

- I. College Mission

- II. Organization of the Trustees and Administration
 - A. Trustees
 - 1. Committee on Instruction
 - 2. Committee on Buildings, Grounds, and Equipment
 - 3. Committee on Nominations
 - 4. Committee on Budget and Finance
 - 5. Committee on Development
 - 6. Committee on Planning
 - 7. Committee on Student Affairs
 - 8. Committee on Investments
 - 9. Committee on Honorary Degrees
 - 10. Committee on Admissions
 - 11. Committee on the Audit
 - B. Administration
 - 1. President
 - 2. Executive Director of the Office of the President and Secretary to the Board of Trustees
 - 3. Vice President, Administration and Finance
 - 4. Vice President for Academic Affairs and Dean of Faculty
 - 5. Vice President and Dean of Students
 - 6. Vice President and Dean of Admission and Financial Aid
 - 7. Vice President, Communications and Development
 - 8. Vice President for Libraries and Information Technology
 - 9. Director of Diversity and Inclusion

- III. Organization of the Faculty of Hamilton College
 - A. The Office of the Vice President for Academic Affairs and Dean of Faculty
 - 1. The Dean
 - 2. The Associate Dean of Faculty
 - B. The Faculty
 - C. Officers of the Faculty
 - 1. The Chair of the Faculty
 - 2. The Secretary of the Faculty
 - 3. The Parliamentarian of the Faculty
 - D. Faculty Meetings
 - E. Attendance and Voting at Faculty Meetings

- IV. Faculty Service on Committees and Boards
 - A. Standing Committees of the Faculty

1. Nominations and Elections	
2. Faculty Appeals Board	
3. Committee on Academic Policy	a. Membership b. Meetings c. Functions
4. Committee on Appointments	“
5. Academic Council	“
6. Faculty Committee on Admission and Financial Aid	“
7. Faculty Committee on Budget and Finance	“
8. Committee on Academic Standing	“
9. Committee on the Library	“
10. Committee on Information Technology	“
11. Committee on Student Activities	“
12. Committee on Athletics	“
 - B. Committees and Boards with Faculty Members
 - Elective Committees and Boards

- 1. Planning Committee “
 - 2. The Honor Court “
 - 3. The Judicial Board “
 - 4. The Appeals Board “
 - 5. Faculty members also serve on standing committees of the Board of Trustees
 - C. Appointed Committees and Boards
 - 1. Committees for Academic Programs “
 - 2. Alumni Council “
 - 3. Committee on Student Awards and Prizes “
 - 4. Committee on Student Fellowships “
 - 5. Health Professions Advisory Committee “
 - 6. Pre-Law Committee “
 - 6. Harassment and Sexual Misconduct Board “
 - 8. Human Subjects Institutional Review Board “
 - 9. Institutional Animal Care and Use Committee “
 - 10. Scientific Misconduct Review Board “
 - 11. Radiation Safety Committee “
 - D. *Ad hoc* Committees of the Faculty
- V. Departments and Programs of the Faculty
- A. Meetings
 - B. Chair and Program Director
 - 1. Department Chair and Program Director
 - 2. Duties of Department Chairs and Program Directors
 - C. Functions
 - D. Appointments
 - 1. Departments, excluding Physical Education (see Section VII.)
 - 2. Programs
- VI. Appointment, Reappointment, Tenure and Promotion
- A. Types of Positions
 - 1. Tenurable positions
 - 2. Renewable positions
 - 3. Term positions
 - 4. Adjunct positions
 - B. Procedures for Defining Positions as Non-Tenurable and for Discontinuing Positions
 - C. Ranks of the Faculty
 - 1. Research Associate
 - 2. Lecturer
 - 3. Instructor
 - 4. Assistant Professor
 - 5. Associate Professor
 - 6. Professor
 - D. Conditions of Appointments
 - E. Reappointment, Tenure, and Promotion Criteria
 - 1. Teaching
 - 2. Scholarship
 - 3. Service to the College
 - F. Principles of Evaluation for Teaching, Scholarship, and Service
 - 1. Evaluation of Teaching
 - 2. Evaluation of Scholarship
 - 3. Evaluation of Service
 - 4. Additional Principles for Promotion to Professor
 - G. Reappointment, Tenure, and Promotion Procedures
 - 1. Procedures for Reappointment of Faculty in Tenurable Positions
 - a. Role of the Department or Program
 - b. Role of the Faculty Member

