

Princeton Theological Seminary

FACULTY MANUAL

May 2014

The text of this *Faculty Manual*, ratified by the Board of Trustees, includes amendments approved on October 18, 2011, January 23, 2012, May 18, 2012, October 25, 2012, May 20, 2013, May 23, 2014, January 26, 2015, and October 13, 2015.

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Section One – Foundations

This Section of the Manual is made up of the basic documents defining the Seminary's purpose and governance which are germane to the Faculty's execution of its responsibilities; these "Foundations" are the propriety of the Board of Trustees. Both the Administration and the Faculty may initiate discussion about the formulation and amendment of matters addressed in the "Foundations" section.

1. Mission of the Seminary

1.1 The Mission Statement

1.1.1 The Mission Statement is a current expression of the objectives and educational concerns of the Seminary, and guides the institution in designing and implementing the academic program. It is reviewed regularly by the Board, in response to comments from the denomination, the faculty, other constituents of the Seminary, and other stakeholders, and may be amended by the Board at its discretion.

1.1.2 Text of the Mission Statement

1.1.2.1 Princeton Theological Seminary prepares women and men to serve Jesus Christ in ministries marked by faith, integrity, scholarship, competence, compassion, and joy, equipping them for leadership worldwide in congregations and the larger church, in classrooms and the academy, and in the public arena.

1.1.2.2 A professional and graduate school of the Presbyterian Church (U.S.A.), the Seminary stands within the Reformed tradition, affirming the sovereignty of the triune God over all creation, the gospel of Jesus Christ as God's saving word for all people, the renewing power of the word and Spirit in all of life, and the unity of Christ's servant church throughout the world. This tradition shapes the instruction, research, practical training, and continuing education provided by the Seminary, as well as the theological scholarship it promotes.

1.1.2.3 In response to Christ's call for the unity of the church, the Seminary embraces in its life and work a rich racial and ethnic diversity and the breadth of communions represented in the worldwide church. In response to the transforming work of the Holy Spirit, the Seminary offers its theological scholarship in service to God's renewal of the church's life and mission. In response to God's sovereign claim over all creation, the Seminary seeks to engage Christian faith with intellectual, political, and economic life in pursuit of truth, justice, compassion, and peace.

1.1.2.4 To these ends, the Seminary provides a residential community of worship and learning where a sense of calling is tested and defined, where Scripture and the Christian tradition are appropriated critically, where faith and intellect mature and life-long friendships begin, and where habits of discipleship are so nourished that members of the community may learn to proclaim with conviction, courage, wisdom, and love the good news that Jesus Christ is Lord.

1.2 The Faculty's Commitment to the Mission of the Seminary

The Board of Trustees, responsive to the purpose and mission of the Seminary as authorized under the Certification of incorporation and the By-Laws of the Corporation, specifies that every person elected to the Faculty in this institution answers affirmatively the following questions:

(1) Do you believe in one God – Father, Son, and Holy Spirit – and do you confess anew the Lord Jesus Christ as your Savior and Lord, and acknowledge him Head over all things to the Church, which is his body?

(2) Do you accept the Scriptures of the Old and New Testaments to be the unique and authoritative witness to Jesus Christ in the Church catholic, and by the Holy Spirit God’s word to you?

(3) Will you perform the duties of a member of the Faculty in this Seminary in obedience to Jesus Christ, under the authority of the Scriptures?

(4) Have you been induced, as far as you know your own heart, to accept the call to the office into which you are now being inducted with a sincere desire to promote the glory of God in the gospel of his Son?

(5) Are you willing to undertake the work of a member of the Faculty in this Seminary; and do you promise to discharge the duties which are incumbent on you in this character as God shall give you strength?

2. Relation of Faculty and the Board of Trustees

2.1 The corporation that is Princeton Theological Seminary is governed by the Board of Trustees (“Board”), whose authority derives from the State of New Jersey, and which ordinarily consists of between thirty (30) and forty (40) persons, with the actual number serving at any particular time to be determined by the Board. All members of the Board shall be members of Christian churches. Approximately one-half of the trustees shall be ordained ministers and approximately one-half shall be communicant (lay) members of a Christian church. All but a maximum of five (5) of those members shall be members of a Presbyterian Church (U.S.A.) congregation or ministers of Word and Sacrament of the Presbyterian Church (U.S.A.).

2.2 The Faculty is elected and constituted by the Board. No person shall be inducted into the office of President other than an ordained minister of the Presbyterian Church (U.S.A.), and no person shall be inducted as Professor who is not a minister or member of the Presbyterian Church (U.S.A.), except as the Board of Trustees may otherwise authorize. In electing members of the Faculty, it is the ordinary practice of the Trustees to rely upon the joint recommendations of the Faculty and the President.

2.3 The Board fixes the salaries of the Faculty by rank and provides notification of the next contract year’s salary through the President prior to the beginning of the Seminary’s fiscal year (July 1-June 30). The twelve calendar months of the contractual year are divided into a nine month period during which the Faculty carry out all the responsibilities described below (§2.4 (from the Corporate By-Laws, Article V, Section 2), and §4.4), and a three month period during which Faculty members have four weeks of vacation and two months for research and professional development.

2.4 The Corporate By-Laws of the Seminary establish the following understandings of the relation between the Board of Trustees and the Faculty:

[From the Corporate By-Laws, Article V, “The Faculty”]

“Section 1: Composition: The Faculty shall be composed of the professors, the associate professors, the assistant professors, the instructors, and such other categories as the Board may from time to time authorize.”

“Section 2: Organization: The Faculty shall have the right and authority to provide for its own organization, committees, rules and regulations, and by-laws, subject to the approval of the Board.”

“Section 3a: Responsibilities: The Faculty shall have initial responsibility for the curriculum, including requirements for admission to the Seminary, new courses of study and changes in the requirements in existing courses, the academic calendar, and the hours when classes shall be conducted. All recommendations for substantial innovations and changes shall be approved by the Board before becoming effective.

“Section 3b: The Faculty may recommend to the President the dismissal from the Seminary of students whose academic performance does not comply with published standards.

“Section 3c: Without limiting or abrogating any of its own duties and powers under the Certificate of Incorporation, the Board delegates to the Faculty the responsibility for nominating members of the teaching staff in accordance with the provisions set forth in the Faculty Manual. Members of the Faculty shall be appointed by the Board pursuant to the procedures set forth in the Faculty Manual, as in effect from time to time.”

2.5 By action of the Board of Trustees at its February 2010 meeting, beginning with the academic year 2010-11, the Committee on Trustees of the Board will select from among the members of the three elected Faculty Committees (Faculty Planning, Faculty Evaluation and Promotion, and Faculty Support and Development) one Faculty person to serve on each of the following Board committees: Academic Affairs, Advancement, Financial Affairs, Library and Technology Resources and Outreach, and Student Life. The term of service will be one year, commencing with the October meeting of the Board. Such appointments would be with voice but no vote, and this process will be monitored and reviewed after three years.

2.6 The Faculty Manual implements the stipulations in Article V of the Corporate By-Laws regarding the Faculty. There are three sections:

Section One -“Foundations” (§§ 1-3), made up of the basic documents defining the Seminary’s purpose and governance which are germane to the Faculty’s execution of its responsibilities; these “Foundations” are the propriety of the Board of Trustees.

Section Two -“Faculty By-Laws” (§§ 4-16), which implement the Seminary’s purpose by defining in detail the Faculty’s “organization, committees, rules and regulations” as well as the procedures by which the “Responsibilities” outlined above are carried out, all of this being within the delegation of authority granted to it by the Board. These By-Laws are the propriety of the Faculty subject to the approval of the Board; both the Administration and the Faculty may initiate discussion about possible amendments to the By-Laws.

Section Three -“Administrative Policies and Regulations” (§§17-30), which affect the Faculty in the execution of its duties and which are the propriety of the Seminary Administration subject to the approval of the Board. This section corresponds to the Seminary’s *Employee Handbook* and functions as such for the Faculty.

- 2.7 The Faculty customarily initiates the formulation and amendment of matters addressed in the “By-Laws” as its propriety. The Faculty may initiate discussion about the formulation and amendment of matters addressed in the “Foundations” and “Administrative Policies and Regulations” which are the propriety of the Board and the Administration respectively.

3. Academic Administration

3.1 Basic Administrative Structure

- 3.1.1 The President is the Seminary’s chief academic and administrative officer.

- 3.1.2 Officers elected by the Board and directly responsible to the President are the Senior Vice President, Chief Operating Officer, and Treasurer; the Dean and Vice President of Academic Affairs; the Vice President for Communication and External Relations; the Vice President for Investment Management and Chief Investment Officer; the Vice President for Advancement; the Dean of Student Life and Vice President for Student Relations; the James Lenox Librarian; and, the Assistant to the President and Secretary of the Seminary.

- 3.1.3 Additional officers may be elected by the Board from time to time as the needs of the Seminary require. An individual may hold more than one office simultaneously.

3.2 President

3.2.1 Responsibilities of the President

The President has general supervision over and responsibility for the affairs of the Seminary under policies adopted by the Board, as well as such additional duties as the Board may from time to time prescribe. He or she acts as the primary channel of communication between the Faculty and the Board, presides at all academic functions when present, and represents the Seminary to the public and to the Church. Unless otherwise directed by the Board, all other officers of the Seminary are subject to the authority and supervision of the President.

3.2.2 Absence or Disability of the President

In the prolonged absence or disability of the President, the Board of Trustees may appoint someone to serve in the President’s stead.

3.2.3 Academic Status of the President

The President is a voting member and the presiding officer of the Faculty, Senate, and Council, and a voting member of all committees and campus councils of the Faculty.

3.3 Dean and Vice President of Academic Affairs

3.3.1 Responsibilities of the Dean and Vice President of Academic Affairs

The Dean and Vice President of Academic Affairs, ordinarily a member of the Faculty nominated by the President with the advice of the Faculty, and elected by the Board, has administrative oversight of the departments and programs of instruction and of all

matters that pertain to the effectiveness and professional development of the Faculty. He or she supervises the offices of Academic Affairs, the Registrar, Field Education, Continuing Education, and the Center for Black Church Studies.

3.3.2 Academic Status of the Dean and Vice President of Academic Affairs

The Dean and Vice President of Academic Affairs is a voting member of the Faculty, the Faculty Senate, the Faculty Council, all Faculty search committees, and of all committees of the Faculty (with vote) unless otherwise specified in this manual (cf. 8.1.1; 8.6.1). The Dean regularly attends meetings of the Board of Trustees' Academic Affairs Committee and other committees at the direction of the President.

3.4 Administrators Reporting to the Dean and Vice President of Academic Affairs

3.4.1 Administrators appointed by the President and reporting to the Dean and Vice President of Academic Affairs include the Registrar, the Director of Field Education, the Director of the Center for Black Church Studies, the Associate Dean for Academic Administration, the Associate Dean for Continuing Education, the Associate Dean for Planning and Assessment, and the Associate for Academic Affairs.

3.4.2 The Associate Dean for Academic Administration administers the Ph.D. Studies Program, the academic regulations and procedures affecting students (*Handbook*, §§6-7), and other responsibilities delegated by the Dean and Vice President of Academic Affairs. The Associate Dean for Academic Administration serves as staff for the Ph.D. Studies Committee and the Masters' Studies Committee.

3.4.3 The President may, from time to time, appoint additional Administrators to report to the Dean and Vice President of Academic Affairs and assign their duties in consultation with the Dean.

Section Two – Faculty By-Laws

These By-Laws implement the Seminary's purpose by defining in detail the Faculty's "organization, committees, rules and regulations" as well as the procedures by which the "responsibilities" outlined above are carried out, all of this being within the delegation of authority granted to the Faculty by the Board. These By-Laws are the propriety of the Faculty subject to the approval of the Board; both the Administration and the Faculty may initiate discussion about possible amendments to the By-Laws.

Sentences in brackets in this section are lifted from Section One. As such, they are provided for information only, and are not the propriety of the Faculty (e.g., the role of the President in §4.4 below).

4. Organization of the Faculty

4.1 Composition

The Faculty consists of the President, the Dean of Academic Affairs, the Lenox Librarian, the full-time Professors with the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Administrative Faculty as defined in § 7.2.3. Seminary officers who are also members of the Faculty have all the privileges of Faculty.

4.1.1 Guests of the Faculty

The Faculty may invite to its meetings any persons whom it wishes to have present. Such persons shall attend without voice or vote unless the Faculty invites them to speak or participate in particular discussions.

4.1.2 Student Representation to the Faculty

Under the arrangements between the Faculty and the student government, the President of the Seminary may invite one or more members of the student body to attend meetings of the Faculty. Student representatives do not possess the right to vote and may be excused when the Faculty meets in executive session.

4.2 Meetings

The Faculty shall hold regular stated meetings during the period from September through May, on dates and at times to be announced by the Office of the President at least thirty calendar days in advance. Special meetings may be called by the President upon his or her own initiative, and shall be called upon the written request of three members of the Faculty.

4.3 Officers

The President of the Seminary shall be the presiding officer of the Faculty. If the President is unable to attend a meeting, he or she shall designate another member of the Faculty to preside, and in the absence of such a designation, the Dean of Academic Affairs shall preside.

4.3.1 Secretary of the Faculty

Annually in May the Faculty shall elect a secretary to serve for a term of one academic year, or until a successor is elected, who shall maintain an accurate and faithful record of all proceedings of the Faculty.

4.4 Duties and Responsibilities of the Faculty

The Faculty conducts and reviews the normal educational activities of the Seminary through the procedures described in the following sections. The Faculty recommends to the Board of Trustees all courses of instruction, new academic programs and changes in the requirements for existing programs, changes in the standards for admission to and continuation in the Seminary, the academic calendar, the time and ordering of final examinations, and the list of persons recommended to receive degrees and other academic awards. The Faculty reviews the policies of the Library and other Seminary entities to the extent they bear upon the academic and spiritual life of the institution; considers matters pertaining to the health and welfare of the Seminary and its mission; and shares with the President in the exercise of discipline. The Faculty nominates candidates to the Faculty at the rank of Instructor and Assistant Professor. [All its recommendations are transmitted to the President, who then may or may not forward them to the Board of Trustees with his or her recommendation. Should the President elect not to forward a recommendation from the Faculty to the Trustees, he or she shall provide an explanation to the Faculty.]

4.4.1 Comprehensive Academic Plan

The Faculty shall have initial responsibility for preparing and maintaining a Comprehensive Academic Plan for the Seminary, the responsibility for which is delegated to the Faculty Planning Committee (See §10.1). This plan shall include, but need not be limited to (1) the identification and description of the programs and facilities deemed essential for the institution's mission, (2) the establishment of priorities among other programs and facilities regarded as desirable, and (3) an analysis of the Faculty resources needed to conduct the educational program, taking into account factors of number, qualifications, characteristics, and distribution. The Plan shall be effective upon the approval of the Board of Trustees.

4.4.2 Faculty's Academic Year

Teaching, departmental, and committee responsibilities of Faculty Members are carried out in the period that begins the day after Labor Day and concludes with commencement, pending the completion of all academic responsibilities. Faculty involvement in summer session courses is regulated by separate contracts. On occasion, with the approval of the Dean of Academic Affairs and the department concerned, a Faculty Member may be authorized to exchange certain of his or her responsibilities during the normal academic year for equivalent work during the summer.

4.4.3 Teaching Load

The ordinary teaching load for a full-time Faculty Member is twelve credits per academic year.

4.4.4 Adjustments to Teaching Load

The ordinary teaching load is subject to adjustment, with the approval of the Dean of Academic Affairs, in the event of an unusually high course enrollment during a particular semester. It also may be modified by the President to take into account administrative responsibilities or participation in a program of sponsored research.

4.5 Faculty Senate

Those Professors and Associate Professors to whom tenure has been granted, together with the President, the Dean of Academic Affairs, and the Lenox Librarian (if appointed with the rank of Professor or Associate Professor), constitute the Faculty Senate. The Faculty Senate is responsible for making initial nominations regarding initial appointments to the Faculty at the ranks of Associate Professor and Professor, and for making recommendations for the tenure and promotion of members of the Faculty below the rank of Associate Professor. It also may discuss questions that arise incident to the discharge of these responsibilities and report its actions to the Faculty.

4.5.1 Meetings of the Faculty Senate

The Faculty Senate shall hold regular stated meetings during the period from September through May, on dates and at times to be announced at least thirty calendar days in advance. Meetings may be canceled by the President, however, where he or she determines no matters are ready for Faculty Senate consideration. Special meetings may be called by the President, or upon written request of three members of the Senate. A member of the Senate, designated by the President, shall serve as its secretary and shall maintain an accurate and faithful record of all proceedings.

