Preface

The purpose of the Plymouth State University *Faculty Handbook* is to provide faculty members with general information regarding the University’s policies and procedures and to serve as a reference to other sources of information where appropriate. Every effort is made to be thorough and accurate; however, the Handbook does not attempt to cover every office in the University or every rule, regulation, or policy, only those frequently encountered by faculty. While the print version of this Handbook may be updated and reprinted from time to time, the online versions of the *Faculty Handbook* and Faculty Bylaws (available from the website of the Vice President for Academic Affairs) will be the most current.

Disclaimer

The University System and Plymouth State University reserve the right to change any of their policies, rules, or regulations at any time, including those relating to salary, benefits, promotion and tenure, termination, or any other term or condition of employment. All changes are effective at such times as the proper authorities determine whether or not those changes are reflected in this Handbook. Every effort has been made to ensure the accuracy of statements made in this Handbook. However, the actual terms and conditions of employment may differ from those described herein. Accordingly, this Handbook and its provisions do not and should not be construed to create a contract of employment or establish any legally binding conditions of employment. If you have any questions concerning the current status or applicability of any provision described in this Handbook, you should consult with the Vice President for Academic Affairs or the Director of Human Resources.
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1.0 HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1.1 History and Description

Plymouth State University has a long tradition of meeting the evolving educational needs of the New Hampshire and New England community. Established in 1871 as Plymouth Normal School, the institution became Plymouth Teacher’s College in 1939, Plymouth State College in 1963, and Plymouth State University in 2003. A founding member of the University System of New Hampshire, Plymouth State now serves New Hampshire and the New England region as a comprehensive institution of higher education. The University confers Bachelor of Arts, Bachelor of Fine Arts, and Bachelor of Science degrees as well as master’s degrees and Certificates of Advanced Graduate Studies in selected areas. Professional outreach activities and graduate courses are offered at several satellite locations around the state, and articulation agreements with other campuses of the University System and the NH Community Technical Colleges offer a variety of program and transfer opportunities. The University also contributes directly to the ongoing academic and cultural life of the region by providing a variety of continuing education programs, concerts and theater performances, art exhibits, and the athletic events of 17 varsity sports. PSU’s attractive residential campus of wide greens, tree-lined walkways and traditional brick buildings with an array of towers is located in the White Mountains and Lakes Region of New Hampshire, a pristine rural setting of great natural beauty and multiple outdoor recreational opportunities within easy access of the New England region.

1.2 Mission Statement

Values
The University motto Ut Prosim, that I may serve, underscores the values upon which the Plymouth State University mission is built. Dedicated to providing a learning environment that supports development of the mind, body, and spirit, Plymouth State strives to prepare students for meaningful lives. Students are encouraged to be active agents in the education process together with the faculty, staff, and community. This philosophy is supported by the faculty and administration through a commitment to excellent teaching based on scholarship and creative endeavor, active involvement in college activities, and service to the wider community. Plymouth State is dedicated to providing learning experiences that promote understanding and respect for all people and constructive discourse that includes a range of perspectives. PSU strives to create an environment that supports diversity, equity, and inclusiveness for the entire community and strives to prepare students to participate respectfully and responsibly in a pluralistic society.

Mission
As a public regional university, Plymouth State University serves the State of New Hampshire and New England by providing well-educated graduates; by offering ongoing opportunities for graduate education and professional development; and by extending to communities partnership opportunities for cultural enrichment and economic development. In each of these roles, Plymouth State University has a special commitment of service to the North Country and Lakes Region of New Hampshire. As a Carnegie Master’s I University, Plymouth State confers a comprehensive range of bachelor’s degrees as well as master’s degrees and Certificates of Advanced Graduate Studies in selected areas.

Vision
The educational philosophy of the University is based on the concepts of learner-centered teaching, experiential learning, and academic excellence. The Plymouth State University education features a complementary relationship between liberal arts and professional studies, between academic and personal
development, between service and individual growth, and between the University campus and the larger community. Programs of study are designed to engage students and to prepare them for gratifying and productive careers. The undergraduate general education program gives students a broad perspective on ideas and an awareness of diverse human experiences and cultures. Academic majors and minors build on this foundation by providing concentrated learning in areas of choice. Graduate programs provide professional competency and leadership as well as the advancement of knowledge in specialized areas. In both undergraduate and graduate programs, experiential learning in the world of career and professional practice, such as internships, field experiences, service learning, study-abroad programs, and other practical learning partnerships, allow students to become directly involved in testing and applying academic theories and ongoing personal and professional development.

[Approved by the University System of New Hampshire Board of Trustees, October 2003.]

1.3 Accreditation

Plymouth State University is accredited by the New England Association of Schools and Colleges, the National Council for Accreditation of Teacher Education (NCATE), and the New Hampshire State Board of Education. Program-specific accreditations include the following: Social Work program by the Council on Social Work Education; Health Education program by the American Association for Health Education; Athletic Training program by the Commission on Accreditation of Allied Health Education Programs of the American Medical Association; and the bachelor degree programs in Accounting, Applied Economics, Management, and Marketing and the Master of Business Administration by the Association of Collegiate Business Schools and Programs.

[revised 9-8-04]

1.4 Board of Trustees

Membership of the Board of Trustees, as specified in State Law RSA 187-A:13, consists of 27 trustees, comprised of the Governor of the State, eleven Governor-appointedees, six members elected by alumni (four members elected by the alumni of UNH, one member elected by the alumni of KSC, and one member elected by the alumni of PSU), two members elected by students, the Commissioner of Education, the Commissioner of Agriculture, the presidents of the System’s four colleges and universities, and the Chancellor. Terms of the elected and appointed members are for four years, with the exception of the student-elected trustee, who serves for one year.

The Chancellor is the chief executive officer of the University System of New Hampshire (USNH).

The Board elects annually its own officers, including a Chair, Vice Chair, Secretary, Treasurer (who is the Treasurer, USNH), and legal advisor.

The University System of New Hampshire consists of the University of New Hampshire, UNH at Manchester, Keene State College, Plymouth State University, and the statewide Granite State College. Current information may be obtained from the USNH website: http://www.usnh.edu/

[revised 11-28-07]

1.5 Administrative Structure

Note: Full job descriptions of all principal administrators and the key administrative positions reporting to them have been removed from the Faculty Handbook effective with the 11-28-07 version, with the
The Academic Department Chair reports to the Provost and Vice President for Academic Affairs.

A. Academic Department Chair

1. Appointments and Terms

   a. A regular term shall extend three years and be renewable after review in the last semester of the term by the department faculty, the Vice President for Academic Affairs, and the President.

   b. The decision to appoint a Chair from within or to go outside the University for a new Chair shall be determined by the Provost after consulting with the departmental faculty and the Dean.

   c. Departments shall have a nomination period of at least one month so that potential candidates willing to and interested in serving as Chair have time to schedule a meeting with the College Dean PRIOR to a department election. Following the meeting with the Dean, candidates will inform the department of whether they will accept a nomination. Department faculty shall vote on the slate of candidates and inform the Dean of the recommendation.

   d. The Provost of the University shall make the final appointment with a recommendation from the Dean.

   e. The Provost, the Dean, and the Chair shall meet with the department during the first year of each term in office of the Chair to review the department’s goals, objectives, and accomplishments and the resources allotted to the department.

   f. The Department Chair is primarily a faculty member. However, while in office the chair takes on the administrative duties as outlined in the chair handbook.

   g. The quality of the Chair’s performance of duties will be given due weight in evaluation for promotion, tenure, or merit by the department committee, by the Dean, and by the Provost.

   h. Evaluation:

      1) Departments will complete an anonymous online chair evaluation that will be implemented annually. Results will go to the Dean to help inform the Chair’s Workplan review and annual evaluation.

      2) At some point during the second year of the Chair’s term, the Dean will meet with the department full time faculty (Chair will not be present) for additional feedback regarding the chair’s performance and to identify resources and support to assist with the chair’s success.

   i. Council of Chairs:

      1) The Chairs shall meet at least monthly while the University is in session and collectively be known as the University Council of Chairs.

      2) The Council exists to (a) advise the Deans and the Provost in the administration of academic affairs, (b) coordinate planning and communication among departments, and (c) identify common problems and develop and recommend methods of solution.

      3) The Council shall elect its Chair during the last meeting of the year, for a one-year term, renewable for three years.

   j. Release Time:

<table>
<thead>
<tr>
<th>Department</th>
<th>Credits/Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>6</td>
</tr>
<tr>
<td>Atmospheric Science and Chemistry</td>
<td>6</td>
</tr>
</tbody>
</table>
Biological Sciences 6
Business, College of (Directors) 3 per each Director
Communication & Media Studies 6
Computer Science and Technology 6
Counselor Ed. and School Psychology 6
Criminal Justice 6
Education 6
English 6
Environmental Science and Policy 6
Health and Human Performance 6
History and Philosophy 6
Language and Linguistics 6
Library N/A
Mathematics 6
Music, Theatre, and Dance 6
Psychology 6
Social Science 6
Social Work 6

2. Duties

Working with faculty colleagues and with the University administration, the Department Chair assumes leadership for:

a. Departmental Affairs
   1) Providing professional leadership and example in teaching, research, and community service
   2) Developing departmental goals, missions, and objectives consistent with those of the University
   3) Establishing departmental policy
   4) Scheduling department meetings and coordinating agenda
   5) Involving faculty members in departmental decision-making activities
   6) Establishing and maintaining internal communications
   7) Determining departmental awards and scholarships
   8) Representing the department in the University and with external agencies
   9) Conveying University policy and actions to the department

b. Academic Affairs
   1) Establishing departmental degree programs and curricula
   2) Evaluating and improving programs, curricula, and the quality of instruction
   3) Enforcing academic standards
   4) Preparing schedules of courses and room assignments for the regular semesters and designing Continuing Education program possibilities
   5) Providing guest speakers and coordinating departmental activities with other academic departments

c. Faculty Affairs
   1) Recruiting and orienting new faculty members
   2) Supporting and encouraging faculty growth and high performance in teaching, research, and other professional activities; controlling faculty workload to accomplish these ends and to carry out the missions and policies of the department
3) Recommending all appointments of contract and Adjunct Faculty, overload instructors, Continuing Education faculty, and instructors for departmental off-campus workshops and courses
4) Defining faculty responsibilities and protecting faculty rights
5) Evaluating faculty members following procedures outlined in the *Faculty Handbook*

