for Employment in the Event of Financial Exigency

If a tenured faculty member is affected by academic area reductions or discontinuation, the University will make a reasonable good faith attempt to prepare the faculty member for other suitable employment within the University. If no such positions are available, the University may terminate the appointment.
309.12 Written Notice of Termination in the Event of Financial Exigency

A tenured faculty member terminated for financial reasons will receive written notice thereof one year prior to the end of the contract period or will receive a contract extension.

309.13 Reinstatement of Faculty

A tenured faculty member so terminated has the right to be reinstated, if the University restores their position within three years from the date on which teaching duties end. Rank, tenure, and salary will be no less than at the time of termination. The faculty member must accept or decline reinstatement in writing within sixty days of the reinstatement offer. The University will specify these terms in writing at the time the University notifies the faculty member of termination.

309.14 Appeal of Termination Because of Program Changes or Financial Exigency

A faculty member who receives written notice of termination pursuant to 309.12 may appeal the termination decision to the Committee on Academic Freedom and Tenure. The basis for this appeal shall not include the merits of the decision to close or reduce the program(s) in question nor the existence of financial exigency; rather, the appeal shall be specifically based upon the University’s implementation of the individual termination process as outlined in 309.09—309.12.

309.15 Definitions

For purposes of 309.16 through 309.19, the following terms have the meanings ascribed to them below:

(a) “Committee” means the Committee on Academic Freedom and Tenure.

(b) “Appellant” means the faculty member initiating an appeal to the Committee. If multiple appeals are consolidated pursuant to 309.16(b), “Appellant” means each of the faculty members appealing their termination in the consolidated appeal.

(c) “Parties” mean the Appellant and the Provost.

309.16 Proceedings for Appeal

(a) To initiate the appeal, the faculty member must, within ten working days after receipt of the termination notice, provide written notice of the appeal to the chair of the Committee and to the President.

(b) With the consent of the Committee and all of the Parties, multiple appeals arising from the same program change or financial exigency may be consolidated and heard together.
Within ten working days after receiving the notice of the appeal, the chair of the Committee shall notify the Appellant and President in writing of the following:

1. A list of all Committee members who will take part in hearing the appeal;
2. The time and place for the hearing, such time will not, without the consent of all the Parties, be less than 45 days nor more than 60 days after the date the Committee received notice of the appeal; and
3. A copy of all Committee rules applicable to the appeal.

Within ten working days after receiving notice of the appeal, the President shall provide to the Appellant and to the Committee in writing:

1. A description of the program change or financial exigency leading to the termination;
2. An explanation of how the decision to terminate the Appellant complied with §309.09 through §309.11; and
3. A list all other faculty members terminated due to the program change or termination.

Within twenty days after receiving the information required by §309.16(d), the Appellant shall provide to the Committee and the President a written statement explaining why the Appellant’s termination does not comply with one or more of the provisions of §309.09 through §309.11. The statement may include supporting documents.

Within twenty days after receiving the information required by §309.16(d), the appellant may challenge any Committee member for a conflict of interest by providing written notice of the challenge to the Committee chair and the President. Such notice shall explain the nature of the alleged conflict of interest. If the Committee member so challenged does not recuse himself or herself from the appeal, the Committee will decide the matter by majority vote. If the Committee accepts the challenge, the Committee chair will designate an alternate Committee member to participate in the appeal.

At least fourteen working days prior to the hearing, each Party shall provide the other Party with a list of witnesses the party intends to call at the hearing and a copy of all documents or materials that the Party intends to submit at the hearing. The Committee shall aid the Appellant in contacting potential witnesses and encourage them to appear.

(a) The Appellant is entitled to appear before the Committee at the hearing and to be accompanied and advised by counsel at the Appellant’s expense, though such individuals will not have a speaking role during the proceedings.
(h) Each Party may call witnesses, question witnesses, and cross-examine witnesses. A witness may submit written material in lieu of testifying. However, this is discouraged because it inhibits cross-examination.

(i) The hearing shall be held in private unless the Appellant requests otherwise. However, the University has the right to ban news media from an open hearing.

(j) A written and a recorded transcript of the formal hearing shall be taken and kept by the University. A stenographer shall be provided by the University to document a written transcript.

(k) Upon request, the University shall provide the Appellant without charge therefore a copy of the written or recorded transcript.

309.18 Final Recommendation and Decision by the University President

(a) The University has the burden to prove, by a preponderance of the evidence, that the termination of the Appellant complied with 309.09 through 309.11.

(b) The Committee shall determine, by majority vote, whether the University proved, by a preponderance of the evidence, that the termination of Appellant complied with 309.09 through 309.11.

(c) Within twenty days after conclusion of the hearing, the Committee shall provide the University President and parties with a written explanation of the basis for its recommendation, including any dissenting opinions and the reasons therefor.

(d) If the Committee determines the University failed to prove that the termination of Appellant complied with all or any part of 309.09 through 309.11, the Committee shall suggest an appropriate remedy. In most cases, reinstatement of the Appellant to the Appellant’s prior position or placement in another academic unit; if the Committee recommends a different remedy, the written explanation of the basis for its decision shall include an explanation for why it decided not to recommend reinstatement.

(e) The committee’s recommendation is forwarded to the Gonzaga University President whose decision shall be final.

