

DOCUMENT RESUME

ED 126 761

HE 007 396

TITLE The Judson College Faculty Handbook.  
INSTITUTION Judson Coll., Chicago, Ill.  
PUB DATE Jun 74  
NOTE 32p.

EDRS PRICE MF-\$0.83 HC-\$2.06 Plus Postage.  
DESCRIPTORS Administrative Organization; \*Administrative Policy;  
\*Church Related Colleges; \*College Faculty;  
Committees; \*Governance; \*Higher Education;  
\*Personnel Policy; Private Colleges  
IDENTIFIERS \*Faculty Handbooks; Illinois; Judson College.

ABSTRACT

Purposes and objectives of Judson College, a liberal arts institution organized in 1963 and identified with the Christian faith, are stated at the beginning of the 1974 faculty handbook. Major sections contain information on faculty rank, promotion, tenure, and benefits, on academic policies, and on responsibilities of the various faculty committees. (JT)

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THE JUDSON COLLEGE  
FACULTY HANDBOOK

HE 007 396

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June, 1974

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A. Faculty Organization

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I. INSTITUTIONAL ORIENTATION

## A. PURPOSES AND OBJECTIVES

Judson College is a liberal arts institution identified with the Christian faith. It is the conviction of the faculty, administration, and Board of Trustees of Judson College that education, in the first place, is more than the acquisition of knowledge. Education is growth that results from the total experience of a living-learning situation, including the classroom, the chapel; the residence halls, and the athletic fields. It is built upon all meaningful associations with persons in the college community. In this educational program there is a serious attempt to develop a genuine community whose life style is consistent with Christian moral and spiritual values.

Secondly, education should lead to liberation: freedom from bigotry, provincialism, and unexamined belief systems. Intelligent, searching minds demand that issues be discussed and options evaluated with humility, because education involves a process of discrimination among alternative answers to the great issues of life. Judson College affirms the value of liberal education, realizing that it will raise questions as well as provide answers.

In the third place, higher education at Judson College should include a personal intellectual encounter with the Christian revelation. Education is lacking where there is uncritical devotion to the established, the safe, and the sanctioned. The Christian should hold unswerving allegiance to integrity in the pursuit of knowledge.

Finally, Christian higher education should include a serious consideration of commitment to Jesus Christ as Savior and Lord. It is hoped that every Judson student will experience this commitment.

### Objectives

The general objective of the program at Judson College is to develop informed, competent, and mature persons through a Christian higher education in the liberal arts.

The Judson College program, by the design of its specific objectives, draws together all aspects of college life in a distinctive experience so as to stimulate the individual student to:

1. Value a lifelong interest and involvement in seeking knowledge, viewing it within the context of the Biblical Faith.
2. Possess an appreciation of his cultural heritage, relating it to diverse culture life-styles in an attempt to understand self and the world.
3. Examine critically the ordering of his values, making meaningful adjustments in the light of expanding knowledge and competing ideologies.

4. Become involved in sifting out key issues in contemporary society, gathering data and developing solutions.
5. Participate, along with other concerned members of society, in responsible programs which provide opportunity for creativity and Christian vocation both in his individual career and in community service.
6. Respect the thinking and contributions of others, having developed freedom from provincialism and prejudice.
7. Develop a widening aesthetic appreciation and an understanding of the creative process.
8. Think logically, write with accuracy and speak effectively.
9. Understand the principles and methods of scientific investigation.
10. Face the issue and potential of a personal relationship to Jesus Christ as Savior and Lord, to His Church and to Christian ideals and moral values, which give meaning and purpose to life.

B. A BRIEF HISTORY

Judson College, whose charter is dated March 11, 1963, is an outgrowth of the Theological College Division of Northern Baptist Seminary of Chicago, Illinois. Dr. Benjamin B. Browne, President of Northern Baptist Seminary and the college division of the institution, led in the development and formulated the original Board of Trustees. The original Board of Trustees committed themselves to a plan for a four year liberal arts college which would recognize the American Baptist heritage of the antecedent college.

The original nineteen acre campus, known as the Braeburn-on-the-Fox estate, was secured from Mrs. Margaret Deuterman, by the Chairman of the Board of Trustees, Mr. William W. Brady, on January 4, 1963. With the Deuterman estate building facilities being put to use and with the construction of Volkman Hall, the college began initial operation on September 19, 1963. Expansion of the campus physical facilities was rapid and dramatic with the construction of a faculty house of eight apartments, a Greek amphitheater, science building, chapel, several residence halls, and the library. In addition the President, Dr. Amos Barton erected the President's House, which he donated to the college in 1969. Subsequent purchases brought the college-owned land up to its present total of approximately 70 acres.

Through the help of the President of the American Baptist Convention, the Honorable Harold Stassen, Judson was granted Provisional Recognition as an American Baptist Institution. In 1970 the college was granted full recognition. In 1970 Judson received candidate status and in 1973 was granted full accreditation by the North Central Association of Colleges and Secondary Schools.