**d. Student Affairs**
1) Delegating responsibility for the screening, assigning, and supervising of student workers, graduate assistants, and teaching fellows
2) Responding to student grievances and mediating disputes between students and faculty members according to established departmental policy recognized by the Vice President for Academic Affairs and the President
3) Providing appropriate channels for students to express opinions about academic matters
4) Communicating departmental programs and activities to students

**e. Budgetary Affairs**
1) Preparing annual and biennial departmental budgets in concert with the administration
2) Administering budgetary allocations by preparing requests for and authorizing all departmental expenditures
3) Guiding the department in defining departmental policies on cost effectiveness
4) Approving allocation of departmental faculty travel and development funds

**f. Office Management**
1) Supervising assigned support personnel and applying appropriate personnel policies regarding salary administration and evaluation.
2) Administering departmental facilities and requisitioning supplies unless assigned to others by mutual consent
3) Making certain that adequate departmental files and record systems are maintained
4) Coordinating textbook orders

### 1.6 Organizational Chart

The Organizational Chart for the administration of Plymouth State University is available online at: [http://www.plymouth.edu/office/president/organizational-chart/](http://www.plymouth.edu/office/president/organizational-chart/)

### 1.7 Governance Structure

**A. Bylaws of the Plymouth State University Faculty**

The most up-to-date version is available online from the website of the Vice President for Academic Affairs at: [http://www.plymouth.edu/office/vpaa/faculty/](http://www.plymouth.edu/office/vpaa/faculty/)

**B. Bylaws of the Plymouth State University Graduate Faculty**

[http://www.plymouth.edu/office/vpaa/faculty/](http://www.plymouth.edu/office/vpaa/faculty/)

**C. Student Government**

Note: This passage is descriptive only. See the Bylaws of the Plymouth State University Faculty, Articles II and VIII.
The Student Senate is the student governing body of the University, operating under a constitution approved by the University President and responsible to the President. It is an advisory body only since all its acts must receive the approval of the University President before they become operative. The President by law is the only person authorized to make such changes since the President is charged legally with overseeing the entire operation of the University.

The Senate meets weekly and its membership is elected by the students in accordance with its constitution. Meetings are open to all students who wish to attend.

[revised 10-10-02]

D. Professional/Administrative/Technical Senate

Refer to the Bylaws of the P.A.T. Senate. They are available online at:
http://psu-pat.blogs.plymouth.edu/bylaws/

E. Operating Staff Senate

Refer to the Bylaws of the Operating Staff Senate. They are available online at:
http://www.plymouth.edu/committee/os/constitution-and-bylaws/

1.8 Committees

Note: Committees whose composition and function are described in the Bylaws of the Plymouth State University Faculty (Appendix A) are indicated below and have no description listed in this section. For these committees, please refer to Faculty Bylaws, Article XI, Section F., with the exception of the Steering Committee, which is described in Article IX.

• Academic Affairs Committee (refer to Faculty Bylaws, Article XI., Section F.)
• Administrator Selection Task Forces (refer to Faculty Bylaws, Article XI., Section F.)
• Athletic Council (refer to Faculty Bylaws, Article XI., Section F.)
• Convocation/Commencement Committee
• Council of Chairs
• Council of Teacher Education (refer to Faculty Bylaws, Article XI., Section F.)
• Council on the First-Year Experience (aka First Year Council): The Council on the First-Year Experience is an ad hoc faculty advisory committee appointed by the Vice President for Academic Affairs.
• Curriculum Committee (refer to Faculty Bylaws, Article XI., Section F.)
• Faculty Welfare Committee (refer to Faculty Bylaws, Article XI., Section F.)
• First Year Seminar Coordinating Council (refer to Faculty Bylaws, Article XI., Section F.)
• **Frost School Council** (refer to Faculty Bylaws, Article XI., Section F.)

• **General Education Committee** (refer to Faculty Bylaws, Article XI., Section F.)

• **Graduate Council**

• **Grievance Resolution Committee** (refer to Faculty Bylaws, Article XI., Section F.)

• **Honorary Degrees and Awards Advisory Group** (refer to Faculty Bylaws, Article XI., Section F.)

• **Honors Council** (refer to Faculty Bylaws, Article XI., Section F.)

• **HUB Advisory Board**: Advises the Director of the Hartman Union and Student Activities and reviews and recommends Union operational policies and procedures.

• **Humanities Council** (refer to Faculty Bylaws, Article XI., Section F.)

• **Information Technology Coordinating Council**

• **Institutional Animal Care and Use Committee**

• **Institutional Review Board** (refer to Section 2.14.C.)

• **Interdisciplinary Studies Council**: Reviews and approves all proposals for interdisciplinary degrees. Recommends to the Vice President for Academic Affairs or relevant faculty committees policies concerning ID degrees.

• **Latin American Studies Council**

• **Nominating and Balloting Committee** (refer to Faculty Bylaws, Article XI., Section F.)

• **Parking Committee**

• **Peace and Justice Council**

• **Planning & Budgeting Leadership Committee** (new in 2007; replaces former Campus Budget Committee and University Planning Committee)

• **Pre-Law Council**

• **President’s Commission on Diversity**

• **President’s Commission on the Status of Women**

• **Safety Committee**: Recommends policies by which the University can best conform to federal and state safety regulations.

• **Sidore Lecture Series Committee**

• **Society for Scholarly Dialogue**
• **Steering Committee** (refer to Faculty Bylaws, Article IX.)

• **University Environmental Committee**: The University Environmental Committee is an ad hoc advisory committee appointed by the Vice President for Financial Affairs. It includes the Vice President for Financial Affairs, four faculty members, the Director of the Center for the Environment, the Director of Facilities Services, the Manager of Building Services & Grounds, the Environmental Health/Safety Coordinator, the Manager of University Purchasing, one Residence Hall Director, and two students from the student group Common Ground.

• **Women’s Studies Council** (refer to Faculty Bylaws, Article XI., Section F.)

• **Writing Across the Curriculum (WAC) Task Force**

[revised 12-5-07]

1.9 Revision Process of the *Faculty Handbook*

The responsibility for maintaining accurate versions of the *Faculty Handbook* and Bylaws resides in the Office of the Provost and Vice President for Academic Affairs (henceforth to be referred to as the VPAA), with primary responsibility assigned to the Executive Assistant to the Provost and Vice President for Academic Affairs (henceforth referred to as the Executive Assistant). Online versions of the Handbook and Bylaws will be made available on the website of the VPAA.

A. Incorporating Changes Approved by the Faculty

It shall be the responsibility of the Executive Assistant throughout the academic year to record any changes to the *Faculty Handbook* or Bylaws approved by the faculty and to notify the faculty when the changes have been implemented. It shall be the responsibility of the Executive Assistant to revise the online version of these documents appropriately (including Table of Contents and Index) in a timely manner. The Executive Assistant will keep a record of all such changes made to the online documents and will notify the faculty when those changes have been implemented.

[revised 12-5-07]

B. Incorporating Changes from Sources Other than the Faculty

It shall be the responsibility of the VPAA to notify both the Executive Assistant and the Faculty Welfare Committee of any necessary revisions to the *Faculty Handbook* emanating from the University System of New Hampshire Board of Trustees or System Office, the USNH Human Resources Office, or the Plymouth State University President or VPAA. It shall be the responsibility of the Executive Assistant to revise the online version of the Handbook appropriately (including Table of Contents and Index) in a timely manner. The Executive Assistant will keep a record of all such changes made to the *Faculty Handbook*.

[revised 12-5-07]
2.0 FACULTY PERSONNEL POLICIES

2.1 Definition of Faculty Status

For full USNH policy on Appointments, see Online Policy Manual (OLPM) at USY.V.C.6, available online at: http://usnholpm.unh.edu/USY/V.Pers/C.6.htm

(This section revised 2-28-12)

A. Ranked Faculty – Full-Time

1. Tenure-Track Faculty

Appointments to this status are at the ranks of Instructor, Assistant Professor, Associate Professor, and Professor.

Faculty receiving initial appointment to this status serve one-year terms which may be renewed following an annual performance review (see section 2.5). These appointments carry the expectation of evaluation, on merit, for appointment with tenure. The usual number of years of service required before evaluation for a tenured appointment is given in section 2.7. Tenure can be granted only by affirmative action of the Board of Trustees, upon recommendation by the President and the campus process given in section 2.8.

Faculty appointed to this status are eligible for promotion, tenure, and sabbatical leave. They are members of the voting faculty, i.e., they may vote on issues at faculty meetings, and are eligible to vote in faculty elections and to be elected to faculty offices and committees.

2. Clinical Faculty

Clinical Faculty are faculty who have specialized training and experience in a professional field. It is expected that Clinical Faculty have expertise in three areas in a clinical or practice setting: direct services to clients, supervision, and teaching. They assist students to acquire the skills needed in a professional environment. They are not eligible for sabbatical leave or tenure. (from USNH Policy manual- 6.3.13)

Clinical Faculty Rank. Faculty rank is applicable to clinical faculty members. Appointments to this status are at the ranks of Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.

Clinical Faculty may apply for promotion (only) following the institution’s P&T procedures as outlined in the Handbook. Promotion will be based on accomplishments associated with teaching, service, and clinical responsibilities. The procedures for promotion will follow the current P&T guidelines.

Clinical Faculty are members of the voting faculty, i.e., they may vote on issues at faculty meetings, and are eligible to vote in faculty elections and to be elected to faculty offices and committees.