309.19 Indemnification

The University shall indemnify and hold harmless each Committee member for any action taken as a Committee member under 309, per the Bylaws of the Corporation of Gonzaga University.
310.00 FACULTY TERMINATION FOR CAUSE

310.01 Purpose

This section deals with extraordinary circumstances in which tenured faculty members have failed their professional obligations and could face termination for cause. Because of the potentially serious matters to be addressed, and the high standards expected by the faculty themselves, the processes here are envisioned as a shared enterprise by the University administration and the faculty. The circumstances here are separated into two categories: (a) Faculty Misconduct and (b) Faculty Failure to Perform Duties. Each deserves its own sequence to assess, remediate, and adjudicate, so as to ensure timely outcomes as well as due process available to the individual faculty member in question.

310.02 Definitions

(a) Misconduct

For this section, “misconduct” includes, but is not limited to serious unethical behavior, academic dishonesty, moral turpitude, criminal acts, willful violation of major policies, directives, or rules of the University and its officials, violation of University policy as articulated in the Policies and Procedures Manual Section VI: “Employee Professional Conduct Standards,” grave personal misconduct, gross professional misconduct, and falsification of credentials, falsification of research or scholarship, or research misconduct. The AAUP policy on “Faculty Misconduct and Discipline” informs the misconduct process. Note: Other Faculty Handbook sections cover certain types of misconduct, such as harassment and discrimination (See 300.05 (a) (8)). Allegations of Faculty Misconduct may be identified and addressed at any time by the chair, dean, or Provost. This process for exploring potential termination based on misconduct is described in Sections 310.03-310.04.

(b) Failure to Perform Duties

For this section, Faculty Failure to Perform Duties refers to chronic failure to meet the expectations of the department, school, college, and University. Such determinations will follow a general approach of formative improvement and progressive sanctions, as outlined in Section 306 (Evaluation of Tenured Faculty) or the evaluation of being unfit for duty outlined in Section 307. That is, minor and/or infrequent instances of Faculty Failure to Perform Duties should result in minor sanctions, including, but not limited to oral or written reprimand, modified teaching assignments, class monitoring, professional remediation, or accommodations. More serious, frequent, and/or repeated instances should result in more serious sanctions, only after due consideration pursuant to the three-year cycles of the post-tenure review process in Section 306.06 or evaluation of fitness for duty in Section 307.02.

(c) Responsible Person
In this section, the term ‘Responsible Person’ means the person who is responsible for addressing faculty misconduct.

310.03 Initial Identification of Alleged Misconduct

(a) Except as provided in 310.03 (d), in a school organized by departments, the department chair is the Responsible Person, while in a school not organized by departments, the Responsible Person is the Program Director or Lead, if any, otherwise the dean.

(b) A Responsible Person who has concerns about faculty misconduct shall meet with the faculty member and discuss these concerns. If the alleged misconduct can be resolved by agreement through this process, the Responsible Person shall create a record of the conclusion of the process, including a plan to address the alleged misconduct or sanctions, which the Provost will review and both parties shall sign and the record placed in the faculty member’s personnel file. If during this dialogue with the department chair or dean, a faculty member cites physical or mental impairments (e.g., disabilities), the chair/dean should direct the faculty member to meet with the Benefit and Accommodation Specialist in Human Resources (see 307.01). If a faculty member reveals a disability as a reason for misconduct, but the faculty member refuses to cooperate with or use the services of the Accommodation Specialist to develop accommodations, then the Responsible Person shall follow the process outlined in 307.02. If failure to perform the essential functions of a faculty member’s position is determined through dialogue with the Responsible Person to be due to religious practices or other extenuating circumstances, the Responsible Person shall engage in an interactive process with the faculty member to determine if accommodations are possible. The Responsible Person shall communicate the nature of these accommodations to the dean.

(c) No person with a conflict of interest may serve as a Responsible Person with respect to an allegation of misconduct. For this purpose, a person has a conflict of interest if there is a significant risk that the person’s professional judgment or actions regarding the allegation of misconduct might be unduly influenced by personal animus or by a current or prior familial or amorous relationship. If the faculty member alleged to have engaged in misconduct believes that the Responsible Person has a conflict of interest, the faculty member may submit a written request explaining the basis for the alleged conflict of interest and requesting appointment of a substitute Responsible Person, using the process in 310.03(d) below. If the recipient of the request agrees that the Responsible Person has a conflict of interest, the recipient shall appoint a substitute Responsible Person. Such a substitute must be a department chair, director, or dean, or Provost, but need not be from the same school or department.

(d) Procedure in the Event of a Conflict of Interest for a Chair, Director, Dean, Provost, or President.

(1) The definition of a conflict of interest shall be the same as in 305.01 (a) and (b).
(2) If a chair or program director alleging misconduct on the part of the faculty member has a conflict of interest, the accused faculty member shall timely inform the Dean of that fact. If the Dean concurs that there is a conflict of interest, the Dean shall appoint another Chair or Program Director of the School or College to review the allegation in place of the Chair who has a conflict of interest.

(3) If a dean has a conflict of interest in serving as the Responsible Person in evaluating an individual faculty member’s alleged case of misconduct, the faculty member shall timely inform the Provost of that fact. If the Provost concurs that there is a conflict of interest, the Provost shall appoint the dean of another school of the University as the Responsible Person to review the allegation in place of the dean who has a conflict of interest.

(4) If the Provost has a conflict of interest with respect to evaluating an individual faculty member’s alleged misconduct, the faculty member shall timely inform the President of that fact. If the President concurs that there is a conflict of interest, the President shall appoint the Vice Provost for Faculty Affairs to review the allegation in place of the Provost.

(e) If the faculty member alleged of misconduct currently serves as Chair, Program Director, Dean, Provost, or President, then the allegation of misconduct will be made to that individual’s supervisor (in the case of President, the allegation is conveyed to the Chair of the Board of Trustees). The individual’s supervisor will appoint a substitute Responsible Person to receive and consider the allegation of misconduct.

