COLLEGE OF ARTS AND SCIENCES

FACULTY HANDBOOK

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SECTION 1

FACULTY APPOINTMENTS, EVALUATION, PROMOTION AND TENURE
CRITERIA FOR FACULTY EVALUATION

Each year, department chairs are required to submit annual evaluations summarizing each faculty member's activities, applying the criteria described in the following paragraphs and presenting the chair's estimate, with evidence, of the degree to which the faculty member has demonstrated continuing progress toward reappointment, promotion and/or tenure. The Promotion, Tenure and Review (PTR) Committee reviews the evaluations submitted by each chair, confers when necessary and appropriate with relevant chairs and/or faculty members, and makes appropriate recommendations.

The following criteria shall be used when evaluating full-time faculty members in the College of Arts and Sciences (CAS).

A. Teaching and Associated Activities

Dedication to students and demonstration of teaching excellence are central components of evaluation for all levels of promotion and for tenure. The faculty member is expected to demonstrate effective teaching that includes, but is not limited to the following qualities: knowledge of and passion for the subject matter; ability to understand and communicate effectively with students; capacity to develop and articulate relevant course goals and objectives and their corresponding methods of assessment; and the ability to use appropriate pedagogical methods and technologies. Excellence in teaching also includes the ability to teach a variety of courses consistent with the department’s needs, to develop new courses as appropriate, and to respond with a cooperative spirit to teaching and mentoring assignments and roles.

The mentoring of students is another core component of teaching excellence. Mentoring may involve a range of activities: research mentoring, as demonstrated by successfully completed independent studies, honors projects, theses, and dissertations; pre-professional mentoring, achieved through student-faculty presentations at conferences, student-faculty publications, or other forms of joint scholarship; and mentoring the development of teaching skills, as evidenced by the training and supervision of teaching assistants and graduate student lecturers.

The PTR Committee expects that teaching excellence will be demonstrated as part of the successful application for promotion and tenure. The Committee also expects that teaching excellence will be sustained throughout the faculty member’s tenure at Suffolk; thus, it remains a critical criterion for eventual promotion to the rank of full professor.

B. Scholarship and Creative Endeavors

Each faculty member is expected to keep abreast of current developments in his or her field of scholarship and to contribute to the expansion of knowledge in that field. The expectation at the time of hiring is that scholarship will be a significant part of the activities of all members of the faculty. Thus, evidence of ongoing scholarship must be demonstrated as a core component of the candidate’s dossier at all times of formal review.

The PTR Committee acknowledges that scholarship can be documented in many ways, although perhaps none is more central than the publication of original research and theory in high quality scholarly outlets. For the faculty member in the creative and performing arts, creative activity,
including professional practice judged significant by peer review, constitutes scholarship. Department chairs, assisted by senior faculty (for tenure decisions, generally all tenured faculty in the department; for promotion to full professor, generally all full professors in the department), are asked to provide an evaluation of the quality of the candidate’s scholarship as part of the formal promotion, tenure, or third-year review letter. Candidates should consult their departmental scholarship guidelines to better understand departmental norms for this criterion.

C. University and Community Service

Service may be demonstrated through action and effort to benefit the candidate’s department, the university, the community, and the wider profession. Departmental service includes performing administrative work that supports the functioning of the department, such as serving on departmental committees, advising student organizations and honor societies, and assisting with registration advising. College and university service includes serving on appointed CAS committees, CAS elected committees, or university-level committees and task forces. In the case of promotion to full professor, the PTR Committee looks for evidence that the candidate has moved toward more active policy-making or leadership roles, e.g., chairing committees, subcommittees, or task forces. Service may also be to the profession (e.g., editorial boards, professional committees) or to the wider community if associated with the candidate’s professional training.

POLICIES FOR FULL-TIME NON-TENURE-TRACK FACULTY: APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS

Laboratory Instructor

The position of laboratory instructor is a quasi-faculty appointment intended to assist the regular faculty in certain laboratory science and other (e.g., language laboratory) offerings especially in lab preparations, equipment distribution and maintenance. Laboratory instructors are not in tenure-track positions nor do they participate in faculty programs such as sabbatical or research leaves. A minimum of master's level preparation is preferred, and individuals are not limited as to years of service. Laboratory instructors are not covered by the Policy on Reappointment and Termination described in this Handbook.

Instructor

To qualify for appointment to this rank, the candidate must ordinarily have the master's or equivalent degree and plans for the proximate completion of the doctorate or an equivalent terminal degree. An instructor should give promise of future achievement in the areas of teaching, scholarship, and service. Each year the department chair will evaluate the performance of the faculty member in terms of these criteria, prior to making recommendations concerning promotion, reappointment or non-reappointment, and compensation. The chair should confer with senior faculty in the department regarding the faculty member's continuing progress. Instructors are not in tenure-track positions nor do they participate in faculty programs such as sabbatical or research leaves. Instructors are not covered by the Policy on Reappointment and Termination described in this Handbook.
POLICIES FOR FULL-TIME TENURE-TRACK FACULTY: APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS

The positions of assistant, associate, and full professor ordinarily require the possession of an earned doctorate or an equivalent terminal degree. Faculty not awarded tenure by the end of the sixth year will receive a one-year terminal appointment after which the association with Suffolk University will be discontinued.

**Assistant Professor**

An assistant professor must provide evidence of effective teaching and of progress toward excellence in the areas of teaching, scholarship, and service. Each year the department chair evaluates the performance of the faculty member in terms of these criteria prior to making recommendations concerning promotion, reappointment or non-reappointment, and compensation. The chair should confer with senior faculty in the department regarding the faculty member's continuing progress.

**Associate Professor**

A prospective associate professor must provide evidence of excellence in teaching, scholarship, and service. Each year the department chair evaluates the performance of the faculty member in terms of these criteria prior to making recommendations concerning promotion, tenure, reappointment or non-reappointment, and compensation. The chair should confer with senior faculty in the department regarding the faculty member's continuing progress. Application for promotion to associate professor and application for tenure ordinarily occurs at the same time (in the sixth year of full-time service as assistant professor) and involves a single process of review and a single submission of materials.

**Professor**

A prospective professor must provide evidence of continued excellence in teaching, scholarship, and service. Each year the department chair evaluates the performance of the faculty member in terms of these criteria prior to making recommendations concerning promotion, tenure, reappointment or non-reappointment, and compensation. The chair should confer with senior faculty in the department regarding the faculty member's continuing progress. Candidates for promotion to the rank of professor are held to a higher standard in regard to their scholarship than are candidates for promotion to associate professor and tenure. Specific (and generally concrete) "evidence of excellence" in scholarship is required. The PTR Committee attempts to remain open-minded regarding the types of scholarly production that constitute relevant "evidence of excellence" and consults departmental guidelines when making its determinations. Generally acceptable as evidence of scholarly excellence include scholarly books (including textbooks), articles in refereed professional journals and, for faculty members in the creative and performing arts, appropriate creative and artistic achievements. In general, faculty members should expect to serve a minimum of five years in the rank of associate professor (ordinarily at Suffolk University) before being recommended for promotion to professor.
THIRD-YEAR REVIEW

During the third year of service as an assistant professor, a faculty member receives a more intensive evaluation, or third-year review. The candidate’s record of progress since the third-year review, along with his or her cumulative record in the categories of teaching, scholarship, and service—with particular emphasis on the period since beginning the full-time faculty position at Suffolk—become part of the portfolio used by the PTR Committee to evaluate his or her application for promotion to associate professor and for tenure.

PROMOTION AND TENURE POLICIES

The awarding of tenure creates an enduring contract between the faculty member and the University, and thus the attainment of tenure status is not automatic: it is conferred solely by a positive action of the Board of Trustees. A recommendation for promotion or tenure proceeds from a proposal received by the PTR Committee from a faculty member’s department chair or from the faculty member her/himself. The PTR Committee can also initiate promotion or tenure proceedings.

Eligibility for Tenure

Under ordinary circumstances, faculty members in the College are reviewed for tenure in the fall of the sixth year of service in a tenure-track appointment (by the PTR Committee). Recommendations are made to the College Committee for action by the Board of Trustees at the February or April meeting. Faculty members who are not granted tenure are advised by July 1 of the sixth year and are given a one year terminal appointment (the seventh year).

Up to two years in leave of absence time may be excused at the discretion of the dean, and with the consent of the faculty member, from the six-year time limit period. The six-year tenure timespan begins with the date of the first appointment to a tenure-track position. At the discretion of the dean, and with the consent of the faculty member, up to three years of service at the rank of instructor may be excluded from the time limit to achieve tenure. Faculty members who enter Suffolk University in the rank of untenured associate professor or professor may apply for tenure in the fall of their third year and must apply for tenure by the fall of their sixth year. Faculty not awarded tenure by the end of the sixth year receive a one-year terminal appointment, after which the association with Suffolk University is discontinued.

The eligible faculty member is reviewed by the appropriate departmental senior faculty, the department chair, the PTR Committee, the dean, the provost, and the president. The Board of Trustees considers the recommendation of each of the above when making a tenure decision but is not bound by any individual recommendation. All promotion, tenure and reappointment (or non-reappointment) proceedings are confidential in nature, and all participants recognize the confidentiality of discussions within these proceedings. It is the policy to grant tenure primarily on the basis of individual excellence; nevertheless the short- and long-term needs of the College must play a role in tenure awards. Changing demographics and probable changes in courses and programs, in specific departments or across the College, require effective strategic planning. Such planning necessitates a periodic review of the tenure numbers both by department and in the College and may affect future tenure award judgments. However, tenure quotas by department are not established in the College.
The substantive decision whether to grant tenure is non-reviewable in any forum. The non-reappointment grievance or the grievance alleging inappropriate denial of tenure is limited to whether the proper procedure was followed.

**GUIDELINES FOR PREPARING A SUPPORTING FILE FOR THIRD-YEAR REVIEW, PROMOTION AND TENURE**

The principal goal of candidates for promotion, tenure, and review should be to educate the PTR Committee on the merits of their candidacy; this should also be the goal of the department chair writing the letter of recommendation. Ideally, a candidacy for promotion, tenure, or review should be the result of a collaborative process in which the faculty member and chair build a supporting file that reflects the criteria outlined in this Handbook regarding teaching, scholarship and service. Any candidate for promotion, tenure, or review who wishes to address the Committee may do so. A supporting file for promotion, tenure, or review should contain the following items:

**Provided by the Department Chair:**

I. **Chair’s Letter of Recommendation**

Chairs must recognize that their evaluation of the candidate, along with that of the senior faculty, is among the most critical pieces of the tenure, promotion and review process. In educating the committee about the candidate’s qualifications, the chair’s recommendation should include discussion and evaluation of:

- The candidate’s teaching ability, as measured and evaluated in multiple ways
- The candidate’s record of student mentoring at the undergraduate and/or graduate level
- The candidate’s scholarship, in terms of quality and placement, referencing the departmental standard for research, publication, and/or professional creative work
- A record of current, consistent scholarship
- The candidate’s record of service in various domains (departmental, college and university, community, professional)
- The roles and responsibilities of the candidate in terms of the present needs and future goals of the department
- The views of the senior faculty in the department regarding the candidate’s qualifications, including a statement of whether or not senior faculty support the application (chairs should describe their departmental processes for involving senior faculty and report the significant elements of departmental decision-making)

The letter should be read and signed by the candidate prior to submission to the dean’s office.
II. Teaching Evaluations

- Student evaluations of teaching (raw data from both departmental and interdisciplinary courses) from the past four years (two years in the case of the third-year review), provided by the chair, who should certify their integrity
- Summary data drawn from teaching evaluations, provided by the chair
- Record of at least one classroom observation (prior to third-year review) and two classroom observations (prior to tenure) that provide an evaluation of the candidate’s teaching methods, level of preparation, communication of content, and rapport with students

Provided by the Candidate:

I. Letter of Application

Candidates should address this letter to the PTR Committee, and in it they should:

- Provide a concise statement of their teaching philosophy, including a self-assessment of how their teaching has evolved since coming to Suffolk
- Explain what motivates their research and its significance to the field
- Reflect on their experience and service as a member of their department and of the Suffolk community
- Give the PTR Committee a sense of their projected goals and expectations as educators, scholars, and colleagues

II. CV of the Candidate

The properly-dated and comprehensive CV should help the PTR Committee to trace the candidate’s achievements and experiences through a coherent time line. The CV should clearly distinguish the following:

- Educational history (with dates)
- Honors, awards, recognitions (include dates)
- Conference paper and poster presentations (with dates, specifying those included in conference proceedings and any invited addresses)
- Scholarly publications, including refereed articles (with full citation or noted as in press), book chapters, and books
- Recitals, exhibitions, poetry readings, or performances (with dates and locations, and distinguishing juried or invitational)
Professional activity

III. Other Teaching Materials

- Full list of courses taught, with dates and approximate enrollments
- Sample course syllabi and assignments
- Summary of student mentoring activities

IV. Scholarship

- Copies of all publications, including articles, book chapters, and books
- Samples of all other types of scholarly and creative works

V. Summary of Service Activities

- **Departmental service.** List service activities (serving on departmental committees, advising student organizations, registration advising, etc.) indicating duties/time commitment
- **College and University service.** List membership on appointed CAS committees, elected CAS committees, and university-level committees indicating duties/time commitment
- **Community service.** List professionally-appropriate service to the wider community.
- **Professional service.** List service activities to the profession (e.g., editorial boards, professional committees) indicating duties/time commitment

VI. Other Supporting Documents

Faculty members may include comments from outside scholars on the quality or importance of their work or submit copies of reviews in newspapers, journals, etc. These additional commentaries might be especially appropriate if they serve to “translate” the standards of a particular discipline into language or criteria that is more accessible to all members of the committee. Additional teaching observations, videotapes of classes, or other components of a teaching portfolio may also be submitted as part of the tenure application. In special circumstances, the PTR Committee may request this additional information. The PTR Committee or the department also reserve the right to appoint outside referees to comment on work submitted.
POLICY ON EMERITUS STATUS FOR RETIRED FACULTY MEMBERS

Emeritus/Emerita Policy

A. Emeritus/Emerita Status: Emeritus/Emerita status is an honorary title which may be conferred only upon individuals who are retired from the University and who have had a long full-time association with Suffolk University.