4.6 Faculty Council

Those Professors to whom tenure has been granted, together with the President, the Dean of Academic Affairs, and the Lenox Librarian (if appointed with the rank of Professor), constitute the Faculty Council. The Faculty Council considers, advises, and recommends the promotion of Faculty Members who are Associate Professors to the rank of Professor.

4.6.1 Meetings of the Faculty Council

The Faculty Council shall meet at least once during the month of April or May of each academic year following the stated meeting of the Faculty and at the call of the President. Meetings may be canceled by the President, however, where he or she determines no matters are ready for Faculty Council consideration. A member of that body, designated by the President, shall serve as its secretary and shall maintain an accurate and faithful record of all proceedings.

4.7 Quorum, Voting, and Parliamentary Procedure

4.7.1 Quorum

One-third of the membership of the Faculty, the Faculty Senate, or the Faculty Council shall be competent to conduct business at any stated meeting, or at a special meeting called at least seven calendar days in advance. A majority of the membership of any of these bodies shall be competent to conduct business at a special meeting for which fewer than ten calendar days notice has been given.

4.7.2 Faculty on Leave

Unless they attend, Faculty Members officially on leave from their duties at the Seminary shall be disregarded in determining the number of persons needed to constitute a quorum.

4.7.3 Voting

A quorum being present, a majority of those voting on any question shall be sufficient to decide it. The presiding officer shall vote only in the case of an even division or when a written ballot is taken. Voting shall be by voice, or, if necessary to determine the vote accurately, by show of hands, except that a written ballot may be taken at the request of any member at an election where persons present are eligible to be elected; and a written ballot shall be taken on motions for election to membership in the Faculty or for promotion within it, and at the discretion of the President for any other motion.

4.7.4 The Presiding Officer

The Presiding Officer may participate in the discussion of any matter without relinquishing the chair.

4.7.5 Robert's Rules of Order

In all matters of procedure not otherwise specified in the Faculty Manual or By-Laws, Robert's Rules of Order Revised (Classic 1915 Edition) shall be determinative.

5. Academic Departments

5.1 General Organization

5.1.1 Constitution of the Academic Departments

The instructional fields of theological scholarship represented at the Seminary shall be organized into four academic departments as follows:

Biblical Studies, consisting of the fields of Old Testament and New Testament.

History and Ecumenics, consisting of the fields of Church History, Mission and Ecumenics, History of Religions, Sociology of Religion, and African-American Religion and Literature.

Theology, consisting of the fields of Philosophy and the Arts, History of Christian Doctrine, Systematic Theology, Christian Ethics, Theology and Science, Theology and Culture, and Missional and Ecumenical Theology.

Practical Theology, consisting of the fields of Education and Formation for Discipleship; Pastoral Care and Specialized Ministries; and Preaching, Speech Communication in Ministry, and Worship. In regard to the Ph.D. program, these three fields are denominated as Christian Education, Pastoral Theology, and Homiletics, respectively.

5.1.2 Faculty Membership in One Department

Although upon appropriate authorization a person may teach classes that are listed in more than one field or more than one department, every member of the Faculty shall hold voting membership in a single academic department, which may be changed only by the Board. Recommendations to the Board in such matters shall be made by the Faculty Senate.

5.1.3 Invited Staff at Department Meetings

Departments may invite members of the Seminary staff who are not members of the Faculty to attend their meetings on a regular basis, according to them voice and vote if the departments deem such to be appropriate.

5.1.4 Student Representation in Departments

Under arrangements between the Faculty and the student government, the President of the Seminary may designate members of the student body to sit with the departments, according to them voice but not vote in whatever matters may be presented for discussion.

5.2 Officers

5.2.1 Appointment of Officers

A chairperson and a secretary shall be the officers of each department. The chairperson shall be appointed by the President from among the tenured members of the department and normally shall serve a term of three academic years. The term may, however, be of longer or shorter duration to accommodate sabbatical leaves or other special circumstances. The secretary shall be appointed or elected according to the

customs of that department, and shall serve for one academic year or until a successor has been designated.

5.2.2 Secretary

The secretary of each department shall maintain an accurate and faithful record of the proceedings of the department, providing copies thereof to the departmental members, to the President, to the Dean of Academic Affairs, and to the Registrar. If the department holds special meetings in which the secretary is not eligible to participate, the chairperson shall be responsible for preserving a record of those proceedings.

5.3 Meetings

5.3.1 Meetings of the Departments

Departments shall hold stated meetings during the academic year, on dates and at times to be announced by the chairperson at least fourteen calendar days in advance. Special meetings may be called by the chairperson upon at least five calendar days notice.

5.3.2 Quorum

One third of the department members, not including those absent on sabbatical leave, shall constitute a quorum for the transaction of business at a duly called departmental meeting.

5.3.3 Executive Sessions

Departments may hold executive sessions as need may dictate, excluding from such sessions any person not entitled to vote on matters under review.

5.4 Duties and Responsibilities

5.4.1 Curricular Responsibilities

Departments shall have initial responsibility for planning the offerings in their fields of study, including the approval of all course proposals to assure their compatibility with the Seminary's Mission, Strategic Plan, the Comprehensive Academic Plan, and curricular goals. Each Department shall ensure the provision of an adequate number and distribution of classes to meet the needs of the degree programs and other authorized areas of emphasis. Wherever possible, this planning shall be done on a two-year basis, and potential lacunae shall be brought to the Faculty's attention as soon as they become apparent. All departmental recommendations relating to the curriculum are referred to the Masters' Studies Committee (See, §8.2.2) for approval. Doctoral seminars are referred to the Ph.D. Studies Committee (§8.3.2) for approval. The actions of both committees are referred to the faculty for final ratification.

5.4.2 Responsibilities Relating to Faculty Appointments

Departments shall engage in a regular survey of their personnel needs, and when vacancies occur or changes in curricular or staffing strategies are envisioned, shall consult with the Faculty Planning Committee (See, §10.3.3) with regard to implications of such matters for the Comprehensive Academic Plan (See, §10.1).

5.4.3 Other Responsibilities

Departments shall (1) submit nominations for the Stone, Missions, Thompson, Neumann, Kagawa, and other special lectureships to the Academic Dean; (2) review the sequence of sabbaticals and other leaves of absence within their areas, and approve members' sabbatical proposals; (3) nominate persons to special committees and consultations when so requested; (4) provide recommendations for tenure and promotion processes when requested by the Faculty Evaluation and Promotion Committee (See, § 11.9.2); (5) implement the program of peer reviews; and (6) in general seek to enhance the contribution of their several fields to the Seminary curriculum and to theological scholarship.

6. Interdepartmental Programs

6.1 Purpose

Upon recommendation of the Faculty Planning Committee, the Faculty may from time to time recommend to the Board the establishment of interdisciplinary programs to serve needs that are not easily addressed through the regular departmental structure. Each such program shall be supervised by a Faculty committee, appointed by the President in accordance with the approved design for that program.

6.2 The Responsibilities of Interdisciplinary Programs

When so authorized by the Faculty, each such program, through its supervising committee, may oversee the work of seniors, Th.M. candidates, and Ph.D. candidates pursuing an interdisciplinary specialization; counsel with departments regarding courses and teaching personnel appropriate to the needs of that program; recommend candidates for prizes and other special awards; and in general promote the ends for which the program was created.

6.3 Relation to Departments

Although the committee supervising an interdisciplinary program may exercise certain functions typically performed by a department, it shall not be construed as a department. Each member of the committee shall have his or her primary departmental locus, and shall be responsible for participating in the regular business of that department. Courses and personnel recommendations shall be referred to the Masters' Studies Committee after consultation with one or more of the affected academic departments. Doctoral seminars shall be channeled through the Ph.D. Studies Committee, and then to the faculty for final action.

6.4 Organization and Reporting

To the extent feasible, committees supervising interdisciplinary programs shall be organized according to the provisions of §6.1 and §6.3 above. They shall make regular reports to the Faculty regarding their work.

6.5 Religion and Society Program

The Religion and Society Program is an interdisciplinary program that promotes the critical examination of religious and social life. The faculty of the Religion and Society Program also teach in the other academic departments of the Seminary, and bring to

the program different types of theoretical expertise and skill. At the masters' level, the program fosters an interdisciplinary ethos by supporting instruction on religious and social issues in the course offerings of all departments, and by sponsoring special campus events and ongoing seminars on key religious and social themes. The purpose of these efforts at the masters' level is to help promote reflection on religion and social life as they are informed by theological perspectives. At the doctoral level, the program consists of a more formally structured Ph.D. degree program in religion and society.

7. Faculty Appointments, Ranks, and Searches

7.1 The Conditions for Faculty Appointments

7.1.1 Conditions for Faculty Appointment and Tenure

There are three essential conditions for faculty appointment or tenuring: (1) that the existence of the position accords with the mission of the Seminary as authorized by the Board of Trustees; (2) that the resources are assured for the position's probable duration; and (3) that the Faculty is consulted by means of the procedures in §10.

7.1.2 Definitions of "Term Appointment" and "Tenured Appointment"

Faculty Members are contracted for employment either for specific terms of service ("term appointment") or for full-time continuing service ("tenured appointment"). Rank and tenure are assigned in accordance with the Seminary's established criteria and procedures (See, §11).

7.1.3 Board Establishment of the Proportion of Tenured Faculty

The Board of Trustees with appropriate consultation with the President and in light of the Comprehensive Academic Plan (See, §10.1-2) and taking cognizance of proportions of tenured to untenured faculty in comparable institutions, will establish a policy determining the percentage of faculty positions that may be tenured at any given time (§10.4).

7.1.4 Definition of Tenure

Tenure is defined as continuous full-time employment that may be terminated only by death, resignation, retirement, or dismissal for cause (See, §16.3.1). It may be granted only by explicit action of the Board of Trustees.

7.1.5 Definition of "Tenure-Track Appointment"

A position is described as "tenure track" if it falls within the total number of tenured positions authorized at the time of the appointment (See, §7.1.3). The appointment to such a position guarantees the Faculty Member tenure review at the appropriate time.

7.1.6 Duties of Full-Time Faculty Members

A Faculty Member with a full-time appointment is expected to teach a course load of twelve credits per year; function as a productive scholar; engage in service to Seminary, church, and society; participate actively in Seminary governance; and advise students in the masters' and doctoral programs.

7.1.7 Contractual Relations

The relationship between a member of the Faculty and the Seminary shall be made a matter of written contract. This *Manual* sets forth the reasonable expectations that exist between the Seminary and the Faculty Member. The individual relationship between the Seminary and the Faculty Member, however, shall be specifically governed by the terms of the contract that exists between them. Furthermore, this *Manual* and the expectations set forth may be amended from time to time, however, by a vote of the Faculty and approval of the Seminary's Board of Trustees in accordance with §2.6-7.

7.1.8 Transferable Experience

A Faculty Member's first contract shall specify the amount of transferable experience the candidate brings from earlier positions and its implications for tenure and promotion review as well as sabbatical leaves, the initial rank and tenure status, the length of the contract, and any conditions relating to reappointment, and the Faculty Member's initial level on the faculty salary scale.

7.1.9 Calendar of Appointments

Unless otherwise provided in individual letters of appointment, all Faculty contract years run from July 1 of one calendar year through June 30 of the next. An initial contract period may, however, be of shorter duration to bring it into agreement with the period defined above. When used in this *Manual*, "year of service" or "year of appointment" shall mean a contract year.

7.1.10 Seminary Benefits

All full-time Faculty Members are entitled to participate in the benefits program of the Seminary, as that program may be defined and redefined from time to time. By specific contractual agreement in writing, part-time Faculty may be entitled to participate in the benefits program of the Seminary. Further information about current benefits at the Seminary is available in the Human Resources Office.

7.2 Faculty Rank and Status

7.2.1 The Ranks, Privileges, and Terms of Service of Tenured and Tenure-Track Appointments

7.2.1.1 Professor

Initial appointment at the rank of Professor ordinarily includes tenure and the right to participate in all deliberations and decisions of the Faculty, the Faculty Senate, and the Faculty Council. Promotion to the rank of Professor from within the Faculty always includes these privileges.

Except in the case of term appointments, a current Associate Professor who has completed at least six years as an Associate Professor (either at Princeton Theological Seminary or another academic institution) may (but is not required to) apply for promotion to the rank of Professor. The candidate for such promotion shall submit an application in writing to the Dean of Academic Affairs by May 1 for the promotion to take effect in the fall term of the following calendar year.

7.2.1.2 Associate Professor

Initial appointment at the rank of Associate Professor ordinarily includes tenure. It also includes the right to participate in deliberations and decisions of the Faculty and the Faculty Senate. Promotion to the rank of Associate Professor from within the Faculty always includes these privileges.

A Faculty Member who has completed at least five years of service as an Assistant Professor (either at Princeton Theological Seminary or another academic institution) may (but is not required to) apply for promotion to Associate Professor. The candidate for such promotion shall submit an application in writing to the Dean of Academic Affairs by May 1 for the promotion to take effect in the fall term of the following calendar year. The promotion evaluation is normally linked with the evaluation for the granting of tenure, if a tenured position is available.

7.2.1.3 Assistant Professor

A Faculty Member who holds the required terminal degree but has fewer than six years of transferable service as an Instructor or Assistant Professor after completion of the terminal degree ordinarily is appointed as Assistant Professor. This appointment includes the right to participate in deliberations and decisions of the Faculty. The Assistant Professor cannot be tenured but the position can be tenure-track.

7.2.1.4 Instructor

A Faculty Member who has not completed the terminal degree required for his or her discipline is ordinarily ranked as Instructor. This appointment includes the right to participate in the deliberations and decisions of the Faculty. The completion of the required terminal degree, signaled by official notification by the responsible administrator of the degree-granting institution, results in automatic and immediate appointment to the rank of Assistant Professor. The initial appointment as Instructor is made for a three-year term; the appointment may be renewed once, for a total of six years. The Instructor cannot be tenured but can be appointed to a tenure-track position, subject to all of the conditions detailed above.

7.2.1.5 Summary of Customary Timing of Tenure Evaluations

The evaluation for tenure is ordinarily scheduled to take place during the sixth year of teaching in a tenure-track position as Assistant Professor. The decision to grant tenure becomes effective at the end of the academic year in which the tenure decision was made. The evaluation for the granting of tenure may be linked with an application for promotion, in which case the application for promotion is to be submitted to the Dean of Academic Affairs by May 1 of the fifth year. In the event of a negative tenure decision, the candidate's appointment shall conclude at the end of the seventh year.

Upon notification by a Faculty Member, the Dean of Academic Affairs will grant a one-year extension in the schedule of the evaluation review in the case of the birth to or adoption of a child by a Faculty Member. The timing of evaluation reviews may also be extended by the Dean of Academic Affairs or request in situations such as extended illness or an administrative appointment that reduces a person's capacity to teach a full load.

7.2.2 Non-Tenure-Track Faculty Appointments

7.2.2.1 Instructor (term appointment) and Assistant Professor (term appointment)

Instructors and Assistant Professors with term appointments receive contracts from one

to four contract years in length. These appointments include the privilege of participating in the deliberations and decisions of the Faculty. These appointments may be renewed to a combined maximum of seven contract years.

7.2.3 Administrative Faculty with the Honorific Rank of Assistant or Associate Professor

An Administrative Faculty Member is a member of the administrative staff of the Seminary who upon authorization by the Faculty Senate has been accorded instructional duties and privileges for a stated term. The negotiation of such assignments of administrators to the responsibilities of an Administrative Faculty Member may be initiated by the President or a department. The recommendation for such an assignment shall be transmitted to the Faculty Senate through the Faculty Planning Committee with the latter's own recommendations. Since the status of Administrative Faculty is incidental to some other activity and does not constitute the holder's primary basis for employment, it is subject to repeated renewal without raising the question of tenure. In no case, however, may the position of Administrative Faculty Member be continued beyond the termination or expiration of the underlying administrative appointment.

7.2.3.1 Regular Faculty with Administrative Assignments

The policies and procedures in §7.2.3 do not apply to regularly elected Members of the Faculty who from time to time accept administrative assignments. Such persons retain their Faculty status under the same terms and limitations that govern Faculty appointments generally.

7.2.3.2 Assignment of Honorific Ranks

The President may assign to an Administrative Faculty Person the honorific title "Assistant Professor" or "Associate Professor," which title has no implications for salary or other benefits.

7.2.4 Adjunct Faculty

Adjunct Faculty are occasional Faculty Members, whose primary position is with another school or institution, or whose academic credentials qualify them to teach specific Seminary courses. A person can either be designated "Adjunct (rank at home school)" or simply "Adjunct Faculty." Adjunct Faculty do not participate in Faculty governance at any level.