[revised 3-7-12]
3. **Research Faculty**

Research Faculty are faculty who have research and/or administrative duties as their principal assignment. They are not eligible for sabbatical leave or tenure. (from USNH Policy manual-6.3.12)

Research Faculty may be institutionally funded or grant-funded (soft-money) positions. Grant-funded positions follow policies listed under section 2.1.C Grant-Funded Research Faculty.

Research Faculty may apply for promotion (only) following the institution's P&T procedures as outlined in the Handbook. Promotion will be based on accomplishments associated with research and other duties as defined in the appointment letter and annual work plan. The procedures for promotion will follow the current P&T guidelines.

Full-time benefitted Research Faculty are members of the voting faculty, i.e., they may vote on issues at faculty meetings, and are eligible to vote in faculty elections and to be elected to faculty offices and committees.

*revised 3-7-12*

4. **Faculty-in-Residence (FIR)**

Appointments to this status are at the ranks of Instructor (FIR), Assistant Professor (FIR), Associate Professor (FIR), and Professor (FIR).

Faculty receiving appointment for this status may receive initial appointments for a specific period of up to three years. The usual period of appointment is one year. Appointments as FIR
may be renewable up to a maximum of three years, based upon an annual performance review and the needs of the department. (section 2.5)

Faculty-in-Residence are not eligible for appointment with tenure or sabbatical leave but are eligible for promotion. They are members of the voting faculty, i.e., they may vote on issues at faculty meetings, and are eligible to vote in faculty elections and to be elected to faculty offices and committees.

The total number of appointments to either FIR or contract faculty status cannot exceed a number greater than 25 percent of the total positions in a given department.

B. Unranked Non-Tenure-Track Faculty

Unranked non-tenure-track faculty are persons whose primary responsibility is teaching and who have been appointed to one of the categories listed below. They are appointed for specific periods as indicated below, renewable based upon a performance review and the needs of the department. They do not hold academic rank and they are not eligible for promotion, tenure, and sabbatical leaves.

Unranked non-tenure-track faculty may be either full- or part-time:

1. **Contract Faculty [full-time]**

   Appointments to this status are 100 percent time for the academic year (teaching a minimum of 12 credits per semester) and are renewable annually based upon performance evaluation and the needs of the department. Contract faculty are eligible for fringe benefits.

   The total number of appointments to either Faculty-in-Residence (FIR) or contract faculty status cannot exceed a number greater than 25 percent of the total tenure-track positions in a given department.

   Contract faculty are members of the voting faculty, i.e., they may vote on issues at faculty meetings, and are eligible to vote in faculty elections and to be elected to faculty offices and committees.

   [revised 5-5-04]

2. **Adjunct Faculty [part-time]**

   Appointments to this status are on a semester-by-semester basis, for the purpose of teaching one or more courses. Adjunct Faculty shall teach 23 or fewer total credits over the Fall/Spring semesters of an academic year. Winterim and Summer are not included in this total.

   [revised 12-15-11]

   Adjunct Faculty are not members of the voting faculty and may not be elected to faculty offices and committees. They may vote in department meetings and serve on departmental committees at the discretion of the department.

   Information about the pay scale for unranked non-tenure-track faculty positions may be obtained at the Office of the Vice President for Academic Affairs.
C. Special Appointment Faculty

None of the faculty in the following categories is a member of the voting faculty and may not be elected to faculty offices and committees.

1. Emeritus

All tenured members of the faculty who retire from the University System after 10 or more years of service may be nominated by the academic department for status “professor emeritus of [XXX Discipline].” The department nomination shall be provided to the dean and provost who will make a recommendation to the president of the institution. The president will exercise final approval of emeritus status.

Emeriti may be employed according to the provisions for retired faculty below.

[revised 6-28-04, 5-7-09, 3-10-14 in accord with USNH policy]

2. Retired

Faculty of the University may be employed following normal retirement under the following conditions:

a. The specific work assignment after retirement shall be mutually acceptable to both the employee and the department
b. Employment shall be part-time only, teaching fewer than 20 credits in the two semesters of one academic year
c. Such employment will require appropriate administrative approval on a semester-by-semester basis
d. University System benefits, other than those required by law, shall not be earned during employment; provisions for such benefits have been previously allocated for retirees

3. Affiliate

Appointment to Affiliate status is made to honor various contributions to the educational mission of the University. Appointment to Affiliate status is by action of the President of Plymouth State University, after recommendation by the appropriate Department Chair and the Vice President for Academic Affairs. All such appointments are for one year and may be renewed.

Appointments to this status are at ranks of Affiliate Instructor, Affiliate Assistant Professor, Affiliate Associate Professor, and Affiliate Professor.

Affiliate faculty are not eligible for promotion, tenure, or sabbatical leave. Affiliate faculty serve without financial payment for their services.

4. Visiting

Visiting faculty members are individuals who hold regular faculty appointments at other institutions of higher education and who contribute to the educational or research activities of a USNH institution, either full-time or part-time. They may be appointed as Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor. All such appointments shall be for one semester or one academic year and shall be renewable. Visiting faculty are not eligible for promotion, tenure, or sabbatical leave at Plymouth State University.
D. Administrators with Faculty Rank

Principal administrators and academic deans who have established faculty rank with an academic department at Plymouth State University are eligible to vote in annual faculty elections.

No person may be simultaneously a member of, or represented by, two governance assemblies.

Retreat Rights: retreat rights are individually negotiated.

In accord with the provisions of Faculty Bylaws, Article III, administrators with faculty rank are members of the voting faculty, i.e., they may vote on issues at faculty meetings, and are eligible to vote in faculty elections. Of the listed administrators, only the Dean of the Library is eligible to be elected to faculty offices and committees.

[amended 5-4-11]

E. Special Academic Support Staff

PAT-Skills Application Teachers: Under general supervision of a Department Chair or faculty member, to instruct students in basics of applied skills, including testing, determining skills proficiencies, and designing course and laboratory programs to support those skills.

Advising and other faculty duties are decided upon by the department.

PAT-Skills Application Teachers are not members of the voting faculty and may not be elected to faculty offices and committees. They may vote in department meetings and serve on departmental committees at the discretion of the department.

NOTE: Individuals will no longer be hired in this category. Departments requiring an instructor with a specific skill set should consider the categories of unranked non-tenure-track faculty described above (contract faculty or Adjunct Faculty).

F. Qualifications for Appointment to Rank

Tenure Track

1. **Instructor**: shall have made substantial progress toward completing formal advanced study (doctorate or equivalent terminal degree) appropriate for the field.

2. **Assistant Professor**: shall have completed formal advanced study (doctorate or equivalent terminal degree) appropriate for the field and have had successful teaching, professional library, or other relevant experience.

3. **Associate Professor**: shall have completed formal advanced study (doctorate or equivalent terminal degree) appropriate for the field and have had several years of successful teaching, professional library, or other relevant experience, and have shown evidence of successful scholarly or professional activities which are objectively evaluated by colleagues external to PSU.

4. **Professor**: shall have completed formal advanced study (doctorate or equivalent terminal degree) appropriate for the field, have a background of successful teaching or librarianship, and sustained
successful scholarly or professional activities which are objectively evaluated by colleagues external to PSU.

[section 2.1 revised by faculty 4-7-04; indicated paragraph on contract faculty approved 5-5-04]

Clinical Faculty

1. Clinical Instructor: Bachelor’s degree and current licensure/certification as appropriate to the field
2. Clinical Assistant Professor: Master’s degree in appropriate field, successful teaching or other relevant experience, holds current licensure/certification as appropriate to the field, and has significant professional experience post Master's degree in the appropriate field.
3. Clinical Associate Professor: Master’s degree, current licensure/certification as appropriate to the field, several years of successful teaching or other relevant experience
4. Clinical Professor: Master’s degree, current licensure/certification as appropriate to the field, several years of successful teaching or other relevant experience, and evidence of professional leadership marked by the perspective of maturity and experience in clinical practice.

Research Faculty

1. Assistant Professor: Master’s degree and completion formal advanced study appropriate to his/her field and shall have demonstrated success in carrying out externally funded research.
2. Associate Professor: Doctoral degree, several years of appropriate research experience, and clear evidence of his/her ability to conceive and perform independent research and to obtain external funding for his/her research.
3. Professor: Doctoral degree, several years of appropriate research experience, evidence of ability to obtain external funding, demonstration of professional leadership, and evidence of sustained research marked by maturity and experience that has earned him/her a national and/or international reputation in the field.
2.2 Appointment

A. Letter of Appointment

A letter of appointment is issued at least annually to non-tenured faculty members by the Vice President for Academic Affairs. The letter sets forth the terms of employment appropriate to each status and rank.

B. Tenured Appointment

Tenure is the right of a faculty member to be reemployed for successive contractual periods, subject to the terms and conditions of employment that exist from period to period, absent a demonstration of just cause for discharge or financial exigency or Board of Trustees’ authorized programmatic displacement.

Tenure can be granted only by affirmative action of the Board of Trustees, upon recommendation by the President and the campus process given in section 2.7.

C. Appointment Term

1. An employment year is either fiscal or academic. Academic-year appointments are applicable only to full- and part-time faculty positions and to any category of graduate student employment. All other appointments are either full-time fiscal or percent-time fiscal (flex year). An appointment for one semester of an academic year shall be considered part of an academic-year appointment.

2. For academic-year appointments, the active dates of appointment begin the Monday before the start of Faculty Week in August and end with graduation in May. These active dates include Winterim. It is understood that persons holding an academic-year appointment as full-time faculty members hold professional annual appointments that include responsibilities, such as participation in orientation sessions, that may fall outside of the active dates of appointment.

3. Fiscal-year appointments follow the fiscal year, which is defined as 12 consecutive months beginning with July 1 and ending with June 30.

[Sec. C. added at 4-5-06 Faculty Meeting, in accord with USNH policy]

2.3 Search/Appointment/Orientation

A. Search Procedures

Search procedures are set up by the Vice President for Academic Affairs in conjunction with the Human Resources Office.