The initial faculty of twelve has expanded to its present size. The college has operated on the trimester calendar, which makes it possible for the full-time student carrying three courses at a time to graduate in two and two-thirds years. The Bachelor of Arts degree is offered with a program structured so as to allow the student to elect a broad program of study from six divisions: Communication Arts, Fine Arts, Human Institutions, Human Relations, Christian Religion and Philosophy, Science and Mathematics. The college intends to provide for a growing need in our society for the generalist who is able to integrate various points of view.

### C. ADMINISTRATIVE OFFICE OF JUDSON COLLEGE

#### President

The President of Judson College is selected by the Board of Trustees and invested with the executive powers for the operation of the institution and the implementation of Trustee decisions. He works closely with both the Board and the President's Cabinet, which consists of the Dean of the College, the Dean of Student Affairs, the Vice President for Development and the Business Manager.

#### Dean of the College

The Dean of the College is responsible for curriculum development, faculty recruitment and growth, and other traditional academic areas. Responsible to him are the Registrar, Librarian, Director of Teacher Education, Director of Physical Education and the Division Chairmen.

The responsibilities of the Registrar include registration, grades, academic standings, records, reports, and certifications.

The Librarian develops the library collection working closely with the faculty members and is responsible for the general administration of the library.

The Director of Teacher Education helps students structure their programs to meet certification requirements, and administers and supervises student teaching.

The Division Chairmen announce and conduct meetings of division faculty called by him or by another division faculty member; coordinate the allocation of library budget within the division; consult with and assist the Dean in faculty recruitment; <sup>serve on</sup> ~~advise~~ the Committee on Appointment, Promotion, Tenure, and Dismissal; plan and control the divisional budget as allocated; consult with division personnel in arranging teaching and advising loads; encourage and evaluate faculty performance in division; work out course and curricular patterns to fulfill institutional purposes and avoid overlap; serve as liaison between instructor and Registrar for divisional schedule proposals; maintain divisional file of course syllabi, outlines, and advisee records; edit catalog copy of division; help with student recruitment and publicity.



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Each of these qualifications and selection guidelines would operate on the basis of feasibility in the selection of Division Chairmen.

1. The division chairman is to have a rank of no less than an associate professor.
2. It is preferred that a division chairman have a Ph.D. degree or its equivalent.
3. A division chairman is to serve for a two-year appointment on a rotation basis.
4. A faculty member is to have a regular faculty appointment to qualify for division chairman.
5. A division chairman is to have served as a member of the faculty of Judson College for at least a two-year period.

#### Dean of Student Affairs

The Dean of Student Affairs administers most of the student personnel services and all non-classroom curricular programs, including athletics. Directly responsible to him are the Director of Health Services, the Director of Athletics, the Director of Student Development and the Director of Student Housing.

The Director of Health Services, a registered nurse, directs the health care program.

The Director of Athletics is responsible for the intramural athletic program, the women's intercollegiate program, and the men's intercollegiate program that includes soccer, basketball, baseball, cross country, track and golf.

The Director of Student Development is responsible for the coordination of student volunteer programs including the Reach Out Teams, student activities, new student orientation, and assessment programs.

#### Vice President for Development

The Vice President for Development is responsible for fund raising, public relations and admissions. Directly responsible to him are the Director of Communications, the Director of Admissions and the Directors of the areas for the Four Million Dollar Campaign.

The Director of Communications is responsible for transmission of information about the college and its students through news releases and periodical publications of the college, brochures and the catalogue.

The Director of Admissions is responsible for all programs designed for the recruitment of students and the admissions process of applicants. There are three Admissions Counselors that are directly responsible to him.

## Business Manager

The Business Manager is responsible for the operation and maintenance of the physical campus, accounting services, food service, bookstore, addressing and mailing, and financial aids. Directly responsible to him are the Financial Coordinator, the Food Service Manager, the Superintendent of Maintenance and Grounds, the Superintendent of Buildings, the Addressing Supervisor, the Bookstore Manager and the Business Office personnel.

The Manager of Food Services is responsible for supervision and organization of food services on campus including vending machines.

The Business Office Personnel are responsible for student accounts, general college accounting, switchboard purchasing, and the preparation of college payroll and financial statements.

Superintendent of Buildings is responsible for custodial care of buildings and campus security.

Superintendent of Maintenance and Grounds is responsible for major building maintenance and care of college grounds and transportation fleet.

II. FACULTY MEMBERSHIP

A. FACULTY MEMBERSHIP

Definition of Faculty

The Faculty of Judson College includes faculty under regular appointment, faculty under provisional appointment, and the following administrators:

- The President
- The Dean of the College
- The Dean of Student Affairs
- The Vice President for Development
- The Business Manager
- The Head Librarian
- The Registrar
- The Director of Teacher Education

The regular faculty consists of the professors, the associate professors, and the assistant professors who are under regular appointment. They enjoy the privileges, benefits and responsibilities of regular appointment as outlined in this handbook and are subject to review for reappointment, promotion and tenure as set forth below.