1. Eligibility

a. Emeritus/Emerita status is limited to full-time faculty and full-time senior administrators retiring after distinguished service at the University. In particular, such appointments will be made in view of demonstrated distinction in many or all of the following factors:

- length of service (twelve or more years of full-time service at the University to be eligible for such recognition);

- high professional achievement and quality of teaching and research or performance in the administrative position(s);

- sustained, outstanding service and contribution to the University; and

- service to society beyond the University community.

b. One’s title will be consistent with the title at retirement plus “emeritus.” (e.g., Associate Professor Emeritus at Suffolk University). Individuals granted emeritus/emerita status who have held a concurrent senior administrative title of dean or higher may also be granted emeritus/emerita status for the administrative title.

2. Process for Obtaining Emeritus/Emerita Status

a. A retiring faculty member may be nominated by his/her department chair or dean; a retiring senior administrator may be nominated by the head of his/her administrative unit. In addition, a faculty member or senior administrator may nominate him or herself to the appropriate department chair, dean or head of administrative unit (President or Vice President), as applicable. Nominations shall be submitted in writing and shall be made prior to the faculty member or administrator’s intended date of retirement except that, for individuals who retired during the 2011-2012 academic year, nominations shall be submitted no later than December 31, 2012.

b. A faculty nomination must be supported at each higher level of review (Department Chair, Dean and Provost) to be presented to the President for recommendation. If the President approves the recommendation, the President will make a recommendation to the Board of Trustees, which also must approve the recommendation. Decisions at each level of review are final.

c. A senior administrator nomination must be supported by the appropriate Vice President and Senior Vice President, if applicable, to be presented to the President for recommendation. If the President approves the recommendation, the President will
make a recommendation to the Board of Trustees, which also must approve the recommendation. Decisions at each level of review are final.

d. The recommendation must include the following items:

(1) A letter of support from the Department Chair or Dean or, in the case of a senior administrator, the Vice President or President;

(2) A final copy of a narrative summary or CV citing the professional accomplishments and record of University service of the retiring faculty member or administrator;

(3) The expected date of retirement (e.g., a copy of the letter of retirement); and

(4) If the employee holds a tenured or affiliate appointment in another department, that department must also submit a letter of recommendation approving the faculty member for emeritus/emerita status.

e. In addition, the President of the University may also recommend to the Board that any other faculty or senior administrator be awarded emeritus/emerita status in accordance with the eligibility factors in paragraph 1.a. above.

B. Privileges Retained After the Award of Emeritus/Emerita Status: The privileges of the emeritus/emerita designation are as follows

1. In writing, speaking and submissions to print and electronic media, the faculty or senior administrator may identify him or herself with the emeritus/emerita designation (e.g., Professor of Law Emeritus at Suffolk University Law School). The emeritus/emerita faculty or senior administrator shall be listed in relevant Suffolk University publications (e.g., on the academic unit website for listing of faculty) with the emeritus/emerita designation, and invited to attend University commencements and other similar functions.

2. Identification Card—The faculty or senior administrator is able to retain his/her Suffolk University identification card to use the University libraries, recreational, and other facilities.

3. The emeritus/emerita faculty or senior administrator shall be entitled to continued (i) use of regular mail and University email addresses as are provided for active faculty or administrators, and (ii) access to all Suffolk University libraries.

4. Other privileges of emeritus/emerita status are discretionary and are provided at the discretion of the Dean or, in the case of senior administrators, at the discretion of the head of the administrative unit.

   a. Office and/or Laboratory Space—Departmental prerogatives for emeritus/emerita faculty, such as office and/or laboratory space with furnishings, telephone, use of a computer (and related on-line services such as LexisNexis or Westlaw) and secretarial support, are within the purview of the deans or their designee, or in the case of senior administrators, the head of the administrative unit and shall be
reviewed annually. They are not entitlements associated with emeritus/emerita status, but the authorized individuals have discretion to offer these amenities on a space available and resource available basis.

b. As requested from time to time by the Dean of the academic unit or the Dean’s designee, and by mutual consent, the emeritus/emerita faculty or administrator may be asked to advise faculty on teaching or scholarship and students on studies and course selection, as well as career plans, and may participate from time to time in alumni events.

c. Employment of Emeritus/Emerita Faculty and Senior Administrators for Limited Terms—In special circumstances, a Dean may request that an emeritus/emerita faculty or senior administrator teach courses as needed or work on special projects relating to the administration of the school and its programs, for a mutually agreed upon stipend. The compensation arrangement will be decided by the appropriate Dean or administrator, as appropriate.

5. Other—Nothing in this policy is intended to alter other University policies or practices concerning priorities for use of certain facilities by students, faculty, or staff, nor is there any intent to limit the authority of individual academic units to recommend such priority-use policies.

6. The appointment of the emeritus/emerita title is for life, subject to all University regulations on conduct and performance.

7. This policy may be amended from time to time at the discretion of the University’s Board of Trustees. No provision of this policy may be waived or modified by an employee of the University without the prior written approval of the President.

POLICY ON REAPPOINTMENT AND TERMINATION

1. Renewal of Appointments with Limitations of Time

Appointments to the faculty of Suffolk University are contracts of employment over a stated period of time, usually one year. Only those contracts specifically awarding tenure to the faculty member are exempt from this policy. The University will only renew the contracts of faculty members whose performance is judged to be satisfactory on the basis of the criteria described in this Handbook. Faculty members will be advised early in their term appointment of the substantive and procedural standards that will be employed in reaching decisions regarding renewal, and of any special criteria of the particular department or school that may apply.

1a. There is no right to automatic renewal of a contract of appointment with limitation of time. As each such contract approaches the end of its term, the University will ensure that the faculty member's performance is properly reviewed according to the procedures set forth below and will give the faculty member notice of renewal or non-renewal of the contract, as set forth below.
2. **Review of Performance**

Chairs of all departments in each school or college shall formally review the performance of those faculty members in their departments whose appointments will terminate in a particular academic year. Faculty members shall be notified when the review is to be undertaken and will be invited to submit materials which they believe will be helpful to a thorough evaluation of their performance. In the process of review, the department chair shall consult with those faculty members whose contracts will be expiring and with senior faculty members of their departments. After the formal evaluations are completed, faculty members shall be given the option of reading them and making comments. Where chairs believe that informal evaluations may be appropriate, they may undertake them during the term of the faculty member’s appointment, and shall share the evaluation with the faculty members and shall confer with regard to improving their performance, if warranted.

2a. After making formal evaluation, each chair shall forward to the dean his or her recommendations as to renewal or non-renewal of faculty members in the department whose appointments will be expiring. The dean may make an initial judgment regarding which appointments shall be renewed and which shall not. Where appropriate, the dean and the department chair may agree that a faculty member shall be given a conditional renewal during which certain agreed upon standards of performance must be met.

2b. The dean shall transmit to the PTR Committee the recommendations of department chairs and their initial decisions as to the renewal and non-renewal of the affected faculty member’s appointments and shall meet with the committee to discuss the proposed actions. Department chairs recommending non-renewals who are members of the committee shall be excused from deliberations dealing with those non-renewals.

The PTR Committee may at its discretion inquire into the proposed actions by seeking information from the department chair, the affected faculty member, and other members of the faculty. The members of the PTR Committee may, by majority vote of its members, recommend to the president that a proposed action of the dean be reversed either as to renewal or non-renewal. Where such recommendation is made, the president shall consider the case and discuss the matter with the dean, and a designated representative of the PTR Committee. In all cases the president shall make the final decisions with regard to renewal and non-renewal.

3. **Notification of Faculty Members**

No notification of non-renewal shall occur prior to completion of the procedures set forth above. A faculty member, whose appointment is not to be renewed after its expiration, shall be given by the dean a written notice of non-reappointment according to the following schedule:

3a. No later than February 1 of the first academic year of service, if the appointment expires at the end of the year; or, if a one-year appointment terminates during the academic year, at least three months in advance of its termination.

3b. Not later than December 1 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3c. At least 12 months before the expiration of an appointment after two or more years in the institution.

Note. Some full-time faculty members receive contracts for one, two or three year terminal non-tenure track appointments. The notification policy described above does not apply to these faculty as they are on a contract of specified duration. These faculty must presume expiration of their appointment at the end of the term indicated in their contract unless otherwise notified by the College. Similarly, this policy does not apply to any part-time appointments; the Redress Procedure outlined herein is not for use by faculty members holding either non-tenure-track or part-time appointments in the College.

4. Review of a Decision Not to Renew an Appointment

If a faculty member who has received such written notice believes that non-renewal of his or her appointment by the University constitutes a violation of the College policy on academic freedom as described in this Handbook, he or she may, within 30 days of receipt of the notice of non-reappointment, deliver a written petition to the dean requesting a review. Such petition shall set forth the facts alleged to have constituted violation of academic freedom and will describe in a concise form the faculty member's arguments for reversal of the decision.

4a. Upon receipt of a petition for review, the dean shall convene the PTR Committee for the purpose of selecting a hearing panel to consider the case. The hearing panel shall be composed of five full-time CAS faculty members chosen by lot from a pool consisting of all full-time CAS faculty members. The aggrieved faculty member and the dean shall each have the right to exclude, on the basis of preemptory challenge, three faculty members whose names have been chosen by lot. Upon each such preemptory exclusion, exclusion for cause, or declination to serve, the name of another full-time CAS faculty member shall be chosen by lot from among the names of all remaining CAS full-time faculty members not yet approved for or excluded from the hearing panel.

4b. No member of the PTR Committee shall sit as a member of the hearing panel. The members of the hearing panel, so chosen, shall meet and choose one of their number to act as chair for the case and shall determine the earliest convenient date for all parties to meet. The first meeting of the hearing panel with the parties shall be devoted to a determination by the Committee as to whether probable cause to hear the case exists. At this meeting, it shall be the responsibility of the faculty member to present sufficient evidence to persuade the hearing panel that probable cause exists to believe that a violation of academic freedom has occurred. The president, or his or her designated representative, shall respond, if appropriate.

4c. The hearing panel shall meet at the close of the session to determine whether or not the petition should be accepted for a full hearing and shall make its determination on the basis of the existence or non-existence of probable cause to believe that a violation of academic freedom has occurred.

4d. If the hearing panel determines that no such probable cause exists, it shall so inform the
president and the faculty member and its decision shall terminate the case. If the hearing panel determines that probable cause does exist, it shall notify the parties, setting a date for the commencement of a formal hearing.

4e. At least ten days prior to the commencement of the formal hearing, the faculty member shall submit a written complaint setting forth in detail the facts alleged to show a violation of the College policy on academic freedom set forth in the Faculty Handbook, and such arguments as he or she proposes to make. At least five days prior to the commencement of the formal hearing, the president, or his or her delegate, shall respond, in writing, to the faculty member’s complaint. The faculty member will be informed of his or her right to have an attorney present at the hearing.

4f. At the commencement of the hearing, the hearing panel will invite the faculty member to present his or her evidence to prove the points alleged in the complaint. The hearing panel will accept evidence in documentary, physical and testimonial form. It shall accept all evidence which will aid it in reaching a judgment as to the truth or falsity of the points alleged in the complaint and the University response. After the close of the faculty member's case, the University counsel, the president, or his or her delegate, shall present a case for the University. Both parties, and/or the members of the hearing panel may question all witnesses and shall have access to all evidence that the non-renewal of the faculty member’s appointment was a violation of academic freedom as set forth in the Faculty Handbook.

4g. At the close of the hearing, the panel shall meet to consider the case. It may review a transcript of the proceedings, if one was taken, and shall receive written briefs from the parties to supplement any oral argument which may have been allowed at the discretion of the hearing panel. The hearing panel shall render its decision, in writing, stating those facts which it has found to be true and giving its conclusions as to the arguments of the parties. Copies of the decision shall be delivered to the president and the faculty member.