310.04 Allegation of Misconduct

When cases of alleged misconduct cannot be resolved through process of 310.03(b) or the regular reappointment, promotion, and tenure procedures, the University shall follow this formal process.

(a) The Responsible Person shall forward the misconduct allegation in writing to the dean. Upon receipt of the report, the dean shall notify the faculty member of the alleged misconduct in writing. The faculty member has ten working days to respond in writing. After receiving the faculty member’s response, or if the faculty member fails to respond within ten working days from the date of receipt of the written notice, the dean makes a finding of fact(s) and a decision regarding the appropriate disciplinary action. The dean shall issue a written report to the Responsible Person and the faculty member within ten working days. The dean shall write a summary report and include it, along with the original misconduct allegation and the faculty member’s response, in the faculty member’s next reappointment or review file.

(b) If the faculty member disagrees with the dean’s decision, the faculty member may appeal the decision in writing to the Provost within ten working days of the dean’s decision. The dean forwards the original misconduct allegation, the faculty member’s response, and the dean’s report to the Provost. The Provost shall review the case and
make a decision about appropriate sanctions. The Provost shall issue a written report to 
the chair (if applicable), the faculty member, and the dean within ten working days. The 
Provost shall write a summary report and include it, along with the faculty member’s 
appeal, in the faculty member’s next reappointment or review file. The decision of the 
Provost is final and is not grievable.

310.05 Involuntary Termination for Cause

(a) Any faculty member who is believed to be guilty of gross neglect of duty, gross 
professional incompetence, or gross personal misconduct may be subject to immediate 
suspension. The President reserves the power to suspend. Payment of salary will continue 
until formal, written notification of dismissal is received by the faculty member.

(b) In the event of a finding of Misconduct (Sections 310.03-310.04) or Failure to Perform 
Duties (Section 306) by the dean and the Provost, the Provost may forward the 
recommendation for termination to the Committee on Academic Freedom and Tenure (See 
Section 310.06). The actions or reasons for which the University, after an opportunity for a 
formal hearing, may dismiss a faculty member for cause include:

Failure to Perform Duties:

(1) Incompetence in teaching or other essential duties (Section 306);

(2) General neglect of duty (Section 306);

(3) Lack of fitness for duty (Section 307).

Misconduct (Section 310.04)

(1) Willful violation of major policies, directives, or rules of the University and its 
officials, violation of University policy, as articulated in the Policies and Procedures 
Manual Section VI: “Employee Professional Conduct Standards,”

(2) Grave personal misconduct, gross professional misconduct, and,

(3) falsification of credentials, falsification of research or scholarship, or research 
misconduct.

310.06 Committee on Academic Freedom and Tenure

(a) Formal Board Proceeding: Recommendations for termination are forwarded to a 
permanent committee of the University known as the Committee on Academic Freedom 
and Tenure. The members of this committee shall be limited to full-time tenured members 
of the faculty. The full-time members of the University faculty shall biennially elect from 
among their numbers six persons who shall constitute the regular members of the 
committee. A seventh faculty member of the Committee on Academic Freedom and
Tenure will be appointed biennially by the University President. At the same time, seven alternates shall be chosen (six elected by the faculty and one by the University President). These alternates shall serve on the committee in the event that any of the permanent members is challenged for cause, or for other reasons are unable to participate in the proceedings of the board. The seven permanent members of the committee shall elect one of their number as chairperson of the committee.

(b) Pursuant to the Bylaws of the Corporation of Gonzaga University (Article VII), the University shall indemnify and hold harmless each Committee member for any action taken as a Committee member. In case any past, present or future claim, action, suit, proceeding, or investigation is brought or threatened against such Committee member on account of action taken or omitted to be taken by such person or persons in such capacity, the University will defend and indemnify such person as prescribed in the Bylaws.

310.07 Procedural Steps for Involuntary Termination for Cause

(a) A formal dismissal proceeding shall be initiated in writing from the Provost to the faculty member and to the chairperson of the Committee on Academic Freedom and Tenure containing:

(1) a statement giving with reasonable particularity the grounds for dismissal;

(2) a statement that the Committee on Academic Freedom and Tenure will conduct a hearing on the charge or charges;

(3) a statement of the time and place for the hearing, such time being set by the committee to permit the faculty member sufficient opportunity to prepare a defense;

(4) a copy of pertinent University and Committee regulations governing procedural and substantive rights for the faculty member.

(b) Not less than two weeks before the date set for the hearing the faculty member shall submit to the Provost and the chairperson of the Committee on Academic Freedom and Tenure a written answer to the grounds for dismissal.

(c) If the faculty member does not answer the Provost’s statement of grounds, the committee shall consider whether the stated grounds do constitute adequate cause; and, if on the basis of obtainable information, the failure to answer the charges is unjustified, the Committee on Academic Freedom and Tenure may conclude without further inquiry that the dismissal would be proper.

(d) At a formal hearing before the Committee on Academic Freedom and Tenure, the faculty member shall be entitled to appear and to be advised by counsel at the faculty member’s own expense, though the outside counsel will not have a speaking role in the proceedings. The faculty member shall be permitted to challenge any member of the committee for conflict of interest. In that case, the committee will consider the matter and
determine whether an alternate(s) will be used. The committee, when needed, may request
the attendance of witnesses on the matter, who may take the opportunity to submit written
and oral testimony.

(e) Hearing

(1) The hearing shall be held in private.

(2) A record of the formal hearing shall be kept by the committee. The faculty
member shall be entitled to a copy of these materials.