The faculty under provisional appointment include instructors, assistant and associate and full professors are hired on a yearly or semester basis and are not eligible for tenure. Other college personnel who carry part time teaching positions are considered provisional faculty during the semesters when they are teaching. Usually a provisional faculty member will not have a full teaching load. He does not enjoy some of the benefits of the regular faculty member. Provisional faculty members are not asked to be members of committees, attend faculty meetings, engage in student counseling or advise classes or other groups; however, voluntary assistance in these areas is appreciated.

Appointment of Faculty

Regular faculty members are appointed by the President, on the recommendation of the Committee on Appointment. Although the President can overturn a decision by the committee, he usually acts on the basis of a consensus reached by the committee.

Provisional faculty members are appointed by the President, on the recommendation of the Dean of the College and the appropriate Division Chairman. Provisional faculty are usually assigned academic rank earned at the institution served immediately prior to appointment at Judson.

A faculty member is hired when he signs the President's letter of appointment which contains all necessary details of employment such as rank, salary, teaching load, etc. This letter is customarily sent by March 15 for the following school year.

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Because of the strong Christian nature of Judson College, faculty members are appointed who are committed to the historic tenets of the Christian faith as expressed in the Apostle's Creed:

I believe in God the Father Almighty, Maker of heaven and earth;  
And in Jesus Christ His only Son our Lord; who  
was conceived by the Holy Ghost, born of the Virgin Mary, suffered  
under Pontius Pilate, was crucified, dead, and buried; He descended  
into the grave; the third day He rose again from the dead; He  
ascended into heaven, and sitteth on the right hand of God the Father  
Almighty; from thence He shall come to judge the quick and the dead.

I believe in the Holy Ghost; the holy catholic church; the  
communion of saints; the forgiveness of sins; the resurrection of the  
body; and the life everlasting.

Amen

## B. FACULTY RANK, PROMOTION AND TENURE

### Rank

Professor: He must hold an earned Doctor's Degree in the area in which he is teaching or in an area closely related. In very exceptional cases, full professorship may be granted for distinguished achievement to one who has not met the normal training requirements. In special fields, such as music and art, distinguished achievement and highly specialized training in the field may replace the requirement of a doctor's degree. He must have had ten years professional teaching experience at the college/university level, at least five years of which are at the rank of Associate Professor, at least three years of which are at Judson.

He must have demonstrated an exceptional degree of skill and effectiveness in teaching, research, and faculty service.

Associate Professor: He should hold a Doctor's Degree or at least be enrolled in a Doctor's degree program and have completed the equivalent of two full time academic years of graduate work above and beyond the Master's Degree. Major emphasis in graduate study must be in the teaching area. In special fields, distinguished achievement and/or highly specialized training may be accepted for the two years graduate work beyond the Master's Degree. He must have had five years professional teaching experience at the college/university level, at least two of which are at Judson College.

He must have demonstrated an unusual degree of skill and effectiveness in teaching, research, and faculty service.

Assistant Professor: He must have completed at least the Master's Degree in the area in which he is teaching or in a closely related area.

He must have demonstrated or show promise of a highly satisfactory degree of skill and effectiveness in teaching, research, and faculty service.

Instructor: Provisional faculty who do not have rank earned at another college are assigned the rank of Instructor. Ordinarily he would hold a

Master's Degree or the equivalent in his teaching area and demonstrate a satisfactory degree of skill and effectiveness in teaching, research, and faculty service.

#### Faculty Growth and Development

An annual period of assessment of all faculty is needed and desirable, having as its objective the improvement of faculty effectiveness. The responsibility for this assessment lies with the Committee on Promotion, Tenure, and Dismissal. It is assumed that delineation of the individual faculty member's objectives and goals for the year, in the academic, cultural, and spiritual aspects of campus life will be shared with this committee and will be subject to evaluation during the year. The responsibility for keeping an up-to-date dossier about the faculty complete with annual evaluatory records and appropriate evidences of professional growth or achievement, rests with the Dean of the College. The Dean of the College is also responsible for communicating with the faculty member concerning the various evaluations conducted and for consulting with him to enhance growth.

Student evaluation of teaching should be conducted annually. Students and faculty should be involved in the formulation and choice of evaluatory tools. These evaluations will become part of the faculty member's dossier. It is understood that only "appropriate weight" be given to student evaluation since it is one of many factors.

#### Promotion and Tenure

Recommendations for promotion and tenure shall be considered by the Promotion, Tenure, and Dismissal Committee. Following consideration by the committee, the President of the College shall have responsibility for making the final decision in each instance and for making recommendations to the Board of Trustees.

Provisional faculty are not eligible for promotion.

Regular faculty members are eligible for tenure after three to six years at Judson College. Full Professors are eligible following three years, Associate Professors following four years, and Assistant Professors following five to six years. Provisional faculty members are not eligible for tenure. Tenure implies a permanence of relationship between the institution and the faculty member characterized by a higher degree of responsibility to one another.

#### Criteria for Promotion, Tenure, and Dismissal

Evidence of Christian commitment. Faculty members are expected to show evidence of continuing Christian commitment.

Scholarship. The teacher should hold graduate degrees in his own field. Competency in related or diverse fields is desirable. He should demonstrate command of his subject and should continue to grow in the scholarship of his field. This entails the continuous gathering of new materials through

study, research for possible publication, and if feasible, the taking of after-hour or summer courses. The instructor's intellectual background may be enriched by acquiring ideas and ideals from his colleagues. These may be gained through informal conversations, public colloquia, and other presentations during which helpful material and points of view are exchanged.