[revised 9-6-04]

B. Appointment Procedures

Faculty members are appointed by the Vice President for Academic Affairs, upon the recommendation from the Department Chair. Faculty members receive letters of appointment as described above (section 2.2.A).
C. Orientation

There is a yearly orientation program for new faculty, organized by the Vice President for Academic Affairs. Departments carry out additional orientation of new faculty.

D. Equal Opportunity

It is the policy of Plymouth State University as a unit of the University System of New Hampshire to provide equal opportunities on the basis of merit and without discrimination because of race, color, religion, sex, sexual preference, age, national origin, or physical or mental handicap. These policies are in compliance with Federal Executive Orders and the General Laws of the State of New Hampshire.

The University will provide equal opportunities for all qualified individuals and will promote the full realization of equal opportunity through positive, continuing programs in each unit. This policy of equal employment opportunity applies to all individuals in every aspect of employment policy and practice.

The University System and Plymouth State University will take affirmative action to ensure that all applicants receive fair consideration for employment and that employees receive fair treatment during employment, without regard to their race, color, religion, sex, sexual preference, age, national origin, or handicap. Such will apply but not be limited to: employment, upgrading, transfer, demotion, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training. Notices of nondiscrimination will be posted in conspicuous places to be viewed by all employees and students. Grievance procedures will provide for prompt, fair, and impartial consideration of all complaints of discrimination on the basis of race, color, religion, sex, sexual preference, age, national origin, or handicap. Standard procedures for consideration of complaints are established in the System Policy Manual, which is available at numerous offices within the System as well as in the Faculty and Staff Handbooks.

E. Affirmative Action

The section on Affirmative Action of the University System of New Hampshire’s Online Policy Manual (OLPM) may be seen at USY.V.B, available online at:
http://www.usnh.edu/olpm/USY/V.Pers/B.htm

The University System’s full Affirmative Action Plan (for 2005–07) is available online at:

The University will ensure that all solicitations or advertisements placed by it or on its behalf will stress that applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap, and will state that the institution is an Equal Opportunity/Affirmative Action Employer. Furthermore, it is Plymouth State University’s policy that in the process of recruitment for appointment to all positions, no permanent appointment will be made until minority-group and women candidates have been sought out and, when qualified candidates are identified, are encouraged to apply.

The University System will continue to assure that contractors or prospective contractors, subcontractors, or unions submit a statement in writing of their Equal Opportunity commitment in compliance with Title 41 of the Federal Guidelines.

In addition, it is the policy of Plymouth State University not to discriminate on the basis of race, sex, color, disability, religion, age, marital status, national origin, sexual orientation, disabled veteran
status, or Vietnam veteran status in its recruitment and admission of students or awarding of financial aid, in the recruitment and employment of faculty and staff, or in the operation of any of its programs and activities, in accordance with federal and state laws.

See also section 2.4.M. Nondiscrimination and/or Harassment Policy Statement.

[revised 6-28-04 in accord with USNH policy; revised 11-26-07]

F. Nepotism

For full USNH policy on Nepotism, see Online Policy Manual (OLPM) at USY.V.D.6, available online at: http://usnholpm.unh.edu/USY/V.Pers/D.6.htm

More than one member of an immediate family may be employed by the University. Each such employee shall receive the full benefits and privileges of a regular appointment. However, no faculty member, Department Chair, Vice President, or other administrative officer may participate in decisions affecting the appointment, tenure, promotion, or other personnel status of a relative.

See the OLPM for the definition of “relative” and for the policy in situations where direct supervision by a relative is involved.

[revised 6-28-04 in accord with USNH policy]
2.4 Faculty Roles and Responsibilities

A. Academic Freedom

1. AAUP Statement on Academic Freedom

The University believes that faculty members are entitled to pursue knowledge wherever it lies, to freedom of discussion in their areas of academic competency, and to their rights and responsibilities as citizens. The University therefore subscribes in principle to the following passages from the 1940 Statement of Principles of the American Association of University Professors (edited to use inclusive language):

“Teachers 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 authorities of the institution.

“Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subjects.

“College or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free of institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, faculty members should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, show respect for the opinions of others, and should make every effort to indicate that they do not speak for the institution.” (listed also in section 2.4 J. Political Activity)

American Association of University Professors, 1940

2. Defining Academic Freedom

“Over the course of decades, a great many books, essays, and policies have been written and published about academic freedom. We have learned how to apply it to pedagogical, technological, cultural, and political realities that did not exist when the concept was first defined. Not only faculty members, administrators, trustees, and students, but also parents, politicians, and other members of the public, would now benefit from a concise summary of its major features. Sometimes academic freedom is invoked in situations where it doesn’t actually apply. But many within and without higher education are not well-versed in all the protections it does provide. This statement is designed to help clarify both what academic freedom does and doesn’t do.”

Cary Nelson, Inside Higher Ed, December 21, 2010

To view entire piece defining what academic freedom does and does not pertain to, see: http://www.insidehighered.com/views/2010/12/21/nelson_on_academic_freedom

B. Professional Ethics

PSU subscribes to the standards of professional ethics as outlined by the American Association of University Professors (AAUP), who have recognized that membership in the academic profession
carries with it special responsibilities and has consistently affirmed these responsibilities in major policy statements. What follows is a copy of the AAUP Statement on Professional Ethics that sets forth general standards to serve as a reminder of the variety of responsibilities assumed by all members of the profession. The statement was originally adopted in 1966. Revisions were made and approved by the Association’s Council in 1987 and 2009. (http://www.aaup.org/report/statment-professional-ethics)

The Statement

1. “Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. “As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. “As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. “As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. “As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.”

C. Availability and Expectations of All Full-time Faculty

A full-time faculty member’s primary work responsibility is to PSU as a member of the faculty. The work of a faculty member is complex and dynamic and varies from week to week through the academic year. For tenure-track faculty, approximately 60 percent of time is devoted to teaching or
librarianship and 40 percent to advising, scholarship, and service as articulated in the work plan and agreed upon between the faculty member and Chair. Clinical faculty devote 60 percent to teaching and 40 percent to advising, clinical practice, and service. Contract faculty typically devote 60 percent of their time to teaching and 40 percent to advising and service. The allocation of time for full-time Research Faculty varies by appointment.

The faculty work-year for nine-month appointments runs from approximately mid-August (the Monday two weeks prior to the first day of classes) to the Friday after Commencement. This includes the month of January, during which time faculty are on contract. It is understood that January is typically used by faculty members for scholarship and preparing for courses. Faculty shall be available for department meetings, retreats, or committee meetings as necessary. Thus, faculty members are not expected to hold a regular schedule on campus during the month of January. In return, faculty are expected to share in the responsibility of attending and participating in orientation sessions.

Basic Expectations

1. Meet basic responsibilities in connection with their course, including but not limited to holding classes during the prescribed day and time, preparing appropriate learning activities and assessments, responding to students in a timely manner.
2. Meet all expectations under section D.
3. Attend Commencement, convocations, faculty day, and other faculty-related activities.
4. Attend and participate in meetings of the faculty and department.
5. Participate in department activities related to admissions and recruitment, including orientation sessions and open houses.
6. Be available and responsive to your students and colleagues.
7. Be available for department and committee work.
8. Establish and sustain practices for interacting with students in addition to instructional activities.

D. Faculty Responsibilities by Appointment Type

Consistent with the mission of the university, based on appointment type, faculty members are expected to engage in effective teaching/librarianship, quality scholarship, and meaningful service as outlined in sections 2.4.E, F, and G and detailed in the Appendix of this handbook.

The responsibilities of faculty members include teaching, scholarship, and service as outlined below by appointment type.

**Tenure-Track Faculty:** Teaching/librarianship (including advising), Scholarship, and Service  
**Clinical Faculty:** Teaching (including advising) Clinical Responsibilities, and Service  
**Research Faculty:** Scholarship and Service (including teaching and advising when research faculty have teaching/advising responsibilities as outlined in a letter of appointment)  
**Contract Faculty:** Teaching (including advising) and Service  
**Adjunct Faculty:** Teaching

All faculty members* are expected to complete and discuss with the Department Chair/Director an annual work plan that assists the department and University in meeting its mission and supports the professional development and goals of the faculty member. In the case of a joint appointment, the primary Department Chair/Director shall consult with the secondary Department Chair/Director to ensure that secondary responsibilities are met. The secondary Department Chair/Director may provide evaluation in writing to the primary Department Chair/Director to be included in the comments and recommendation section.
In addition, the following professional expectations apply to all faculty based on appointment type and shall be part of annual evaluation. Annual evaluation procedures are outlined in section 2.5.

*Adjunct Faculty are not required to complete an annual work plan.

E. Expectations of All Faculty with Teaching Responsibilities

Consistent with the educational philosophy of the University, all faculty members with teaching responsibilities are expected to be effective teachers and adhere to the basic course responsibilities, including following all academic policies. Effective teaching and basic course responsibilities are described below.

**Effective teaching*** is demonstrated by a teacher that
- engages in scholarly teaching,
- uses effective instructional design,
- utilizes appropriate instructional delivery,
- employs instructional assessment,
- mentors and supports students.

*See Appendix for further definitions.