4h. If the faculty member or the president is dissatisfied with the decision of the hearing panel, either the president or the faculty member may appeal the decision to the Board of Trustees. Such an appeal shall be commenced within ten days of receipt of the decision of the hearing panel and shall be made in writing to the chair of the Board of Trustees. In hearing such appeals, the Board of Trustees shall follow the procedure set forth in paragraph 7. The decision of the Board of Trustees is final.

5. Termination of Appointments

Termination of an appointment with continuous tenure or tenure-track appointment with limitation of time before the end of the specified term may be effected by the University only for adequate cause as defined below, or because of financial exigency. All terminations of contracts of appointment prior to the end of that contract shall follow the procedure set forth below.

5a. Definitions

5a. (1) Cause:
Cause for termination of an appointment shall consist of one or a combination of the following grounds.

5a.  (2) Violation of the terms of the faculty member's contract of appointment or failure to comply with duties of the faculty set forth in the Faculty Handbook.

5a.  (3) Non-compliance with the responsibilities of the academic profession including, without limitation, the obligation to provide courses of instruction which meet the current standards of the individual's discipline, the responsibility to maintain personal levels of skill and information at least equivalent to those recognized as necessary for academic employment in the discipline by its national association, and the duty to maintain a code of personal conduct responsive to the needs of a cooperative academic community.

5b. Preliminary Proceedings

Insofar as it is possible, the department chair and/or the dean of the college shall discuss with a faculty member any conduct which, if continued, will be cause for termination. If such discussions fail to resolve the problems, or where the event providing grounds for termination is not cumulative, the department chair will meet with the dean and prepare a written statement of the grounds for termination. A copy of this statement will be forwarded to the president for review. If the president accepts the recommendation of the dean and the chair regarding termination, he or she shall direct them to set a date for a conference with the faculty member at which the written statement or grounds shall be presented to the faculty member and discussed. The president may attend the conference and shall so attend if requested by the faculty member. If after full explanation of the University's action, the faculty member wishes to appeal, he or she shall commence the process as set forth below.

5c. Commencement of Formal Proceedings

Formal review of a decision to terminate the faculty member for cause shall be commenced by the faculty member's delivery of a written request for review to the PTR Committee, with a copy to the president within 30 days of receipt of the notice of termination. Not less than ten days after the filing of such a petition for review, the president shall deliver to the PTR Committee a formal statement of grounds for the termination.

5d. The PTR Committee shall meet in strictest confidence to consider the statement of grounds and any presentation which the faculty member and the president wish to make. This meeting by the PTR Committee shall be informal and shall not involve the calling of witnesses or the presentation of evidence beyond that contained in the formal statement of grounds. The PTR Committee shall prepare an informal report within five days after the close of its consideration of the case which shall recommend to the president and to the faculty member in an advisory way whether or not the matter should be pressed to a full formal appeal.

5e. The report of the PTR Committee shall not be binding on either party, but rather shall serve to advise the parties of potential outcome of a formal proceeding.
5f. If after reading the report of the PTR Committee, and if the proposed termination is not canceled, the faculty member wishes to press the formal appeal, he or she shall notify the Chair of the PTR Committee of that fact with a copy to the president. Such notification shall be sent no later than ten days after receipt of the report of the PTR Committee.

6. **Formal Hearing**

6a. A formal appeal shall be heard by a hearing panel composed of five tenured CAS faculty members chosen by lot from a pool consisting of all tenured CAS faculty members. The aggrieved faculty member and the dean shall each have the right to exclude, on the basis of preemptory challenge, three faculty members whose names have been chosen by lot. Upon each such preemptory exclusion, exclusion for cause, or declination to serve, the name of another tenured CAS faculty member shall be chosen by lot from among the names of all remaining CAS tenured faculty members not yet approved for or excluded from the hearing panel.

6b. Either party to a formal hearing, the faculty member or the University, may be represented by a person or persons of his or her choice, including counsel.

6c. The hearing panel shall meet as soon after its selection as possible to elect one of its members as chair and to set the day for the commencement of the hearing. Not less than ten days prior to the commencement of the hearing, the University shall file a formal statement setting forth the grounds for its action and not less than five days prior to the commencement of the hearing, the faculty member shall respond in writing to the University's statement.

6d. A stenographic record of all proceedings before the hearing panel, except its own consideration, shall be maintained.

6e. The University shall bear the burden of proving, through clear and convincing evidence, that the grounds for termination, as set forth in its statement, exist. To meet this burden, it may submit documentary, physical and testimonial evidence.

6f. The panel shall receive all evidence which will assist it in reaching a decision on the case, but shall, within its discretion, limit the parties to the issues presented in the statement of the University and faculty member's response. Both parties and/or the members of the hearing panel may question all witnesses and shall have access to all evidence submitted to the panel. The faculty member shall respond to the case presented by the university and may present witnesses and evidence in support thereof. The panel may permit the parties to offer oral argument at the close of the evidence and shall request written briefs setting forth arguments.

6g. As promptly as possible after the close of the case, the hearing panel shall meet to consider its decision. Such a decision shall be in writing and shall specifically refer to the facts and arguments made by the parties to the preceding. The hearing panel will complete its decision as promptly as possible and deliver it in writing to the president and the faculty member.
6h. Either party to a formal appeal who is dissatisfied by the decision of the hearing panel, may appeal that decision to the Board of Trustees. Such an appeal shall be made within ten days after the receipt of the decision of the hearing panel, and shall be made in writing to the chair of the Board of Trustees.

7. Appeals to the Board of Trustees

7a. Upon receipt of appeals under paragraphs 4h and 6h, the chair of the Board of Trustees shall convene a committee of the trustees to be made up of three persons selected by the chair. This committee shall direct the parties to submit such briefs as they may wish to file at least five days prior to the hearing. The hearing by the committee of the Board of Trustees shall consist of the presentation of oral arguments by the parties together with responses to such questions as the committee member shall ask. It shall be an appellate hearing and the committee shall not rehear the evidence in the case again.

7b. After reviewing the briefs and oral arguments of the parties, the committee of the Board of Trustees shall consider the case and prepare a written decision to be submitted to the full Board of Trustees as follows:

7b. (1) If the committee believes that the decision of the hearing panel should be affirmed, it shall so indicate in its decision and the case shall be considered closed.

7b. (2) If the committee of the Board of Trustees believes that it would be beneficial, the committee may return the case to the hearing panel and request that the hearing panel reconsider certain specific issues. In such cases the committee shall meet to consider the action of the hearing panel following its reconsideration, and may invite the parties to comment thereon in writing. If the committee accepts the decision of the hearing panel after reconsideration, it shall so indicate in its decision and the case will be considered closed.

7b. (3) If the committee of the Board of Trustees disagrees with the decision of the hearing panel and believes that reconsideration would be inappropriate, or if it disagrees with a decision of the hearing panel after reconsideration, it shall formulate a recommendation for a final determination of the case and submit it to the full Board of Trustees which shall consider the matter and arrive at a final decision in the case.

8. As stated in the College's Faculty Grievance Procedure, a faculty member may use only one of the following two procedures—the Grievance Procedure or this Reappointment and Termination Redress Procedure. The choice of the procedure belongs to the faculty member and must always be stated as part of the initial effort to resolve a grievance. The Faculty Grievance Procedure is intended to be operative in any complaint based on discrimination due to age, handicap, marital status, national origin, parental status, Vietnam-era veteran status or handicapped veteran status, race, religion or sex. The Reappointment and Termination Redress Procedure is intended to be a remedy for complaints as defined herein in paragraph 1 relative to appointments with limitations of time and in paragraph 5 relative to termination of appointments.
SECTION 2

FACULTY RIGHTS
STATEMENT ON ACADEMIC FREEDOM AND RESPONSIBILITY

The purpose of this statement is to promote understanding and support of academic freedom and agreement upon procedures to assure it exists at Suffolk University. To challenge promotion, tenure and review decisions that he or she regards as inappropriate by reason of violating his or her academic freedom, a faculty member should employ the Reappointment and Termination Redress Procedure included in the preceding section of this Faculty Handbook.

Institutions of higher education are conducted for the common good and not to further the interest of individuals. The common good depends upon the free search for truth and its free exposition. Suffolk University is committed to the solution of problems and controversies by the method of rational discussion. Acts of physical force or disruptive actions which interfere with University activities, freedom of movement on the campus, or freedom for students to pursue their studies are the antithesis of academic freedom and responsibility, as are acts which in effect deny freedom of speech, freedom to be heard, and freedom to pursue research of their choosing to members of the academic community or to visitors invited to the University. Academic freedom is the right of scholars in institutions of higher education to freely study, discuss, investigate, teach and publish. Academic freedom applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student in freedom of learning. It carries with it duties correlative with rights.

ACADEMIC FREEDOM

1. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the administration of Suffolk University.

2. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful to present the various scholarly views related to the subject and avoid presenting totally unrelated material.

ACADEMIC RESPONSIBILITY

The concept of freedom should be accompanied by an equally demanding concept of responsibility. College or University faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As people of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution.
DIVERSITY POLICY

Suffolk University has given a high priority to creating a truly multicultural, multiracial, gender-balanced community receptive to cultural diversity. The future vitality of Suffolk and other urban universities depends on its ability to be responsive to and provide a welcoming climate for people of many cultures. As part of Suffolk's efforts to reach this goal, the University strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain and support a culturally-diverse faculty and staff. University policies and procedures concerning faculty and employees' development are structured to encourage such diversity. Likewise, the University strives to actively recruit and retain a widely diverse student body. Faculty and employees are encouraged to actively promote such diversity and such welcoming environment for all.

The University is also committed to creating and maintaining educational curricula in each of its schools that incorporate the values of a multicultural and diverse community and that reflect the pluralism of the United States and the world society. This commitment is congruent with the University's stated mission to prepare and educate men and women to be future leaders and citizens who can function effectively in an evolving, pluralistic and increasingly diverse society. The University further seeks to ensure that student support services, academic support services and co-curricular programs at Suffolk University are sufficiently diverse to meet the needs of a multicultural student body.

NOTICE OF NON-DISCRIMINATION

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information, or Vietnam-era or disabled-veteran status in its employment, admission policies, or in the administration or operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the appropriate coordinator:

- Students and applicants in the College of Arts and Sciences and Sawyer Business School: Dean of Students, 617-573-8239, TDD 617-557-4875.
- Students, student applicants, and faculty in the Law School: Dean of Students in the Law School, 617-573-8157.
- Faculty and faculty applicants in the College of Arts and Sciences: Dean of the College, 617-573-8265.
- Faculty and faculty applicants in the Sawyer Business School: Dean of the Sawyer Business School, 617-573-8300.
- Other employees and applicants for employment: Director of Human Resources, 617-573-8415.
- Inquiries regarding Title IX and other federal and state non-discrimination legislation may be directed to the Director of Human Resources, 617-573-8415.
SUFFOLK UNIVERSITY POLICY OPPOSING SEXUAL HARASSMENT

Suffolk University does not tolerate any behavior by administrators, faculty, staff or students which constitutes harassment of students or employees on the basis of race, color, sex, religion, national origin, veterans' status, age, sexual orientation or disability, whether or not the level of conduct rises to unlawful sexual harassment. Such forms of harassment are discriminatory and unlawful. Sexual harassment is a form of sex discrimination and as such violates University policy as well as state and federal statutes.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct or written communication of a sexual nature when:

1. submission to, or rejection of, such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or educational status or as a basis for employment or educational decisions;

2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile, humiliating or sexually offensive work or educational environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. Direct or implied requests by a faculty member of a student for sexual favors in exchange for improved grades or favorable recommendations also constitutes sexual harassment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim and also same sex harassment. Some examples of sexual harassment may include: unwelcome sexual advances—whether or not they involve physical touching; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess; displaying sexually suggestive objects, pictures, cartoons; unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; inquiries into one's sexual experiences; and discussion of one's sexual activities.

All faculty, administrators and staff are held accountable for compliance with this policy. All members of the Suffolk community should take special note that retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by the University.

SEXUAL HARASSMENT COMPLAINT AND RESOLUTION PROCEDURES

Any faculty member, administrator or staff member who feels that he or she has been harassed should, if he or she feels comfortable, attempt to resolve the situation through a discussion with the other party. If one does not feel comfortable discussing the situation immediately, he or she may consult on an informal and confidential basis with the director of Human Resources.
Formal Complaint Procedure

A. Where to File a Complaint?

If the person alleged to be responsible for the harassment is:

1. A faculty member: File with the dean of the appropriate school
2. An administrator or staff member: File with the director of Human Resources
3. A student, a work-study student or a graduate assistant: File with the dean of students

B. What Should Be Filed?

The complaint should be in writing, should summarize the alleged harassment, should identify the person allegedly responsible for the harassment and should describe the resolution sought.

C. When Should the Complaint Be Filed?

The complaint should be filed within 90 days of the occurrence of the incident.