Effective teaching. The teacher should show ability to organize his material, present it with force and logic, arouse curiosity, and stimulate students to creative work. Reading of professional literature for suggestions as to new methodologies may lead to the improvement of class procedures and testing programs.

Distinguished service contribution. Contributions to the campus community. The teacher should strive to contribute to the campus community at the highest possible level by his service as a person of genuine interest and skill in the general guidance and counseling of students, as a member of college committees, and as an advisor to student organization. Where possible, recognition should be given to those who prove themselves able administrators and who participate imaginatively and effectively in faculty, government and the formulations of division and college policies.

Contributions to the Community. The teacher, where possible, should seek to share his insights and understandings through service to the local community, the state, and the nation.

Contributions to the Profession. Such contributions may consist of service in professional organizations, editorial work on professional publications, publication of articles in scholarly and critical literature, papers read at learned society meetings, assignments of unusual tasks or commissions, or fine arts presentations or performances.

## Evaluation

\*Each faculty member submits a list of professional goals or objectives for the year to the Dean of the College in September. It is assumed that such statements are confidential. These goals may come from the areas of teaching effectiveness, scholarship, and contributions to the campus, the profession, and society. During the academic year, each faculty member meets with the Committee on Promotion, Tenure, and Dismissal augmented by the appropriate division chairman to evaluate success in meeting the goals and to identify areas in which additional growth is needed. These meetings are to promote faculty improvement and are separate from any discussion of contracts.

The faculty member and the Committee on Promotion, Tenure and Dismissal share responsibility for providing input into the evaluatory session.

The faculty member should provide such materials as course syllabi and samples of exams; analyses of student evaluations of courses (e.g. the Purdue rating scale or other instruments); written statements of evaluation from both students and faculty members; documentation of completion of courses, short courses, workshops, and the like; copies of papers read or published; and reports of honors received and community and professional work pursued.

The committee members should familiarize themselves with the goals of the faculty members early in the year. At least one committee member, after studying the course syllabus, should visit each faculty member's course, preferably twice, and present a written analysis of his findings. All materials are filed with the Dean of the College and are available to the faculty member involved and to the members of the Committee on Promotion, Tenure and Dismissal.

#### Resignation

Any faculty resignation is to be submitted to the President as early as possible, but not later than fifteen days after the issuance of contracts of that academic year. In case of an emergency, the faculty may ask the administration to waive the requirement, but he should conform to the administrative decision.

#### Non-Renewal of Contract

The decision not to renew the contract of a non-tenured faculty member is made by the President, with the advice of the Committee on Promotion, Tenure, and Dismissal, and is conveyed to the faculty member as early as possible in the academic year. No appeal is possible.

Discontinuance of services occasioned by curricular reorganization shall be made known to the Faculty member involved one year prior to the date of discontinuance. If a vacancy occurs in another area, the faculty member involved in the reorganization shall be given opportunity to qualify for the vacancy before new personnel are employed. In all instances, the discontinuance will be interpreted as a leave of absence (without pay) and, if the program is again actuated, the teacher shall be notified and given an opportunity to accept the position.

#### Dismissal

Tenured faculty members may be dismissed by the President in cases of incompetency, gross neglect of duty or disregard of the moral standards or the policies of the College. The faculty member has the right of appeal to the Committee on Promotion, Tenure and Dismissal; the membership of this committee may include one member chosen by the faculty member. The Committee renders its decision by majority vote. The President or the faculty member has the right of appeal to the Board of Trustees from the decision of the Committee. The decision of the Board of Trustees is final.

In cases involving appeal, due process is observed. In all cases where the facts are in dispute, the faculty member will be informed in writing of the charges against him and will have the opportunity of being heard in his own defense by all the bodies that pass judgment upon his case.



He will be permitted to have with him an advisor of his own choosing who may act as counsel. There will be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony will include that of teachers, students, and members of the Judson community.

Regular non-tenured faculty members and provisional faculty members have no right of appeal except in dismissal in the middle of a contract period.

Provisional faculty members may be dismissed by the President, on the recommendation of the Dean of the College and the appropriate Division Chairman.

C. FACULTY PRIVILEGES

Retirement Plan

Judson College will pay 11% of the salary of each regular faculty member to be applied to some form of retirement such as the Teachers Insurance and Annuity Association. Each teacher should elect his own plan with the business manager during his first year at the school. Among companies from which choice may be made are Missionary and Ministers Benefit Board, Teachers Insurance and Annuity Association and Aetna Variable Insurance.

Retirement

A faculty member shall retire at the end of August of the contract year during which he attains the age of 65.

Retention of a teacher after he has reached age 65 or the employment of a new faculty member age 65 or over can be of mutual advantage to the college and the teacher. The President of the College is vested by the Executive Committee of the Board of Trustees with the authority to retain or employ such a person under terms and conditions arranged between the parties. Any employment agreement shall be for one year or less.