7.2.5 Visiting Faculty

Full-time Faculty visiting from other schools where they are tenured or in a tenure track have "Visiting" before the title they have at that school. Visitors who are not in a tenure track are "Visiting Instructors." Visiting Faculty do not participate in Faculty governance but may participate as guests in the activities of the department in which they are teaching during their time at the Seminary.

7.3 Search, Appointment, and Orientation

7.3.1 Searches for Appointments to the Regular Faculty at All Ranks

7.3.1.1 Appointment of Search Committees

Once a position has been established or reaffirmed, and the position description approved by the Faculty Planning Committee, Faculty, and President, the President, in consultation with the Dean of Academic Affairs and the Chair of the Department in which the position is located shall appoint a search committee and its chair to conduct the search. The search committee ordinarily consists of two members of the department in which the position is or will be located, two members of other departments, and the Dean of Academic Affairs. The President is a member ex officio of every search committee. A student from the subject area concerned will also be appointed to the search committee by the President in consultation with the search committee, and shall have voice but no vote. After consultation with the department, two external assessors, who are recognized as senior leaders in the discipline, will serve as consultants to the search committee but have no vote. Accordingly, the President will appoint one external assessor. When a department has been determined, a second external assessor shall be selected by the department in which the appointment is being made. During searches in which the departmental location is not predetermined, a second (and, if warranted, a third) external assessor shall be selected by the department(s) appropriate to the final candidates. The role of external assessors will be to compare candidates and offer advice on the trajectory of the discipline, not to be an advocate for any particular individual. The first action of the search committee will be a meeting with the President during which the position description approved by the Faculty Planning Committee and the Faculty and reported to the Board of Trustees, as well as the questions of tenure will be clarified.

7.3.1.2 Conduct of the Search

The Office of Academic Affairs provides the search committee with a plan and resources for conducting its business. In its deliberations, the search committee will be guided by the Seminary's mission, the requirements of the curriculum, and the Seminary's commitment to equal opportunity. It shall take all reasonable steps to develop a broad and representative pool of candidates. This will include the placement of position announcements in appropriate journals, newsletters, and online sources, and the canvassing of knowledgeable resource people for nominations of qualified candidates. With attention to the catholic and ecumenical character of the Reformed tradition from its inception, as well as to ecumenical developments of the twentieth century, search committees shall give consideration to the Seminary's Reformed identity and be open to representation on the Faculty of other traditions and perspectives within the ecumenical church. The pool of candidates consists of all applicants received up to the published deadline for the search. Applications submitted after that deadline has passed may be accepted only with the authorization of the President.

7.3.1.3 Committee's Presentation of Candidates to the Faculty

The search committee may decide to select its prime candidate for presentation to the Faculty, or it may decide to present a slate of up to three candidates. When the search committee has reached a decision on its nominations, it will report to the Faculty its proposal to bring either its prime candidate or its slate of candidates to the campus for a public presentation and interviews. The search committee will organize these visits so as to include several opportunities for interviews with Faculty Members, students, the Dean, and the President, as well as at least one meeting with the committee. Normally a public lecture will be a part of the campus visit. Faculty Members and students will be requested to provide written evaluations of the candidate for the consideration of the search committee. Following the completion of all campus visits, the search committee will consult and arrive at its recommendation, which will be written and distributed to the responsible Faculty body no less than seven days before the vote is to be taken. This report will include information about the committee's decision-making process, its

reasons for recommending the candidate for appointment, and it will also include any significant differences of opinion and the committee's resolution of them. In the case of appointments to tenure-track chairs, whether Associate Professor or Professor, the search committee may include in its recommendation the proposal to appoint a candidate with tenure. The Faculty receives and acts upon nominations for candidates for non-tenured positions (Instructors and Assistant Professors); the Faculty Senate receives and acts upon initial nominations to the Faculty at the ranks of Associate Professor and Professor; the Faculty Council receives and acts upon recommendations for promotion to the rank of Professor.

7.3.1.4 Faculty Responsibility before Voting on Candidates

Members of the Faculty covenant with one another that, in preparation for voting on a recommendation for appointment, they will acquaint themselves with at least a representative sample of the writings of the candidate, together with such other information as is commonly available. To this end, each search committee will identify chapters and articles to which the Faculty should give particular attention and, through the Office of Academic Affairs, will cause them to be posted to a website to which the Faculty alone has access. A curriculum vitae shall also be posted, together with other appropriate items that the committee believes should be reviewed. Confidential materials will not be posted. In addition, the candidate's personal statement, together with the curriculum vitae and extended set of publications, shall continue to be available in the office of Academic Affairs until the vote is taken, where it may be consulted during regular business hours but from which it shall not be removed.

7.3.1.5 The Decision-Making Process

The search committee's recommendation is presented orally to the responsible voting body, and following discussion, a vote is taken by secret ballot. A positive vote on the recommendation to appoint to the Faculty will be forwarded to the President, who then formally discharges the search committee. If the President concurs with the recommendation, he or she will forward it to the Board of Trustees for final action. If the President does not concur, he or she will report his or her non-concurrence to the Board and will provide an explanation of his or her action to the Faculty Senate or Council. In such an instance, the President may elect to appoint a new search committee, or in the alternative, to refer the matter to the Faculty Planning Committee, which will consult and develop a proposal to the Faculty and President as to the next steps to be taken.

7.3.1.6 Exceptional Searches

Anything stated above notwithstanding, the Faculty Senate, in the case of an appointment as Associate Professor, and the Faculty Council, in the case of an appointment as Professor, may make nominations for Faculty appointments to the Board through the President without full search, when in their judgment the unusual qualifications of the nominee or the nature of the position would warrant such an action. Such recommendations will normally be placed before the Faculty Senate or the Faculty Council by the President, in consultation with the Dean of Academic Affairs. In such cases, as much of ordinary search procedures shall be carried out as possible. The Faculty Senate's or Faculty Council's positive recommendation is received by the President, and if he or she concurs, he or she forwards it to the Board of Trustees. If the President does not concur, he or she reports the reasons to the Senate or the Council and the Board.

7.3.2 Appointment of Adjunct Professors and Visiting Professors

By the end of February in each academic year, the Masters' Studies Committee, in consultation with each department, shall propose to the Faculty and President the positions of Adjunct Professors and Visiting Professors to be appointed for the following academic year. With the concurrence of the President that such appointments may proceed, the department shall propose such appointment to the Dean of Academic Affairs, who, if he or she concurs, shall forward them to the Masters' Studies Committee. The Committee shall consider such proposals from all the departments and shall present its list of candidates to the Faculty for review. Once the Faculty has considered the list, it shall present its candidates to the President who will make the final decision on such candidates. The Dean of Academic Affairs proposes the contract stipulations to the President, including rank, stipend, duration of the appointment, and courses to be taught. The President issues the contract. Proposals to reappoint may be made by the Faculty upon the recommendation of the Dean of Academic Affairs with the concurrence of the Masters' Studies Committee and are confirmed by the President. Such appointments are reported by the President and Dean of Academic Affairs to the Academic Affairs Committee of the Board.

7.3.2.1 Adjunct Faculty for Denominational Polity Courses

The Faculty Planning Committee includes the Seminary's offerings in denominational polity, for candidates of the Presbyterian Church (U.S.A.) as well as other denominations, in the development of the Comprehensive Academic Plan. The commitment to offer such courses is based upon negotiations carried out by the President, in consultation with the Dean of Academic Affairs, with the responsible denominational agencies. The need for such courses and proposals for their timing is reported to the Faculty Planning Committee by the Registrar, based upon students' denominational affiliations. For the purposes of developing nominations of suitable Adjunct Faculty, the Dean of Academic Affairs may consult with Faculty from the respective denominations. The course offerings and Adjunct Faculty nominations are submitted by the Registrar to the Masters' Studies Committee, which reports on its actions to the Faculty for final authorization.

8. Structure of Academic Committees

8.1 General Organization

The Faculty organizes itself into academic committees. The standing committees of the Faculty are directly related to academic concerns. Special committees may be constituted from time to time, and, in the absence of provision to the contrary, shall dissolve at the conclusion of the academic year in which they are created. Each committee, either standing or special, and council shall report regularly to the Faculty.

8.1.1 Appointment of Committees

Unless otherwise provided herein, committees shall be appointed by the President. As feasible, the membership of a committee normally shall be divided into three classes, and the term of appointment of one such class shall expire at the close of each academic year. In the appointment of members to committees, an effort shall be made to distribute time-consuming responsibilities as equitably as possible across the full-time Faculty. Committee members shall be eligible to serve as their own successors. Unless otherwise provided herein, chairpersons of committees shall be designated by

the President. Additional officers may be appointed by the committees themselves, according to their own requirements. Vacancies on committees may be filled, replacements made, and members removed for cause or upon their own application by the person or body initially responsible for the appointment. Faculty Members may expect to serve on ad hoc committees (e.g., search, curriculum review, accreditation review).

Appointments shall be made with a view to utilizing particular skills and expertise, to achieving a balance between continuity and change in the work of a committee, to assuring the presence of different perspectives on issues that are likely to arise, and to encouraging an acquaintance with a broad range of the Seminary's educational activities.

The President of the Seminary and the Dean of Academic Affairs are members (with vote) of all committees of the Faculty, unless otherwise specified in this manual.

8.1.2 Minutes

Each committee shall provide copies of its minutes to the President, to the Dean of Academic Affairs, and to other persons who may request them and have a legitimate need for the information.

8.1.3 Meetings and Quorum

Standing committees normally meet monthly throughout the academic year, with additional meetings to be called as need requires. A minimum of three members constitutes a quorum for the conduct of business.

8.1.4 Student Representatives

Under arrangements between the Faculty and the student government, the President of the Seminary may designate members of the student body to sit with certain of the faculty committees. Nominations for such service are made to the President through the student government, and, in the case of Ph.D. student representatives, through Koinonia. Such students ordinarily shall be entitled to voice and vote in all matters presented for the committee's consideration. Committees are empowered, however, to hold executive sessions without student representatives present for the discussion of what the Committee considers to be unusually sensitive matters.

8.2 Masters' Studies Committee

8.2.1 Composition

The Masters' Studies Committee consists of at least four members of the Faculty as well as one student appointed by the President in accordance with §8.1.4. The Chair of the Committee serves as the Director of the Masters' Studies Programs. The Associate Dean for Academic Administration serves as staff to the Committee with voice but no vote.

8.2.2 Responsibilities

The Masters' Studies Committee is responsible for the ongoing implementation of the curricula of the Master of Divinity, the Master of Theology, the Master of Theological Studies, and the dual degree of Master of Arts. This entails the development and administration, in consultation with the academic departments, of a system for the

review and approval of course proposals. The Committee develops policies and procedures for the implementation of interdisciplinary and cross-cultural courses, and, with the Faculty's ratification, implements them. The Committee receives from the departments nominations of adjunct faculty and teaching fellows (advanced doctoral students), usually in connection with their course proposals. The Committee makes recommendations to the Faculty regarding course proposals, as well as adjunct faculty and teaching fellow appointments, for Faculty ratification. The Committee also approves and administers the system of course evaluations. In consultation with the departments, the Committee designs and implements a structure for regular evaluation of the curriculum. The Committee reports to the Faculty Planning Committee on matters relating to the disciplines and subject areas that comprise the Comprehensive Academic Plan (See, §10.2).

8.3 Ph.D. Studies Committee

8.3.1 Composition

The Ph.D. Studies Committee consists of at least four members of the Faculty, except during the admissions selection process, when there will be a full complement of 8 members; the Chair shall serve as the Director of Ph.D. Studies. The Associate Dean for Academic Administration serves as staff to the Committee with voice but no vote.

8.3.2 Responsibilities

The Ph.D. Studies Committee is responsible for admitting candidates to the Ph.D. program; for reviewing student progress; for dismissing students whose work may be unsatisfactory in accordance with procedures found in the *Handbook*; for supervising the work of candidates pursuing interdisciplinary studies and for assigning such persons to special committees; for recommending to the Faculty changes in procedures and requirements; and in general for overseeing Ph.D. studies within the Seminary.

8.3.3 Student Representation

Any student that might be designated to sit with this committee shall be a Ph.D. candidate in good standing.

8.4 Faculty Support and Development Committee

8.4.1 Composition

The Faculty Support and Development Committee consists of three tenured and one non-tenured member of the Faculty, together with the Dean of Academic Affairs. The chair shall be a tenured member in his or her final year of election to the committee.

8.4.2 Terms of Office

The tenured faculty members of the Faculty Support and Development Committee shall be elected to serve staggered terms of three academic years. The non-tenured member serves a term of two years. If a member will be on leave during part of his or her term, a substitute of the same tenure status, nominated by the Committee, may be elected by the Faculty to serve in his or her place during the period of the leave.

8.4.3 Nomination and Election of Members

At a stated meeting of the Faculty in the spring semester, the continuing members of the committee shall present one or more nominations for each forthcoming vacancy, and additional nominations may be made from the floor. Election shall be an early order of the day at the next stated meeting of the Faculty and shall be by written ballot. If no candidate for a particular vacancy has received at least forty percent of the votes cast, the two (or more) persons receiving the highest number of votes shall be candidates on the next ballot. This election shall take place after the election of the members of the Faculty Evaluation and Promotion Committee, and the members of the Faculty Planning Committee.

8.4.4 Meetings

The Faculty Support and Development Committee meets regularly throughout the academic year, and may hold special meetings at the call of the chair or of the Dean of Academic Affairs.

8.4.5 Responsibilities

The Faculty Support and Development Committee implements the policies, procedures, and programs set forth in §9, and may receive any other business related to the development of faculty scholarship and teaching excellence, referred to it by the Masters' Studies Committee, the Faculty Planning Committee, the President, or the Dean of Academic Affairs. The Committee monitors the "Faculty By-Laws" (Section Two of the *Faculty Manual*) and §§6-7 of the *Handbook* and recommends amendments to the Faculty.

8.5 Faculty Planning Committee

8.5.1 Composition

The Faculty Planning Committee consists of four tenured members of the Faculty, the Dean of Academic Affairs, and the President. The chair shall ordinarily be a member in his or her final year of election to the committee.

8.5.2 Terms of Office

The Faculty Members of the committee shall be elected to serve staggered terms of three academic years. If a member will be on leave during part of his or her term, a substitute may be elected by the Faculty to serve in his or her place during the period of the leave.

8.5.3 Nomination and Election of Members

At a stated meeting of the Faculty in the spring semester, the continuing members of the committee shall present one or more nominations for each forthcoming vacancy, and additional nominations may be made from the floor. Election shall be an early order of the day at the next stated meeting of the Faculty. This election shall take place after the election of the members of the Faculty Evaluation and Promotion Committee. It shall be conducted by secret ballot. If no candidate for a particular vacancy has received at least forty percent of the votes cast, the two (or more) persons receiving the highest number of votes shall be candidates on the next ballot.

8.5.4 Meetings and Responsibilities

The Faculty Planning Committee meets regularly throughout the academic year, and may hold special meetings at the call of the chair or of the President. It is responsible for the tasks of Faculty Planning (See, §10.1). It considers any other matters of faculty or institutional concern that might be less appropriately raised in other committees, departments, or the Faculty as a whole. Matters may be referred to the committee by the President, the Dean of Academic Affairs, the Faculty, another standing committee, or individual members of the Faculty. It is available to counsel with the President regarding committee assignments.

8.5.5 Problem Solving and Complaint Procedure

The Faculty Planning Committee serves as the Committee of review for grievances filed in accordance with the Problem Solving and Complaint Procedure (See, §15.2).

8.6 Faculty Evaluation and Promotion Committee

8.6.1 Composition

The Faculty Evaluation and Promotion Committee consists of three tenured full professors with voice and vote, together with the Dean of Academic Affairs who shall have voice but no vote. The Dean of Academic Affairs, in consultation with the committee, shall appoint a consultant conversant with the discipline of the applicant, who shall be tasked to interpret (without making a specific recommendation) the case of the applicant in light of current scholarship, the external references, and the publication record of the applicant; the consultant shall remain anonymous, and has no vote.

8.6.2 Election of the Committee

The three voting members of the Faculty Evaluation and Promotion Committee shall be elected by the Faculty in the spring semester. The slate of nominees is drawn randomly from a pool made up of all full professors from which the names of the department chairs in the coming academic year, as well as those professors on leave in the following academic years have been removed. Seven names are randomly drawn, and the faculty votes for three; candidates receiving less than 40% of the votes cast are removed from the ballot, and the faculty votes for three until there are three clear winners. In the first year of implementation of this procedure, the process is repeated three times except that the names of those already elected are removed from the pool which from which the slate is randomly selected. The establishment of rotation of members is determined by lot the first time the procedure is implemented. In subsequent years, the Faculty elects one person to replace the member rotating off the committee. The person in the last ballot who has the second most votes serves as an alternate member, providing he or she has received at least 50% of the votes cast. If there is no clear second place winner, the entire procedure is repeated a fourth time.