**Basic course responsibilities for Teaching Faculty include:**

1. **Classes and Office Hours**

Teaching Faculty members have the following specific responsibilities in connection with their teaching:

   a. Remain current in the subject matter of courses taught to inform your teaching activities, assignment, and pedagogy.
   b. Develop course activities and assignments, and update them regularly, to meet the course goals and objectives developed by the department and approved by the Curriculum Committee.
   c. Convey goals/objectives, course requirements, grading criteria at the outset of the course through the course syllabus.
   d. Instruct all courses as scheduled for the full allotted time, beginning and ending as scheduled and including any scheduled final exam period.
   e. Require student attendance only during the regularly scheduled course time. Special events, field trips, etc. must be approved by Department Chair/Director and students must be informed on the first day of class and posted in the syllabus. An alternate assignment must be provided for those students who cannot attend the special event.
   f. Instruct classes on the assigned subject area aligned with the curriculum and appropriate to the level (graduate/undergraduate, upper/lower) of the course.
   g. Adhere to the NEASC credit-hour guidelines:
      1) “For each credit hour [undergraduate and graduate], there will be a minimum of one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; OR
      2) “At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”
h. Complete required training through Learning Technologies and Online Education Office when greater than 33 percent of the regular “seat-time” is replaced with online activity. See http://www.plymouth.edu/office/online-education/online-teaching/ for more information.

i. Inform Department Chair/Director (in advance when possible) of any absences and make arrangements for appropriate teaching substitution.

j. Publicize and hold at least one office hour/week for each 3–4 credit course taught and to communicate office hours to the Chair/Director. Post office hours on syllabi and office door. For each online, evening, hybrid, or alternatively scheduled course, faculty members are available and responsive to students for the equivalent of one hour per week per course to serve as “office hours.”

k. Establish communication expectations with students and be responsive to questions and requests for information in a timely manner (e.g., respond to voice mail, e-mail, and other electronic communications).

l. Order books and other materials in a timely manner to ensure material list is available at time of registration and materials are available at the outset of the course.

m. Foster free discussion, inquiry, and expression in courses while maintaining academic standards and objectives.

n. Provide formative and summative feedback to students in a timely manner.

o. Submit grades on time as set out by the Registrar and within the University’s Fair Grading Policy.

p. Comply with applicable department, college, or University policies relating to teaching.

q. Post syllabus to the University’s course management system (currently Moodle).

r. Provide updated electronic copy of syllabus to department administrative assistant at the start of every semester.

2. Assignments and Assessment

a. Exams and assignments shall be aligned with the goals and objectives of the course.

b. Exams and assignments shall be graded and returned to students as soon as possible and in a reasonable time period to be informative to the students about progress in the course.

c. Exams shall be administered within the course schedule and only faculty members [or approved teaching assistants] shall proctor exams or administer any other evaluation instrument. [approved by Faculty 11-7-84]

d. In order to meet NEASC credit-hour requirements, instructors shall use the scheduled undergraduate final exam time period for examinations, for tests, or other academic end-of-course activity.

3. Grading

a. Faculty shall be familiar with and adhere to the university’s Fair Grading Policy.

b. Faculty shall submit preliminary progress grades for undergraduate students that have fewer than 47 credit hours by the end of the sixth week of each semester.

c. Faculty shall submit final grades by the due date established by the Registrar (not less than four days after the last exam period).

d. Faculty members shall treat grades as confidential information. They should be communicated within the institution only as necessary to create transcripts, enforce academic standards, and aid in advising. They should be communicated off-campus only upon the request of the student and when appropriate waivers are given. It is illegal to post grades in any manner that identifies an individual student, including social security numbers.

e. Confidentiality of Grades: The Family Educational Rights and Privacy Act (FERPA) guarantees students the right to privacy. The following are suggestions for compliance:

1) In posting grades, use a code to indicate the students’ identities (the social security number may not be used).
2) Do not leave student papers in a place that would allow other students to see any paper other than their own.

3) When passing out papers in class, take care that comments and grades may not be seen by others.

f. Faculty members shall leave grade files and records for all courses with the Department Chair/Director in the event they permanently leave the institution.

4. Academic Integrity Policy

Academic integrity is the foundation of the pursuit of knowledge. All members of the academic community are expected to be dedicated to the pursuit of knowledge in an honest, responsible, respectful, and ethical manner. Every violation of academic integrity is an affront to the academic community. Violations of academic integrity make fair evaluation impossible and cast doubt upon the seriousness with which students accept the responsibility of acquiring an education.

Members of the academic community are expected to report all instances of those violations, which come to their attention by procedures described in the Academic Catalog. Both faculty and administration consider it their duty, as guardians of academic standards and intellectual honesty, to enforce the following policy: https://www.plymouth.edu/undergraduate/files/2010/11/Academic-Integrity-Policy.pdf

5. Student Course Feedback

All students shall have an opportunity to provide course feedback in each class each semester through the University electronic system. The results will be shared with the faculty member; additional feedback will be provided to the faculty member by the chair. Faculty members shall encourage students to complete the online evaluation form as a means to increase response rates and increase the chances of capturing the breadth of student experiences within a course. Library users shall, in a manner to be determined by library faculty, be afforded the opportunity to provide feedback about each library faculty member.

6. Administrative Assistants

Faculty shall not request that departmental administrative assistants or other administrative staff perform academic functions (e.g., proctoring exams, supervising class activities, returning student work, etc.).

[approved by Faculty 11-7-84]

F. Expectations of Full-time Faculty for Mentoring and Supporting Students

Consistent with the University values and mission that establish a commitment to actively preparing students to participate respectfully and responsibly in a pluralistic society, faculty members are expected to participate in mentoring students. Mentoring students is different from the basic function of providing registration information to students; it implies that faculty will share experience and expertise that contributes to the intellectual, social, and professional development of students for success in their studies and success in their transition after graduation.

1. Mentoring Students

All faculty members are expected to mentor and support student development. Specifically, faculty shall
a. provide advice that assists students in meeting career aspirations and/or graduate education,
b. make him/herself accessible to students (advisees and students in courses/major),
c. promote students for awards and scholarships,
d. promote student orientation and involvement in profession or discipline,
e. engage students in scholarly and professional activities when feasible and appropriate,
f. participate in and support student activities (orientation sessions, convocations, Commencement, award ceremonies, honorary societies, etc.),
g. help the student feel welcome and to provide pertinent general information relative to University life.

2. Advising

Student success hinges on meaningful academic advising. Faculty advising of individual students involves being available to assist students in a variety of their life activities while at Plymouth State University. Recognizing that students differ in terms of the variety and urgency of their need for help, advisors should be particularly interested in the academic planning, scholastic achievement, career planning, and social adjustment of their assigned students. Such counseling should be based on the evaluation of skills and abilities and the identification of personal priorities. Faculty members who are assigned advisees are expected to

a. know the curriculum and provide effective and accurate curriculum advising,
b. assist students with academic progress and time to degree,
c. establish a basis of contact with students upon which personal, academic, and administrative processes may be integrated,
d. promote student awareness of their personal responsibility for the development of an appropriate academic program,
e. familiarize students with the procedures and regulations relative to curricula offered, requirements for graduation, required courses and electives, and the content and values of specific courses,
f. assist students in completing registration and utilizing the drop/add process,
g. develop communication with students that is consistent, frequent, and confidential.

More detailed information can be found on the Advisor Information website at: http://www.plymouth.edu/office/undergraduate-advising/for-advisors/.

The Graduate Advising handbook is available through the CoGS Moodle site.

Other information about advising may be found at the website of the Undergraduate Advising Center at: http://www.plymouth.edu/academicadvising

G. Expectations for Scholarship

Active engagement in scholarship is an important aspect of research and tenure-track faculty members’ academic lives. It fosters the intellect of faculty members by enabling them to remain intellectually engaged and current in their respective fields; it contributes to the intellectual and aesthetic climate of the department and of the University; it provides opportunities for collaboration among faculty and students; and it reflects positively on the University. These faculty members are expected to be involved in scholarship in their disciplines, including active and effective participation through presentations, publications, exhibitions, and/or performances.

1. Quality scholarship is demonstrated when a faculty member

   • conducts scholarship in a manner with clear goals and appropriate methods,
• demonstrates discipline-related or interdisciplinary expertise,
• meets the standards of discipline-related or interdisciplinary scholarship,
• contributes to a body of knowledge through new, original, and/or innovative works,
• disseminates to a wider audience in an appropriate forum (presentations and/or publications to scholarly peers, exhibitions, performances, etc.),
• makes an impact or contribution to the discipline or some community of people.

Plymouth State University values diversity in scholarship that is informed by the Boyer Model of Scholarship as described below. This framework considers the multiple forms that scholarship may take; there is no requirement that candidates involve themselves in all of these types of scholarship. The types of scholarship include:

**Scholarship of Discovery**
Building new knowledge through research or creating new works

**Scholarship of Teaching and Learning**
Investigating teaching theory and/or processes for the purpose of optimizing learning

**Scholarship of Integration**
Making connections across disciplines and advancing knowledge through synthesis

**Scholarship of Engagement**
Utilizing relevant research by linking theory and practice in collaboration with community stakeholders to solve pressing social, civic, or ethical problems

Specific information about the expectations of scholarship is provided in sections 2.7 and 2.8 of this handbook.

Scholarship must be conducted in accordance with university policies and other state and federal legislation. Please refer to the Office of Sponsored Programs for more information:
https://www.plymouth.edu/office/sponsored-programs/policies/internal-policies-procedures/

Some of the policies are listed below.

2. **Compliance with Federal Regulations**

   Faculty are expected to comply with all regulations governing research imposed by law or University policy, including but not limited to the Conflict of Interest Policy and the policies and procedures of the Institutional Review Board, and the Animal Care and Use Committee.

3. **External Funding**

   Faculty members who are serving as the principal investigator seeking external funding (grants and contracts) must have Department Chair/Director’s approval and shall coordinate all external funding activity through the Office of Sponsored Programs (OSP).

   **Grant Submittal Procedures**

   Prior to submission to an external sponsor, all grant proposals are reviewed by OSP for compliance with University policies, prospective sponsor requirements, and all applicable laws and regulations. Procedures and forms for submitting grant proposals can be found at http://www.plymouth.edu/office/sponsored-programs/. Proposals are then routed by OSP to
the Provost and to the Vice President for Finance and Administration for their approval of submission.

A complete and final edited version of the grant proposal, including narrative and budget, must be submitted to the Office of Sponsored Programs no later than one week prior to the application deadline to ensure adequate time for on-campus review. It is strongly recommended that principal investigators begin to work with the Office of Sponsored Programs several weeks prior to the application deadline in order to ensure that a final version will be completed one week prior to the sponsor deadline. Proposals that do not meet these time requirements may not receive institutional approval for submittal.