- c. Role of the Committee on Appointments
- d. Role of the Dean
- e. Role of the President
- 2. Procedures for Reappointment of Faculty in Renewable Positions
- 3. Procedures for Tenure Decisions
 - b. Role of the Candidate
 - a. Role of the Department or Program
 - d. Role of the VP/Dean
 - c. Role of the Committee on Appointments
 - e. Role of the President
- 4. Procedures for Promotion to Professor
 - a. Role of the Department or Program
 - b. Role of the Faculty Member
 - c. Role of the Committee on Appointments
 - d. Role of the Dean
 - e. Role of the President

VII. Appointment, Reappointment, and Promotion in the Department of Physical Education

- A. Types of Positions
 - 1. Continuing-appointment positions
 - 2. Renewable positions
 - 3. Term positions
 - 4. Adjunct positions
- B. Procedures Redefining or Discontinuing Positions
- C. Ranks of the Members of the Department of Physical Education
 - 1. Instructor
 - 2. Assistant Professor
 - 3. Associate Professor
 - 4. Professor
 - 5. Adjunct Positions
- E. Reappointment and Promotion Criteria
 - 1. Teaching
 - 2. Coaching
 - 3. Service
- F. Principles for Evaluation for Appointment, Reappointment, and Promotion
 - 1. Principles of the Evaluation of Teaching and Coaching
 - 2. Evaluation of Service
- G. Reappointment and Promotion Procedures
 - 1. Role of the Director
 - 2. Role of the Faculty Member
 - 3. Role of the Dean
 - 4. Role of the Committee on Appointments
 - 5. Role of the President

VIII. Faculty Salary Procedures and Benefits

- A. Salary Payment
- B. Benefits for Full-Time Faculty Members
 - 1. Moving Expenses
 - 2. Health Insurance
 - 3. Voluntary Benefit Program
 - 4. Group Insurance Plan
 - 5. Group Term Life Insurance
 - 6. Retirement Program
 - 7. Group Long-term Disability Benefits
 - 8. Travel Accident Insurance
 - 9. Worker's Compensation
 - 10. Funds for Entertaining Students

- 11. Faculty Housing
 - 13. Tuition Grant for Dependent Children
 - 12. Domestic Partners
 - 14. Scholarship Plan for the Spouse of Faculty
 - 15. Auditing Classes
 - 15. Athletic Facilities
 - 16. Use of College Buildings and Library
 - 17. Credit Union
 - 18. Computer Loan Program
 - C. Benefits of Part-Time Faculty Members
 - D. Benefits of Lecturers and Research Associates
- IX. Policies Related to Faculty Professional Activities
- A. Endowed and Named Chairs
 - B. Retirement
 - C. Supplementary Compensation
 - D. Statement on Sponsored Activities and Procedures
 - 1. Procedures for Submission of Proposals
 - 2. Review Boards
 - 3. Drug-Free Workplace Policy
 - E. Periodic Leave Policy and Procedures
 - 1. Purpose
 - 2. Eligibility
 - 3. Procedure
 - F. Personal Leaves
 - 1. Leaves for Professional Activity
 - 2. Leaves of Absence or Reduction of Duties for Illness and Disability
 - 3. Maternity Leaves
 - 4. Parental and Adoption Leaves or Reductions of Duties
 - 5. Maternity Leaves, Parental and Adoption Leaves, and the Tenure Clock
 - 6. Leaves of Personal Necessity
 - 7. Family and Medical Leave Act
 - G. Changes in Full-Time Status
 - H. Travel to Professional Meetings
 - I. College Support of Research
 - J. Statement on Freedom of Expression and Dissent
 - K. Statement on Coeducation
- X. Review and Appeals Procedures
- A. Non-Renewal of Appointment or Failure to Promote
 - 1. Grounds for Appeal
 - a. Inadequate Consideration
 - b. Improper Consideration
 - 2. Appeal Procedure
 - 3. Role of the Appeals Committee
 - 4. Appeals Hearings
 - 5. Hearing Results
 - B. Termination of Appointment for Institutional Cause
 - 1. Grounds for Termination
 - 2. Appeal Procedure
 - C. Termination of Appointment for Incapacity
 - D. Dismissal or other Sanctions
 - 1. Procedure
 - E. Hearing Procedures
 - 1. Organization of the Tribunal
 - 2. Parties and Attorneys
 - 3. General Rules of the Tribunal

4. Framing of Issues
5. Evidence and Proof
6. Findings and Decisions

Appendix A. Hamilton College Affirmative Action Policy

Overview

Roles & Responsibilities

Process

Reporting

Complaints