D. How Will the Complaint Be Processed?

1. If the person alleged to be responsible for the harassment is a student, the dean of students or his/her designee will investigate the allegation.
2. If the person alleged to be responsible for harassment is a faculty member, the dean or his/her designee will investigate the allegation.
3. If the person alleged to be responsible for harassment is an administrator or staff member, the director of Human Resources or his/her designee will investigate the allegation.

The allegation will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. The investigation will include a private interview with the person filing the complaint and, if appropriate, with witnesses. The person alleged to have committed the sexual harassment will also be interviewed. When the investigation is completed, to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of the investigation. If it is determined that inappropriate conduct has been committed, appropriate disciplinary action will be taken. Such action may range from counseling to termination of employment or expulsion and may include warning or probation.

Note. After completion of the investigation, any party who is dissatisfied with the outcome may utilize the grievance procedure as outlined in the suitable Faculty Handbook or staff personnel policy manual. If all parties agree, the complaint and investigation process outlined here may substitute for the initial reviews of the grievance procedure.
The telephone extensions and locations for the people with whom a complaint may be filed are:

<table>
<thead>
<tr>
<th>Title</th>
<th>Extension</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, College of Arts and Sciences</td>
<td>8265</td>
<td>D – 1st</td>
</tr>
<tr>
<td>Dean, Sawyer Business School</td>
<td>8300</td>
<td>TRM – 12th</td>
</tr>
<tr>
<td>Dean, Law School</td>
<td>8155</td>
<td>SGT – 410</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>8239</td>
<td>TRM – 12th</td>
</tr>
<tr>
<td>Dean of Students, Law</td>
<td>8157</td>
<td>SGT – 410</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>8415</td>
<td>TRM – 5th</td>
</tr>
</tbody>
</table>

In addition to the above, an employee who believes that he or she has been subjected to sexual harassment may file a formal complaint with either or both of the government agencies set forth below. Using the University's complaint process does not prohibit filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC–180 days; MCAD–six months).

   JFK Federal Building, Room 475
   Government Center
   Boston, MA 02203-0002
   (617) 565-3200

2. Massachusetts Commission Against Discrimination (MCAD)
   Boston Office:
   1 Ashburton Place, Rm. 601
   Boston, MA 02108-1599
   (617) 727-3990
   Springfield Office:
   436 Dwight Street
   Springfield, MA 01103-1333
   (413) 739-2145

FACULTY GRIEVANCE PROCEDURE AGAINST DISCRIMINATION

Any faculty member may petition the PTR Committee for redress of any University-related grievance. In such cases, the PTR Committee conducts a review of the grievance or makes appropriate disposition of the grievance to a suitable forum.

A Reappointment and Termination Redress Procedure—to challenge promotion, tenure, and review decisions regarded by a faculty member as inappropriate by reason of violating his or her academic freedom—is included in the preceding section of this Faculty Handbook. A Grievance Procedure Against Discrimination—to handle alleged discrimination in any of the equal-opportunity categories indicated in the University's Equal Opportunity Policy—is outlined below. In any given case, one or the other (but not both) of these procedures must be chosen by the aggrieved faculty member to seek redress. Anyone using either procedure to address any given issue need not fear recrimination.

I. Introduction

Suffolk University has made a commitment to its staff that they will not be discriminated against in hiring, compensation, promotion, use of facilities, access to programs, and provision of fringe benefits because of age, disability, sexual orientation, national origin, Vietnam-era veteran status
or disabled veteran status, race, religion or sex. A faculty member who claims to have been aggrieved by an act which appears to have been based upon discrimination must utilize the procedure stated below. For purposes of these procedures, the term “faculty member” refers to all persons employed by Suffolk University in positions holding academic rank as defined in the Faculty Handbook. In the event that a department chair feels aggrieved by the action of the dean, the chair has the same right and avenue of redress as any other faculty member, with the following exception: He or she should initiate grievance proceedings in writing directly through the dean.

Academic freedom is not a subject which is covered by these procedures. Faculty members who believe that their academic freedom has been impaired should consult the College's Policy on Reappointment and Termination—with its included Redress Procedure—outlined in the previous section of the Faculty Handbook. A faculty member may use only one of the two procedures, the Grievance Procedure or the Reappointment and Termination Redress Procedure. The choice of the procedure belongs to the faculty member and must be stated as part of the initial effort to resolve a grievance.

II. Procedure

Step 1: Appeal to Chair

A faculty member* who claims to have been aggrieved by an action of the University, its administrators and/or staff should initiate the resolution of his/her grievance through an informal discussion with the department chair. At the outset, this aspect of the grievance procedure will be handled informally. Nonetheless, the grievant must inform the chair in writing of a desire to discuss a grievance. The chair, once notified that a faculty member wishes to discuss a grievance, must set the earliest convenient date for a conference with the faculty member. The chair should keep written notes of any discussions with the grievant and any other person who may be contacted in attempting to resolve the grievance. The chair, once notified that a faculty member wishes to discuss a grievance, must set the earliest convenient date for a conference with the faculty member. The chair should keep written notes of any discussions with the grievant and any other person who may be contacted in attempting to resolve the grievance. The chair, once notified that a faculty member wishes to discuss a grievance, must set the earliest convenient date for a conference with the faculty member. The chair should keep written notes of any discussions with the grievant and any other person who may be contacted in attempting to resolve the grievance. This informal aspect of the grievance procedure will be considered terminated either, (a) by the grievant's written indication that a mutually acceptable solution has been reached or, (b) by delivery to the grievant of a written memorandum from the chair stating the chair's resolution of the grievance. If prior to or subsequent to commencing a matter under the Suffolk University grievance procedures, a complainant files a claim with a state or federal court, or agency, the University reserves the right to discontinue the grievance procedure if it believes that continuing the case internally will either not conclude the case finally or will be unnecessarily duplicative.

*Referred to hereafter as the “grievant.”

Step 2: Appeal to Dean

If the grievant does not believe that the grievance has been satisfactorily resolved through these procedures, he or she may present the grievance to the dean within ten working days after receipt of the written views of the chair. The presentation of a grievance shall consist of the delivery to the dean of a written letter setting forth the grievant's case and including a detailed explanation of any discrimination alleged to have taken place.
Upon receipt of a letter presenting a grievance, the dean shall invite the grievant to confer at the earliest convenient time. The dean shall investigate the charges contained in all grievant's letters and shall discuss with the grievant all aspects of the case. The dean and the grievant shall attempt to reach a mutually acceptable resolution of the grievance. If it is impossible to reach a mutual agreement, the dean shall set forth in writing his findings and recommendations for resolving the grievance.

**Step 3: Hearing**

A grievant who is dissatisfied with the resolution of the grievance as proposed by the dean may request the dean to convene a panel of the College of Arts and Sciences Hearing Committee to hear the grievance. This request must be made in writing within ten working days of the receipt of the decision of the dean. Upon receipt of a request, the dean shall commence the process at once.

A. **Hearing Committee**

To arrive at the greatest objectivity, a standing Hearing Committee shall be selected at the beginning of each academic year. The Committee shall consist of 12 persons who are normally full-time members of the faculty of the College of Arts and Sciences, six chosen by lot from all tenured faculty, and six chosen by the dean. In choosing members of the Hearing Committee, the dean shall seek as far as possible to select persons who represent the highest standards of fairness and judgment as well as having the ability to comprehend the interpersonal needs of managing a large urban University.

B. **Hearing Committee Panels**

The Hearing Committee shall function in panels of three members each. A panel shall be chosen for a particular case as follows:

1. Upon receipt of a request that the Hearing Committee be convened, the dean will inform the Hearing Committee that a complaint has been filed and will identify the grievant. Members of the Hearing Committee who believe that they should disqualify themselves because of personal prejudices or involvement should so inform the dean.

2. As soon as possible, the dean will inform the grievant of the names of those members of the Hearing Committee who have not disqualified themselves.

3. The grievant, within two University working days of notification of the active membership of the Hearing Committee, will select one member of the Committee to sit on the panel.

4. After the grievant has selected one member of the Committee, the two remaining places on the panel will be filled by lot from among the remaining members of the Hearing Committee. One peremptory challenge will be allowed the grievant. Further challenges for cause will be considered.
5. If further challenges for cause are considered, the members of the Hearing Committee who have not been challenged shall meet to determine the validity of the challenges.

C. Complaint
Within ten working days after conveying to the dean the request to present a case to the Hearing Committee, the grievant shall submit to the Hearing Committee Panel a written complaint setting forth in detail all elements of the grievance and summarizing each fact which the grievant believes is evidence of discrimination. Upon receipt of the complaint, the Hearing Committee Panel shall deliver a copy to the dean and require that he or she answer the complaint within five working days.

D. The Hearing
The Hearing Panel shall proceed to a hearing as promptly after receipt of the answer as possible. The hearing shall be limited to the issues raised in the complaint and answer.

The grievant will be responsible for demonstrating to the satisfaction of the Hearing Panel, through credible evidence, that the alleged act of discrimination took place.

In determining whether or not an act of discrimination took place the Hearing Panel may consider oral and written evidence presented by the grievant and the dean.

If witnesses are called by either side, the other side shall be permitted to question them. The hearing shall be conducted in such a manner as to guarantee fairness both to the grievant and the University, while at the same time avoiding the technicalities of adversary proceedings in a court of law. The Hearing Panel may act in both an investigatory and an adjudicatory fashion. The grievant and the University may be represented by counsel.

E. The Hearing Committee Panel Report
The panel of the Hearing Committee which has heard a case shall, as soon after completion of the hearing as possible, prepare a report of its findings. The panel of the Hearing Committee shall in the report state its findings as to the facts alleged in the complaint and answer and shall set forth its proposals for resolution of the grievance. The Hearing Committee shall direct its report to the president of Suffolk University.

**Step 4: Decision of the President**

The president of Suffolk University shall review the report of the Hearing Committee Panel and may accept the report, reject the report or return the report to the Hearing Committee for further proceedings as he or she shall direct.

The president, in stating his or her decision, shall set forth the reasons for that decision and deliver a copy to the dean, to the grievant and to the Hearing Committee. If the president has directed that a case be returned to the Hearing Committee, he or she shall review the second report of the Hearing Committee and reach a final decision, which shall be delivered to the grievant, the Hearing Committee and the dean.
Step 5: Appeal to Board of Trustees

A grievant who is dissatisfied with the final decision of the president of Suffolk University may petition the Board of Trustees for authority to appeal the case to the trustees.

The trustees shall, at the earliest possible meeting after a petition from a grievant has been received, review the president's decision and determine whether or not to hear the appeal. If the trustees decide to hear the appeal, they may, at their discretion review the case as a committee of the whole or appoint a committee of the board to hear the case.

If the Board of Trustees agrees to hear an appeal, it will invite the grievant to submit a written statement setting forth the grievant's points of disagreement with the president's decision. The grievant shall deliver the written statement within any time limit set by the board and shall provide the president with a copy.

The president shall provide a written response to the grievant's statement within such time as the board may allow.

The board will consider the grievant's statement and the president's response and reach a decision which shall conclude the case. If the board decides not to accept the grievant's request for authority to appeal the case, it shall so inform the grievant and the president, and the case shall be concluded on the basis set forth in the president's decision.

III. Duration of Process

It is evident that a grievance carried through the entire set of procedures specified above will require considerable time. It is recommended, accordingly, that every effort be made to expedite matters and to conclude the process in a timely fashion.
SECTION 3

FACULTY PROFESSIONAL RESPONSIBILITIES
OBLIGATIONS AND TEACHING LOAD FOR FULL-TIME FACULTY

The teaching assignment and other duties of an individual faculty member will be established by the department chair with the approval of the dean. The normal load for full-time CAS faculty members is five (5) four-credit courses per academic year. Faculty members may be assigned evening courses as part of their regular teaching load. Courses and office hours must be scheduled across a normal work week. Faculty members are expected to be scheduled (classes plus posted office hours) into a minimum four-day campus presence. They are expected to report to the University before the opening of the semester, on a date designated by the dean.

In addition to meeting all classes as scheduled, faculty members are expected to undertake departmental work and registration duties as assigned by the department chair, to attend commencement, department meetings, and meetings of the Faculty Assembly. Support for and involvement in student activities is also encouraged. Faculty members are required to follow all University, College, and department policies. With their agreement, faculty members may be assigned to membership on one or more committees by the dean, after consultation with the department chair. They may also be elected to serve on committees by their colleagues. Although all committee positions are voluntary, if a faculty member accepts a position, he or she is expected to honor the responsibilities entailed in committee membership.

OVERLOAD TEACHING

Full-time faculty members are allowed to teach one (only one) additional 4 credit course per semester in the fall and/or spring semester for additional compensation.

CREDIT HOUR DEFINITION

Beginning July 1, 2011, the U.S. Department of Education required colleges and universities to define credit hours in terms of student learning expectations. They have defined a credit hour as not less than “one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks.” Therefore, a four-credit class equates to a minimum of 12 hours of work per week for 15 weeks (approximately three hours in the classroom, or 150-160 minutes, and nine hours of study outside the classroom). All CAS faculty must take this definition into consideration when preparing syllabi and assign an amount of work commensurate with this requirement.