H. Expectations for Service

Consistent with the mission and University motto, Ut Prosim, all full-time faculty members are expected to engage in meaningful service and participate actively in the life of the University. Service can be to the department, the University, and the community and/or profession. Faculty members are not required to serve all of these service areas each year, though faculty members shall demonstrate service in all of these areas over time (e.g., develop a portfolio of service that includes all areas). Meaningful service and expected elements of participation in department and University activities are described below.

1. Meaningful service is demonstrated when the faculty member

   • contributes to the department, the college, and the University,
   • conducts activities with integrity and professionalism,
   • accepts responsibilities and follows through on commitments,
   • demonstrates ability to work collaboratively,
   • contributes to the community and/or the profession through the application of professional expertise.

2. Expected elements of participation include:

   a. Accomplish the work of the University by
      1) participating meaningfully in governance through work on standing or ad hoc committees and/or advisory or representative groups
   b. Accomplish the work of the department by
      1) participating equitably in departmental governance, standing and ad hoc committees, strategic planning, self-studies, special projects
      2) participate in curricular support and development, program assessment, accreditation support, academic planning and curriculum development
   c. Meet the needs of students by
      1) establishing and sustaining a presence for interaction with students in addition to instructional activities
      2) provide appropriate advising and mentoring, support student clubs as appropriate
   d. Serve the profession and the public by
      1) engaging in service to their professional organizations
      2) providing consulting, formally and informally
         a) External service and consultation is respected and reflects well on the university.
         b) Such service should adhere to policies regarding Compensated Professional Activities for Faculty (see the USNH Online Policy Manual (OLPM), USY.V.D.7.4
I. Expectations for Clinical Responsibilities (Clinical Faculty)
Clinical faculty are expected to be actively involved as clinicians and/or engaged in supervision of students in a clinical setting. As such, a minimum expectation is that clinical faculty will maintain professional education, certification, and licensure in his/her field.

J. Professional and Legal Standards for All Faculty Members
In the performance of their duties, all faculty members are expected to maintain the highest professional, ethical, and legal standards. In addition to responsibilities outlined in this section (2.4), faculty are expected to adhere to all policies in this handbook, including but not limited to the following policies:

1. Discrimination (section 2.4.L.)
2. Nondiscrimination and/or Harassment (section 2.4.M.)
3. Financial Conflict of Interest (section 2.11.)
4. Outside Employment/Consulting (section 2.12.B.)
5. Copyright (section 2.13.B.)
6. Human Subjects (section 2.13.C.)
8. Political Activity (section 2.13.G.)
9. Alcohol Service for University Events (section 2.13.H.)
10. Drug-Free Workplace (section 2.13.I.)

K. Political Activity
The following policy governing political activity was adopted by the Board of Trustees in 1950. It was reaffirmed in 1956 and again in 1964. Refer to USNH Online Policy Manual at USY.V.D.8: http://usnholpm.unh.edu/USY/V.Pers/D.8.htm

1. This policy is intended to express the System’s desire to facilitate free discussion of all points of view to the extent permitted by the Constitution of the United States and of the state of New Hampshire.
2. The rights of assembly and freedom of speech within the University System of New Hampshire shall be limited only to the extent applied to other citizens for the purpose of preventing assembly for illegal purposes or the advocacy of overthrow of government by force. Such rights shall be respected according to their meaning and application under law and within the function and program of the System.
3. Reasonable use may be made of institutional facilities for political meetings and discussions.
4. Outside speakers may be invited to address groups on the same basis as speakers invited to address student organizations.
5. The University System does not accept responsibility for views expressed or entertained by either speakers or groups, except as stated in paragraph 1.
6. Participation of faculty members in political action is governed by Paragraph 1 (B) of the 1940 Statement of Principles of the American Association of University Professors. It has been revised here to be gender neutral. The statement reads, “College or university teachers are citizens, members of learned professions, and officers of educational institutions. When they speak, or write, as citizens, they should be free from institution censorship or discipline; but their special
positions in the community impose special obligations. As people of learning and educational officers, they should remember that the public might judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.” (listed also in sec. 2.4.A. Academic Freedom)

[revised 6-28-04 in accord with USNH policy]

See also section 2.4.A., Academic Freedom.

L. Political Office

The USNH Board of Trustees has the following policy in connection with holding political office (USY.V.D.8.8):

“The Board of Trustees will not object to any member of the faculty or staff of the University running as a candidate for political office. However, should the amount of time required by the office or the candidacy for the office be such as to materially affect the time the faculty or staff member is expected to spend on his/her University System position, he/she may be required to take a leave of absence or the terms and conditions of his/her employment may be amended.”

[revised 6-28-04 in accord with USNH policy]

M. Discrimination

PSU, in accordance with federal and state laws and regulations, will not tolerate discrimination and/or harassment against any person based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, disabled veteran status, or Vietnam veteran status by faculty, staff, or students because such behavior is unlawful, disrespectful, and undermines the spirit of PSU’s mission. Any person so discriminated against should seek to rectify the condition and may file a grievance. (See section 2.17 of this handbook for Grievance Policy. See also following section for PSU Nondiscrimination and/or Harassment Policy Statement.)

N. Nondiscrimination and/or Harassment Policy Statement

The Nondiscrimination and/or Harassment Policy Statement is available online and should be viewed online to ensure access to the most up-to-date version. The complete policy may be found at:
http://usnholpm.unh.edu/PSU/V.Pers/B.htm

O. Plymouth State University Statement on Workplace Bullying

(approved by Faculty February 2013)

Plymouth State University wishes to promote a friendly, welcoming, and healthy environment in conjunction with the University’s Mission Statement. Every individual is entitled to be treated with respect and to be free from bullying and harassment. All members of the University community are expected to behave in a manner that demonstrates proper regard for the rights and welfare of others.

PSU defines bullying as severe and/or repeated inappropriate behavior, either direct or indirect, whether verbal, written, physical, or electronic expression, conducted by one or more persons against another or others, in the workplace and/or in the course of employment. Bullying may be intentional or unintentional. It consists of abusive conduct relative to acts, omissions, or both, that a reasonable person would find hostile, based on the severity, nature, and frequency of the conduct
and without regard to the method of delivery (verbal, written, physical, or electronic). Abusive conduct may include, but is not limited to: repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets; verbal or physical conduct of a threatening, intimidating, or humiliating nature; the sabotage or undermining of an individual’s work performance; or attempts to exploit an individual’s known psychological or physical vulnerability.

The following examples may constitute, but are not limited to, evidence of workplace bullying:

- Persistent negative singling out of one person or persons
- Using obscene gestures
- Not allowing a person to speak or express him/herself (i.e., ignoring or interruption).
- Personal insults and use of offensive nicknames
- Public humiliation
- Constant criticism on matters unrelated or minimally related to the person’s job performance or description
- Repeatedly accusing someone of errors which cannot be documented
- Spreading rumors and gossip regarding individuals
- Undermining the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Deliberately excluding or isolating an individual from work-related activities (meetings, etc.)
- Threats of abuse to an individual or an individual’s property (defacing or marking up property) or employment.
- Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.
2.5 Performance Evaluation

A. Purpose of Annual Evaluation

This section outlines the process for annual evaluation of faculty based upon the expectations outlined in section 2.4 and sections 2.7 and 2.8 as they apply to faculty members by appointment type.

The purpose of the annual evaluation is to ensure that faculty members’ efforts align with the University mission in their varied roles and activities in teaching, scholarship, and service. All faculty members are expected to meet basic professional expectations as a citizen in the department/institution and expectations of professional development as relevant to their respective positions. All faculty members shall be evaluated annually using the criteria as appropriate to the faculty appointment type. Evaluations are made as a basis for personnel actions, such as renewal of appointment, promotion and tenure decisions, and annual salary adjustments.

According to the USNH policy, performance evaluation is (1) a means of constructively analyzing the efforts of individuals, (2) a means of determining where improvement is necessary, and (3) a procedure by which communication is enhanced, thus providing a forum for the guidance, and counseling to promote the growth of faculty members, and (4) the opportunity for recognition of achievement.

PSU maintains standards of performance from faculty members in accordance with faculty appointment type and annual work plan and as determined collaboratively between the faculty member and the Department Chair/Director.

Department Chairs/Directors have a responsibility to provide ongoing developmental and evaluative feedback that fosters professional development and productivity across faculty members’ careers. Chairs/Directors will consider criteria for meeting basic professional expectations articulated in section 2.4 and the annual work plan in the performance evaluation. For full USNH policy on Performance Evaluation, see Online Policy Manual (OLPM) at USY.V.C.7, available online at: http://usnholpm.unh.edu/USY/V.Pers/C.7.htm

B. Basis for Annual Evaluation

Faculty will be evaluated on expectations articulated in section 2.4 (Faculty Roles and Responsibilities) and 2.7 and 2.8 as appropriate to their position type and appointment as follows:

Tenure-Track Faculty: Teaching/librarianship (including advising), Scholarship, and Service
Clinical Faculty: Teaching (including advising) and Service, including clinical assignments
Contract Faculty: Teaching (including advising) and Service
Research Faculty: Scholarship and Service (some may have teaching/advising responsibilities as outlined in a letter of appointment)
Adjunct Faculty: Teaching

The Department Chair/Director shall use student course feedback, classroom teaching observations/evaluations, and other appropriate and related information to evaluate teaching effectiveness.

For faculty categories that require scholarship and/or service, the Department Chair/Director shall evaluate scholarship and/or service in the course of the annual work plan review process as appropriate to the appointment type and rank guided by the criteria established in sections 2.7 and 2.8.
C. Procedures for Evaluation

Annually, and as appropriate to the faculty appointment type, the Chair/Director shall evaluate faculty members on teaching, scholarship, service, and fulfillment of professional responsibilities, as described in section 2.5. The Chairs/Directors shall use the work plan with self-evaluation (when applicable), student feedback, review of syllabi and course materials, any observations/evaluations done during the academic year, and other appropriate information to evaluate the faculty member.

Adjunct Faculty members are evaluated through review of course materials, syllabi, use of appropriate assessment methods, any teaching observation/evaluation done during the academic year, and review of student course feedback as outlined in the collective bargaining agreement (in progress).