8.6.3 Recusal

If a member of the committee has served as a member of a candidate's doctoral residence or dissertation committee, or if there is any other clear conflict of interest in relation to a particular process of evaluation, that member shall recuse him- or herself, and the elected alternate member will serve in his or her stead. The President determines the need for and implements such recusal.

8.6.4 Responsibilities

The Faculty Evaluation and Promotion Committee implements the Policies and Procedures for Evaluation, Promotion, and the Granting of Tenure (See, §11).

8.7 Admissions Committee

8.7.1 Composition

The Admissions Committee is composed of at least four members of the Faculty, together with the Dean of Student Life, the Director of Multicultural Relations, and the Director of Admissions and Financial Aid, who shall serve as secretary of the committee.

8.7.2 Responsibilities

The Admissions Committee is responsible for the admission of candidates to any program that carries academic credit, with the exception of the Ph.D. degree. The committee may, however, appoint a subcommittee to review applications for the summer program where degree candidacy is not contemplated. The committee may also recommend to the Masters' Studies Committee changes with regard to the requirements or procedures for gaining admission to the Seminary.

8.7.3 Reporting

The Admissions Committee through its chair shall make regular reports to the Faculty concerning its work.

8.8 Library and Technology Advisory Committee

8.8.1 Composition

The Library and Technology Advisory Committee consists of at least three members of the Faculty including the Lenox Librarian, the Director of Academic Technology, the Head of Digital Initiatives, and the Director of Access, Research and Outreach from the Library, the Chief Technology Officer of Information Technology, the Associate Dean for Continuing Education, and the Vice President of Communication and External Relations.

8.8.2 Responsibilities

The Library and Technology Advisory Committee has two principal areas of responsibility: (1) It advises and makes recommendations concerning all matters having to do with the educational policies of the Library (e.g., collection development, library services) and bears responsibility for the communication of library matters within the seminary community. (2) It provides a forum for identifying campus-wide technology needs, and serves as the channel through which the pertinent concerns of the campus constituents (e.g., faculty, students, staff) can be brought to the attention of the relevant administrative units (e.g., Library, Information Technology, Advancement, Continuing Education). The committee also makes recommendations on technology policies, procedures, and standards as they bear on the Seminary's academic and educational mission. When appropriate, the Library and Technology Advisory Committee may request that library and technology staff be invited to its regularly scheduled or specially called meetings.

8.9 Faculty Panel on Student Review

8.9.1 Composition

The Faculty Panel on Student Review consists of three tenured members of the Faculty appointed in April or May for the forthcoming academic year by the President, who shall designate alternates to serve in the event a regular member of the Panel is disqualified from participating in a particular case or is otherwise unable to participate.

8.9.2 Responsibilities

The Faculty Panel on Student Review hears and decides appeals assigned to the Faculty under provisions of §7.5 and §7.6 in the *Handbook*.

8.10 Advisory Committee on Diversity

8.10.1 Composition

The Advisory Committee on Diversity consists of at least three members of the faculty, one of whom serves as chair, one member of the administration, one member of the non-exempt staff, three masters' level students nominated by the Student Government Association, and one PhD student nominated by Koinonia. The Director of Multicultural Relations serves as staff to the committee with voice but not vote.

8.10.2 Responsibilities

The Advisory Committee on Diversity primarily advises the president and faculty on matters of diversity with respect to the faculty, administration, staff, and student body. The committee advises the Office of Multicultural Relations on diversity planning, programs, and initiatives and monitors their effectiveness.

8.11 Curriculum Assessment Committee

8.11.1 Composition

The Curriculum Assessment Committee consists of at least four members of the faculty, one from each academic department. The Associate Dean for Planning and Assessment and the Dean of Student Life will serve as ex officio members.

8.11.2 Responsibilities

The Curriculum Assessment Committee oversees the assessment of the curricular effectiveness of all degree programs. The committee is accountable primarily to the Masters' Studies Committee, the Ph.D. Studies Committee, and the Office of Academic Affairs (through the Associate Dean for Planning and Assessment). Secondly, the committee is accountable to the Faculty as a whole, to the Academic Dean, and to the President.

9 Procedures for Faculty Support and Development

9.1 Definition and Purposes

The Faculty Support and Development Program of the Seminary implements its commitment to Faculty excellence in teaching and scholarship. It does this by

sponsoring a diverse range of opportunities both on and off campus that enable the Faculty to engage in activities that (1) foster professional formation through involvement with academic societies and guilds, (2) encourage continuing research and scholarly publication, (3) stimulate the integration of research into course design for the sake of more effective education of leadership for the church, and (4) encourage Faculty's cross-cultural experience and skills.

9.2 Peer Responsibility for Faculty Support and Development

In analogy to their responsibility for the curriculum, the Faculty are responsible for the integrity and quality of their Faculty development endeavors, guided by the criteria established in this Manual. That responsibility is expressed in the processes of peer review, evaluation, and decision-making, which are primarily implemented by the Faculty Support and Development Committee.

9.3 Seminary-Sponsored Faculty Development Opportunities

In budgeting for its academic programs, the Seminary provides funding and administrative assistance for the following Faculty Development opportunities.

9.3.1 Faculty Discretionary Travel Grants

Beyond the annual allowance for professional travel administered by the Office of Academic Affairs, the Seminary provides discretionary travel grants for Faculty involvement in other scholarly conferences and consultations. The total amount available for these grants is established by the administration and Board in its annual budget process. The criteria for the authorization of such grants are as follows: (1) the activity is significantly related to the Faculty Member's research and is an opportunity to advance one's work; (2) the Faculty Member is involved in the activity as a presenter, a respondent, a panelist, and/or as a planner or officer of a scholarly organization; (3) the activity will address a Faculty Member's publications; (4) the activity will demonstrably enhance the Faculty Member's competence in the integration of scholarship and teaching. To receive a discretionary travel grant, the Faculty Member submits an application to the Faculty Support and Development Committee in which the activity is described and validated in terms of the criteria; the application includes a detailed budget of anticipated expenses. The Faculty Support and Development Committee may, after reviewing and evaluating the application, decide to grant the full amount requested, make a partial grant, request revision and resubmission, or reject the application. In the case of a rejection, the Committee provides an explanation for its action to the applicant. When the activity is concluded, the recipient of such a grant will submit an accounting of expenditures on an Expense Reimbursement Form (T-5 Form) with receipts for reimbursement to the Office of Academic Affairs. The Office of Academic Affairs maintains a cumulative list of discretionary travel grants made from year to year so that the Committee can consider fair distribution of these resources in its deliberations. Grants to be expended within the fiscal year in which they are applied for can be submitted at any time, to be considered by the Committee at its next regular meeting. Grant requests to be expended in the next fiscal year may be provisionally approved when submitted, but the final approval can only take effect when the budget for the next fiscal year has been approved by the Board. Expense reimbursement reports or requests for advances are approved by the Dean of Academic Affairs based upon decisions recorded in the minutes of the Faculty Support and Development Committee and in accordance with the policies and procedures established by the Business Office of the Seminary.

9.3.2 Faculty Research Grants

The Seminary provides a fund for research grants, the total amount of which is established by the administration and Board in its annual budget process as well as the maximum grant that may be disbursed in a given year. Applications for such grants are evaluated in accordance with one or more of the following criteria: (1) the research activity will contribute substantially to the Faculty person's scholarship and publication; (2) the Faculty person can contribute to the funding of the research activity but would be unable to participate in this activity without such a grant; (3) the research activity will contribute substantively to the design or re-design of seminary courses. Teams of Faculty persons may submit a team proposal for such a grant. The Faculty Support and Development Committee may, after reviewing and evaluating the application, decide to grant the full amount requested up to the established maximum, may make a partial grant, request revision and resubmission, or reject the application. In the case of a rejection, the Committee provides an explanation for its action to the applicant. When the activity is concluded, the recipient of such a grant will submit an accounting of expenditures on an Expense Reimbursement Form (T-5 Form) with receipts for reimbursement to the Office of Academic Affairs. The Office of Academic Affairs maintains a cumulative list of such research grants made from year to year so that the Committee can consider fair distribution of these resources in its deliberations. Grant requests to be expended in the next fiscal year may be provisionally approved when submitted, but the final approval can only take effect when the budget for the next fiscal year has been approved the Board. Expense reimbursement reports or requests for advances are approved by the Dean of Academic Affairs based upon decisions recorded in the minutes of the Faculty Support and Development Committee and in accordance with the policies and procedures established by the Business Office of the Seminary.

9.4 Sabbatical Leaves

9.4.1 Purpose of Sabbatical Leaves

The chief purpose of Sabbatical and research leaves is to provide more ample opportunity for doing such research as will result in (1) the increasing of one's resources for proficiency in teaching, (2) the publication of works that make contributions to the world of scholarship, and (3) strengthening the effectiveness of the Faculty as community of teaching scholars, thereby enhancing the quality of the Seminary's education and the attainment of its desired outcomes in its graduates.

9.4.2 Policies Regulating Sabbatical Leaves

9.4.2.1 Customary Timing of Sabbatical Leaves for Tenured Faculty

A first Sabbatical semester may be granted to an Associate Professor or Professor who has completed teaching 36 credits consecutively at the Seminary in either or both ranks. Thereafter, such a Faculty Member shall be eligible for a Sabbatical leave of one semester (six months of the twelve month fiscal year) after completing the teaching of 36 credits, or a full academic year (twelve months) after completing the teaching of 72 credits.

9.4.2.2 Contingencies Affecting Timing of Sabbatical Leaves for Tenured Faculty

Since the Sabbatical leave, like all Faculty development programs, serves the mission of the Seminary as well as the professional enrichment of its Faculty, the interests of both

the Seminary and the individual Faculty person will be weighed in the process of approving and scheduling these leaves. The Board of Trustees will establish the proportion of the Faculty that may be granted a Sabbatical leave at any given time. The departments will consider Sabbatical leave applications in terms of curricular commitments and certify that there is no curricular obstacle to the granting of such a leave at the time requested. Since, in view of these contingencies, it may not always be possible to schedule Sabbatical leaves, after the first, to coincide with the completion of 36 or 72 credits of teaching, credits accumulated over the required amounts may be taken into consideration in making plans for a subsequent leave. Except with the advance approval of the Board of Trustees, such excess eligibility may not be accumulated to support a leave of more than one academic year.

9.4.2.3 Transfer of Eligibility for Sabbatical Leaves

At the discretion of the President, after consultation with the Dean of Academic Affairs, a person joining the Faculty may bring from a previous graduate institution up to the equivalent of 24 credits of full-time teaching that may count toward eligibility for a Sabbatical leave. Persons coming from appointments to full-time teaching positions in undergraduate institutions will receive 6 credits of eligibility towards a Sabbatical leave for every two semesters taught at the previous institution, with a maximum of 24 credits of eligibility. In general, only semesters taught after the completion of the required terminal degree will count toward such eligibility. The result of the negotiation of the transfer of semesters counting toward Sabbatical eligibility will be put in writing at the time of the initial appointment.

9.4.2.4 Finances and Schedules of Sabbatical Leaves

A Sabbatical leave shall be granted with full salary and benefits. A six month Sabbatical leave begins either July 1 or February 1; a yearlong Sabbatical leave begins July 1. The salary provisions for Sabbatical leaves are subject to modification by the President in the event the Faculty Member on leave receives financial compensation for regular employment.

9.4.2.5 First Sabbatical Leave for Non-Tenured Professors

After having taught 36 credits as a full-time Instructor or Assistant Professor (non-tenured), a Faculty person may be granted an extraordinary one year Sabbatical leave with full pay in order to prepare and complete the publication that would be necessary either for consideration for tenure and promotion at the Seminary, or would serve as an important credential in the search for another appointment if the term appointment at the Seminary is ended after seven years. The policies and procedures regulating all Sabbatical leaves also obtain in the case of these extraordinary leaves. The Faculty person who receives such a leave and who is ultimately granted tenure and promoted to Associate Professor will accrue 72 credits of full-time teaching before being eligible again for a Sabbatical leave.

9.4.2.6 Supplementary Sabbatical Semester for Department Chairs

A Faculty Member who serves as department chair will be granted 6 extra credits towards Sabbatical eligibility for every semester of service as chair.

9.4.2.7 Obligation to Teach After Sabbatical Leave

A Faculty Member with tenure who has received a Sabbatical leave shall be obligated to teach in this institution at the completion of his or her Sabbatical for as many semesters as were embraced by the leave.

9.4.2.8 Sabbatical Leave Application, Approval, and Report

Two years before a projected Sabbatical leave, the Faculty person will inform his or her department about the timing of the proposed Sabbatical leave, in order to allow the department to assess the curricular impact of the absence. The department's written assessment of the curricular implications of such a leave will accompany the Faculty person's application, which is to be submitted to the Faculty Support and Development Committee no later than nine months before the beginning of the fiscal year within which the Sabbatical leave is to be taken. The written application will include a description of the project(s) to be undertaken during the Sabbatical leave, with a statement of the way in which the proposed project aligns with the criteria stated in §9.4.1. In the Committee's deliberations, the Dean of Academic Affairs will certify that the proposed Sabbatical leave falls within the mandated percentage of Sabbatical leaves permitted by the Board of Trustees. Upon completion of the Sabbatical, the Faculty person will submit to the Committee a written report on the Sabbatical project, which the Committee will review and acknowledge.

9.4.3 Policies Regulating Extension of Sabbatical Leaves to One Year before Accrual of 72 Credits of Teaching

Faculty Members may elect to request a second semester of Sabbatical leave, following the semester for which one is eligible. The procedure outlined in §9.4.2.8 will be followed. During the Sabbatical leave semester for which a Faculty Member is eligible, the person will receive full salary and benefits that semester (July 1-December 31 or January 1-June 30). If a second semester of leave is authorized without the accrued 36 credits, the Faculty Member will receive full health, housing, life insurance and disability benefits, but no salary or pension. However, if the person is able during the second semester to raise external funding to cover at least one quarter of one's annual salary, the Seminary will provide one-quarter of the annual salary and pension payments in addition to the health, housing, life insurance and disability benefits during the second semester.

9.4.4 Policies Regulating Unpaid Research Leaves

A research leave without salary or with partial salary may be granted to a tenured member of the Faculty for a period of time up to one contract year, in order to permit that person to pursue a program of research connected with a grant-in-aid or fellowship from a foundation or other donor. The procedures described in §9.4.2.8 will apply.

9.4.5 Exchange Semesters in Partner Institutions

When an exchange of faculty is negotiated for a full semester of teaching in a partner institution, the semester taught in the partner institution counts towards sabbatical eligibility, as though one had been teaching on the Seminary campus.

9.5 Regular Peer Review

9.5.1 Developmental Purpose of Regular Peer Review

As an expression of institutional commitment to Faculty development, tenured Faculty

are reviewed at regular intervals. The general criteria for Faculty evaluation serve as the basic outline for these reviews. The purpose of these regular reviews of tenured Faculty is to provide collegial support, encouragement, and accountability. There is no linkage between this review process and the colleague's advancement on the Faculty salary scale.

9.5.2 Regular Peer Review of Tenured Professors

Tenured Professors shall be reviewed every five years. Reviews will utilize material and insights already gathered in the reviewee's Annual Reports, and provide an opportunity for more intensive and collegial reflection on these matters. The review commences with an online application form, completed by the reviewee and submitted to the Faculty Support and Development Committee. The application includes a) a prospectus written by the reviewee, providing a brief narrative account of the issues and topics that he or she would like to review, b) a list of the materials that should be surveyed (such as previous publications, manuscripts, book proposals and reviews, grants proposals, syllabi and course evaluations, a self-appraisal of service to Seminary, church and community), and c) a list of three reviewers from within the Faculty and, if desired, one external to the Seminary. One of the internal reviewers should be suggested by the reviewee as the lead reviewer. The application is submitted to the Faculty Support and Development Committee for review and approval; the Committee will approach the Department Chair regarding issues that may be included in the prospectus, and returns its suggestions to the reviewee with its approval of the proposed process and reviewers.

The completed application, Annual Reports and materials designated in the application are passed on to the peer reviewers for discussion at their meeting with the reviewee. After that meeting, the peer lead reviewer prepares a report summarizing the findings and sends a copy of the report to the reviewee and the Academic Dean, who will forward it to the Board of Trustees. Those being evaluated for promotion do not need to be peer reviewed simultaneously.