(f) Report

(1) Within ten working days of the conclusion of the hearing, the committee shall
make its recommendations in writing to the Provost. If a majority of the committee
agree that additional time is needed, the presentation of recommendations may be
delayed for an additional period not to exceed 20 working days.

(2) If the committee judges that some disciplinary action short of dismissal is
appropriate, it may so recommend.

(3) In assessing the case, the Committee on Academic Freedom and Tenure will:

(i) in a case of Failure to Perform Duties, ascertain whether (A) the process for
faculty review articulated in Section 306 or 307 has been followed; (B) whether
the criteria for faculty performance in Section 300.05 were applied reasonably
and fairly as the basis for the reviews and rises to the level to become the cause
for termination; (C) whether the faculty member has had adequate notice of their
non-satisfactory performance; and (D) whether the faculty member has been
given adequate advice and support for improvement during the prior review
cycles described in Section 306 or 307. It is expected that the judgment of the
Committee on Academic Freedom and Tenure both benefits from and is
independent from the assessments of the chair, dean, and Provost.

(ii) in a case of Misconduct, advise whether the alleged conduct rises to the level
described in 310.05.

(g) The Gonzaga University President shall review the findings of the committee and make
a written final decision.

(i) The President’s review shall be based on the record of the hearing before the
Committee on Academic Freedom and Tenure, the recommendations of the dean
and Provost, and the written response of the faculty member. The President may,
at their sole discretion, invite the faculty member and Provost to make an oral
presentation. The President may sustain, overrule, or modify the
recommendation of the Committee on Academic Freedom and Tenure.
(ii) The President will send their decision in writing to the faculty member, the Provost, the dean, and the Committee on Academic Freedom and Tenure. The President’s decision is final, not subject to the grievance process, and is binding for all parties.

(iii) In the event of termination, the faculty member shall not be entitled to compensation beyond that which is provided in their current employment contract.

(iv) The University will treat the written decision of the Academic Freedom and Tenure Committee, the written dean’s recommendation, and the President’s written decision as elements of the faculty member’s confidential personnel file.

(h) Conclusion

(1) Suspension of a faculty member during such proceedings will occur only if immediate harm to self or others is threatened by the continued performance of duties. The power to so suspend is reserved to the University President. In the event of suspension, the faculty member’s rights under the faculty member’s contract with the University and this Faculty Handbook remain in effect until the faculty member receives formal notice of dismissal.

(2) The University is not obligated to compensate faculty members dismissed for cause beyond the date the faculty member receives formal notification of dismissal unless so required by law.

(3) Ordinarily, the University will treat the record of the proceedings as confidential matter. If, however, the dismissed faculty member discloses any aspect of the dismissal or the proceedings in any public or private forum or public news medium the University may, at its discretion and to the extent appropriate, release pertinent portions or the entire record of the proceedings, including those proceedings held in private, in the same public or private forum or news media used by the dismissed faculty member.

(4) Matters involving allegations of Harassment and Discrimination are handled in accordance with the Harassment and Non-Discrimination Policy contained within the Gonzaga University Policies and Procedures Manual or the Title IX Sexual Harassment Policy for matters falling under the U.S. Department of Education Final Rule under Title IX of the Education Amendments of 1972, effective August 14, 2020.

According to this Final Rule, Title IX complaints against faculty will be handled by the Title IX Coordinator and investigated by a designated investigator, as with claims against any Gonzaga University employees. If upon initial review of the harassment and discrimination report, the Title IX Coordinator finds that the matter
does not fall under Title IX but instead falls under the PPM, the matter will be investigated consistent with the Harassment and Non-Discrimination Policy.

If the investigation substantiates a violation of the Harassment and Non-Discrimination Policy or the Title IX Sexual Harassment Policy the matter will be resolved through the applicable policy, either the Faculty Handbook, Section 310 or the Title IX Sexual Harassment Policy as required by U.S. Department of Education Final Rule.

311.00 Sabbatical Leave and Leave of Absence

311.01 Sabbatical Leave – Purpose

In support of its mission of academic excellence, the University places great value on sabbatical leave as an opportunity for faculty members to spend a focused and sustained period of time to renew and enhance their teaching and scholarly/creative work. The University intends sabbatical leave to benefit both the individual faculty member and the University community. As such, projects suitable for sabbatical leave include research, writing or creative work appropriate to the faculty member’s discipline, pedagogical or curriculum development that enhances the teaching skills of the faculty member or the curriculum of academic programs of the department or the University, or other projects that contribute to the intellectual life of the faculty member and the University.

311.02 Sabbatical Leave – Eligibility

(a) Full-time tenured faculty members of Gonzaga University holding the rank of associate professor or higher are eligible for sabbatical (see also 311.04(a)(3)). Faculty members may apply for their first sabbatical in their sixth year of full-time continuous employment and, if approved, the University would grant the leave for the seventh year, provided the faculty member is tenured or the President has approved the faculty member for tenure. A faculty member can apply for subsequent sabbaticals in the sixth or later year of full-time continuous employment following the academic year of the faculty member’s most recent sabbatical leave and, if approved, the University would grant the sabbatical for the following year.

(b) If a leave (leave of absence, sick leave, personal leave, disability, etc.) interrupts a faculty member’s employment, the faculty member resumes their continuous service upon return to full time regular employment. This time in leave does not count towards the required six years of continuous employment for sabbatical. Such individuals would be expected to apply in future application cycles.