Chairs/Directors will be evaluated by the Dean of each college following a set of procedures described in the Chair’s Handbook (https://www.plymouth.edu/office/vpaa/files/2012/11/chairs-hndbk.pdf).

1. Work Plan (not applicable for Adjunct Faculty)
   
a. Purpose of the Work Plan

   • To outline workload/differentiation of load
   • To create an opportunity for conscious planning by developing annual goals for teaching, scholarship, and service
   • To promote conversation between the Department Chair/Director and the faculty member
     o to identify resources required for achieving professional goals
     o to encourage initiatives in support of student success
     o to consider how individual professional goals align with the needs of the department and the mission of the University
     o to plan a sustainable workload
   • To evaluate the outcome of professional goals on a yearly basis by determining evidence of success or progress toward goals
   • To promote reflection regarding accomplishments and needed revisions of professional goals
   • To enhance individual and institutional accountability

   The current work plan document is available at http://www.plymouth.edu/office/vpaa/faculty/

b. Process of Work Plan Development

   Annually, every faculty member develops a work plan in consultation with his/her Department Chair/Director (Chairs/Directors will develop work plan in collaboration with the Dean and shall be evaluated by the Dean). The work plan is designed to support faculty planning, development, and evaluation. In developing the work plan, faculty will articulate and prioritize goals for teaching, scholarship, and service. Work plans are intended to be developed in collaboration with Department Chairs/Directors. The Chair/Director shall work with faculty members to ensure that the work plan sets a reasonable workload while supporting the professional goals of the faculty member and meeting the needs of the department and University.

c. Work Plan as Evaluation Tool
Annually, Chairs/Directors will evaluate faculty performance by commenting on each section of the work plan and providing a summative evaluation as directed at the end of the document. The completed work plan with Chair/Director comments and recommendations, along with an up-to-date copy of the faculty member’s Curriculum Vitae, are forwarded to the Dean. The completed work plan serves as the primary tool for faculty evaluation. The summative evaluation at the end of the document should include an overall assessment of faculty members’ performance, taking into account student course feedback, teaching observations, and success in scholarship and service by reviewing other data as applicable. Finally, a recommendation for general increase and recognition pay is provided.

d. Submission of Work Plan and Evaluation

A written (or electronic) copy of the annual evaluation as reported by the Chair/Director (or Dean, in the case of Chair/Director evaluation) in the work plan document shall be provided to each faculty member and copied to the Dean (these will be forwarded to the Provost and become a permanent part of the personnel file). Any faculty member who wishes to append to the evaluation a statement acknowledging receipt but stipulating that the faculty member does not necessarily agree with the contents may do so by providing a letter to the Provost. These comments will become part of the permanent file.

e. Curriculum Vitae

All faculty members shall attach an updated Curriculum Vitae in the approved format to the work plan, annually, as part of submitting their work plan to the Department Chair/Director. The Dean’s office will provide a copy of the Curriculum Vitae to the Office of Human Resources.

2. Teaching Observation/Evaluation (including online)

The Department Chair/Director and/or designee shall annually observe/evaluate teaching of all tenure-track faculty who have not received tenure and shall observe at least once within two years of application all those tenured faculty who are eligible for promotion. All other non-tenure-track faculty will be reviewed annually during their first two years of appointment and every three years thereafter.

Additionally, the Department Chair/Director and/or designee may observe the teaching of any faculty member in the department as determined either by the Chair/Director or by invitation of the faculty member. Library faculty members are frequently observed by the Dean of Library and Academic Support Services satisfying this requirement for library faculty.

Typically, observations/evaluations of teaching will be arranged in advance. If a particular day is not appropriate, the instructor has the right to request and receive a visit on a different day. The instructor shall provide class materials, such as syllabus and examples of course assignments, to the observer and/or explain any unusual aspects of the course. Written reports of the teaching observation shall be shared with the faculty member and the Dean and become part of the faculty member’s personnel file.

The Dean shall observe all full-time faculty members within the first two years of hire and within two years of promotion and/or tenure. The Dean, Provost, and/or the President have the right to observe teaching. Results of such observations shall be communicated to the faculty member and the Department Chair and become part of the faculty member’s personnel file.

3. Student/Course Feedback
At the end of each semester/term, the Chair/Director shall review course feedback and provide written evaluations to faculty members as appropriate to context and need. Student evaluations for Chairs/Directors shall be reviewed by the Deans. Written feedback shall be returned within a reasonable time frame to be informative to the faculty member.

*Students will have an opportunity to provide feedback to instructors in all courses. All teaching faculty shall support the collection of feedback from students by encouraging them to complete the online student feedback form. Library users shall, in a manner to be determined by library faculty, be afforded the opportunity to evaluate each library faculty member.

4. Reappointment Notification Procedures for Non-Tenured Faculty Members

For non-tenured faculty members, the Department Chair/Director shall recommend annually to the Dean and Provost a continuing appointment, non-reappointment, or a terminal appointment. The Provost shall make a continuing appointment, non-reappointment or a terminal appointment. Notification shall be given according to the following timelines:

a. Reappointment Notification
   Non-tenure track faculty (clinical, contract, research, FIR):
   • Annually – March 15
   Tenure-track faculty:
   • 1st year – March 15
   • 2nd year and subsequent years– December 15

b. Terminal Appointment Notification (1-year terminal appointment)
   Tenure-track faculty:
   • 1st year – March 15
   • 2nd year – December 15
   • 3rd year and subsequent years – September 1

D. Pre-tenure Meeting within Two Years of Tenure Application

Every non-tenured tenure-track faculty member within two years of a tenure decision shall meet with the Dean and Department Chair/Director in a joint conference for a discussion of progress toward tenure. All other ranked faculty shall be entitled to a joint conference for a discussion of progress toward promotion.

E. Annual Salary Recommendations for Full-time Faculty

Using the work plan document and other information (observations, student course evaluations, etc.) as outlined in the Evaluation Procedures above, the Department Chair/Director shall provide to the Dean, a salary increase recommendation for each member based on the expectations outlined in sections 2.4 and 2.5 of this handbook. Center directors shall provide the same to their direct supervisors for faculty that report to them. A copy of the recommendation shall be provided to each faculty member.

Pay Increase Recommendations
• **No Increase**: Has not met minimum duties and expectations.
• **General Pay Increase**: Has performed at an acceptable level and has fulfilled his/her basic responsibilities for the year.
• **Recognition Pay Increase:** Has exceeded normal responsibilities and expectations and has demonstrated a commitment to PSU that has moved the institution forward in accordance with its mission and strategic plan.

Within available funds, the Provost, in consultation with the Deans, recommends a salary increase to the President for each faculty member.

Timeline: Chair/Director shall make recommendations in May, the Dean in June, and the Provost in July. The faculty will be notified of actual changes in compensation once a final decision is made based on enrollment and budget projections.

### 2.6 Personnel Records

#### A. The Personnel File


1. **Content**

   The Human Resources Department maintains electronic personnel files for all status faculty members. Information contained in the personnel file includes, but is not limited to, the following: salary information, such as appointment letters and payroll information; benefits information, such as enrollment information, beneficiary information, and benefit changes; performance evaluations and corrective actions related to performance; miscellaneous information, such as address changes, updates to degrees and credentials; original submitted hiring documents, such as résumé, vitae, letters of reference, and transcripts. The examples noted above are representative of the types of documents that can be found in personnel files. However, these examples are not intended to be all-inclusive and documents not named can be maintained in the personnel file.

   Evaluation materials sent to Human Resources to be included in the personnel file must be made available to the individual, either by an immediate copy or a later copy at the time the item is placed in the personnel file. Allegations or accusations will not be placed in the personnel file without notice to the individual.

2. **Review**

   All information included within the electronic personnel file is available for review upon request by the faculty member at any time. Additionally, the evaluation and corrective action materials section is available for review only by appropriate parties on a need-to-know basis. Faculty are entitled to photocopies of any materials in their electronic personnel files.

   The Human Resources Department maintains a *Record of Access for Evaluation File Form* in the electronic personnel file in order to keep a record of the individuals who have accessed the evaluation materials included in the personnel file.

   Departmental promotion and tenure committees will have access to individual personnel files for viewing information relevant to promotion and tenure only within the Human Resources Office.

*revised 6-28-04 in accord with USNH policy; revised 8-2-04 by PSU Human Resources Office; revised 11-28-07 by PSU Human Resources Office*
2.7 Promotion and Tenure

Promotion and tenure are among the most important decisions a university makes and must be based on the expectation that the candidate is an engaged and effective teacher and mentor; is an active scholar; is contributing to his/her profession; is a valued contributor to the life of the university through service; and is participating in his/her community and profession by providing professional service. All faculty members are evaluated annually on teaching, scholarship, and service; however, the weight given to each of these categories is negotiated annually and reflected in faculty members’ Work Plans. Tenure decisions are based upon criteria set out in the remainder of this document. To earn tenure, candidates must demonstrate effective teaching, appropriate levels of scholarship, and contributions to the discipline, University, and community and show promise of future contributions in all areas.

This section is intended to be a guiding framework for the P&T process for candidates, departmental committees, and University administrators. Departmental promotion and tenure guidelines will further clarify this section in the context of the specific disciplines (see section 2.8.C.).

Success in achieving tenure and promotion requires that candidates present evidence making a strong case that they have achieved the criteria articulated below, relative to the academic rank sought, and in alignment with the appointment status and workload assignments as negotiated and reflected in annual Work Plans. While faculty Work Plans are evaluated on an annual basis, the promotion and tenure (hereafter P&T) portfolio provides a holistic view and demonstrates a body of work over a period of time.

A. Eligibility

Eligibility for promotion and tenure is based upon time in rank, eligibility in rank, and degree requirements (see section 2.1.G).