9.6 Faculty Development Events

The Faculty Support and Development Committee, in consultation with the Faculty Planning Committee and the Dean of Academic Affairs, plans and conducts learning opportunities for the Faculty that will contribute to the attainment of the purposes described in §9.1. In order to plan ahead for such events, the Committee prepares projections of the budgetary implications of such activities for the next fiscal year, to be incorporated by the Dean of Academic Affairs into the appropriate budget and submitted for approval in annual budget process. The committee may also foster the development of funding proposals for specific aspects of Faculty development, to be submitted to external funding sources. Such grant proposals require the approval of the President and, if granted, are administered by the Faculty Support and Development Committee in cooperation with the Dean of Academic Affairs.

9.7 Matters of General Faculty Concern

In addition to its primary responsibility for the planning of the configuration of the Faculty, the Faculty Support and Development Committee considers matters of general Faculty concern, relating especially to Faculty welfare, salary, benefits, and conditions of service. Such matters may be referred to the committee by the President, the Dean of Academic Affairs, the Faculty, or individual Faculty Members.

10. Procedures for Faculty Planning

10.1 Task of Faculty Planning

The Faculty shall prepare and maintain a Comprehensive Academic Plan for the Seminary. (See §4.4.1. above). The Faculty changes character over time as the Seminary expands by the addition of new positions, as retirements take place, as decisions concerning the tenure of faculty members arise, and as the implications of the Seminary's mission for its curriculum and its outcomes are regularly reviewed. The task of faculty planning is intended to provide a clear and orderly process, involving both the Faculty as a whole and its several departments and search committees, whereby decisions may be reached that appropriately implement the Seminary's mission and its commonly accepted goals and objectives.

10.1.1 Responsibility of the Faculty Planning Committee

As defined in §8.4, the primary responsibility for the implementation of the procedures for faculty planning resides with the Faculty Planning Committee in consultation with the departments, the academic administration, and members of the Faculty.

10.2 Survey of Faculty Positions

The Faculty Planning Committee maintains, as part of the Comprehensive Academic Plan, a survey of all current faculty positions, including a description of each position, its current incumbent with tenure status, and the terms of those designated endowments that restrictively define chairs. The Survey in its entirety is reviewed annually and revised by the Committee if circumstances require, and is reported to the Faculty for its endorsement before it is reported to the Board of Trustees.

10.3 Initiation of Changes in the Configuration of the Faculty

10.3.1 Resignations, Expiration of Term Appointments, and Retirements

When a member of the Faculty resigns or announces his or her intention to retire, or when the expiration of a term appointment is imminent, the Faculty Planning Committee initiates a review of the position to be vacated in order to prepare a recommendation to the Faculty regarding the future disposition of the position and the resources that fund it. The first step in any Faculty position review is the determination by the administration that the funding for an appointment or re-appointment is assured. The President reports on the issues of fiscal feasibility to the Faculty Planning Committee, and on the basis of that report, the Committee initiates the review as described below. If a review is not authorized, the Committee reports on the circumstances relating to the position to the affected department.

10.3.2 Relationship of Tenure to Vacancies

When any tenured position becomes vacant, the position may subsequently be filled by a non-tenured appointment, except in those few instances where the bequest that endows a chair prohibits such an action.

10.3.3 Review of Position Descriptions upon Vacancies

The Faculty Planning Committee shall discuss all vacancies with the members of the department immediately affected by the vacancy, together with any others whom it may wish to consult. In the course of this review, the Committee considers the relationship

of a vacant position to the “analysis of Faculty resources needed to conduct the educational program, taking into account factors of number, qualification, characteristics, and distribution” of Faculty appointments (See, §4.4.1.). Thereupon, in the light of the Seminary’s mission and the overall configuration of the Faculty, the Committee shall either affirm or amend the current position description, or develop a new description for the position, and submit its final recommendation to the Faculty for action. The Committee may recommend to the Faculty that the position not be filled. If the latter action is taken, the Faculty may vote to return the proposal to the Committee for reconsideration. The Faculty’s action is reported by the President to the Board of Trustees for authorization and requires the President’s concurrence.

10.3.4 Creation of New Positions

Ordinarily, the initiative for creating new positions resides with the departments, any of which may begin the process by submitting a proposal to the Faculty Planning Committee. The President or the Dean of Academic Affairs may also submit a proposal to create a new position directly to the Committee. Such a proposal should include a tentative title for the position, a description of the field of instruction and the qualifications needed by candidates, and an indication of the preferred status (tenured, non-tenured, or either) of the post. In addition, the proposal should also provide such other information as the Faculty might find helpful in deciding whether to institute such a position and as subsequently might serve to guide the search process. The Faculty Planning Committee shall conclude its deliberations on the creation of a new position with a report, including the formulation of a position description, which is submitted as a recommendation to the Faculty for action. The Faculty’s action is reported by the President to the Board of Trustees for authorization and requires the concurrence of the President.

10.3.4.1 Position Descriptions for Chairs Established by Designated Endowments

The Faculty Planning Committee shall formulate the position description of a chair established by a designated endowment and shall consult with the affected department before concluding its deliberations. Its recommendation is referred to the Faculty for action. The endorsement of the Faculty, with the concurrence of the President, is submitted to the Board for authorization.

10.3.4.2 Weyerhaeuser Chairs

The Weyerhaeuser endowment, which supports three professorships, specifies that at least one of the positions shall be supplementary to the ordinary program of the Seminary, that all shall have an identifiably theological focus, and that each of the occupants shall be named by the President in consultation with the Faculty and with the approval of the Board. The President’s consultation with the Faculty shall include a discussion with the Faculty Planning Committee about the relationship of an intended appointment to the Comprehensive Academic Plan, as well as the President’s formulation of a position description. The Faculty Planning Committee receives the President’s recommendation and reports it to the Faculty. The President recommends the proposal to the Board for authorization.

10.4 Responsibility of the Board of Trustees for the Configuration of the Faculty

The Board of Trustees will authorize the establishment of positions to be filled, their position descriptions, and the appointment of incumbents as the result of searches. The Board will establish a policy determining the percentage of faculty positions that may be tenured at any given time (§7.1.3).

10.5 Further Responsibilities of the Faculty Planning Committee

In addition to its primary responsibility for the planning of the configuration of the Faculty, the Faculty Planning Committee considers matters of Faculty or institutional concern that might be less appropriately raised in other committees, departments, or the Faculty as a whole. Matters may be referred to the committee by the President, the Dean of Academic Affairs, the Faculty, or individual members of the Faculty.

The Faculty Planning Committee also serves as the Committee of Review for the Problem Solving and Complaint Procedure as defined in this *Manual*, §15.

11. Procedures for Faculty Evaluation and Promotion

11.1 Basic Principles

The purpose of evaluation leading to tenure and promotion in rank is the development and nurturing of a highly qualified and effective Faculty, whose individual and corporate gifts and expertise work together to provide the education that fulfills the Seminary's mission as a Reformed theological community with an ecumenical witness. The process of evaluation addresses the three traditional areas of competence: (1) teaching ability and performance, (2) scholarly promise and attainment, and (3) service to the Seminary, the church and society. Competence in these three areas is expected and evaluated in relation to all evaluation decisions, so that in every review process the same criteria are used. At every level, however, there are distinctive expectations with respect to what constitutes promise and competence. In every review, the procedures that lead to decisions about rank, promotion, and tenure should be fair, balanced, transparent, and yet flexible with regard to the diversity of approaches to research and scholarship among the disciplines that constitute the Seminary's teaching and learning community.

11.1.1 Distinctive Expectations of the Decision to Tenure

In the granting of tenure, evidence of a candidate's commitment and contribution to the Seminary's mission, as reflected in all three areas of competence, is especially important.

11.1.2 Distinctive Expectations for Promotion to Associate Professor

For promotion to the rank of Associate Professor, all three areas of competence--scholarship, teaching, and service--are assessed, with particular attention to the demonstration of growth that shows excellence and the likelihood of significant continuing achievement in scholarship and in at least one of the other two areas. The portfolio of the three areas taken as a whole should demonstrate concern for renewal of the church's life and mission.

11.1.3 Distinctive Expectations for Promotion to Full Professor

For promotion to the rank of Full Professor, all three areas of competence--scholarship, teaching, and service--are assessed. The candidate should demonstrate excellence in scholarship and in at least one of the other two areas, with a good performance record in the third required component. The portfolio of the three areas taken as a whole should demonstrate concern for renewal of the church's life and mission.

11.2 Criteria for Assessing Faculty Competence

11.2.1 Teaching Ability and Performance

Demonstrated proficiency as an excellent teacher is indicated through:
 Review of student and colleague evaluations;
 Observation of classroom instruction;
 Review of course design and execution;
 Review of the application of the candidate's research to enhance teaching excellence, reflected in the self-appraisal and the syllabi;
 Review of effectiveness as student advisor and mentor.

The decision to grant tenure and to promote to the rank of **Associate Professor** will customarily presuppose proficiency in teaching ability, with evidence of a trajectory of growth.

The decision to promote to the rank of **Professor** will customarily presuppose continued growth in the arts of teaching, with special attention to best teaching practices, the mentoring of scholars, and the preparation of leaders for the church.

11.2.2 Scholarly Promise and Attainment

Demonstrated capacity to be a productive scholar is determined by:
 Review of the candidate's publications in his or her discipline;
 Review of the application of research to enhance teaching excellence reflected in the self-appraisal and the syllabi;
 Review of external and internal references;
 Review of the reception of scholarship;
 Review of involvement in professional and scholarly societies and activities related to the advancement of discipline.

The decision to grant tenure and to promote to the rank of **Associate Professor** will customarily presuppose the writing and publication (print or electronic) of at least one scholarly book based on the candidate's research and at least three articles or book chapters. A premium will be placed on the quality of scholarship, originality of insight, and evidence of a continuing pattern of scholarly development. Publication in peer-reviewed contexts is valued in relation to the availability of such opportunities in the candidate's discipline.

The decision to promote to the rank of **Professor** will customarily presuppose significant scholarly achievement beyond the materials evaluated for promotion to Associate Professor. It is expected that the candidate will have published at least one additional scholarly book, ordinarily singly-authored, and three additional substantive articles or book chapters. Whether published in print form or electronically, it is expected that the writings submitted for review will be already subject to evaluative reception by other scholars.¹ The body of work as a whole must demonstrate the candidate's scholarly excellence and leadership in advancing the discipline, as evidenced by serious engagement with primary data, knowledge of the methodological issues of the discipline, conceptual depth, constructive engagement with work of other scholars, imaginative synthesis, and clarity of presentation.

¹ (1) Applications for promotions to full professor made by May 1, 2014 are acceptable with respect to publication, provided (a) manuscripts are submitted for publication prior to the making of applications for promotion, and (b) assurance is received by the FEPC from the publisher that publication will occur by December 31 of the calendar year in which application is made. (2) That "writings submitted for review will be already

subject to evaluative reception by other scholars” shall become effective for all applications for promotions to full professor received after May 1, 2014.

11.2.3 Service to the Seminary, the Church and Society

Demonstrated ability to contribute to the life of the Seminary is determined by:

Review of engagement at the departmental level;

Review of participation in Seminary governance;

Assessment of contributions to and advancement of the Seminary’s mission;

Demonstrated ability to contribute to the life of the Church and Society is determined by review of the candidate’s commitments to and activity in a local congregation or other appropriate forms of local ministry;

Review of engagement in appropriate forms of ministry and beyond the local congregation;

Review of activities in public witness.

The decision to grant tenure and to promote to the rank of **Associate Professor** will customarily presuppose evidence of constructive participation in the life of the Seminary, and also commitment to participation in local and/or regional forms of ministry and/or witness in the public arena, with indication of a likelihood that such participation will continue. Service may be demonstrated through in-person leadership and/or publications.

The decision to promote to the rank of **Professor** will customarily presuppose continuing constructive participation in the life of the Seminary, and also continuing participation in local and/or regional forms of ministry and/or witness in the public arena. Service may be demonstrated through in-person leadership and/or publications.

11.3 Responsibility of the Candidate for the Evaluation Procedure

The candidate shall prepare a written self-appraisal based upon the criteria described in §11.2., and provide the Faculty Planning Evaluation and Promotion Committee whatever documentation may be appropriate in support of the candidate’s application. Since self-appraisals from earlier evaluation processes are not part of any subsequent evaluation dossier, the Candidate will determine what materials from earlier reviews are germane for the current application.

11.4 Responsibility of the Faculty Evaluation and Promotion Committee for the Evaluation Procedure

The Faculty Evaluation and Promotion Committee reviews and assesses Faculty Members following the procedures described below. The Office of Academic Affairs provides whatever support and organizational services are needed by the committee.

11.5 Consistency and Flexibility in Application of the Criteria

The Faculty Evaluation and Promotion Committee is responsible for the consistent application of the assessment criteria, a process that also requires discernment of the appropriate allocation of time to these major Faculty responsibilities in individual cases. Thus the allocation of time to the major Faculty responsibilities represented by these criteria and the relative weight given to them will vary in relation to the needs and realities of a candidate’s discipline, the interests and commitments of the candidate, and the candidate’s participation in the Seminary’s mission. Opportunities for the clarification of the criteria and of the appropriate allocation of time associated with them occur (1) at the time of initial appointment, (2) at the annual reviews of untenured

Faculty (See, §11.8.1) (3) in the periodic peer evaluations (See, §9.5.2), and (4) at the time of promotion.

11.6 Flexibility in Timing

Where there are over-riding institutional reasons to accept applications for promotion or tenure before the stated minimum years of service, permission to do so can be given by a joint action of the Dean of Academic Affairs and the President, who will communicate their decision in writing to the Faculty Evaluation and Promotion Committee.

11.7 Establishment of Rank and Timing of Promotion

At the time of initial appointment (See, §§7.1.8-9), the Dean of Academic Affairs, after consultation with the President, shall state in writing any of the following that may be appropriate to the new Faculty Member:

The terminal degree expectations for a particular appointment (when the degree has not already been earned; the amount of transferable experience to be counted toward promotion and tenure; and any other stipulations or understandings, including the allocation of time to the major Faculty responsibilities, which will have a bearing on later decision-making in the evaluation process.

This written statement is placed in the Faculty Member's permanent file, and its contents shall be made known by the Dean of Academic Affairs to the Faculty Evaluation and Promotion Committee.

The Dean of Academic Affairs shall also inform the new Faculty Member about the policies governing evaluation and promotion, including scheduling, timing, and application procedures, and the earliest options for applications for promotion and for tenure evaluation.

11.8 Annual Review and Contract Renewal of Non-Tenured Faculty

11.8.1 Annual Review of Non-Tenured Faculty

In the spring of each academic year the departmental chairs, after consultation with colleagues in the field, shall review the scholarship and teaching of the non-tenured members of their departments. These reviews, a component of which shall be a meeting with the person under review, should include a tactful and realistic assessment of that person's progress but should avoid any appearance of offering commitments that the department may be unable to honor. Before the end of the academic year, the chairs will provide the Dean of Academic Affairs with an oral report on these reviews, together with a written summary that will become a part of the individual's file in the Dean's office. This written summary is discussed with the candidate before submission to the Dean's office. If the chair believes that he or she may be unable to conduct the review impartially, and with the consent of the Dean of Academic Affairs, a substitute may be appointed by the tenured members of the department. A separate review as just described shall not be required in any year in which a non-tenured Faculty Member is being assessed by the Faculty Evaluation and Promotion Committee for promotion.

11.8.2 Contract Renewal of Non-Tenured Faculty

The decision to renew the term contract of an untenured Faculty Member will be made by the President taking account of the recommendation from the Dean of Academic Affairs. This recommendation will be based upon consultation with the tenured members of the department, which will include an assessment of the annual review, the

student evaluations of courses taught, and any other information relevant to the pending decision to renew the contract.

11.9 Evaluation for Promotion and Tenure

11.9.1 Scheduling the work of the Faculty Evaluation and Promotion Committee

Based upon the applications for promotion submitted to the Dean of Academic Affairs by May 1 of the year preceding the year in which the evaluation is to take place, the Dean of Academic Affairs prepares the agenda for the Faculty Evaluation and Promotion Committee by its first meeting in the fall semester, so that it can begin its work immediately.

11.9.2 Development of the Evaluation Dossier

Evaluation for promotion and tenure is based upon a dossier consisting of the following documents:

Provided by the Dean of Academic Affairs:

1. Written understandings entered in the candidate's file at the time of appointment.
2. Complete file of Annual Reviews related to contract renewal, if applicable.