ADVISING AND OFFICE HOURS

At least three hours a week of regularly scheduled and posted office hours are expected of all full-time faculty. Office hours should be kept as faithfully and regularly as class hours. These office hours should be scheduled at periods when the students are most likely to be able to utilize them. All full-time faculty members are expected to be available during the registration period to help with advising students and other tasks of registration as assigned by the department chair.
**Purposes of the Academic Advising System:**

- To provide students with academic advice designed to help them meet their individual interests and needs while completing the requirements of the curriculum, and in so doing to make the most of their years at the College

- To ensure that students are educated not only for the present but also for the future by helping students receive the education best suited to them individually thereby preparing them for the future worlds of work and of leisure and to help them develop as educated, sensitive, sensible, and responsible citizens

- To give students a resource upon which they can draw advice, information, and accurate referrals on policies, procedures, regulations, and requirements

- To encourage students to establish a positive relationship with a senior professional with whom they can talk, explore ideas, and plan for the future

- To illustrate to students that the College does care about and is sensitive to the needs of every individual student as a person

- To inform students about campus resources and empower students to use them

**Responsibilities of the Faculty Advisor:**

- To be available to students by posting and maintaining regular office hours, by seeing students by appointment, and by increasing hours of availability during advising and registration periods

- To assist students in program planning, concentrating not only on what courses to take but also on how, when, where, and why they should be taken, given the individual student's needs and abilities

- To make sure that students are aware of and understand the options open to them

- To ensure that students are aware of the support services available to them (e.g., Learning Center, Math Support Center, Second Language Services, Career Services and Cooperative Education, Writing Center, etc.) and know how to access them

- To be familiar with general career information relevant to the particular major and to make referrals to career counseling resources for specific information

**Responsibilities of the Department:**

- To provide the registrar with the names of advisors assigned to students in the major and to provide faculty advisors with pertinent materials regarding the major program

- To encourage informed, responsible, and sensitive advising
Questions and concerns about advising should be directed to the Office of Undergraduate Advising, CAS Dean’s Office.

**The Buckley Amendment: Faculty Members' Responsibilities and Student Rights to Privacy**

It is important for faculty members to understand the provisions of the Family Educational Rights and Privacy Act of 1974 ("FERPA," commonly referred to as *The Buckley Amendment*). FERPA serves two purposes: (1) providing students with access to educational records maintained by the University, and (2) protecting the privacy of students’ educational records by limiting access to those records. Among other things, FERPA requires the University to permit students to review their educational records upon request and, with certain exceptions, prohibits the University from sharing information contained in educational records without the student’s consent. While FERPA’s restriction on sharing information contained in educational records without the student’s consent applies not only to disclosing information to individuals outside the University, but also to the sharing of such information between members of the University community, FERPA does not include a blanket prohibition against faculty members sharing information with other University officials. Rather, FERPA permits faculty members to share information contained in students’ educational records with other University officials, provided that the University official with whom the information is shared has a legitimate educational interest in the information.

It is possible that files maintained by faculty members may contain records considered to be educational records under FERPA. In order to ensure that the University is in compliance with its FERPA obligations, in the event that a faculty member receives a request for records or other information regarding a student, the request should immediately be directed to the Office of the Registrar. If you have any questions regarding whether information can be disclosed, please consult the Office of the General Counsel.

**Confidential Communications**

At times, students will come to faculty members with personal problems; normally these problems should remain confidential. In some instances, however, a student may tell the faculty member information that would prove harmful to the student or possibly to others, such as the intention to harm oneself or the desire to harm another person. In addition, a student may make complaints regarding discrimination to the faculty member, including complaints of sexual harassment. Although such statements are made in confidence, faculty members may be obligated to disclose such information to an appropriate party, such as parents, an intended victim, a school psychologist, or police. Faculty members shall consult with the dean of students and the director of the Counseling Center in such circumstances.

**FACULTY EVALUATION OF STUDENT PERFORMANCE**

Each instructor must give at least one evaluation to each student in each course by the beginning of the seventh week of the semester. Students who are experiencing academic difficulty should be identified through the Early Alert process for referral to the Learning Center for assistance. Faculty participation in the Early Alert process is mandatory. In addition to following the Early Alert procedures, evaluations should be completed and reported to students well before the last
date for course withdrawal without penalty of an “F” grade.

**FACULTY MONITORING OF STUDENT ATTENDANCE**

Federal regulations require universities that receive federal funding to implement a policy monitoring student attendance in class. Instructors will establish the requirements for attendance and participation in each of their classes. Instructors are responsible for informing students of these requirements at the beginning of each course. The student, when absent from class, has the responsibility of obtaining knowledge of materials covered in classes missed, including information about announced tests, papers, or other assignments.

**STUDENT EVALUATION OF FACULTY AND CLASSES**

The universal course evaluation is required in all course sections each semester in all CAS academic departments. If a department so decides, the universal evaluation may be supplemented with additional items. The department chair monitors and ensures the quality of faculty teaching through the review of these materials and through periodic classroom observations.

The universal course evaluation should be administered during one of the final class meetings; the instructor should not be present during the evaluation. A student volunteer distributes the evaluations, collects them, and brings them in a sealed envelope to the departmental staff assistant or the department chair.

The department chair maintains department copies of these student evaluations and shares summary data with the appropriate instructor. The student evaluations are used as a guide to instructors for course design, pedagogy, and faculty development. They are used by the dean, department chairs, and the PTR Committee as required data for decisions about promotion and tenure.

**ABSENCE FROM CLASS**

The department chair should be notified as much in advance as possible when a faculty member for good reason must miss a class or classes so that suitable arrangements can be made. The chair has the responsibility of maintaining a log of cancellations or instructor substitutions for periodic review by the dean. If a period of absence requires a faculty member to miss two meetings of the same course, the instructor should arrange coverage for the second and all subsequently missed classes. The dean should be informed of the arrangements. The rescheduling or relocation of classes as to time or classroom location requires the PRIOR approval of the registrar and the dean’s office.

In emergencies, a faculty member may be delayed in getting to class, and yet regular lateness of even two or three minutes indicates inadequate planning. If an instructor has not arrived on time, it is expected that the students will wait for a minimum of 15 minutes after the normal time for starting the class. In the absence of any message to the class concerning probable arrival time, the members of the class are not required to wait longer than this 15 minute period.
CANCELLATION OF CLASSES

In the event of a severe winter storm or other similar condition, it may become necessary to cancel class. Early morning announcements are made on such occasions over as many Boston and local radio and television stations. Faculty may also use the automated emergency call system by providing a personal phone number to the Human Resources department. Official University closings are also sent to all University email accounts. Unless classes are officially canceled by the University administration, all College faculty members are expected to meet their classes as scheduled.

ROOM ASSIGNMENTS AND CHANGES

Times and places of class meetings are scheduled by the registrar’s office in conjunction with the CAS dean's office. Any change must be authorized by the dean's office following approval by the department chair. The printed class schedule must be strictly followed. Changes in class days, hours, or place of meeting are not permitted without the express consent of the dean's office. Off-campus classes also require similar prior approval.

READING DAY

The reading day is a day set aside each semester between the end of classes and the beginning of final exams. This day is provided to allow students to have concentrated study time to prepare for exams. In addition, the reading day is a good opportunity for group review sessions, library work, and special meetings with faculty. No final examinations may be held on reading day.

FINAL EXAMINATION POLICY

All enrolled students are expected to take final examinations when scheduled. The instructor may not cancel or change the date of the final examination without approval of the department chair, the dean, and the registrar. Staff assistants are not to be used to proctor examinations as part of their regular duties.

Students should be asked in advance not to bring books and notebooks into the examination room. Faculty members should report breaches of examination decorum to the dean of students and the department chair, or may handle the problem personally. Students caught in the act of cheating during an examination should be excluded immediately from the examination room. Faculty should preserve the examination book and any other material involved in the incident for possible disciplinary action.

If a student is unable to take a final exam due to illness or other extenuating circumstance, the student must contact the faculty member immediately to report the absence and contact the Student Affairs Office. The student must submit supporting documentation of the illness or extenuating circumstance to the Student Affairs office who will inform the faculty member if the absence is legitimate. Arrangements for the make-up of a final examination should be made between the student and the course instructor so that the examination can be taken as soon as possible after the completion of the course. The student affairs office is available to proctor the exam if necessary.
GRADES

Course grades must be submitted electronically through MySuffolk by the deadline set by the registrar. Failure to submit grades on time may necessitate considerable inconvenience to the students and additional costs to the University. Any delay in submitting grades by a faculty member is considered a very serious matter. A detailed explanation of the grading system may be found in the online catalog. Each year, the dean's office reviews grades by area, level of courses, and by individual faculty members, in an attempt to secure fair grading practices. All grade changes must be approved by department chairs prior to receiving dean’s office approval.

LABORATORY SUPERVISION

In the event of absence or illness of the faculty member responsible for science laboratory sections, the laboratory must be canceled unless a replacement faculty member can be found. Science laboratory sections must be personally supervised by faculty members. Under no circumstances should a student teaching assistant be left in charge.

Departmental safety measures as prescribed by the appropriate department chair and the University Safety Officer must always be observed. Safety equipment must be worn by faculty and students in laboratories as directed by state, federal and University regulations.

COPYRIGHT POLICY

With regard to the potential for copyright infringement within the University community, the areas of primary concern are photocopying of print materials, duplication of audio-visual materials, and duplication of computer software. The University is concerned with both the making of illegal copies on University equipment and the use of illegally made copies at the University. Please note that the legal or insurance protection of Suffolk University will not be extended to employees who violate copyright law. The following statements represent Suffolk University's official policies governing these activities.

Congressional Guidelines on “Educational Fair Use” of Books and Periodicals:

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for use in scholarly research or teaching:

A. A chapter from a book;
B. An article from a periodical or newspaper;
C. A short story, short essay or short poem, whether or not from a collective work;
D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:
A. The copying meets the tests of brevity and spontaneity as defined below; and
B. Meets the cumulative effect test as defined below; and
C. Each copy includes a notice of copyright.

Definitions

Brevity

1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
3. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. “Special” works: Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience and fall short of 2,500 words in their entirety. Paragraph “2” above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such a special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity

1. The copying is at the instance and inspiration of the individual teacher.
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

1. The copying of the material is for only one course at the school where the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than one instance of such multiple copying for one course during one class term.

(The limitations stated in “2” and “3” above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)
Library Policy

All copying machines in the libraries have the following warning label: “The Copyright Law of the United States (Title 17 U.S. Code) governs the making of photocopies of copyrighted material. The person using this equipment is liable for any infringement.”

Classroom Use of Videotape Labeled “Home Use Only”

The Motion Picture Association of America believes that the Copyright Law permits the showing of videotapes labeled “Home Use Only” in a classroom in a non-profit educational institution as it is part of “face-to-face teaching activities.” The use must be part of the instructional program and cannot be for recreation, entertainment, or part of student activities.

Any duplication or copying of a copyrighted videotape is against the law. This would include duplicating a videotape to make an archival copy or transferring a program from one videotape format to another.

Off-Air Videotaping

All requests for off-air videotaping submitted to University Media Services must follow the congressional guidelines for off-air taping. Please speak with UMS staff regarding these guidelines or refer to the University's complete copyright policy.

Responsibilities of Computer Users

Faculty and other users of software under Suffolk University auspices or on University equipment need to face the legal and ethical issues involved in copyright laws and publisher license agreements and must accept the responsibility for enforcing adherence to these laws and agreements. Budget constraints do not excuse illegal use of software. Users of Suffolk University equipment are responsible for taking all reasonable precautions to prevent copying or the use of unauthorized copies on university equipment. Illegal copies of copyrighted programs may not be made or used on University equipment.

For Additional Information

These copyright policies are excerpted from “On Matters of Copyright: An Informational Bulletin for the Suffolk University Community” prepared by the University Committee on Copyright Policy. The University's policy is based upon Public Law 94-553, October 19, 1976, Title 17 – COPYRIGHTS, and the Congressional Guidelines on Section 107 of that law which cover educational fair use. Copies of the complete policy are available in the following offices: the Office of the President; the Office of the Vice President/Treasurer; the Human Resources office; the three offices of University Media Services; and in each of the dean's offices.

TEXTBOOK ORDERS

Faculty must place their textbook orders for the fall term by March 15 and for the spring term by October 15. Orders should be approved by the department chair before being sent to the bookstore.
RESERVE BOOKS

A copy of each textbook ordered through the Suffolk bookstore is automatically placed on reserve in the library by the end of the drop/add period. If there is additional required reading for a course, it should be submitted as early as possible so that the books or articles can be placed on the reserve shelves in a timely manner.

GUIDELINES FOR INDEPENDENT STUDY COURSES

Independent (directed) study courses must be supervised by a full-time CAS faculty member who serves as the sole evaluator of the project. The student and supervising faculty member must submit a written proposal to the department chair; the approval form (available from the registrar’s office web page) and project description are then forwarded to the CAS dean’s office for approval. Students must submit registration paperwork by the end of the drop-add period.