Tuition Rebate

Free tuition will be allowed at Judson College for the faculty member, spouse and/or children.

Faculty Stipend

Persons who need to complete degree work in order to maintain their position at Judson College may request tuition stipends from the College. Requests must be made to the President prior to budget formulation for the academic year.

Professional Allowance

Participation in Professional and Learned Societies will be encouraged by Judson College. The school will allow up to \$50.00 per year to help defray expenses while attending meetings of these societies. This amount may be accumulated for two years.



### Leave of Absence

A leave of absence for further education and the enhancement of the employee's usefulness to the College is encouraged, provided that the current program of the College is not impaired. A leave of absence may be granted upon request of a regular faculty member for study, research, travel, health, or special service elsewhere by the approval of the administration for a period ranging from one trimester to one year. The leave is without pay.

### Committee Service

All regular faculty are expected to participate in the decision making processes carried out through the three faculty standing committees (academic affairs, professional affairs, student affairs), and their coordinating groups. Provisional faculty may participate on a voluntary basis.

### Sabbatical Leave

A regular faculty member who has served six or more years at Judson College may apply for a sabbatical leave for two trimesters at full pay or a full year at half pay. The leave can be extended without further pay. The sabbatical leave may be granted for study, research, travel, health, or special service elsewhere by approval of the administration. The application for leave should include a concise statement of the faculty member's goals and objectives for the experience.

Any faculty member accepting a sabbatical leave should agree to a minimum of one year of continued service at Judson College following his return from such a leave. Each subsequent sabbatical leave may be applied for by a faculty member after a minimum of six years of additional service following the former such leave.

### Insurance

The cost of the Comprehensive Plan of Blue Cross and Blue Shield (or the equivalent amount in a comparable plan) will be paid in full for regular faculty members. Each teacher has the option to pay the additional amount to cover his family if he chooses.

### Faculty Franchise

Regular and provisional faculty members, the Head Librarian, the Registrar and the Director of Teacher Education have complete rights of franchise at faculty business meetings. Cabinet members are entitled to vote in all matters except election of the Faculty Moderator and members of the President's Advisory Council and the faculty members of the Committee on Promotion, Tenure and Dismissal. Other administrators are welcome to attend faculty business meetings and to participate in discussions but are not eligible to vote.

### Commencement Privileges

Commencement privileges, including participation in the Senior Chapel, Baccalaureate Services and the Commencement Services are extended to all faculty members, including cabinet members, the Head Librarian, the Registrar, and the Director of Teacher Education.

### Workshops

All faculty members are expected to attend the fall Faculty Workshops. Administrators at the Director level are also welcome to participate fully in the workshop.

### Emeritus Title

Emeritus status may be conferred by the Board of Trustees to faculty members of tenure on their first retirement. A special certificate honoring retiring faculty members will be prepared and awarded by the President. Catalog listings of faculty will carry emeritus personnel as long as they live.

Emeritus personnel will be invited to all formal faculty convocations.

SUMMARY OF PRIVILEGES AND PROCEDURES  
FOR TEACHING FACULTY

	Regular Faculty	Provisional Faculty
Appointment by:	President, after recommendation of Committee on Appointment.	President, on recommendation of Dean and Division Chairman.
Promotion By:	President, after recommendation of Committee on Promotion, Tenure & Dismissal.	None
Tenure Eligibility	Full Professor-3 yrs. Associate Professor-4 yrs. Assistant Professor-5-6 yrs.	None
Dismissal	By President on recommendation of Committee of Promotion, Tenure & Dismissal, Appeal to Committee on Promotion, Tenure & Dismissal and Trustees.	By President, with recommendation of Dean and Division Chairman
Sabbatical	Eligible after 6 years	None
Retirement Plan	11% of salary	None
Tuition Rebate	Yes for member, spouse and/or children.	None
Professional Allowance	\$50 per year, can accumulate for two years.	None
Insurance	Blue Cross-Blue Shield for faculty members only	None
Leave of Absence	Possible, without pay	None
Faculty Franchise	Yes	Yes
Commencement Privileges	Yes	Yes
Workshop	Yes	Yes
Committee Service	Yes	Voluntary

A LISTING OF TEACHING FACULTY PRIVILEGES AND PROCEDURES  
EXTENDED TO OTHER CAMPUS PERSONNEL

Cabinet

Registrar,

Head Librarian and

Director of Teaching Education

Directors of

Administrative Offices

Faculty Franchise	Yes, except election of Faculty Moderator and members of President's Advisory Council and Faculty Members of Committee on Promotion, Tenure and Dismissal	Yes	No, but welcome to attend and contribute to discussion.
Commencement Privileges	Yes	Yes	No
Workshop	Yes	Yes	Yes
Committee Service	Yes	Yes	By mutual consent but without franchise.

III. FACULTY POLICIES

## A. ACADEMIC FREEDOM

Because the very nature of a college implies the spirit of intellectual inquiry and the love of truth and its free exposition, Judson College affirms that academic freedom within the context of the historic tenets of the Christian faith as expressed in the Apostle's Creed, is fundamental to the teacher in teaching and to the student in learning.