Provided by the Candidate:

3. Current curriculum vitae.
4. The candidate's self-appraisal: a written statement in which the candidate describes and evaluates his or her achievement in the three areas of competence in terms of their components, as defined above in §11.1-11.2. The guidelines described in §11.2 will inform this process, as will the considerations relating to consistency and flexibility in the application of the criteria (§11.5). The self-appraisal shall include a prospectus of the candidate's research and publication agenda for at least the next four years, including any publisher's contracts with the schedule of publication, as well as proposals for books and/or grants, and a projection of how the research may impinge upon the candidate's teaching at the Seminary.
5. Bibliography: The candidate places a complete bibliography of her or his publications in the dossier, together with self-selected samples of major articles and books. Copies of reviews of the candidate's published works are appended to the bibliography.
6. Course Descriptions and Syllabi: The candidate places all his or her course descriptions and syllabi for courses taught at Princeton Seminary in the immediately preceding four years in the dossier.
7. Student Course Evaluations: Ordinarily the Candidate includes in his or her self-appraisal a review and analysis of student course evaluations for at least the previous four years. Evaluations from participants in doctoral seminars led by the candidate will also be sought. The Dean of Academic Affairs makes course evaluation documents available to the Faculty Evaluation and Promotion Committee for its review.

Organized by the Committee:

8. Peer Evaluation of Teaching: The Faculty Evaluation and Promotion Committee will develop, in consultation with the candidate, a means of engaging in a peer review of the candidate's effectiveness as a teacher. This may involve such things as class visitation, evaluations from team teachers and others in a position to comment on the teaching effectiveness of the candidate, and the like.
9. Departmental Recommendation: The chair of the candidate's department, if of full professor rank, will appoint a committee of three professors within the Department, at least one of whom will be from the candidate's area of discipline, to prepare a written

assessment of the Candidate's performance in terms of the areas of competence (§11.2). This report may include the department's or area's specific criteria for evaluating scholarship in its field. The department chair will review the written report and may add comments before submitting it to the Dean of Academic Affairs for inclusion in the evaluation dossier. This report is seen only by members of the Faculty Evaluation and Promotion Committee. If the chair of the candidate's department is not of full professor rank, then the appointment of professors and review of the written report will be the responsibility of the department member not on leave with the longest tenure at full professor rank in the Seminary.

10. Colleague Comments: Opportunity is given to all members of the Faculty to submit comments to the evaluation dossier, which remain confidential.

11. External Assessment: In the case of the granting of tenure and/or promotion to Associate Professor or Professor, the candidate suggests the names of up to six external referees. Using at least three but no more than four of the candidate's suggested names, the Faculty Evaluation and Promotion Committee generates a list of six to eight external reviewers who are experts in the field, ordinarily from peer institutions. In generating this list, the Committee may discuss potential referees with the appropriate consultant (§8.6.1). The Committee will request external assessments based upon the candidate's self-appraisal, curriculum vitae, and bibliography, as well as the Criteria for Assessing Competence (§11.2) The Dean of Academic Affairs will recruit the services of these referees and send them the Candidate's curriculum vitae, self-appraisal and bibliography as well as the relevant sections of this Manual, with the request that they provide an assessment of the candidate with reference to expectations in their own institutions; the Dean will provide written assurances that all evaluations are treated as confidential and will be seen only by members of the Committee.

11.9.3 Evaluation Procedure and Outcomes for Promotion and Tenure

11.9.3.1 Establishing the Evaluation Schedules and Procedures in the Fall Semester

Candidates desiring to be evaluated in a given academic year indicate their intention to the Dean of Academic Affairs no later than May 1 of the preceding academic year; the Dean of Academic Affairs notifies the Faculty Evaluation and Promotion Committee of the tenure reviews that must be carried out in a given year. The Committee commences its work at the beginning of the fall semester, reviewing the schedule of evaluations, assigning course visitors, and ensuring that the preparation of dossiers is proceeding in a timely fashion. The Committee's goal is to have complete dossiers, except for external references, by the first day of instruction of the spring semester.

11.9.3.2 The Conduct of the Evaluation in the Spring Semester

During the spring semester, the Faculty Evaluation and Promotion Committee read and discuss the dossiers in preparation for meeting with the candidate. Each candidate meets with the Committee for one to two hours. On the basis of its review of the dossier and the meeting with the candidate, the Committee arrives at its recommendation based on a majority vote: promotion from Assistant Professor to Associate Professor, promotion from Associate Professor to Professor, granting of tenure, or, in each instance, the decision not to promote, or to grant tenure.

11.9.3.3 Procedure if the Committee's Recommendation is Negative

If the Faculty Evaluation and Promotion Committee's recommendation is negative (i.e., not to promote and/or not to grant tenure), the Committee advises the President about this outcome and the evaluation materials are sealed. The President may meet with the Committee and request a reconsideration of the Committee's negative recommendation.

With the President's concurrence, the Committee then informs the Candidate in writing of this outcome and provides a written rationale. In the case of a negative recommendation on promotion, the written rationale includes suggestions on the measures to be taken that may lead to a successful promotion process. Explanations for recommendations not to grant tenure are not provided. The appointment of the candidate who is not granted tenure terminates at the end of the following academic year. A decision not to promote to Professor, whether as a result of the Committee's action, the President's non-concurrence, or Board action, does not affect the continued employment of a tenured Associate Professor. Two full academic years shall have elapsed before the Committee may again consider an application for promotion.

All the material relied upon for an evaluation for promotion, tenure, or reappointment shall be preserved two calendar years or until any proceeding challenging the actions recorded in the documents has been concluded.

11.9.3.4 Procedure if the Committee's Recommendation is Positive

The Faculty Evaluation and Promotion Committee's positive recommendation is submitted to the Faculty Senate in the case of promotion to Associate Professor and/or tenure, and to the Faculty Council in the case of promotion to Full Professor and/or tenure. The recommendation is presented to the Faculty Senate or Council with at least one week's notice so that the members of the Senate or Council may familiarize themselves with the relevant documents on file in the Office of Academic Affairs; the procedure is analogous to the provision of access to relevant documents before Faculty votes on appointments (See, §7.3.1.4). However, the dossier of the Faculty Member under review, except for the items 7, 9, 10 and 11 in § 11.9.2 above, shall continue to be available in the Office of Academic Affairs, where it may be consulted during regular business hours but from which it shall not be removed or copied. All the material relied upon for an evaluation for promotion or reappointment shall be preserved at least two calendar years or until any proceeding challenging the actions recorded in the documents has been concluded.

11.9.3.5 Procedure upon Completion of Faculty Action

If the Senate or Council sustains the recommendation to promote or grant tenure, the matter is forwarded to the President. If the President concurs with the recommendation, he or she will forward it to the Board of Trustees for final action. If the President does not concur, he or she will report his or her non-concurrence to the Board and will provide an explanation of his or her action to the Faculty Senate or Council.

11.3.6 Implementation of Positive Decisions

The President informs the candidate about the outcome of the evaluation process, and reports subsequently on the action of the Board. Any proposed change in tenure and/or rank takes effect at the time of the Board's authorization. The adjustment of salary and benefits takes place at the beginning of the next fiscal year.

12. Academic Calendar

12.1 The Structure of the Academic Year

The Seminary's academic schedule consists of thirty instructional weeks. Each semester is composed of twelve instructional weeks divided by one reading week

followed by a second reading week and an examination week. A semester credit is based upon a weekly 50-minute classroom session over the semester.

Fall semester classes normally begin on the Thursday after Labor Day. Spring semester classes normally begin on the Tuesday after the Martin Luther King Jr. holiday. The mid-semester reading weeks in both the fall and spring semesters are scheduled after six weeks of instruction. Good Friday normally is set aside for special convocations appropriate to the day. Commencement exercises are normally held the week following the end of final examinations.

Optional January Term

The academic calendar includes a January optional term which consists of two weeks of instruction.

12.2 Re-Scheduling Classes Cancelled by Administrative Action

Where weather or other emergencies necessitate the cancellation of classes or final examinations, the Registrar, in consultation with the Dean of Academic Affairs and the Faculty Members concerned, may reschedule those exercises. Such rescheduling may be for evening hours, Saturdays, or portions of the reading period.

12.3 Responsibility to Construct Each Academic Year's Calendar

The academic calendar for a particular year shall be constructed by the Registrar and referred to the Faculty through the Academic Dean. The Faculty may recommend departures from the principles outlined above if, for a given year, the educational interests of the Seminary would be furthered thereby.

13. Conduct of Courses

13.1 Enrollment

13.1.1 Official Enrollment in Courses

The official record of persons enrolled in a Seminary course is maintained and provided by the Registrar. No credit will be allowed to a person who fails to register in the prescribed manner, even though he or she may have completed all of the course requirements and received a grade from the instructor.

13.1.2 Withdrawal from Courses

Withdrawal from a course may be accomplished only by the procedures specified in the *Handbook*, and a failing grade will be entered administratively for any course from which the student withdraws informally.

13.1.3 Limitations on Course Enrollment

Limitations on course enrollment ordinarily are approved by the Masters' Studies Committee and published in the catalogue or course announcement. Only the Dean of Academic Affairs can approve limitations that are requested after public announcement of a course has been made.

13.1.4 Preferential Enrollment in Capped Courses

Unless otherwise specified in the catalogue, persons closest to graduation will receive preference where enrollment limitations apply, provided they have submitted a timely registration.

13.2 Times and Locations

13.2.1 Registrar's Responsibility for Assignment of Instructional Times

The Registrar schedules the meeting times for all courses and seminars. Time changes should not be sought after registration has begun, unless those who have enrolled are agreeable to the new arrangement.

13.2.2 Preceptorial Sections

Preceptorial sections are normally scheduled by the Registrar after consultation with the course instructor and are integrated into the regular registration process. If preceptorial enrollment has not taken place during the regular registration process, the instructor is responsible for arranging preceptorial times and for providing section lists to the Registrar.

13.2.3 Assignment of Teaching Locations

All classroom space is assigned by the Registrar, and no class or group may occupy such space during the academic day without the Registrar's approval. Changes in teaching spaces during the semester for whatever reason are implemented by the Registrar.

13.3 Requirements and Syllabi

13.3.1 Course Syllabi

The students in each course shall be provided with a syllabus that includes the instructor's contact information, as well as that of a Teaching Assistant or Preceptor where applicable, provision for instructor office hours, a statement of course objectives, requirements, essential bibliography, and class procedures. Although the syllabus should not be understood as an inflexible contract with the members of the class, its terms must be honored to the greatest extent possible. Students who believe that a course is not proceeding as represented may express their concern to the departmental chair or to the Dean of Academic Affairs.

13.3.2 Blackboard Posting of Syllabi and Course Materials

Professors shall post on Blackboard the syllabi for their courses and, through the Library, arrange to make their reserve readings available online. Required course materials can be made available to students through Blackboard E-Reserves.

13.3.3 Submission of Syllabi

By the end of the second week of the term, paper copies of syllabi for all courses taught during that term shall be deposited with the Dean of Academic Affairs, with the Registrar, and with the Library. Early posting of syllabi on Blackboard is encouraged as an important resource for student planning of course schedules.

13.4 Course Deadlines

13.4.1 Term-Time Deadlines, or Internal Deadlines within a Course

The Faculty Member in charge of a course is responsible for establishing and enforcing all deadlines within the term-time of a course which is until the date established by the Registrar for the final examination or the end-of-term. Should a family or medical emergency prohibit the instructor from fulfilling his or her course obligations, only the Dean of Academic Affairs can exercise discretion in the postponement of requirements internal to a course.

13.4.2 Postponement of Deadlines Beyond-Term-Time

Only the Associate Dean for Academic Administration, acting for the Academic Standing Committee, may authorize the postponement of requirements to a point beyond the date of the scheduled final examination or the end-of-term. Where no such postponement is approved, a final evaluation will be made on the basis of the requirements actually fulfilled. In such a situation, zero credit normally attaches to the unfinished work.

13.4.3 Mid-Semester Grades

The Seminary receives mid-semester grades only for students on academic alert or probation.

13.4.4 Submission of Course Grades

Course grades are ordinarily submitted online through the Faculty Portal, but may be submitted in writing on forms provided by the Registrar. They may not be submitted by e-mail or on Blackboard. They are to be submitted within two weeks of the published date of the final examination. Course grades of candidates for graduation at the end of the spring semester are due within forty-eight hours of the final examination or end-of-term, whichever is earlier. Grades for doctoral candidates are due no later than four weeks after the end-of-term. Extensions of these deadlines may be authorized only by the Dean of Academic Affairs. Fines for instructors who do not comply with these requirements may be imposed.

13.4.5 Change of Course Grade

Except to rectify transcriptional errors in the recording office, no grade may be changed, for any reason, after it has been recorded by the Registrar, without the approval of the Dean of Academic Affairs. Only a member of the Faculty may make such a request, and it must be accompanied by acceptable reasons. The latest time a grade can be changed for a graduating student is 4:30 p.m. on the day before commencement. A request cannot be received or acted upon after this deadline.

13.5 Responsibility for Teaching Assignments

13.5.1 Departmental Responsibility

Teaching responsibilities for Faculty Members are assigned by the departments, with the advice and consent of the Dean of Academic Affairs. Changes in teaching assignments are accomplished in the same manner.

13.5.2 Assignment of Substitute Instructors

A Faculty Member may not substitute or appoint anyone to perform his or her teaching duties who is not a Faculty Member except upon prior approval by the chair of the department, accompanied by notice to the Dean of Academic Affairs. Under conditions of emergency, however, a teaching assistant who is regularly engaged in the work of the course may be asked to conduct a class session.

13.5.3 Approval of Guest Lecturers

The Seminary does not accept volunteered service in its academic program. Faculty desiring to invite guest lecturers into a class propose such invitations to their departments, whose approval constitutes an authorization of the guest lecturer stipend, the amount of which is established and disbursed by the Office of Academic Affairs; for this purpose, a line item for guest lecturers is foreseen for each department in the annual budget.

14. Faculty Code of Professional Integrity

[On May 18, 2012, the Board of Trustees approved Seminary-wide “Foundational Guidelines for Institutional Conduct,” (See Handbook, §4). Additional matters, pertaining primarily to the professional integrity of the Faculty, are given below.]

14.1 Academic Freedom

Princeton Theological Seminary adheres to the guidelines for freedom of teaching and research adopted in 1976 by the Association of Theological Schools. In relevant portion they are as follows:

Central to the vocation of the theological school and to its faculty members and students is the inquiry for truth. Where controversy arises within a religious body concerning the understanding of its confessional or doctrinal standards, the governing body of the school which subscribes to such standards should provide its faculty members with all appropriate procedural safeguards for the protection of their academic freedom. Faculty members should be free to teach, carry on research, and publish, subject to adequate performance of their academic duties as agreed upon with the school. Teachers should have freedom in the classroom to discuss the subjects in which they have competence and may claim to be specialists without harassment or limitations. While observing the stated regulations of the institution, they retain the right to criticize and to seek revision. Teachers should be free to express and act upon their conscientious convictions as individual citizens, although they should realize that there is the tacit representation of their institution in whatever is said and should avoid creating the impression that they speak for their school. Faculty members should take care lest they violate each other’s academic freedom by covert interference with their colleagues’ work or through bypassing the orderly processes of full faculty discussion of curriculum, appointments, and other basic matters.

14.2 Inclusive Language

The Seminary encourages the use of gender inclusive and racial/ethnic appropriate language in all aspects of community life. Sensitivity to the issues involved in the use of language is expected of all faculty members.

14.3 Tutoring

No Faculty Member shall tutor students in the Seminary for remuneration during the academic year, except upon permission granted by the Dean of Academic Affairs. No Faculty Member, or instructional assistant, shall tutor students privately in regard to examinations in which the instructor himself or herself participates.

14.4 Sexual Harassment

The Seminary's sexual harassment policy is contained in the *Handbook*, which is updated annually.

14.5 Romantic Relationships between Faculty and Students

14.5.1 Prologue

14.5.1.1 Responsible Faculty/Student Contact

Princeton Theological Seminary provides an environment for theological research and learning that includes frequent personal contact between faculty and students. Such contact, both inside and outside the classroom, is encouraged and highly valued, since the openness and cordiality of such meetings help make possible the intellectual, spiritual, and social growth which is among the goals of the Seminary. Faculty have the responsibility to relate to students in a manner consonant with the gospel, in ways that provide positive role models of Christian leadership, and in a manner that embodies the highest standards of professional ethics.

14.5.1.2 Fairness and Romantic Relationships

No Seminary regulation regarding faculty-student relationships should be understood as discouraging the development of the professional relationships and friendships that are an essential and desirable part of life together. Nevertheless, a romantic relationship between a Faculty Member and a student inescapably poses questions of fairness, proper use of power, and possible conflicts of interest, and it places the Faculty Member and the Seminary in a potentially hazardous legal situation.