(c) Sabbaticals are encouraged but not guaranteed, and are contingent upon the needs of the department, school, College, or University being met during individual absences, as well as the sabbatical work being undertaken serving the mission of the University.
311.03 Sabbatical Leave – Compensation

(a) Unless otherwise agreed in writing by the University and the faculty member:

(1) a faculty member granted a sabbatical leave for a full academic year retains all employee benefits during the sabbatical period and the University shall pay the faculty member seventy-five percent of the faculty member’s salary; and

(2) a faculty member granted a sabbatical leave for one semester retains all employee benefits during the sabbatical period and the University shall pay the faculty member full salary.

(b) A faculty member on sabbatical leave may apply for and receive grant funding from outside sources in addition to the faculty member’s University salary for the purposes of travel, accommodation, research expenses, or relocation expenses, and/or to bring an individual’s salary back to 100% of the individual’s 9 month contract.

(c) A faculty member on sabbatical leave is eligible for travel funding from the University.

(d) A faculty member who receives a sabbatical leave must, after the leave ends, return to the University and resume the faculty member’s duties for a full academic year following the academic year of the sabbatical. The Provost will determine reasonable consequences for failure to return and fulfill this requirement.

311.04 Sabbatical Leave – Procedures

(a) Application for Sabbatical

(1) A faculty member must, in the spring semester prior to applying for a sabbatical leave, notify in writing the department chair, if any, and the dean of the faculty member’s intention to apply for a sabbatical leave. A faculty member must submit an application for a sabbatical leave to the department chair or, if none, to the dean no later than September 15 of the year preceding the academic year for which the faculty member requests leave. The application must indicate the activities planned and the outcomes or work the faculty member expects to produce during the sabbatical leave. It also must indicate how the sabbatical leave will contribute to the teaching, scholarly/creative work, which may include collaboration with other colleagues or community groups, and/or other academic roles of the faculty member and to the University community. Individual course development on its own is considered insufficient grounds unless the work benefits the department or University as a whole.

(2) The department chair, if any, shall forward the application, along with the chair’s recommendation, to the dean by October 1. The dean shall forward the
application, along with the dean’s recommendation, to the Provost by November 1.

(3) Assistant Professors may apply for sabbatical and may be conditionally approved by the Provost, as long as the individual’s tenure and promotion to Associate Professor is effective by the start of the sabbatical leave period.

(b) Approval Process for Sabbatical

After reviewing the application for a sabbatical leave, the recommendation of the department chair, if any, and the recommendation of the dean, the Provost shall decide whether to grant the sabbatical leave. In making the decision, the Provost may consider the needs of the department, school, College, or University, the potential for the proposed sabbatical leave to enrich the faculty member and the University, the report of the faculty member’s previous sabbatical leave, and the finances of the University. The Provost shall notify the faculty member and dean in writing of the decision by January 30.

(c) Post-sabbatical Reporting

Within 30 days of the start of the academic year following the academic year of a sabbatical leave, the faculty member shall submit to the department chair, if any, the dean, and the Provost a written report detailing the purpose of the sabbatical, the activities completed or in process, and the outcomes of the sabbatical. If a faculty member fails to submit the report within 30 days, the Administration will count this as a negative factor in a subsequent sabbatical application.

311.05 Leave of Absence with Pay

(a) Medical Leave: After one full year of service, full-time faculty members are eligible for medical leave of absence for their own disability. Paid leave will be coordinated and in conjunction with federal and state leave programs, and any other disability plans offered by the University. The duration of the leave is guided by medical certification, terms of an individual’s contract, approval of FMLA, and will not last longer than the elimination period of Long-term Disability.

(b) Faculty Parental Leave: After one full year of service, certain faculty members with 1.0 annual salary agreement or higher are eligible for paid leave benefits to care for their newborns or newly adopted child(ren) as described in Section 4XX.

(c) Unless otherwise noted above or agreed to in writing at the time the leave is granted, time on a leave of absence with pay does not count toward eligibility for tenure, promotion, or sabbatical leave, or affect the faculty member’s rank or previous time in service.

311.06 Leave of Absence without Pay
(a) Any ranked faculty member may request full-time or part-time leave of absence without pay for such reasons as family care, illness/injury which may not be covered by short-term or long-term disability plans, research, formal study, military, public, or other professional service. An application for a leave of absence without pay must indicate the purpose of the leave. Normally, the faculty member should submit this application to the dean no later than November 1 of the year preceding the academic year for which the faculty member requests the leave of absence. After consultation with the appropriate department chair, if any, and the dean, the Provost will decide whether to grant the leave of absence. The faculty member and the University must mutually agree upon such leave in writing and such leave shall not ordinarily be for longer than one year.

(b) Unless agreed otherwise in writing at the time the University grants the leave, time on non-paid leave does not count toward eligibility for tenure, promotion, or sabbatical leave. A leave of absence without pay does not affect the faculty member’s rank or previous time in service. A faculty member on leave of absence without pay may maintain medical insurance coverage through the University by paying for such coverage.

(c) No later than March 1 of the year of the Leave of Absence, an individual on an unpaid leave of absence must have notified their chair and dean of their intent to return and have acknowledged and accepted teaching assignments from the chair for the year of return. Failure to acknowledge these assignments and confirm the individual’s intent to return will constitute a resignation from the University.

311.07 Return from Leave of Absence

(a) Within 30 days upon return from any professional leave of absence, ie: other than a medical or family leave, the faculty member shall submit a written report summarizing their activities while on leave to the faculty member’s department chair, if any, dean, and the Provost.

(b) Unless otherwise granted permission by the Provost, a faculty member’s failure to return to service after a leave of absence, other than a medical leave, or a failure to acknowledge return to duty, constitutes a resignation of the faculty member’s position and, if applicable, relinquishment of tenure.