It is considered consistent with the concept of academic freedom that when a teacher at Judson College speaks or writes as a citizen of the community, he should be accurate, restrained, and tolerant, because the community may judge his profession and this institution by his remarks.

## B. GENERAL RESPONSIBILITIES

The academic, pedagogical and professional responsibilities of regular and provisional faculty members of Judson College are similar to those of their counterparts in institutions of its kind. They include adequate preparation for classroom presentations, satisfactory testing procedures, office hours for student counseling, and keeping abreast of developments in the instructor's teaching field. Judson College encourages excellence in teaching and supports the development of excellence by its faculty.

Since education at Judson involves the entire living-learning situation, the role of the faculty member is not confined to the classroom. Regular faculty members are expected to provide academic advising for students and serve on faculty committees. In addition, regular faculty members may be called upon to advise student organizations, speak in Chapel services, counsel students with personal problems, meet with prospective students, and represent the College in a variety of ways. Provisional faculty are welcome to assume any of these tasks for which they have time and ability. All members of the faculty are expected to participate in all college functions as much as possible.

All regular faculty are expected to attend and participate in Faculty Business Meetings and Colloquia. Provisional faculty are welcome at these meetings.

It is expected that all the teaching personnel of Judson will feel and accept responsibility for maintaining the Christian goals and character of the college by attendance at and participation in the chapel worship and other types of religious services.

## C. CLASSROOM POLICIES

### Attendance Policy

Class attendance and participation are encouraged and considered consistent with Judson College Statement of Purpose and Objectives. However, class attendance policies are determined at the discretion of the individual professor. A student is entitled to at least one class hour absence for each credit hour.

without penalty as a minimum. Each professor should announce the attendance policy to the class at the beginning of the course.

#### Classroom Devotions

It is customary to incorporate into class sessions a short devotional period. The method and frequency of conducting devotions is optional with the teacher.

#### Field Trips and Academic Conferences

Field trips should be planned with discretion as to time and number. They (Choir tours, art tours, athletic events, off-campus extension trips, etc.) should be arranged sufficiently in advance to allow for adjustments in other courses. A duplicated list of the students to be absent should be given in advance to allow for adjustments in other courses. When schedule conflicts arise, the students may determine whether they will go on the field trip or attend other classes.

Arrangements for transportation should be cleared with the Business Office. If on officially recognized college business, Judson College liability insurance will be in force.

For professional and scholarly conferences, the division chairman may recommend attendance for division majors; the classroom teacher whose class will be missed will decide whether to give clearance.

### D. STUDENT GRADES AND RECORDS

#### Grading

The grading system at Judson College is as follows:

A Excellent	4 grade points per hour
B Good	3 grade points per hour
C Average	2 grade points per hour
D Low Passing	1 grade point per hour
F Failure	0 grade points per hour
W Withdrawal	
I Incomplete	

An "F" enters into the calculation of the grade point average. "I" indicates that the final grade is being withheld until completion of assigned work. Although a maximum of three weeks after the last day of the semester is allowed, the professor may establish an earlier date. A "W" is entered on the student's permanent record, but it is not figured in the grade point average.

#### Grade Reports

Near the end of each term, the faculty members will receive the class grade lists and grade distribution reports. These are to be returned to the registrar's office by the deadline announced by the Registrar.



Incompletes should be given only in extenuating circumstances when arranged in advance by the student with the professor. The teacher should notify the student of the due date. Final grades for incompletes are due no later than three weeks after the last day of classes. Incompletes are not for the convenience of procrastinators; therefore, the professor is under no obligation to give any student an Incomplete.

Mid-semester grade forms: Students who are doing poorer than "C" work will receive mid-semester grades. Professors are asked to complete a form for each student doing sub-standard work.

Report of extended absences: The name of any student who has missed more than two consecutive weeks of class should be reported to the Dean of Student Affairs and the Registrar. This information is needed to fulfill responsibilities in counseling and to cooperate with such agencies as the Veterans Administration.

Adviser's records: The adviser is to keep a written record of appropriate information concerning his advisees. Discontinuing faculty should file these records with the Registrar so that they may be distributed to new advisers.

Make-up examinations: Professors are responsible for making their own arrangements with students who must take an examination either before or after the time scheduled for the class to take it. In cases of major examinations, the student must present a receipt from the Business Office for the Make-Up Examination Fee.

## E. STUDENT HONORS

### Dean's List

A Dean's list is prepared each semester and is made public. It includes the names of those who have completed ten or more credit hours during the semester and who have an average of at least B+ (3.5 grade points) for all work undertaken in that particular semester.

### Graduation with Distinction

A 3.5 average over all work taken at Judson College merits graduation with distinction; a 3.7 average merits high distinction; and a 3.85 merits highest distinction.

### Honors Program

Each division may plan an honors program of special advanced work. A student's superior abilities can be developed through independent study, directed reading, opportunities for seminar participation, appointment as research and teaching assistants and flexible assignments.

Students who have a 3.5 average or better in 60 credit hours or more are eligible to receive an invitation from a division head to enter an honors program.