14.5.2 Procedures

14.5.2.1 Notification and Professional Conduct

If the association between a member of the Faculty and a student does develop into a romantic relationship, then the relationship becomes a matter of special concern not only for the two parties directly involved but also for the Seminary itself. Therefore:

(1) As a matter of professional ethics, the Faculty Member involved must immediately notify the Dean of Academic Affairs and request to be removed from any and all official supervisory and evaluative responsibilities regarding the student in question, including grading, academic advising, and serving on thesis committees, supervising the student as a teaching fellow or research assistant, and the like.

(2) Both the Faculty Member and the student should inform themselves about the Seminary policy regarding sexual harassment and must bear the responsibility for insuring that their relationship is in compliance with those policies, including the provision of written assurance of this to the Seminary, if requested.

(3) The Faculty Member should recognize that romantic relationships, by their very nature and, often, by virtue of their visibility, bear a special burden to embody ethical commitments appropriate to the Christian faith. Sexual relations between a Faculty Member and a student not married to each other constitute unprofessional conduct.

14.5.3 Potential for Disciplinary Action

The Seminary will respect the privacy of its faculty and students and insures the freedom of persons in the Seminary community to form responsible and ethical relationships. If, however, a Faculty Member forms a romantic relationship in violation of any provision of this policy, the Seminary may institute disciplinary action, following the procedures outlined in Chapter Sixteen of the Faculty Manual.

14.5.4 Other Teaching Staff

This policy shall apply, *mutatis mutandis*, to all instructional personnel of the Seminary, including teaching fellows, preceptors and teaching assistants.

15. Problem Solving and Complaint Procedure

The Seminary recognizes that in any employee group certain grievances, difficulties and misunderstandings may arise. When this happens, the Seminary feels it is important that problems be discussed and dealt with as quickly as possible for the betterment of all concerned. Since many problems can be resolved most quickly and amicably within the framework of informal complaint procedures, Faculty Members are encouraged to use the informal complaint procedure (§15.1) as a first step in resolving work related problems.

The purpose of the complaint procedures shown below is to give Faculty Members and the Seminary an opportunity to work together to resolve problems, complaints, or misunderstandings. When there is an apparent or perceived problem, the Seminary will work with those involved to resolve outstanding issues and to take appropriate corrective actions if necessary. There will be no discrimination or reprisals against any Faculty Member for presenting a complaint or discussing a problem under the Seminary's informal or formal complaint procedure.

15.1 Informal Complaint Procedure

The Seminary encourages all Faculty Members and other employees to try to resolve problems and difficulties which may arise among themselves whenever possible, by taking the initiative to discuss the problem with those directly concerned. It may be wise to include at least one "neutral observer" in the discussion, in order to foster a satisfactory outcome. However, there will be times when informal discussions amongst the parties involved may be inappropriate or may not bring resolution to a problem. If this happens, or if a Faculty Member needs assistance in resolving a problem, he or she is urged to pursue an informal discussion of the problem with the department chair, or the Dean of Academic Affairs until the matter is fully resolved. In general, the Informal Procedure is oral and generates no written documentation.

15.2 Formal Complaint Procedure

The formal complaint procedure is available only to actively employed, regular full-time and regular part-time Faculty Members.

Step 1 – If a Faculty Member has a complaint, he or she should present the complaint in writing to the department chair as soon as possible. If the problem or complaint is with the department chair, the complaint may instead be presented to the Dean of Academic Affairs. The department chair (or the Dean) will investigate the Faculty Member’s concern(s) in as confidential a manner as practical and respond to the problem or complaints within seven (7) working days. If additional time is needed to respond, the Faculty Member will be apprised of the reason and given a time frame for response.

Step 2 – If the Faculty Member feels the department chair has not resolved the complaint, he or she should refer the complaint in writing to the Faculty Planning Committee. The Committee will conduct an investigation with appropriate confidentiality and respond within ten (10) working days. If additional time is needed, the Faculty Member will be informed of the reason and given a time frame for response.

Step 3 – If the Faculty Member feels that the Faculty Planning Committee has not responded adequately to the complaint, he or she may request a meeting with the Dean of Academic Affairs, who will discuss the problem and review all the aspects of the complaint. The Dean will respond to the complaint in writing within ten (10) working days. The decision rendered by the Dean is final and officially closes the matter. The Dean’s findings may result in a formal Warning or Probation, or a recommendation to the President to consider Suspension or Dismissal (See, §16.1).

During the course of addressing the Faculty Member’s concern using either the informal or formal complaint procedures, the Seminary will attempt to keep any investigation and the terms of any resolution confidential. However, in the course of investigating and resolving the concern, some dissemination of information to others may be appropriate and unavoidable. While the Seminary may not be able to achieve the result the Faculty Member would like, every effort will be made by those representing the Seminary to work diligently to resolve the problem to the Faculty Member’s satisfaction.

The complaint procedures outlined above cannot be used in matters concerning salaries, benefits, promotions, tenure or other institutional matters relating to the terms of a Faculty Member’s employment. Rather, those issues should be directed to the Dean of Academic Affairs.

16. Disciplinary Actions

16.1 Penalties

It is the intention of the Board of Trustees that where disciplinary action is brought against a Faculty Member, a range of penalties be available so that the nature of the penalty may be commensurate with the nature of the offense. Disciplinary actions are the result of confidential investigations initiated by the Dean of Academic Affairs, which may arise from a Student Grievance (See *Handbook*, §7.5.2), a Formal Complaint Procedure (see §15.2) or other circumstance. The penalties are imposed by the

President upon the recommendation of the Dean. Penalties include, but are not limited to, the following:

Warning - a formal admonition that does not become part of the Faculty Member's permanent record, but that may be taken into account in judging the seriousness of any future offense.

Probation - a more serious admonition that is assigned for a definite period of time and that becomes part of the Faculty Member's permanent record. It implies that any future offense, of whatever kind, may be grounds for suspension or dismissal.

Suspension - temporarily removes the Faculty Member from participation in the educational and deliberative activities of the Seminary and which becomes a part of the individual's permanent record. The lifting of a suspension may be made conditional upon restitution of damages, formal apology, or some other action. When imposed by the Board, suspension may be without salary or other form of compensation.

Dismissal - permanently removes the Faculty Member from her or his position in the Faculty, and severs all contractual obligations on the part of the Seminary to the dismissed Faculty Member.

16.2 Procedure for Suspension

A Faculty Member who is to be suspended shall receive a statement in writing of the reasons for the action and shall be entitled, if he or she so desires, to a hearing before a Faculty Hearing Committee appointed in accordance with Section §16.5 below. The committee, after considering the case, shall report its opinion, with a full statement of the reasons, to the President. If the President decides to continue the suspension, he or she shall report the decision, with a full statement of the reasons, and with a copy of the Faculty Hearing Committee's report, to the Board. Unless the Board thereupon decides to terminate the suspension, a Board committee appointed by the President of the Board shall meet with the Faculty Committee to discuss its opinion, shall give the Faculty Member an opportunity to appear and be heard at such meeting, and shall report its opinion to the full Board. The salary of a Faculty Member under suspension shall be continued throughout the suspension period, unless suspension be without salary by action of the Board according to §16.1 above, but the Faculty Member shall not be eligible to participate in the educational or deliberative activities of the Seminary.

16.3 Procedure for Dismissal

Before a Professor, Associate Professor, Assistant Professor, or Instructor is dismissed from his or her professorship for cause (See, §16.3.1) (other than redirection of a program, cancellation of a program, or financial exigency), he or she shall receive a statement in writing of the reasons for the proposed removal and shall be entitled, if he or she wishes it, to a single hearing in front of both a Faculty Hearing Committee (See, §16.5) and a committee of the Board of Trustees. He or she shall be permitted to be accompanied by an adviser of his or her own choosing who may act as counsel. A full stenographic record of the hearing will be available to the parties concerned. Salary will be continued for twelve calendar months from the date of notification of dismissal, in addition to the calendar month during which said notice is postmarked, in the case of anyone who is dismissed for reasons not involving moral turpitude; but no salary payments will be made for a period beyond the expiration of the contract in effect at the time of dismissal.

16.3.1 Causes for Dismissal

Causes for the dismissal of a person on tenure, or for the dismissal of a nontenured person before the conclusion of his or her contract, shall be professional incompetence; disregard of the rules or policies of the Seminary after due warning; serious unprofessional conduct, including, without limitation, sexual harassment; conviction of a crime that has reasonable bearing on effective service at the Seminary; cancellation or redirection of a program; continuing inability to perform contracted duties despite reasonable accommodation; failure to maintain qualifications for appointment; financial exigency; and other just causes.

16.3.1.1 Financial Exigency

Financial exigency is defined as the urgent need on the part of the Seminary to reorder its financial expenditures to meet annual expenses without such damage to reserves that the future of the institution is jeopardized. The Board of Trustees must formally determine that financial exigency exists, and the Faculty must be meaningfully involved in decisions that relate to the reduction of academic programs. The primary goal of such reduction shall be the maintenance of a viable educational program, accomplished in a way that does not require the Faculty to bear an undue proportion of the necessary economies.

16.3.1.2 Redirection or Cancellation of a Program

Recommendations for the redirection or cancellation of academic programs normally arise in the Faculty, to which initial responsibility for the curriculum is assigned. The Board of Trustees declares its intention, where such a proposal would result in the dismissal of one or more members of the Faculty, to provide a forum for persons thus affected and independently to satisfy itself that the proposed action is appropriate within the educational mission of the Seminary.

16.3.1.3 Notice of Termination

Termination of tenured or long-term appointments because of financial exigency or program cancellation or redirection will be only after at least twelve-calendar-months' notice and, where feasible as determined in the reasonable judgment of the Board of Trustees, after twenty-four calendar-months' notice.

16.4 Term Appointments Not Renewed

In no case shall a term appointment carry any expectation of renewal beyond the stated term. Accordingly, a determination not to renew such an appointment at its normal expiration shall not be construed as an action to dismiss the appointee. Although the initial notice of nonrenewal ordinarily does not give indication of the reason for such action, the President may provide one or more reasons upon request. A nonexhaustive list of causes for nonrenewal, in addition to those outlined in §16.3 above, includes overstaffing, lack of excellence in teaching or research, the absence of a tenured position to which appointment might be made, duplication of expertise, and incongruence between the interests of the appointee and the needs of the institution.

16.5 Faculty Hearing Committee

If a Faculty Member under suspension or prospect of dismissal requests a hearing by a Faculty committee, the members of the committee shall be named by the Faculty Planning Committee. If a member of the Faculty Planning Committee is a party to the case, or otherwise finds it impossible to handle the matter impartially, his or her place

shall be taken by that eligible member of the Faculty who most recently retired from the Faculty Planning Committee who is still employed by the Seminary and can serve with impartiality.

Section Three – Administrative Policies and Regulations

The “Administrative Policies and Regulations” in this Section affect the Faculty in the execution of its duties and are the propriety of the Seminary Administration subject to the approval of the Board. This section corresponds to the Seminary’s *Employee Handbook* and functions as such for the Faculty. The Faculty may initiate discussion about and is consulted on the formulation and amendment of all matters addressed in these “Administrative Policies and Regulations.”

There will likely be additions to this section because some things from the Employee Manual will need to be brought over into Section Three [the Employee Manual does not apply to Faculty].

17. Equal Employment Opportunity

Princeton Theological Seminary subscribes to a policy of equal employment opportunity. Employment decisions are based upon an individual’s qualifications to contribute to the Seminary’s educational objectives and institutional needs. The Seminary does not unlawfully discriminate on the basis of national or ethnic origin, race, sex, or atypical heredity cellular or blood trait of an individual, color, age, marital status, liability for service in the Armed Forces of the United States, veteran status, ancestry, nationality, affectional or sexual orientation, familial status, or disability unrelated to program requirements. As an institution of the Presbyterian Church (U.S.A.), the Seminary may give preference to members of particular religious communions where such preference is reasonably related to their duties at the Seminary, and may follow the tenets of its religion in establishing and utilizing criteria for employment of an employee.

17.1 Commitment to Diversity

The Seminary also recognizes that in order to secure the most qualified persons for institutional positions, it must actively seek candidates from all groups, including those that traditionally have been underrepresented.

17.2 Responsibility for Implementation

The Dean of Academic Affairs is the Seminary officer responsible for overseeing the implementation of employment and affirmative action policies as they pertain to the Faculty.

18. Personnel File Policy

The curriculum vitae of the Faculty Member shall be considered as public information and accessible to anyone.

The Human Resources Office is responsible for maintaining complete and up-to-date personnel records for all current employees. Therefore, it is important that Faculty Members notify the Human Resources Office promptly of any changes in name, marital

status, number of dependents, home address, and telephone number. In this manner, the enrollment in various benefit plans and the data for each Faculty Member's personnel file can be kept current and accurate. Each Faculty Member is entitled to examine the contents of his or her personnel file upon request to the Director of Human Resources.

19. Employee Benefits

19.1 Pension and Insurance Plans

The Seminary currently provides a retirement plan as well as medical, dental, life, and long-term disability insurance plans for its employees. These benefits are described in enrollment literature and summary plan description booklets which are given to all regular employees upon hire. Updated literature or plan descriptions are normally sent to employees through campus mail if changes occur which affect the plans. Faculty Members may contact the Human Resource Office for copies of current plan descriptions or with any questions.

19.2 Medical Leave of Absence

Faculty Members are eligible to receive benefits under the Seminary's short-term disability program when a medical disability renders them unable to work.

If a Faculty Member is medically unable to return to work after three consecutive days, he or she will be required to produce certification from his or her physician of the disability. The Faculty Member's salary will continue at 100%, beginning on the fourth day of the disability and continuing until recovery or for a maximum of 87 calendar days (totaling 90 days from the onset) whichever occurs first. When a medical disability lasts longer than 30 days, the Faculty Member will be sent disability forms periodically which must be completed by the Faculty Member and his or her physician. The Seminary may require a medical examination by a physician of its choice at its expense as a condition of continued salary payments. If the Faculty Member is unable to return to work after 90 days of disability, salary payments will stop, and he or she may be eligible for long-term disability. During the entire leave period, the Faculty Member shall keep the department chair apprised at all times of his or her anticipated return to work date.

During the leave, the Faculty Member's medical, long-term disability, and life insurances will continue in effect. The normal deduction for medical insurance, if applicable, will be taken from the Faculty Member's salary payments while on leave for the first 90 days. If at the end of 90 calendar days the Faculty Member is still medically unable to return to work, salary payments from the Seminary will stop; thereafter the Faculty Member must pay the normal medical deduction amount directly to the Seminary for the remainder of the medical leave if he or she wishes to have medical insurance continued. Pension credits for length of service will continue to accumulate according to plan provisions.

19.3 Work-Related Disability Leave

The Seminary provides workers' compensation insurance for all employees from the date of hire as required by law. If a Faculty Member is injured while at work, he or she should report the accident to his or her department chair at once and as soon as possible to the Human Resources Office. Further information about this benefit is available in the Human Resource Office.

19.4 Pregnancy Leave

A Faculty Member's pregnancy disability will be treated in the same manner as any medical condition which renders a person unable to work. Thus, the procedures listed under "Medical Leave" apply.

Following a medical leave of absence, the Faculty Member may take an unpaid family leave for up to twelve weeks as explained under "Unpaid Family Medical Leave."

19.5 Unpaid Family Medical Leave

In accordance with Federal and New Jersey law, Faculty Members may take up to twelve weeks of unpaid, job protected family medical leave in a 12-month period if they have worked at the Seminary for at least twelve months and worked at least 1,000 hours in the last 12-month period. Unpaid family medical leave includes leave for:

- the birth of a child and/or care for a child during the first year after birth
- the placement of a child for adoption or foster care during the first year after adoption or placement
- the care for a child, parent or spouse who has a serious health condition
- your own serious health condition (as defined by Federal law)

This leave is in addition to and does not lessen or conflict with any other disability benefits as discussed under "Medical Leave" and "Pregnancy Leave." It may be taken without first using all vacation days, and the Faculty Member may request vacation pay to supplement the unpaid leave. In the case of leave taken for his or her own medical condition, this leave will run concurrently with a medical leave of absence.

Medical insurance will continue during a family medical leave under the same conditions as if the Faculty Member had continued to work. Other benefits will be treated as described under "Unpaid Leave." Additionally, more detailed information about Faculty Members' rights to leave under both Federal and state law can be found on the Human Resources website or upon request from the Human Resources Office.

19.6 Unpaid Leave

There may be compelling personal reasons that are not medical in nature which may prompt a Faculty Member to request an unpaid leave of absence. Such requests will be handled on an individual basis and may be granted in one instance but not another due to differing work demands. The leave cannot exceed three months and must be approved by the Dean of Academic Affairs and the Director of Human Resources. While on an unpaid leave, vacation, pension and sabbatical credits will not accrue and the Faculty Member must pay his or her portion of the cost for medical insurance if he or she is covered under the Seminary's health insurance plan.