312.00 Benefits

Gonzaga University provides employee benefits as part of a total compensation package to members of the faculty. The majority of benefits are administered by Human Resources with assistance of outside vendors; these vendors routinely change the rates and level of service provided. Changes are negotiated by the University on behalf of and in the best interest of all University employees within available financial resources.

The initiation or elimination of new benefits or significant rate changes will not be made without a review by the Benefits Committee. Faculty representation on this committee will be appointed by the Faculty Senate President. Committee members are responsible to
report key changes to the Faculty Senate. In the case of unanticipated or untimely changes in the level or rates for service, the University will make a good faith effort before making changes to discuss with, and seek the advice of the committee or members designated by the Faculty Senate. All benefits changes are approved by the University President, who takes into consideration the recommendations of the Benefits Committee.

313.00 Tuition Benefits

For faculty members hired before November 1, 1996, tuition benefits are as follows:

313.01

All ranked members of the faculty will receive full tuition remission for courses in all units of the University. The faculty member will pay all additional fees. Course attendance must not interfere with the faculty member’s regular responsibilities to the University.

313.02

Spouses and dependent children of ranked faculty qualify for free tuition in all units of the University, except as in 313.04 below. The individual will pay all other fees.

313.03

Faculty who are teaching at least six semester hours or the equivalent are granted full tuition remissions, but this benefit does not extend to spouses and dependent children. Faculty who are teaching fewer than six semester hours are granted a 50% reduction in tuition.

313.04

For the purpose of this benefit, “dependent children” is defined to mean children through the age of 25 years who are enrolled in the undergraduate programs of the University.

313.05

Gonzaga University will waive the tuition of the dependent children of retired faculty members who have held tenure and of dependent children of ranked faculty members who have become permanently disabled or who have died during their employment at Gonzaga (subject to the provisions outlined in 313.01 through 313.04).

For faculty members hired after November 1, 1996, tuition benefits are as follows.

Specifications for tuition benefits are found in the Policies and Procedures Manual (PPM).

313.06

Tuition waivers do not apply to Law School or Faculty-led study abroad courses.
Section 313

313.07 Full-time faculty members are eligible for full tuition waivers (100%) for undergraduate, graduate, and doctoral courses on a space available basis. Part-time faculty (on fifty to seventy-four percent contract) are eligible for half tuition waivers (50%). Details are found in the PPM.

313.08 Legal spouses and dependent children of full-time faculty members are eligible for tuition waivers based on the faculty member’s years of service completed before the beginning of the semester. Eligibility is as follows: up to one year--0%; one to three years--50%; three to five years--75%; five or more years--100%. Details are found in the PPM.

313.09 Spouse tuition waivers are for one Gonzaga degree, either undergraduate or graduate, excluding doctoral and law. Details are found in the PPM.

313.10 Dependent children tuition waivers are for undergraduate courses only. Details are found in the PPM.

313.11 Dependent children are defined as natural, adopted, or stepchildren under the age of twenty-six. Children must be financially dependent on the employee and meet the definition of dependent outlined by the Internal Revenue Service. The University reserves the right to require proof of dependency. Details are found in the PPM.

313.12 Tuition waivers are limited to one non-Matriculated course per semester.

313.13 Gonzaga University will waive the tuition of the dependent children of retired faculty members who have held tenure and of dependent children of ranked faculty members who have become permanently disabled or who have died during their employment at Gonzaga (subject to the provisions outlined in 313.01 through 313.04).

Section 314

314.00 Privileges for Emeriti

314.01
The member and spouse may register for classes tuition free.

314.02

The member and spouse shall have all faculty privileges consistent with the position. This includes a faculty University identification card, admission to University functions on the same basis as other faculty members, etc. Emeriti faculty are unranked faculty, and hence do not have voting rights in the department, school, College, or Faculty Assembly.

314.03

To the extent practicable, the member may continue to have office facilities as long as the person remains active at the University.

314.04

To the extent practicable, the member may, by arrangement with the appropriate dean or department chair, utilize the research facilities of the University.

315.00 The Faculty Handbook Committee

315.01 Membership of the Faculty Handbook Committee

The Faculty Handbook Committee (hereafter FHC) members are:

(a) one member of the Faculty Senate, appointed by the Faculty President to a one-year term;
(b) two faculty members elected by the Faculty Assembly to staggered three-year terms; and
(c) the Faculty President;
(d) the Provost;
(e) the Vice Provost for Faculty Affairs;
(f) the Assistant Provost for Academic Budget and Personnel.

The Faculty Handbook Committee will be co-chaired by the Faculty President and the Provost.

315.02 Duties and Responsibilities of the Faculty Handbook Committee

The FHC conducts a periodic review of the Faculty Handbook, and may propose amendments to the Faculty Assembly and the Administration. In addition, the FHC shall
2702 (a) be available to the Provost for consultation on areas of the *Faculty Handbook* requiring interpretation or clarification;
2703 (b) review and report on *Faculty Handbook* amendments proposed by others;
2704 (c) consult with members of the Faculty Assembly and the Administration, as needed, on amendments being considered;
2705 (d) revise proposed amendments as needed;
2706 (e) consult with the University General Counsel on *Faculty Handbook* issues and amendments as needed;
2707 (f) facilitate faculty deliberations concerning proposed amendments;
2708 (g) and publish the latest revised *Faculty Handbook* through the Provost’s office in a timely manner to the University community.