Independent studies are available to students in good academic standing when a student's program merits the course, and with the approval of the student's instructor, department chair, and associate dean. Normally not more than a total of two independent study courses are allowed. Academic credit must be the result of academic achievement.

CONTRACT FOR INCOMPLETE GRADE

Faculty members should complete an Incomplete Contract stipulating the work that is necessary to make up an incomplete course. Its purpose is to provide a written document to eliminate debate or misunderstanding. A copy should be given to the student, and a copy should be kept by the faculty member. It is also suggested that a copy of the contract be housed in the departmental office. A contract such as this can be valuable (a) to confirm the agreement when the faculty member is no longer available (sabbatical or adjunct faculty); (b) to eliminate potential debate by providing a written testimony to what was originally agreed upon; (c) to provide a written document to high risk students and students in crisis.
INCOMPLETE CONTRACT

(NAME OF DEPARTMENT)

Student _____________________________________________ ____________________
(Last) (First) (M.I.) (Student I.D.)

Course No.__________ No. of Credits ___________ Semester/Year _______________

Course Title_______________________________________________________________

TERMS OF INCOMPLETE GRADE CONTRACT

Description of Work to be Completed:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Agreed Date of Completion: _________________________________________________
(Month) (Day) (Year)

Signed: __________________________________ Date: _______________________

Signed: __________________________________ Date: _______________________

Copies to: □ Student □ Faculty Member
□ Departmental Office □ CAS Dean’s Office
SMOKING POLICY

Smoking is prohibited throughout University facilities. This policy is based on two principles:

1. Suffolk University has a responsibility to take reasonable steps to protect the health of people while working or attending the University.

2. Optimally, no one at the University should be exposed involuntarily to tobacco smoke.

Suffolk University acknowledges that the successful implementation of the policy requires cooperation and mutual respect, and sensitivity on the part of both smokers and non-smokers.

SUFFOLK UNIVERSITY DRUG AND ALCOHOL POLICY

Standards of Conduct

The University prohibits the unlawful possession, use or distribution of illicit drugs and the unauthorized illegal possession, use or distribution of alcohol on University property or as any part of a University-sponsored activity.

Disciplinary Sanctions

The University will enforce its policy against the unlawful possession, use or distribution of illicit drugs and the unauthorized or illegal possession, use or distribution of alcohol in a consistent manner and in accordance with local, state and federal laws. Possible disciplinary actions include warning, probation, suspension, expulsion, termination of employment, requirement of satisfactory participation in a substance abuse treatment, counseling, or education program as a condition of reinstatement, continued employment or matriculation. Actual disciplinary action will be imposed based upon a review of the circumstances of the case.

The following examples illustrate the range of sanctions for particular violations of the standards of conduct:

1. Possession of an illicit drug in an amount not implying intent to distribute:
   
   First Offense: Written warning
   Second Offense: Suspension up to two weeks
   Third Offense: Suspension, expulsion or termination

2. Use of an illicit drug:
   
   First Offense: Entrance into and satisfactory completion of a treatment program approved by the University; failure to enter and to satisfactorily complete the program will result in suspension; expulsion or termination.
   
   Second Offense: Suspension
   Third Offense: Expulsion or termination

3. Distribution of illicit drugs or possession with intent to distribute:
   
   First Offense: Suspension, expulsion or termination
4. Use or possession of alcohol by an individual under the age of 21:
   First Offense: Written warning
   Second Offense: Suspension for up to two weeks or, where appropriate, a three day suspension and entrance into and satisfactory completion of a treatment program approved by the University; failure to enter into and to satisfactorily complete the program will result in suspension, expulsion or termination.
   Third Offense: Suspension, expulsion or termination

5. Distribution of alcohol to an individual under the age of 21 years:
   First Offense: Five day suspension
   Second Offense: Suspension, expulsion or termination

6. Use or distribution (in an open container) of alcohol by an individual 21 years of age or older at a University activity where alcohol is not approved:
   First Offense: Written warning
   Second Offense: Three day suspension and entrance into and satisfactory completion of a treatment program approved by the University; failure to enter into and to satisfactorily complete the program will result in suspension, expulsion or termination.
   Third Offense: Suspension, expulsion or termination

Drug and Alcohol Counseling, Treatment, or Rehabilitation Programs

The University Counseling Center is available to help employees or students with substance and alcohol abuse and to provide assistance for referrals to outside agencies and programs. Appointments may be made by calling the Counseling Center. The Counseling Center maintains strict confidentiality of records and counseling relationships. No information regarding counseling relationship is shared with anyone inside or outside the University unless a written release to do so is provided by the employee or the student. In the event that entrance into a counseling, treatment or rehabilitation program is required as a disciplinary measure two written releases to the appropriate dean or to the Human Resources office will be required, one to indicate entrance into the program and one to confirm satisfactory completion of the program.

Health insurance plans available to employees or students may provide varying levels of coverage for alcohol and substance abuse programs. Further information on plan coverage for employees is available from the insurer or from the Human Resources office.

The Drug-Free Workplace Act

Employees involved in work under federal grants and contracts must abide by the University's prohibition of the unlawful manufacture, distribution, disposition, dispensation, possession or use of controlled substances on the University's premises or while representing the University off-campus. Employees are required to notify the director of Human Resources of any criminal drug statute conviction for a violation occurring either on the premises of the University or while representing the University off-campus. The notification must be made within five days of the conviction. In cases involving federal funding, the University is required to notify the funding agency within ten days after receiving the actual notice of conviction. The University will take appropriate action within 30 days of notice of the conviction.
GUIDELINES TO ASSURE THAT SUFFOLK UNIVERSITY RESOURCES ARE NOT ILLEGALLY USED FOR POLITICAL PURPOSES

Political activities, including campaigning for candidates or upon issues, by faculty, officers, administrators, staff and students, must be kept separate and distinct from the activities of Suffolk University, and resources that the University has received for educational purposes may not legally be used for political purposes.

To provide a clear separation between the University's educational programs and any political activities by individuals and to assure that political campaigning and election activities do not involve the use of funds and other resources held for educational purposes and that activity by individuals will not be mistaken for University action, these guidelines should be observed:

1. Neither the name nor seal of Suffolk University nor any of its colleges, schools or departments should be used on letters or other written material intended for political purposes, including the solicitation of funds for political purposes or activities.

2. No Suffolk University office and no faculty or staff member's office should be used as a return mailing address for the solicitation of funds or endorsement of candidates for public office, or support for proposed legislation.

3. In political correspondence, the University title of a faculty or staff member should be used only for identification and only when accompanied by a statement that the individual is speaking for himself/herself and not as a representative of the University.

4. No University duplicating machines, computers, telephones, or other equipment or supplies may be used for political purposes.

5. No office employee nor other employee of the University should be asked to perform tasks in any way related to political activities while on regular duty.

6. In no case should any action be taken which might implicate or be thought to implicate the University in any political activities.

Not only will political activity on the part of the University jeopardize its exemption from federal and state income taxes, but it also will jeopardize the University's exemption from City of Boston real estate taxes. We trust that there will be no action on the part of the faculty, administrators, staff or students, which by any possibility will risk the loss of Suffolk University's tax exemption.

OUTSIDE EMPLOYMENT (FULL-TIME FACULTY)

Outside employment that interferes with a faculty member's responsibilities in the College is not permitted. Faculty members should consult with the dean about employment beyond University duties before they accept outside employment.
DIGITAL MEASURES

The College of Arts and Sciences uses a web-based information management system to organize and build reports on our faculty’s teaching, research and service activities. This is a product used by many schools and colleges to manage accreditation and personnel information. Use of this technology eliminates the need to frequently ask for details about faculty accomplishments. Faculty are required to use the product, Activity Insight, to keep professional information current and accessible. All professional activity for a given academic year should be archived no later than June 30 for use in the annual report of the College. Questions about the use of Digital Measures should be addressed to Melissa Gately in the CAS dean’s office.
SECTION 4

FACULTY PERSONNEL POLICIES
FACULTY SALARIES

The College of Arts and Sciences operates, by direction of the Board of Trustees, on a merit-based salary system, with the dean receiving salary recommendations for departmental faculty members from the department chairs based on faculty performance criteria as defined by rank in Section 2 of this Faculty Handbook. The dean reviews this input and makes faculty salary recommendations to the president. The dean also reviews department chairs' performance and makes salary recommendations for them to the president based on evaluation of their performance as described in Section 5 of this Handbook.

FACULTY PAYCHECKS

Full-time faculty are paid semi-monthly. Course overloads are paid semi-monthly in September, October, November and December for the fall semester and semi-monthly in February, March, April and May for the spring semester. Summer session I paychecks are issued semi-monthly in June. Summer session II paychecks are issued semi-monthly in August. NESAD summer session paychecks are issued semi-monthly beginning in mid-June. Overload pay for NESAD faculty will be issued in June and July.

SUMMER TEACHING ASSIGNMENTS

The following principles are recognized by both faculty and administrative offices of the College as determining the selection of faculty for the summer sessions:

1. All summer session teaching is done on a voluntary basis and individual faculty members will be assigned to teach summer session courses upon the recommendation of department chairs and approval of the dean. Faculty who accept summer teaching assignments are expected to be present for the entire summer session in which their course or courses are scheduled.

2. The primary consideration is to provide a balanced selection of courses which will meet the needs of the students who attend the summer session.

3. So far as is possible, with the limitations of paragraph 2, department chairs will observe a policy of rotation of all full-time members within each department, including the chair, or will use some other method of sharing the summer session teaching (such as the assignment of single courses) among full-time members who express the desire for such teaching.

SABBATICAL LEAVE POLICY

The purpose of the sabbatical leave program is to provide opportunities for faculty members to enrich themselves professionally so that they may more effectively serve the University. Faculty members granted sabbatical leave are expected to participate in formal programs of graduate or postdoctoral studies, to engage in clearly defined research projects, or to pursue alternative activities of professional development.
A sabbatical leave may be scheduled either during one semester at full salary or during two semesters at half salary. The University shall continue its contributions to the recipient's fringe benefits program for the duration of the sabbatical. Faculty members returning from sabbatical leave shall be eligible for salary increases that occur during the leave. Only faculty members who have completed at least six years of full-time teaching service at Suffolk University are eligible to apply for a sabbatical leave. Thus, a faculty member may generally apply for the first sabbatical in the seventh year if tenure has been awarded at the end of the sixth year. A recipient becomes re-eligible to take a sabbatical leave after completion of six years of service since the prior sabbatical leave. Faculty members on leave may not initiate activities for remuneration (excluding scholarships, fellowships or grants-in-aid). No more than 7% of the faculty may be awarded sabbatical leaves in any one academic year. The fiscal and academic needs of the University and of the individual departments may affect the timing of leaves.

Eligible faculty members who wish to be considered for sabbatical leave shall submit a detailed proposal and an up-to-date CV to their department chair by the beginning of the academic year preceding the year for which the leave is sought. After discussions with the applicant, the chair shall submit the proposal and CV with comments (e.g., impact on department staffing and course planning) to the dean of the College of Arts and Sciences by the fall due date. The dean shall then forward all proposals to the PTR Committee, which shall assess their relative merit, value, appropriateness, and feasibility. The Committee shall then make its recommendations to the dean, who, in turn, shall offer his recommendations to the president and the Board of Trustees. Final decision will rest with the president and the Board of Trustees. Applicants whose proposals are denied shall be informed by the dean, or by an individual appointed by the dean, of the reasons for denial.

**Sabbatical requests should include the following:**

a) a clear, concise, and comprehensive description of the project;

b) an explanation of the project's significance for the applicant and for the University;

c) a statement (if applicable) of possible sources of funding for completion of the project;

d) a list (if applicable and available) of locations at which portions of the proposed activity shall be carried out (e.g., libraries, field sites, institutions, publishing houses, etc.);

e) a copy of the summary report of the previous sabbatical leave (if any).

Recipients are obligated to resume their faculty responsibilities at the conclusion of the sabbatical leave and to continue them through the completion of the succeeding academic year. Within one semester after returning from leave, recipients are required to submit a summary report of sabbatical activities to the dean.

**Full Year Sabbatical Leave at Full Salary**

Members of the faculty with at least 20 years of full-time service at Suffolk University are eligible to receive a full year sabbatical leave at full salary, to be taken during or after the 21st year of service. Full year sabbatical leaves will be awarded only when the budget permits, and only to members of the faculty committed to a full-time major research and scholarship effort for
the sabbatical year who agree to complete a book or similar major project arising from their research before the end of the sabbatical period.

**REDUCED TEACHING PROGRAM**

A reduced teaching load program authorizes up to two full courses of released time per academic year to be awarded to up to two CAS full-time faculty members. Applications for this program should be directed to the College's Faculty Development Committee, which, after reviewing all applications in a given year, recommends candidates to the dean. Awards, if authorized, will be granted after a budget review each fiscal year. The awards will not be automatic each year, but will require review by the dean and authorization by the president.