The writing of a research paper or the passing of a comprehensive examination or both is required of the candidate for graduation with honors. For thesis and comprehensive examinations, only 3 grades are given: superior, satisfactory, or fair.

Students entered in the honors program shall have the privilege of taking up to 15 elective hours outside their major on a pass/fail basis.

Honors students may be excused from requirements covering attendance and examinations.

A candidate for honors who has completed the honors program at Judson College with a 3.5 over all work taken at Judson College merits graduation with distinction in the honors program; a 3.7 average merits high distinction in the honors program; and a 3.85 average merits highest distinction in the honors program.

#### F. THE LIBRARY

It is the purpose of the Library and its staff to offer efficient service, materials and facilities to encourage the educational process of the Judson student body.

Circulation: Faculty and staff members have the privilege of checking books out for a trimester. Government documents, maps, and pamphlets may be checked out for three weeks. Recordings and scores may be checked out for one week. While no time limit is set for use of magazines and journals by faculty and staff, removal of these items diminishes library service to all others; therefore, prompt return of such material is essential. Removal of current issues requires special permission from the Librarian.

Reserve Material: When it is necessary to place a book or other printed material on reserve, notify the Periodicals/Circulation Assistant. It is best not to put books on reserve unless many students will require the use of a limited number of books in a short time span. Please notify the Periodicals/Circulation Assistant when materials are no longer needed on reserve. A sufficient number of copies of Xeroxed materials (not including the original) should be placed in folders to meet the class requirements. Materials on reserve shall be designated by the professor involved and marked by the Librarian as "one hour", "two hour", "three hour", "one day", "two day", or "three day" loans. Reserve materials are not to leave the library unless permission is granted by the Librarian in charge.

Book Orders: A book allocations budget is determined for each academic department or division. Faculty members are requested to order books and periodicals through the department or division chairman. Order cards are available in the Technical Services office. Complete information on the card will expedite the order. A request for more than three copies of one book requires special clearance by the Library Coordinating Group of the Academic Affairs Committee. "Choice" cards are sent out periodically to aid in book selection.

Reference: Reference books do not circulate and are kept in the main reading room of the Library. They are designated "Ref" above the call number. They are for use in the Library only.

Audio-Visual Materials: The Library staff has been given responsibility for ordering and handling all A-V materials, as well as supervising the use of all equipment. Make all film or other A-V orders before the order deadline date. Please use the forms provided for this purpose. Book the film and the necessary equipment and indicate the date, the time and the place to be shown. If films are to be charged to the instructional budget of a department or division, that account number must be supplied with the order.

Art Prints: Art prints are available from the technical services department for a trimester circulation to faculty and staff only. They are listed in the special catalog of Recordings, Scores and Art Prints. They are subject to recall by the art department.

Uncataloged Books: If new books are urgently needed before they have been processed, they may be charged out in the Technical Services Department. No time limit is set on these loans, but it is expected that they will be returned within a few weeks for processing.

New Book Shelf: Every Friday the books processed within the week are placed on the "New Book Shelf" in the lobby. These may be checked out at the main desk. Faculty members are notified when requested acquisitions are cataloged. These books are held in the office for a three day period before being placed on the new book shelf. A "New Book" list is published every Friday.

Xerox Service is available to all faculty members. A coin-box by-pass key may be picked up at the desk, for multi-copy work. Please record the number of copies run off on the tally sheet. Notice: copyright laws in regard to Xeroxing are becoming more stringent, use this service with discretion. Do not Xerox total texts without publisher's permission. Over-head transparencies can be reproduced on the Xerox machine.

## G. OTHER POLICIES

### Chapel Services

Chapel services are held Monday, Wednesday, and Friday for the entire college family. They serve as a strong bond of unity and as a spiritual strength. The faculty is expected to attend.

### Campus Calendar

The official calendar of campus events for the year is kept in the Office of the Dean of Student Affairs. Scheduling of events and meetings should be cleared through the Office of the Dean of Student Affairs and placed on the official calendar.

### Divisional Budgets

Each division chairman, in cooperation with the Dean of the College, will be expected to submit a proposed division budget no later than March 1st of each year.

The budget will then be compiled by the administration of the school and voted by the Board of Trustees at its annual meeting in June.

#### Office Allocation

Allocation of faculty offices is determined by the Professional Affairs Committee.

#### Classroom Allocation

Allocation of classrooms is determined by the registrar upon consultation with faculty members involved.

Faculty wanting to use areas not designated formally as classroom areas should arrange for such use with the person who has major responsibility for that area and the registrar.

IV. FACULTY ORGANIZATION

## A. FACULTY ORGANIZATION

The faculty is made up of regular and provisional personnel, with rank ranging from assistant professor to full professor. It is organized into three standing committees by a Committee on Committees: Academic Affairs, Student Affairs, and Professional Affairs. Each has one or more groups responsible to it, which coordinate specific activities falling within the purview of the standing committee. Substantive decisions of the faculty standing committees are subject to the review of the faculty. Additional standing committees are directly responsible to the President.

In addition to serving on the above committees, faculty members meet as a group twice monthly, once for a business meeting and once for a colloquium. The faculty Moderator, elected by faculty colleagues during the spring trimester to serve the following year, presides over the business meeting.