19.7 Military Leave

Regular employees who require time off for service as members of a military reserve unit will be granted a paid military leave of absence. During this leave, the Seminary will pay the difference between military pay and normal earnings. If a Faculty Member plans to request a military leave of absence, she or he must inform the department chair and contact the Dean of Academic Affairs as soon as notified of the date of active service.

19.8 Reinstatement Following a Leave of Absence

While a Faculty Member is on a leave of absence, every effort will be made to hold the position open for the period of the approved leave. However, due to business needs there will be times when positions cannot be held open. The Seminary cannot guarantee reinstatement to the Faculty Member's position following a leave of absence, whether paid or unpaid, if the leave extends beyond thirty calendar days, except where additional leave is permitted in accordance with Federal or New Jersey law.

20. Outside Employment

While Faculty Members are encouraged to make their contribution to scholarly, ecclesiastical, and civic activities outside the Seminary, no full-time Faculty Member shall take on regular employment outside the Seminary (including pulpit supply) during the academic year, except upon permission granted by the President. No full-time Faculty Member shall continue in such outside employment for longer than one academic year, except upon permission granted by the Board of Trustees.

21. Retirement and Resignation

21.1 Notice of Date of Retirement

Any faculty member, whether tenured or not, intending to retire or to enter into phased retirement shall give to the President at least 365 calendar-days formal notice in writing of such intention. A notice of retirement, after it has been accepted in writing by the President of the Seminary, may not be withdrawn except upon written consent of the President.

21.2 Phased Retirement

21.2.1 Eligibility for Phased Retirement

Tenured members of the Faculty, between the ages of 62 and 68, and whose tenure is not limited by any term, are eligible for phased retirement.

21.2.2 Responsibilities of a Faculty Member in Phased Retirement

Upon entering phased retirement a faculty member will serve the institution on a half-time basis for up to three years, and then fully retire. Half-time will involve teaching 6 credits during the academic year (3 credits per semester), student advisement, participation in the work of a department, and service on, at most, one standing committee of the Faculty. These responsibilities may be contractually rebalanced by the President to take into account specific personal and institutional needs. During phased retirement a faculty member remains an active member of the Faculty but does not participate on search committees.

21.2.3 Scheduling of a Phased Retirement

The period of phased retirement shall begin on July 1 unless otherwise authorized by the President. The precise term, up to thirty-six calendar months, shall be agreed to in advance by the faculty member and the President. If before the initiation of a three-year phased retirement the faculty member has accrued a minimum of 18 credits towards a Sabbatical leave, such credits may be combined with the 18 credits which

will be earned in the course of phased retirement. Should this occur, the faculty member may take a final Sabbatical leave immediately prior to the beginning of phased retirement. If the faculty member has accrued less than 18 credits before phased retirement, such credits are forfeited at the beginning of phased retirement.

21.2.4 Terms of Phased Retirement

A faculty member on phased retirement shall receive: (1) 50% of the annual salary that he or she would have received as a full-time member of the Faculty, (2) use of a Seminary house or the standard cash housing allowance, and (3) the other benefits provided to a full-time member of the Faculty. The Seminary will continue to make contributions to any qualified pension plan and to group life insurance on the basis of actual compensation.

21.3 Notice of Resignation

Any faculty member with tenure of any kind intending to resign his or her office shall give six months notice of such intention. Notice of resignation, after it has been accepted in writing by the President of the Seminary, may not be withdrawn except upon written consent of the President.

21.4 Faculty Emeritae/i

Emeritae/i members of the Faculty are valued members of the Seminary community and invited to participate in its life and activities. Upon their retirement from active service, members of the Faculty may be designated Faculty Emeritae/i by action of the Board of Trustees based upon a recommendation by the President. This honor is periodically reviewed by the Board of Trustees, and the privileges accorded with emeritus/a status may be withdrawn solely at the Board's discretion if at any time the majority of the members of the Board conclude that a recipient no longer demonstrates a commitment to preserving the Seminary's reputation and high standard of excellence.

If Faculty Emeritae/i are resident in Princeton or its vicinity, the Seminary may provide them with certain privileges, including library, secretarial service, parking, and if available, study space. Emeritus/a status normally provides retention of a PTS login, a Seminary e-mail address, and library borrowing and access to library databases. Secretarial service, when available, is arranged by the Office of Academic Affairs. Study space in the Library, if available, is arranged by the Lenox Librarian; such study spaces are assigned for one year and are renewable.

22. Use of Seminary Facilities

22.1 Use of Seminary Furniture and Equipment

Furniture and equipment provided by the Seminary for the convenience of Faculty Members may not be moved from room to room or removed from the campus, except upon authorization by the Senior Vice President and Chief Operating Officer or, in the case of computer equipment, by the Chief Technology Officer. Where members of the Faculty are permitted to use Seminary equipment in their homes, the Faculty Member assumes full responsibility for damage or loss thereto.

22.2 Outside Groups in Seminary Facilities

Invitations to outside groups for use of Seminary facilities may be extended only by the President, the Senior Vice President and Chief Operating Officer, or their deputies. See §9.8ff. and §9.9ff. of the *Handbook* for further details.

22.3. Prohibition of Partisan Political Usage

The facilities of the Seminary have been established for educational purposes, and may not be used for partisan political purposes, including campaigning. See §9.9.2.4 of the *Handbook* for further details.

23. E-mail Use Policy

The Seminary maintains an e-mail system for the use of the Seminary community. The e-mail system hardware is property of the Seminary. Additionally, all messages composed, sent or received on the e-mail system are and remain the property of the Seminary. Said messages are not the private property of any member of the Seminary community, including, without limitation Faculty Members. The e-mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are messages which contain sexual implications, racial slurs, gender-specific comments, or which offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

The Seminary reserves the absolute right to review, audit, intercept, access, and disclose all messages created, received, or sent over the e-mail system for any purpose, with or without notice. The contents of e-mail obtained by the Seminary may be disclosed within the Seminary without the permission of any member of the Seminary community.

The confidentiality of any e-mail message should not be assumed, and the use of passwords for security does not guarantee confidentiality. Even when a message is erased, it is still possible to retrieve and read that message. Notwithstanding the Seminary's right to retrieve and read any e-mail message, such messages should be treated as confidential by all members of the Seminary community and may be accessed only by the intended recipient. Members of the Seminary community are not authorized to retrieve or read any e-mail message that is not sent to them.

Faculty Members who violate this policy or use the e-mail system for improper purposes shall be subject discipline up to and including immediate dismissal from the Seminary.

24. Computer Use Policy

The Seminary makes computing and network resources available to its Faculty Members for purposes of meeting the Seminary's and Faculty Members' educational needs and Faculty Members' ancillary personal use.

It is important to note that the computer equipment, computer files, computer network, electronic mail system and software furnished to Faculty Members are all the Seminary's property, intended for use in completing official Seminary business. Those who are connected to the network and/or who otherwise avail themselves of the Seminary's network or computer resources are therefore expected to use the technology in a responsible, considerate and ethical manner. Likewise, Faculty Members may not use the Seminary's computer network and equipment for personal financial gain.

All data, documents and other information created or stored on the Seminary's computers or in the Seminary network, including all incoming and out-going electronic mail, are the property of the Seminary. Faculty Members cannot and should not have any expectation of privacy with regard to any data, documents electronic mail messages or other computer files or documents created or stored on computers within or connected to the Seminary's network, nor should Faculty Members have any expectation of privacy with respect to any such items on which they have worked while connected to the Seminary's network.

All Internet data that are composed, transmitted or received via the Seminary's computer communications systems is considered part of the official records of the Seminary and, as such, are subject to disclosure at any time to Seminary supervisors and officers, to law enforcement officials and/or to other third parties. Consequently, Faculty Members should always ensure that the information contained in Internet electronic mail messages and other transmissions is accurate, appropriate, ethical and lawful.

The Seminary strives to maintain a campus free of harassment and is sensitive to the diversity of the community. Therefore, the Seminary prohibits the use of its computer network, including its electronic mail system, and the access it provides to the Internet, in ways that are disruptive, offensive to others, or harmful to morale. Such misuse includes, but is not limited to, the display or transmission of sexually explicit images, messages and cartoons, ethnic slurs, racial comments, off-color jokes, or anything that might be construed as harassment or showing disrespect for others.

Data that are composed, transmitted, accessed or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any member of the Seminary community or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Faculty Members should address any and all questions regarding use of computer equipment, other computer resources or the Internet to the Information Technology Services or the Dean of Academic Affairs.

25. Privacy of Health Information

Pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Princeton Theological Seminary has an obligation to protect the privacy of certain health information related to its employees that it comes into possession of. HIPAA allows or requires that protected health information ("PHI") of employees be used or disclosed only:

- pursuant to a valid, signed Authorization by the individual to whom the PHI pertains; or
- for purposes of "treatment, payment or health care operations"; or
- directly to the individual to whom PHI pertains; or
- for certain public health and safety purposes (such as reporting abuse or communicable disease), where required by law or as part of a legal or regulatory proceeding, or for law enforcement

—
 The Seminary has appointed the Director of Human Resources as the Privacy Officer in connection with PHI related to employees. Although it is anticipated that the Privacy Officer will have access to very minimal amounts of health information related to employees, the Privacy Officer shall ensure that employment related decisions will NOT be made based on the Privacy Officer's knowledge or awareness of PHI related to any employee.

If any employee of the Seminary wishes to file a complaint about the policies and procedures of the Seminary with respect to the handling of PHI as defined in HIPAA, such employee should notify the Privacy Officer in writing at the following address:

Sandra J. Maley
 Director of Human Resources
 Princeton Theological Seminary
 P.O. Box 821
 64 Mercer Street
 Princeton, NJ 08542-0803

The Seminary will not take any retaliatory actions against any employee as a result of any complaint made with respect to the HIPAA Privacy Rule. The Privacy Officer will investigate the complaint, and respond as promptly as reasonably possible. If such employee is not satisfied with the response, the employee may appeal to John Gilmore, Senior Vice President and Chief Operating Officer, who will investigate the complaint and likewise respond as soon as reasonably possible.

In addition to, or instead of, the above Problem Solving and Complaint Procedure, any person, association, group, or organization may file a complaint in writing through mail, fax, or e-mail with the Secretary of The United States Department of Health and Human Services (the "Secretary") with respect to the Company's compliance with the HIPAA Privacy Rule, by doing the following:

- Including the name, full address and telephone number of the individual or entity making the complaint;
- Naming the person(s) or the organization that is the subject of the complaint, and describe the acts or omissions that the individual or entity believes violates the HIPAA Privacy Rule;
- Filing within 180 days of when the individual or entity knew or should have known that the act or omission complained of occurred (unless the individual or entity can show good cause why the Secretary should waive the time limit and the Secretary does waive it); and
- Sending the complaint to the Office of Civil Rights regional office as follows:
 Region II, Office of Civil Rights
 US Department of Health & Human Services
 26 Federal Plaza – Suite 3313
 New York, New York 10278
 (212) 264-3313
 (212) 264-3039 FA
 (212) 264-2355 (TDD)
<http://www.hhs.gov/ocr/hipaa>

26. Research and Copyright Policy

The Seminary shall have the right to obtain and own the copyright to any material which is developed by individuals whose specifically assigned duties include the preparation of that material. The Seminary also may claim some copyright equity in the product of research activities in which it has made a substantial and unusual financial investment. Except as provided in §30.2, the Seminary shall make no equity or copyright claim to any materials published by Faculty Members, recognizing that the normal support rendered to teaching and research efforts, without regard to possible financial return, is the Seminary's rightful contribution to the encouragement of scholarship. If a dispute should arise between a Faculty Member and the Seminary regarding an equity or copyright claim, it shall be referred to the Library Committee for investigation and recommendation. Believing that the classification of information is at variance with the objectives of free inquiry, the Seminary will not, as a matter of policy, accept any contracts or grants for classified research.

27. Discrimination

27.1 Basic Principles

The Seminary views with great seriousness discrimination against people because of race, color, ancestry gender, age, marital status, military status, national origin, religious affiliation (except as religion may be a bona fide qualification), disability, affectional or sexual orientation, atypical heredity cellular or blood trait of an individual, or any other characteristic protected by law. Behavior that on these or other grounds tends to disparage individuals or groups should be avoided, even though formally it may be protected by the guarantees of free speech. Sustained insensitivity in these matters on the part of members of the Faculty may be referred to the Dean of Academic Affairs for investigation.

27.2 Religious Preference not Discrimination

While the Seminary will not tolerate discrimination based on creed, as an institution of the Presbyterian Church (U.S.A.), it may give preference to members of particular religious communions where such preference is reasonably related to their duties at the Seminary, and may follow the tenets of its religion in establishing and utilizing criteria for employment of an employee.

27.3 Inclusive Language [see also §14.2]

The Seminary encourages the use of gender inclusive and racial/ethnic appropriate language in all aspects of community life. Sensitivity to the issues involved in the use of language is expected of all faculty members.

27.4 Complaints Involving Title IX, Title VI and the Rehabilitation Act

Federal law requires the Seminary to designate an employee to coordinate its compliance, including the investigation of complaints, with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973. In addition, the Seminary is required to have procedures for the resolution of student and employee grievances alleging violations of these laws.

Any Faculty Member who feels that he or she has been discriminated against by an individual or office acting for the Seminary or that the Seminary, is not complying with the requirements of Title VI, Title IX or the Rehabilitation Act, has the right to register a complaint and seek redress of his or her grievance. Except in cases of sexual harassment, the Faculty Member should take his/her complaint of discrimination or non-compliance with Title VI, Title IX or the Rehabilitation Act to John Gilmore, Senior Vice President and Chief Operating Officer (the "Coordinator") at 2 Administration Building or (609) 497-7701. Complaints of sexual harassment should be handled through the Seminary's Sexual Harassment Policy, found in the *Handbook*.

The Seminary has adopted the following procedures to resolve and remediate specific allegations of discrimination or non-compliance with Title VI, Title IX or the Rehabilitation Act. In addition, these procedures may be utilized by faculty members to raise issues of alleged discrimination or non-compliance that they would like reviewed with the Seminary's administrators.

1. Initial inquiries or complaints of discrimination should be directed to the Coordinator, either in person or in writing. After receiving the initial inquiry, the Coordinator will meet with the complainant to address the complainant's issues and explain the Seminary's policies in an effort to resolve the complaint.
2. If further clarification or resolution of the complaint is deemed necessary, specific questions of institutional policy or individual charges of discrimination must be filed in writing with the Coordinator. The Coordinator will then provide copies to appropriate parties and attempt to resolve the issue that has been raised by the complainant.
3. Should steps one and two fail to resolve the complainant's issue within a reasonable amount of time, the Coordinator shall direct the complainant to utilize the problem solving and complaint procedure (§15 below).

28. Nepotism

No Faculty Member may initiate or participate in, directly or indirectly, decisions involving a direct benefit to those related by blood or marriage. This involves offers of employment, promotion, work assignments, etc., or, in the case of students, grades or recommendations. A similar potential for conflict of interest arises in the case of close personal friendships or relationships.

29. Substance Abuse

The Seminary is committed to maintaining an environment conducive to promoting the wellness and positive self-development of its students, allowing every member of the Seminary community (students, faculty, administration, and staff) to study and work free of the problems and risks associated with the unauthorized use and abuse of alcohol and the illegal use and abuse of drugs. The Seminary's complete Substance Abuse Prevention Policy is contained in the *Handbook*, as Appendix A.

30. Public Representations

30.1 Seminary Neutrality

The Seminary does not take a position or make statements in its own name on political questions or on matters that are considered to be in public debate. Faculty Members

are encouraged to inform themselves about such issues, however, and as individuals to participate in their discussion and resolution.

30.2 Regulation of Use of Seminary Name, Seal, or Logo

The name and seal (logo) of the Seminary are registered trademarks of the Seminary. Neither these trademarks, nor the name of the Seminary, may be used to promote the goods or services of others or to suggest the approval or sponsorship of the Seminary unless authorized by the Seminary, in writing, by its Senior Vice President and Chief Operating Officer. In particular, such approval is required for:

- (1) all publications authored (in whole or part) by Seminary personnel (whether or not the Seminary is mentioned); and
- (2) all off-campus seminars and meetings sponsored (in whole or part) by the Seminary;
- (3) all off-campus presentations made by Seminary personnel; and
- (4) all manufactured articles bearing the name or trademarks of the Seminary; and
- (5) all statements of sponsorship or approval by Seminary personnel or in which the Seminary is mentioned.

When the trademarks of the Seminary are used, the following statement should accompany such use: "Princeton Theological Seminary and its logo are registered trademarks of Princeton Theological Seminary and are used with permission." Violations of this policy will be regarded as a serious offense and may also result in criminal and civil liability.