The reduced load program exists to encourage the pursuit of scholarly research on the part of full-time CAS faculty whose professional activities are not yet at a level of development where these activities are receiving support. The purpose is to help faculty regardless of rank or years at Suffolk, who are either in the early stages of establishing their scholarly identities, or who wish to effect a clear change in scholarly identity or career orientation, by supporting their attempt to develop scholarly work suitable for publication. Application forms are available from the committee.

**SUMMER STIPENDS**

Each year the College supports faculty research through a program of summer stipends. The exact amount of the award will depend on a combination of budget considerations and the nature of the winning proposal or proposals. This program is administered by the Faculty Development Committee under the direction of the dean of the College.

**TRAVEL REQUISITIONS**

Faculty members are encouraged to participate in professional activities outside the University. Funds for travel for participation in such activities are available from and assigned by the department chairs. Requisitions for these funds should be submitted one month in advance of the date of the trip on special forms available in the academic departments, the dean's office, or the business office. An approved requisition must bear the signatures of the department chair and of the dean. The travel requisition should then be sent to the vice president’s office for final approval. The VP’s office sends the requisition to the business office. When an approved requisition is submitted to the business office, one-half of the total estimated expense may be issued to the traveler as an advance. Upon returning from the trip, the traveler should submit to the business office a detailed expense record, with receipts. Reimbursement will be made to the faculty member for the remaining half of the approved expenditure.

**LEAVES OF ABSENCE**

In individual cases, faculty members may be granted leaves of absence. Where special circumstances are shown, leaves without pay have been granted to faculty members to enable them to take other temporary positions of special interest to them. Such leaves should be applied for through the department chair. Requests for leaves of absence are considered by the Board of Trustees on the recommendation of the department chair, the dean, and the president.
Some group insurance benefits may be maintained during the unpaid leave provided the faculty member pays either the entire premium or the employee portion of the premium. Other benefits may not be continued during an unpaid leave. Information on benefit continuation is available from the Office of Human Resources.

**FAMILY AND MEDICAL LEAVE**

The federal Family and Medical Leave Act (FMLA) is intended to allow faculty to balance their work and family life by taking unpaid leave for certain reasons. The FMLA requires that the University provide up to 12 weeks of unpaid leave during a 12-month period to faculty who have been employed by the University for 12 months or more. Faculty are eligible for FMLA leave if they have worked for the University for at least 12 months (the 12 months do not have to be consecutive) and have worked for at least 1,250 hours during the 12 months preceding the commencement of the leave. The FMLA requires that leave be given for the following reasons: to care for a newborn, newly adopted or newly placed foster child; to take care of a child, spouse, same sex domestic partner or parent with a serious health condition; for incapacity due to pregnancy, prenatal medical care or child birth; or for a serious health condition that causes the employee to be unable to perform his or her job.

The FMLA also requires certain Military Leave Entitlements. Under the Military Qualifying Exigency Leave an eligible employee with a spouse, same sex domestic partner, child or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use the 12 week leave entitlement to address certain qualifying exigencies. This 12 week leave period is included within the 12 week FMLA leave for other reasons. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

**Military Caregiver Leave**: In addition, the FMLA includes a special leave entitlement that permits an eligible employee to take up to 26 weeks to care for a covered service member during a single 12 month period. The 26 week period encompasses all FMLA leaves, including Military Caregiver leave. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. This leave is available to spouses, children, parents or next of kin to the military service member.

The FMLA allows leave time to be taken in full, consecutive days or on an intermittent or reduced time basis. An employee taking an intermittent or reduced time leave for planned medical treatment is required to make reasonable efforts to schedule the treatment so that it does not unduly disrupt University operations.

**Payment During Leave**

The University continues to pay base salary for short-term disability leaves. A short-term disability leave is available to eligible faculty members for incapacity due to pregnancy, prenatal medical care or child birth; or for a serious health condition that causes the faculty member to be
unable to perform his or her job. To be eligible for a paid short-term disability leave, the faculty member must have been employed for 12 or more months. The actual length of the leave is dependent upon the faculty member’s years of service and the health care provider’s determination of the length of leave that is medically necessary. The maximum length of leave is as follows:

Employed 12 or more months, but less than 36 months – 12 weeks
Employed 36 or more months – 26 weeks

Other types of leave are unpaid.

Benefits During Leave

Health, dental and additional life insurance benefits continue during the FMLA leave provided that the employee continues his/her portion of the premium. Basic life insurance and long term disability are also continued during the duration of the leave. Retirement plan contributions are continued during any portion of the leave that is paid. Tuition benefits for dependent children, spouses and domestic partners may continue during the leave. If the faculty member is enrolled in a course at the time the leave begins, the course fee will be waived.

Counting and Recording of Leave

Time taken under any of these policies (paid and unpaid leaves) will be considered FMLA leave days and will be added together and counted toward the 12 week maximum in a 12 month period (with the exception of the military caregiver leave which has a 26 week maximum.) Holidays falling during FMA leave will be counted as FMLA leave if an entire week of FMLA leave is taken. If less than one week of FMLA leave is taken, the holiday does not count towards FMLA leave. If the University is closed for one or more weeks, the time on closure is not counted as FMLA leave. If a faculty member is ineligible for FMLA leave at the commencement of the leave due to not meeting the 12 month length of service requirement, the requirement may be met while on leave. If so, the portion of the leave taken after the faculty member becomes FMLA eligible will be FMLA protected. Leave taken before the faculty member becomes FMLA eligible will not be FMLA protected.

The 12 month period will be counted by measuring forward from the date that the faculty member’s first FMLA leave begins. Leave to care for a newborn, newly adopted or newly placed foster child must be taken in the 12 month period that begins with the birth or placement of the child. If both spouses/parents are employed by the University, the length of leave for the birth or placement of a child or to care for a seriously ill parent will be limited to 12 weeks in a 12 month period for both employees. In the event of a leave for care of an ill child, each employee may take up to 12 weeks leave in a 12 month period.

Definitions

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. A serious health condition is one that requires incapacity of at least three full consecutive days. Continuous treatment means treatment two or more times in a 30 day period or treatment at least once that results in a regimen of continuing treatment. The first visit for medical treatment must occur
within seven days of the first day of incapacity. Included in the definition of serious health condition is a **chronic serious health condition** which is defined as any period of incapacity or treatment that continues over a period of time, but may be episodic, that requires at least two visits per year to the health care provider. Also included under the definition of serious health condition is **incapacity related to pregnancy, prenatal care and mother’s serious health condition following birth**.

A **spouse** is a husband or wife as defined by Massachusetts state law, or a same sex domestic partner.

A **parent** is a biological parent or individual who stands or stood in loco parentis to an employee when the employee was a child.

A **child** is a biological, adopted or foster child, stepchild, legal ward or child of a person standing in loco parentis, or child of a same sex domestic partner who is under the age of 18, or age 18 or older if incapable of self-care because of a mental or physical disability.

**Next of kin** is defined as nearest blood relative other than service member’s spouse, parent, son or daughter in the following order of priority—blood relatives granted legal custody, brothers and sisters, grandparents, aunts and uncles, first cousins, other specially designated blood relatives.

*Note*: Next of kin applies only for purposes of a military caregiver leave.

A **health care provider** is defined as a doctor of medicine, a podiatrist, a dentist, a clinical psychologist, an optometrist, a chiropractor (limited to the treatment of manual manipulation or the spine to correct a subluxation as demonstrated by X-ray), a nurse practitioner, a nurse midwife, a Christian Scientist practitioner (as listed with the First Church of Christ Scientist, Boston, MA), a physician’s assistant, a clinical social worker, a health care provider certified by the employer’s group health plans, or a health care provider as described in this paragraph who practices in a country outside the U.S., who is licensed and practices under that country’s law.

**Intermittent Leave** is leave time which is taken periodically at intervals are required by the medical provider or other imperative scheduling (i.e., one or several days a month, two weeks at a time every several months, etc.).

**Reduced Time Leave** is leave time taken through a reduction in the normal work week (i.e., a four day week schedule, later arrival or earlier quitting time to accommodate the leave needs).

**Notice/Certification Process**

**Employee Notice of Foreseeable Leave**: A faculty member must provide 30 days advance notice before FMLA leave is to begin if leave is foreseeable. If leave is foreseeable, but notice is given less than 30 days in advance of the date leave is to begin, the faculty member must provide notice as soon as practicable. A faculty must consult with the University and make a reasonable effort to schedule treatment so as not to unduly disrupt operations. A faculty member must present the University with sufficient information for the University to make the determination if the leave may qualify for FMLA protection. The faculty must also provide information on the timing and duration of the leave.
Employee Notice for Unforeseeable Leave: A faculty must provide notice as soon as possible if leave is unforeseeable. A faculty member must present the University with sufficient information for the University to make the determination if the leave may qualify for FMLA protection. The faculty member must also provide information on the timing and duration of the leave.

Employer Notice of Eligibility for FMLA Leave: Upon request or notice that a faculty member’s leave may be for an FMLA qualifying event, the Human Resources office will advise the faculty member of their FMLA eligibility status. A notice of eligibility will be forwarded to the faculty member within five business days of the request or notice.

Employee Responsibility Notice: The Human Resources office will provide this notice to the faculty member at the same time that the Eligibility Notice is provided.

Medical Provider Certification: A faculty member applying for a leave for a serious personal health condition must supply certification from the health care provider indicating that the faculty member is unable to perform the functions of the position. In the case of a leave to care for the serious health condition of a covered relative, the health care provider must certify in writing the necessity of the leave. The certification form will be forwarded to the faculty member with the Employer Notice of Eligibility Form. The completed form should be returned to Human Resources within 15 calendar days of its receipt. If the returned medical certification form is incomplete or insufficient, the Human Resources office will inform the faculty member and state in writing what additional information is necessary to make the certification complete and sufficient. The faculty member is expected to correct the deficiency within seven business days.

In the case of the faculty member’s serious health condition, the University may request a second opinion in determining the nature and length of the leave. In the event that a third medical opinion is necessary, the health care provider will be jointly approved by the University and the faculty member. The University will cover the costs of the second and third opinions.

Additionally, the University may require medical certification to affirm a faculty member’s fitness to return to work from medical leave for the faculty member’s own serious health condition. All medical certifications will be kept separately from the faculty member’s record and will be treated as confidential medical records.

Other Certification: In the case of military caregiver leave or military qualifying exigency leave, appropriate documentation must be provided. The certification form will be provided to the faculty member with the Employer Notice of Eligibility Form. The completed form should be returned to Human Resources within 15 calendar days of its receipt. If the returned certification form is incomplete or insufficient, the Human Resources office will inform the faculty member and state in writing what additional information is necessary to make the certification complete and sufficient. The faculty member is expected to correct the deficiency within seven business days.

Designation Notice: Upon receipt of medical certification or other appropriate certification, the Human Resources office will issue a designation notice describing the rights of responsibilities of the FMLA leave. This notice will be issued within five business days of the designation determination.
Return to Work

At least five business days prior to the last day of leave, employees should notify the Human Resources office in writing of the return to work. The faculty member will be reinstated to the same or equivalent position with equivalent pay, benefits and other terms and conditions of employment. There may be times, however, when a return to teaching during a semester disrupts the learning environment. If the dean of the School or College in which the faculty member teaches judges that to the case, the faculty member will return to research, service and academic support work, but may not return to the classroom teaching until the next term.

More Information

Faculty rights and responsibilities under the FMLA are explained in the information below from the US Department of Labor.

Note: Under Massachusetts law employees who take 12 weeks of FMLA leave for non-maternity purposes are eligible for an additional eight weeks of unpaid leave for maternity leave within the same 12 month period.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12 month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the
service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.
Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

Additional faculty benefits (health and dental insurance, retirement plans, tuition benefits) are described in detail on the Human Resources web page at www.suffolk.edu/offices/benefits.html.
SECTION 5

GOVERNANCE
BY-LAWS OF THE COLLEGE FACULTY ASSEMBLY AND THE COLLEGE EDUCATIONAL POLICY COMMITTEE

PREAMBLE

Article IV, Section 4d of the By-Laws of Suffolk University, provides: “Each faculty shall have legislative powers in matters pertaining strictly to the academic interest of its own department, subject to approval or disapproval of the Corporation.” In accordance with this provision, the faculty is hereby organized to carry out its legislative function. The faculty organization shall consist of two groups: The College Faculty Assembly and the College Educational Policy Committee.

Part 1. The College Faculty Assembly

ARTICLE I. NAME
This organization shall be known as the Faculty Assembly of the College of Arts and Sciences.

ARTICLE II. OBJECT
The Faculty Assembly of the College of Arts and Sciences shall have the responsibility to exercise the legislative function of the faculty as provided by Article IV, Section 4d of the By-Laws of Suffolk University.

ARTICLE III. MEMBERSHIP
The Faculty Assembly of the College of Arts and Sciences shall consist of all members of the faculty of the College of Arts and Sciences, both part-time and full-time, as provided by Article IV, Section 4d of the By-Laws of Suffolk University. “Faculty members are expected to attend the stated and special meetings of their respective faculties. All members may participate in discussion, but only the president, the deans, professors, associate professors and assistant professors may vote. The Faculty Assembly and the faculty of any particular school or college may grant the vote to full-time Instructors, upon an affirmative vote of two-thirds of the voting members of the appropriate faculty, provided that said full-time Instructors have served two full-time consecutive years.”