### Committee on Committees

The Committee on Committees consists of the chairman of each of the three standing committees, the President, the Dean of the College, and the Dean of Student Affairs. The chairman of the Professional Affairs Committee serves as chairman. Duties of the committee include continuing review of committee structures; appointment of faculty members to all standing committees and coordinating groups; and designation of faculty members as advisors to student organizations and to the freshman, middler and senior classes. As far as possible, committee assignments are limited to three years as committee members and two years as committee chairman.

### Academic Affairs Committee and Its Coordinating Groups

The Academic Affairs Committee is responsible for matters relating to the pedagogical concerns of the college. Its duties include admissions policy; curriculum oversight; academic probation, suspension, and dismissal of students; academic honors; honors programs; library policies; teacher education; academic records; registration procedures; and catalog revision. It has three coordinating groups: Library, Curriculum, and Teacher Education.

The Library Coordinating Group assumes responsibility for recommending policies concerning the development of the library, its programs, finances and records. The Head Librarian acts as resource person for the group, and consults with the members before making any far-reaching changes in library procedures.

The Curriculum Coordinating Group considers, evaluates, and reviews existing programs and new proposals concerning the academic curriculum. Their recommendations go to the parent committee for consideration.

The Teacher Education Coordinating Group functions in cooperation with North Park College in Chicago. The Director of Teacher Education acts as a resource person for the committee. The committee meets to review and revise policies and procedures concerning the teacher education program and schedule, to screen applicants for the program, and to keep abreast of requirements for certification.

## Student Affairs Committee and Its Coordinating Groups

The Student Affairs Committee gives its attention to student life on campus. Its concerns include campus citizenship; student publications; faculty-student relationships; faculty representation on the Student Senate; student organizations; athletics; housing; student discipline; chapel; and student services. The committee has two coordinating groups made up of faculty members, administrators and students: Athletic Coordinating Group and Campus Judiciary.

The Athletic Coordinating Group initiates, interprets, and regulates policy concerning the intercollegiate athletic program of the college. Such items as eligibility, scheduling, and changes in philosophy are the main topics for committee discussion. The Athletic Director acts as resource person.

- The Campus Judiciary is composed of four faculty members, one of whom serves as chairman, one administrator, and two students elected by the student body. A complete description of the philosophy, organization, and procedures of due process can be found in the Student Handbook.

## Professional Affairs Committee and Its Coordinating Group

The Professional Affairs Committee is concerned with matters pertaining to the faculty and its professional life. Its duties include faculty-administration relations; colloquia; in-service training; orientation of new faculty; office assignments; faculty workshops; relationships to professional organizations; faculty handbook recommendations; faculty social life; assistance in administration of the sabbatical program; and the salary and benefit program.

The committee is composed of faculty and administration.

The Programming Coordinating Group of the committee is responsible for planning, promoting, and presenting programs which will enhance faculty professional growth. While the monthly colloquium is the principal means serving this end, such activities as the monthly social hour provide for informal conversation.

## President's Advisory Council

The President's Advisory Council consists of the President, his cabinet, three members elected from the faculty-at-large and one faculty alternate. A representative is elected at the Fall Faculty Workshop for a three year term. An alternate is elected each year for a one-year term. This Council was established for the purpose of providing a direct channel between the faculty and the President, and the President regularly seeks advice of this group in making major decisions. The Council is advisory in nature rather than decision-making.

The Council meets each month and on call. Meetings generally last for several hours and are quite informal, with agenda emerging from concerns of any of the members. Occasionally a specific agenda item is circulated in advance of the meeting.

### Calendar Committee

The Calendar Committee meets to schedule major dates and events in the school year. It consists of the chairman of each regular faculty committee, the President, the Dean of the College, the Dean of Students, the Registrar, the Athletic Director, the Director of Communications and others involved in campus events. It is convened by the Dean of Student Affairs.

### Committee on Appointment

Preliminary interviews of the candidate are held by the Division Chairman, Dean of the College, and President, jointly or individually.

The final interview is conducted by a committee consisting of the division chairmen, a student and a trustee, with the President and the Dean of the College present. The President, after the recommendation of the Committee, makes the final decision concerning appointment.

### Committee on Promotion, Tenure and Dismissal

The Committee on Promotion, Tenure, and Dismissal is composed of three tenured faculty members elected by the regular faculty, the Dean of the College, President, Chairman of the Academic Affairs Committee of the Board of Trustees, and a Student appointed by the Student Senate. Each year a tenured faculty member is elected for a three year term at the May faculty meeting.

### Faculty Meetings and Colloquia

The entire faculty meets to transact business on the fourth Wednesday of each month. Special meetings may be called by the President or by the Dean of the College. Agenda items are submitted to the Moderator in advance by the chairmen of the standing committees and the administrative officers of the college. Attendance is expected from all regular faculty members. Provisional faculty members are invited to participate as fully as their schedules permit.

Colloquia are held the second Wednesday of the month. Topics discussed are pertinent to the programs of the college, faculty needs and responsibilities, and professional growth.