### 315.03 Operating Procedures

2714 (a) The FHC shall schedule its first meeting at the beginning of the fall semester and will:

2716 (1) Contact the Faculty Senate, the Department of Human Resources, and the University President to request an updated list of *Faculty Handbook* issues to be considered for the year;
2717 (2) Contact the General Counsel to advise the committee, if needed and by agreement with the Provost;
2718 (3) Set a schedule for any meetings needed during the year; and
2719 (4) Discuss any procedural matters for the operation of the committee.

2726 (b) The FHC shall meet as necessary to determine if it should propose any amendments to the *Faculty Handbook*.

### 315.04 Proposal of Amendments

2729 For the years AY2025-26 and AY2026-27, the Faculty Handbook Committee may recommend to the Faculty Assembly and the University President an amendment to the *Faculty Handbook*, as outlined in Section 316, in February of each year. Beginning with AY2027-28, the Faculty Handbook Committee will adopt a three-year review cycle and may recommend amendments in February 2030 and every third year thereafter.
315.05 Reports

At the end of each academic year, the FHC shall send a written report to the University President and the Faculty Assembly on the committee’s work for the academic year, specifically noting any outstanding issues for the next year. The FHC shall post the report on the FHC website.

316.00 AMENDMENTS TO SECTION THREE HUNDRED OF THE FACULTY HANDBOOK

Amendments to Section 300 of the Faculty Handbook may be proposed by the Faculty, the Faculty Handbook Committee (FHC), the Administration, or the Board of Trustees.

316.01 Amendments Initiated by the Faculty

The Amendment process for proposals initiated by the faculty is as follows:

A proposal to amend may be initiated and submitted to the Faculty Handbook Committee in one of two ways:

(a) by the Faculty President and Senate Vice President in consultation with the Faculty Senate;

(b) or by an individual with 20 co-sponsors from the Faculty Assembly.

The amendment will be considered by the Faculty Handbook Committee using the process outlined in Section 315.

316.02 Amendments Initiated by Administration or Trustees

The amendment process for proposals that initiate with the Administration or the Board of Trustees shall be made to the Faculty Handbook Committee through the process outlined in 315.

316.03 Consultation with the Faculty Senate

The FHC shall present all proposed amendments to the Faculty Senate for feedback and advice. The FHC may offer the Faculty Senate a period for comments and questions with a duration not less than 20 working days. After this consultation, the FHC may wish to modify the proposed amendments before presenting the amendments to the Faculty Assembly.

316.04 Faculty Approval

All amendments presented to the Faculty Assembly follow the same faculty process for approval or ratification. Faculty approval of the proposal is by vote using secret ballot. The
Faculty Elections Committee shall ensure that all amendment approval processes are followed and shall conduct balloting. The approval process includes the following steps:

(a) All proposals for amendment(s) to Section 300 of the Faculty Handbook must be in writing and must be distributed to all full-time faculty members through the campus mail, email, or any official form of communication.

(b) No sooner than one week after distribution of the proposed amendment(s) there will be a Faculty Assembly meeting to discuss the amendment(s). The Faculty President must announce the time of the meeting one week in advance by written announcement distributed to all full-time members through the campus mail, email, or other official forms of communication.

(c) If a majority of the Faculty Assembly members present at the Faculty Assembly meeting wish to have further meetings on the proposed amendment(s), these will be scheduled and announced as above.

(d) After discussions of the proposed amendment(s) have been completed, a ballot, including the text of the proposed amendment(s) shall be distributed to all full-time faculty members through the campus mail, email, or other official forms of communication. That ballot shall specify the place to which the ballot must be returned and a deadline for completion, which shall be no sooner than one week from the date of distribution.

(e) Ratification will consist of approval by 60% of those voting, with 50% of the full-time faculty vote constituting a quorum.

(f) Faculty action on amendments to Section Three Hundred of the Faculty Handbook must be taken during the fall or spring terms of the academic year.

316.05 Approval by the Trustees

The proposal to amend, once approved by the Faculty Assembly, shall be presented to the President and the Provost together with the numerical results of the Faculty vote on the proposal. The President will present the proposal to the Board of Trustees for consideration and approval.

316.06 Implementation

The amendment(s), after ratification by the Board of Trustees and the Faculty, will become effective at the beginning of the following academic year contract period.
APPENDICES

APPENDIX 300A: 2017 Gonzaga University Mission Statement

Adopted: February 2013; Modified: April 2017

Gonzaga University is an exemplary learning community that educates students for lives of leadership and service for the common good. In keeping with its Catholic, Jesuit, and humanistic heritage and identity, Gonzaga models and expects excellence in academic and professional pursuits and intentionally develops the whole person -- intellectually, spiritually, culturally, physically, and emotionally.

Through engagement with knowledge, wisdom, and questions informed by classical and contemporary perspectives, Gonzaga cultivates in its students the capacities and dispositions for reflective and critical thought, lifelong learning, spiritual growth, ethical discernment, creativity, and innovation.

The Gonzaga experience fosters a mature commitment to dignity of the human person, social justice, diversity, intercultural competence, global engagement, solidarity with the poor and vulnerable, and care for the planet. Grateful to God, the Gonzaga community carries out this mission with responsible stewardship of our physical, financial, and human resources.

APPENDIX 300B: 1940 Statement of Principles on Academic Freedom and Tenure

In 1915 the Committee on Academic Freedom and Academic Tenure of the American Association of University Professors formulated a statement of principles on academic freedom and academic tenure known as the 1915 Declaration of Principles, which was officially endorsed by the Association at its Second Annual Meeting held in Washington, D.C., December 31, 1915, and January 1, 1916.

