Faculty Handbook September 2012 Hamilton College

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. The President
  2. The Vice President for Academic Affairs and Dean of Faculty
  3. The Vice President, Administration and Finance
  4. The Dean of Students
  5. The Dean of Admission and Financial Aid
  6. The Vice President, Communications and Development
  7. The Vice President for Information Technology
  8. The Chief Diversity Officer
  9. The Chief of Staff and Secretary to the Board of Trustees

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