ARTICLE IV. OFFICERS
The president of Suffolk University shall be the chair of the Faculty Assembly; the president may designate the dean of the College of Arts and Sciences to act as chair of the Faculty Assembly (as provided by Article IV, Section 3b of the By-Laws of Suffolk University). The chair shall implement policies voted by the Faculty Assembly when they are administratively practicable and when necessary budgetary provision and trustee approval can be obtained.

ARTICLE V. MEETINGS
As provided by Article IV, Section 4c of the By-Laws of Suffolk University: “The faculty of each department* shall meet at the call of the dean or the president and may fix times for stated meetings.” The Faculty Assembly shall meet at the call of the president or of the dean of the College of Arts and Sciences, either of whom may call a meeting upon his/her own initiative and either of whom shall call a meeting upon the request of either a majority of the full Educational Policy Committee or 25% of the enfranchised members of the Faculty Assembly. The chair and a majority of the enfranchised members of the Faculty Assembly shall constitute a quorum.
*The word “department,” as used in Article IV, Section 4c of the By-Laws of Suffolk University, signifies—in accordance with the historical usage of this word by the trustees when referring to all-University affairs—“academic unit, school or college.”

ARTICLE VI. PARLIAMENTARY AUTHORITY
Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order.

ARTICLE VII. AMENDMENTS
These By-Laws may be amended from time to time by the Faculty Assembly by an affirmative vote of two-thirds of the members present who are eligible to vote. Written notice of the exact wording of the proposed amendment shall be given at least one week in advance of the Faculty Assembly meeting at which action thereon is to be taken.

Amendments may originate in either the Faculty Assembly or the Educational Policy Committee, but in either case, shall be reviewed by the Educational Policy Committee and reported to the Faculty Assembly. Should the Educational Policy Committee fail to make its report at the next Faculty Assembly meeting on amendments that have been initiated in Faculty Assembly, the Faculty Assembly may proceed to act on the amendment directly.

Part 2. The College Educational Policy Committee

ARTICLE I. NAME
This organization shall be known as the Educational Policy Committee of the College of Arts and Sciences.

ARTICLE II. OBJECT
Section 1. Responsibilities. The Educational Policy Committee shall have the following responsibilities:

a) To propose policy or revisions of existing policies concerning curriculum, standards for earning degrees, examinations, entrance requirements, and academic standards to the Faculty Assembly.

b) Curriculum and governance reviews are intended for any academic changes that will affect other departments or the College as a whole. For example, changes that impact the core curriculum, cultural diversity requirements, divisional requirements, introduction of a new minor or major, or that are in any way interdepartmental in scope, must be reviewed by the appropriate curriculum committee, Educational Policy Committee, and Faculty Assembly. When in doubt, it is preferable to err on the side of bringing changes through the review process than not. If it is unclear whether the change will affect other departments, it should go before the appropriate curriculum committee. Graduate programs should be reviewed by the Graduate Curriculum Committee in order to have funding needs considered.

c) To appraise continuously and, when appropriate, to propose to the Faculty Assembly changes in the educational policies and programs of the College of Arts and Sciences.

d) To review and evaluate proposed and potential innovations in education and teaching in the College of Arts and Sciences.
e) To publish an annual report, prepared by the speaker.

f) To make its minutes and supporting documents widely available to the faculty.

g) To interpret broadly its duties and responsibilities.

Section 2. Method of Initiating Business. Matters to be considered by the Educational Policy Committee may be introduced by the chair, by any member of the Educational Policy Committee, by existing committees of the College of Arts and Sciences, by the Faculty Assembly, by department chairs, or by the president.

ARTICLE III. MEMBERSHIP

Section 1. Composition. The Committee shall consist of the dean of the College of Arts and Sciences, an associate or assistant dean designated by the dean, and one elected faculty member representative from each department of the College.

Section 2. Election. Elections to fill vacant posts on the Educational Policy Committee shall take place each April under the supervision of each department chair. All full-time faculty members of the College who have been reappointed for the next academic year, including instructors, shall be eligible to vote in this election, although the latter may not serve. It is traditional that new faculty members not be included as candidates on faculty ballots. It is also customary for faculty on leave or sabbatical to not be listed as candidates. Voting for department vacancies shall be done on a ballot including names of all eligible faculty members of professional rank in that department. In the event of a tie the individual or individuals who have most recently served on the Educational Policy Committee shall be eliminated, and the other candidate shall be declared elected. In the event that there is still an unresolved tie, the candidate most senior in years of service to the University shall be declared elected.

Section 3. Tenure. Members of the Educational Policy Committee shall serve for two-year terms. No members of the Educational Policy Committee shall serve for more than two full terms in succession.

Section 4. Vacancies. Any vacancy that occurs between regularly scheduled elections shall be filled by a special election in the department in which the vacancy occurs. Any member elected to complete a partial term shall be eligible to be elected for two successive full terms.

ARTICLE IV. OFFICERS

Section 1. Chair. The dean of the College of Arts and Sciences shall serve as chair of the Educational Policy Committee.

Section 2. Speaker. A Speaker of the Educational Policy Committee shall be elected each year by the members of the Committee. His/her duties shall be: to serve as chair at the direction of the dean, to serve as spokesperson for the Committee before the Faculty Assembly, to prepare an agenda for each meeting, to send out timely notice of meetings, to arrange for minutes of Educational Policy Committee meetings to be kept, and to prepare on behalf of the Committee an annual report to the faculty and the president.
ARTICLE V. MEETINGS
Meetings shall be called by the dean, on his/her own initiative or upon request of the speaker, of a majority of the elected members, or of the Faculty Assembly. A quorum shall consist of the chair and a majority of the elected members.

All routine meetings should be pre-scheduled and announced at the start of each semester. An EPC member who is unable to attend any given meeting shall arrange for an alternate member of his or her department to attend that meeting, as a voting member, in his or her stead, and shall inform his or her department of the substitution.

The speaker shall inform the department chair if the department is unrepresented for two consecutive meetings and does not designate alternates.

ARTICLE VI. COMMITTEES
All committees of the College, excluding the Promotion, Tenure, and Review Committee and the Faculty Life Committee, shall report to the Educational Policy Committee on matters pertaining to educational policy and content, and shall provide complete minutes and any other relevant supporting materials.

ARTICLE VII. AMENDMENTS
These By-Laws may be amended from time to time by the Faculty Assembly by an affirmative vote of two-thirds of the members present who are eligible to vote. Written notice of the exact wording of the proposed amendment shall be given at least one week in advance of the Faculty Assembly meeting at which action thereon is to be taken.

Amendments may originate in either the Faculty Assembly or the Educational Policy Committee, but in either case, shall be reviewed by the Educational Policy Committee and reported to the Faculty Assembly. Should the Educational Policy Committee fail to make its report at the next Faculty Assembly meeting on amendments that have been initiated in the Faculty Assembly, the Faculty Assembly may proceed to act on the amendment directly.

GOVERNANCE STATEMENT
To clarify what constitutes appropriate faculty participation in the formulation of policies and documents that touch on areas of faculty responsibility, the CAS Faculty Assembly voted the following directive to all CAS committees:

The faculty has primary responsibility for all issues that relate to academic freedom; professional ethics, standards, and responsibilities; curriculum; faculty status; and those aspects of student life which relate to the educational process. Therefore, if a request is made of any CAS committee(s) to review policies or documents relating to these areas of primary faculty responsibility and originating outside the CAS committee structure, review of such policies or documents shall be undertaken by the committee(s) only after assurance has been received by the committee(s) that the following conditions will be fulfilled: (1) such policies or documents must be returned to the committee(s) involved for final review; and (2) policies or documents must then be forwarded to the CAS Faculty Assembly for final action. Only if CAS faculty consideration of a policy or document has followed this procedure shall that policy or document be considered to have received review or approval by the CAS faculty.
(This resolution states a faculty position that any policy should be ratified by the CAS Faculty Assembly if it is to be promulgated as having CAS faculty approval, which is to say that the Faculty Assembly is the only body able to confer formal “faculty approval.” Some committees, such as the Promotion, Tenure, and Review Committee, make policy recommendations that are not subject to review by the Faculty Assembly.)

STANDING COMMITTEES

Promotion, Tenure, and Review Committee

The Promotion, Tenure, and Review Committee advises the dean on matters relating to individual promotions, tenures, sabbaticals, non-reappointments, dismissals, etc. In addition, the Committee prepares policy recommendations for consideration by the Faculty Assembly.

The membership of the Committee shall be as follows:

1. The dean (chair) and the associate or the assistant dean of the College.

2. Three tenured faculty members, one from each of the College divisions (humanities, social science and natural science), elected by all members of the full-time CAS faculty for a two-year term.

3. Three tenured faculty members, one from each College division, elected by the full-time faculty members of their College division for a term of two years.

4. The elections described in 2) and 3) above shall occur in alternating years, to provide a degree of continuity in the Committee.

5. No department in the College shall have more than one elected member serving on the Committee.

6. Two tenured members of the faculty may be appointed at the discretion of the dean and by the dean for a term of one year. These members may be appointed without reference to duplication of departmental representation.

7. The term of office for each tenured faculty member shall be limited to two consecutive two-year terms (whether elected, appointed, or a combination of both).

PTR Election Procedures

In the spring of even-numbered years, three tenured faculty members, one from each College Division, shall be elected by the full-time faculty members of their College division for a term of two years. No elected PTR member may serve more than two consecutive terms. In the spring of odd-numbered years, three tenured faculty members, one from each of the College divisions (humanities, social science and natural science), shall be elected by all members of the full-time CAS faculty for a two-year term. Only tenured faculty members (including those tenured during the academic year at the close of which the PTR election takes place) who have been reappointed for the next academic year are eligible to serve on PTR. It is traditional that members of the
faculty on leave or sabbatical not be listed as candidates. Also excluded as candidates are members of the academic departments to which belong PTR members elected for two-year terms in the PTR election one year previously. No department in the College shall have more than one elected member serving on the Committee. Two additional members may be appointed by the dean without reference to duplication of departmental representation. In the event of a tie, the individual who has most recently served on PTR shall be eliminated, and the other candidate shall be declared elected. In the event that there is still an unresolved tie, the candidate most senior in years of service to the University shall be declared elected. All full-time members of the faculty who have been reappointed for the next academic year, including instructors, shall be eligible to vote, as specified above. In addition, each CAS academic dean receives a ballot appropriate for members of the academic division with which he or she is affiliated. Any vacancy that occurs between elections shall be filled, from among the members of the division in which the vacancy has occurred, on the recommendation of the retiring member, subject to confirmation by the dean and by majority vote of the PTR Committee.

**College Faculty Life Committee**

A six-member CAS Faculty Life Committee is elected by the members of the College faculty to make recommendations to the Faculty Assembly on matters concerning all aspects of faculty life. Terms are for two years, with elections for three slots occurring each year. Every spring, the Committee solicits names of interested nominees from the faculty, and three members are subsequently elected. All members of the full-time College faculty are eligible to vote; but those who hold positions in the University administration above the department chair level are excluded from serving on the Committee. The Faculty Life Committee elects its own chair.

**DEPARTMENT CHAIRS**

CAS department chairs are appointed by the dean for a one-year term. Department chairs are responsible to the dean, and their duties include the following:

1. Serving as administrative heads of their departments with responsibility for the supervision of faculty and staff.

2. Formulating departmental goals and objectives that follow from and support the University Strategic Plan and preparing an annual report that documents these activities.

3. Evaluating student learning objectives and outcomes for the major and preparing an annual report documenting assessment activities.

4. Supervising teaching within the department and performing classroom observations of junior faculty in order to contribute to their professional development.

5. Making teaching assignments and preparing departmental teaching schedules, subject to the approval of the registrar and the dean.

6. Supervising the advising of all departmental majors and minors, as well as non-majors taking electives or core requirements in the department.
7. Preparing and updating program evaluations (check-off sheets) for the major, undergraduate and graduate catalog copy, and departmental website content.

8. Making recommendations to the dean on the selection, retention, promotion, sabbatical leaves, tenure and dismissal of faculty members in their department; preparing the annual review, sabbatical, promotion and tenure letters.

9. Supervising and mentoring departmental administrative staff.

10. Cooperating with other University departments and administrative staff by providing information on departmental policies, curriculum changes, and student records.

11. When appropriate, preparing proposals to solicit funds from foundations or from the state or federal government for projects related to the development of the department and the University.

12. Carrying out other assignments as arranged by the appropriate officers of the University.

Each department of the College of Arts and Sciences is required to hold at least one meeting a semester. Other meetings should be held when necessary.

Department chairs are evaluated by department faculty and the dean on an annual basis. Written evaluation forms are distributed to faculty at the end of the academic year and returned to the dean of the College for review.
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