In 1925 the American Council on Education called a conference of representatives of a number of its constituent members, among them the American Association of University Professors, for the purpose of formulating a shorter statement of principles on academic freedom and tenure. The statement formulated at this conference, known as the 1925 Conference Statement on Academic Freedom and Tenure, was endorsed by the Association of American Colleges (now the Association of American Colleges and Universities) in 1925 and by the American Association of University Professors in 1926.

In 1940, following a series of joint conferences begun in 1934, representatives of the American Association of University Professors and of the Association of American Colleges agreed upon a restatement of principles set forth in the 1925 Conference Statement on Academic Freedom and Tenure. This restatement is known to the profession as the 1940 Statement of Principles on Academic Freedom and Tenure.

The purpose of this statement is to promote public understanding and support of academic
freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

**Academic Freedom**

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

**Academic Tenure**

After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle it is understood that the following represents acceptable academic practice:

1. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
2. Beginning with appointment to the rank of full-time instructor or a higher rank, the
probationary period should not exceed seven years, including within this period full-time service
in all institutions of higher education; but subject to the proviso that when, after a term of
probationary service of more than three years in one or more institutions, a teacher is called to
another institution, it may be agreed in writing that the new appointment is for a probationary
period of not more than four years, even though thereby the person’s total probationary period in
the academic profession is extended beyond the normal maximum of seven years. Notice should
be given at least one year prior to the expiration of the probationary period if the teacher is not to
be continued in service after the expiration of that period.

3. During the probationary period a teacher should have the academic freedom that all other
members of the faculty have.

4. Termination for cause of a continuous appointment, or the dismissal for cause of a teacher
previous to the expiration of a term appointment, should, if possible, be considered by both a
faculty committee and the governing board of the institution. In all cases where the facts are in
dispute, the accused teacher should be informed before the hearing in writing of the charges and
should have the opportunity to be heard in their own defense by all bodies that pass judgment
upon the case. The teacher should be permitted to be accompanied by an advisor of their own
choosing who may act as counsel. There should be a full stenographic record of the hearing
available to the parties concerned. In the hearing of charges of incompetence, the testimony
should include that of teachers and other scholars, either from the teacher’s own or from other
institutions. Teachers on continuous appointment who are dismissed for reasons not involving
moral turpitude should receive their salaries for at least a year from the date of notification of
dismissal whether or not they are continued in their duties at the institution.

5. Termination of a continuous appointment because of financial exigency should be
demonstrably bona fide.

Appendix 300C: 2009 AAUP Statement on Professional Ethics

The statement that follows was originally adopted in 1966. Revisions were made and approved
by the Association’s Council in 1987 and 2009.

Introduction

From its inception, the American Association of University Professors has recognized that
membership in the academic profession carries with it special responsibilities. The Association
has consistently affirmed these responsibilities in major policy statements, providing guidance to
professors in such matters as their utterances as citizens, the exercise of their responsibilities to
students and colleagues, and their conduct when resigning from an institution or when
undertaking sponsored research. The Statement on Professional Ethics that follows sets forth
those general standards that serve as a reminder of the variety of responsibilities assumed by all
members of the profession.
In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and the Committee on Professional Ethics, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 Statement of Principles on Academic Freedom and Tenure, the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings, or the applicable provisions of the Association’s Recommended Institutional Regulations on Academic Freedom and Tenure.

AAUP’s Statement on Professional Ethics

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption
or termination of their service, professors recognize the effect of their decision upon the program
of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens.
Professors measure the urgency of these obligations in the light of their responsibilities to their
subject, to their students, to their profession, and to their institution. When they speak or act as
private persons, they avoid creating the impression of speaking or acting for their college or
university. As citizens engaged in a profession that depends upon freedom for its health and
integrity, professors have a particular obligation to promote conditions of free inquiry and to
further public understanding of academic freedom.

APPENDIX 300D: GLOSSARY OF TERMS
Throughout this document certain terms are used. While they may be defined at one or more
locations in the text, they are defined here for ease of reference and for consistency.

  applies to all employees (faculty and staff) and describes policies, procedures, and
  benefits established by the President of Gonzaga University. In the event there is a
  conflict between the content of the Gonzaga University Policies and Procedures Manual
  and content of the Faculty Handbook, the Faculty Handbook controls.
- Working Days (or “Days”): weekdays during the period of the first contract day of the
  academic year and the following 15th of May when faculty go off contract. Working Days
  (or “Days”) exclude staff holidays observed by Gonzaga University, but do not include
days when staff are expected to report to work but instruction does not take place (eg: the
  weekdays of Spring Break are considered “Working Days”)
- Ranked Faculty: all the academic staff of the University with titles covered in Sections
  302.04 and 302.05
- Faculty: see Ranked Faculty
- Adjunct: instructors contracted on an individual course basis for a semester with no
  expectations of renewal or continuation. Adjunct instructors are not governed by the
  Faculty Handbook.
- Non-ranked Faculty: academic staff with titles listed in Section 302.06.
- Bylaws: The Bylaws of the Corporation of Gonzaga University.
- Guidelines: Process document to describe the procedures and responsible parties in
  processes such as reappointment, tenure, promotion, and review of tenured faculty.
  Guidelines in units may elaborate those s
- Criteria: Specific expectations for faculty evaluation of work that are utilized in such
  processes as reappointment, tenure, promotion, and review of tenured faculty. The
  criteria should be found in Guideline documents. Criteria expand, for example, on those
  articulated in the Faculty Handbook Sections 304 or 306.
- Personnel File: records of a faculty member’s appointment, reappointment, promotion,
tenure, evaluations, reviews, disciplinary actions, medical or other leaves of absence,
sabbaticals, resignation, retirement, or termination. These records may be contained in
part or in total in the offices of the dean, the Provost, or Human Resources.