5. Time in rank: Only full-time paid service counts toward time in rank. Sabbatical leave time also counts toward time in rank. Only full academic years of paid service (or on approved sabbatical or other paid leave) count toward time in rank. At the time of joining PSU faculty, the Vice President for Academic Affairs will provide faculty members with a written statement specifying the number of years of experience elsewhere with which they are being credited for promotion and tenure. A maximum of three years may be granted. Credit is based on prior teaching experience or other equivalent experience relevant to the individual’s assignment. Credit for prior service may be reduced at the request of individual faculty members in order to extend the years available before P&T application is mandatory. This request can be made at any time before the sixth year of PSU employment.

6. Eligibility in rank:
   a. Instructors in tenure-track lines are not eligible for tenure at the rank of Instructor. A decision to promote to Assistant Professor and grant tenure, or give a terminal appointment, must be made no later than during the sixth year. Instructors will not normally be promoted to Assistant Professor without the terminal degree in their fields.
   b. Assistant Professors are eligible to apply for promotion to Associate Professor in the sixth year of appropriate teaching experience in higher education, three of which must be at PSU.
      i. Decisions to grant tenure or give a terminal appointment must be made no later than during the sixth year of full-time creditable service at the rank of Instructor or above.
      ii. Assistant Professors in Tenure-Track positions must apply no later than during the
sixth year of full-time PSU service at the rank of Instructor or above.

c. Associate Professors are eligible to apply for promotion to Professor in their sixth year or beyond at that rank. Candidates should apply at the point when they are able to demonstrate they have met the criteria outlined later, beginning in section 2.7.B.

d. Tenure-track Associate Professors, if newly appointed to PSU at this rank, are eligible for tenure consideration during their second year and must apply no later than the fourth year of service at PSU. Candidates should apply at the point when they can demonstrate they have met the criteria outlined beginning in section 2.7.B.

e. Tenure-track Professors, if newly appointed to PSU at this rank, are eligible for tenure consideration during their second year at PSU. Tenure or terminal appointment for all Professors must be decided upon no later than during their fourth year at PSU.

f. If tenure-track candidates are promoted to Professor or Associate Professor at PSU, and if they have served at least three years at PSU at the time the promotion takes effect, they are also granted tenure.

g. Degree requirements: In addition to the length of service requirements, candidates must meet the following degree requirements:

   Instructor: Substantial progress toward appropriate terminal degree
   Tenure: Doctorate or other terminal degree
   Assistant Professor: Doctorate or other terminal degree
   Associate Professor: Doctorate or other terminal degree
   Professor: Doctorate or other terminal degree

In extremely rare circumstances, the time in rank or degree requirements may be waived for promotion. If it is determined at all evaluation levels that a candidate has a demonstrated record of excellence in all three of the following areas: teaching/librarianship, scholarship, service AND a national reputation in their field of expertise, time in rank or degree requirements may be waived. Candidates considering early application shall consult the Department Chair and Dean prior to applying.

B. Change of Eligibility Requirements

New faculty who are hired under promotion and/or tenure criteria that undergo change or modification subsequent to their employment shall have up to three academic years of eligibility under the original standards for their initial promotion/tenure process. This shall be noted in the letter of appointment. Faculty who have already been promoted and/or granted tenure at PSU and who have met all existing criteria for the next faculty rank shall be eligible to apply under those criteria for three academic years after any changes or modifications of them occur. Applications within those three years shall be considered under the previous standards unless the candidate elects to use updated standards.

C. Teaching/Librarianship

As directed by PSU’s Strategic Plan, a primary focus of the University is on providing quality academic experiences in order to enhance students’ intellectual, ethical, and civic development, and on preparing students for active and effective engagement in their professions and society. Therefore, effective teaching/librarianship is paramount in any P&T decision.
Effective teaching/librarianship involves the creation and implementation of learning activities that enable students to develop skills and knowledge that ultimately enhance their understanding of themselves and the world. Effective teaching results from faculty members being intellectually engaged in their discipline(s) and integrating students into that engagement. Effective teaching employs various approaches and numerous experiences to facilitate learning. Effective teaching includes meaningful assessment of student learning, participation of students in scholarly activities, and purposeful academic mentoring. Faculty members are responsible for the design and delivery of courses and for the creation and evaluation of curricula, which direct and shape both general and specific student learning.

1. Criteria

Learning involves active participation and commitment from both faculty and students. Therefore, the evaluation of teaching captures a comprehensive picture of teaching and learning outcomes from various experiences.

*Effective Teaching/Librarianship includes all of the following and will be evaluated by the extent to which these criteria are met (see Appendix for further definition):*

- Engages in scholarly teaching
- Uses effective instructional design
- Utilizes appropriate instructional delivery
- Employs instructional assessment
- Mentors and supports students

*The above indicators are further defined in the Appendix. Candidates should also refer to section 2.8.G.8 of the Faculty Handbook and their departmental P&T guidelines for examples of evidence that may be used to meet these criteria.

2. Evaluation of Teaching/Librarianship

Candidates will be evaluated annually and at all levels of the P&T process based on the criteria outlined above. Evaluations will take a developmental perspective appropriate to the rank for which individual candidates are applying and will consider the weight that teaching holds relative to teaching, scholarship, and service in candidates’ Work Plans. All candidates are required to demonstrate effective teaching in the courses that they teach regardless of the number of teaching credits negotiated and reflected in annual Work Plans.

In order to earn promotion and/or tenure, candidates at all ranks are required to provide evidence in their portfolio of effective teaching that will include their Statement on Teaching, analysis and self-reflection of student course evaluations, and all reports of teaching observations/evaluations. Candidates’ should also consider including evidence of content expertise, course syllabi, learning/assessment/teaching activities, assignments, and student work, along with evidence of fair assessment, availability to students, effective course and classroom management, self-reflection and evaluation of one’s own teaching, and descriptions of pedagogical experimentation.

For tenure and/or the rank of Associate Professor, candidates are required to demonstrate that they have met the criteria for effective teaching in the areas listed in section C.1 above.

For the rank of Professor, candidates must demonstrate evolution and growth in their teaching while continuing to meet the criteria for effective teaching.
D. Scholarship

Active engagement in scholarship is an important aspect of faculty members’ academic lives. It fosters the intellect of faculty members by enabling them to remain intellectually engaged and current in their respective fields; it contributes to the intellectual and aesthetic climate of the department and of the University; it provides opportunities for collaboration among faculty and students; and it reflects positively on the University. Faculty members are expected to be involved in scholarship in their disciplines, including active and effective participation through presentations, publications, exhibitions, and/or performances.

Plymouth State University values diversity in scholarship that is informed by the Boyer Model of Scholarship. This framework considers the multiple forms that scholarship may take; there is no requirement that candidates involve themselves in all of these types of scholarship.

Types of Scholarship

Scholarship of Discovery
Building new knowledge through research or creating new works

Scholarship of Teaching and Learning
Investigating teaching theory and/or processes for the purpose of optimizing learning

Scholarship of Integration
Making connections across disciplines and advancing knowledge through synthesis

Scholarship of Engagement
Utilizing relevant research by linking theory and practice in collaboration with community stakeholders to solve pressing social, civic, or ethical problems

1. Criteria: Scholarship involves systematic action that results in contributions to the body of knowledge as set out by one’s discipline. The evaluation of scholarship, regardless of the type as defined above, will be based upon quality and impact to show a comprehensive picture of outcomes from various endeavors.

Quality Scholarship will be evaluated by the extent to which these criteria are met (see section 2.8.G. for further definition)*

- Conducts scholarship in a manner with clear goals and appropriate methods
- Demonstrates discipline-related or interdisciplinary expertise
- Meets the standards of discipline-related or interdisciplinary scholarship
- Contributes to a body of knowledge through new, original and/or innovative works
- Disseminates to a wider audience in an appropriate forum (presentations and/or publications to scholarly peers, exhibitions, performances, etc.)
- Makes an impact or contribution to the discipline or some community of people

* Candidates should refer to section 2.8.G.1–8 of the Faculty Handbook and their departmental P&T guidelines for examples of evidence that may be used to meet these criteria.

2. Evaluation of Scholarship: Candidates will be evaluated annually and at all levels of the P&T process based on the criteria outlined above. Evaluations will take a developmental perspective appropriate to the rank for which the candidate is applying and will consider the weight that scholarship holds relative to teaching, scholarship, and service in the candidate’s Work Plan. All candidates are required to demonstrate that they are engaged in scholarship as articulated in their
Candidates’ scholarship will be evaluated at all levels of the promotion and tenure process for the quality, scope, and level of potential influence in the field. In order to earn promotion and/or tenure, candidates are required to provide evidence in their portfolio of scholarship that will include their Statement on Scholarship and supporting documents, such as copies of publications. Objective outside evaluation of scholarship is required when applying to the ranks of Associate Professor or Professor. Candidates will work with the Chair of their departmental P&T committee to arrange for external reviews of their scholarship to be added to their P&T portfolio (see section 2.8.C.6 for procedures).

Clinical Faculty shall demonstrate evidence of professional leadership and scholarly activity. Scholarly activity for Clinical Faculty is defined as professional development that advances the knowledge and expertise of the clinical faculty member and may include scholarship as described for tenure track faculty, though not required.

For tenure and/or the rank of Associate Professor, candidates are required to possess an emerging body of scholarship and demonstrate scholarship that meets the criteria outlined above.

For the rank of Professor, candidates are required to demonstrate a well-developed and sustained body of scholarship that demonstrates maturity in one’s field and meets the criteria outlined above. Candidates must demonstrate and provide evidence of growth as a scholar since their last promotion.

E. Service

Service is a core value of Plymouth State University, as evidenced in the University motto Ut Prosim. Our mission of student success and outreach to New Hampshire also implies the special importance of service. Service is expected of all faculty members and must include service to the department and the University, as well as to the community and/or profession. Contributions to all of these constituents are especially important for promotion to Professor.

Plymouth State University depends on the commitment and talents of faculty to serve in varied capacities. Service to the University and the department involves participation in governance and is an application of stewardship. It might involve serving on departmental and University committees; playing leadership roles within the program, department, and/or University; supporting and contributing to efforts and activities that promote student success; and contributing to the overall functioning of the PSU community. Service to the profession and/or the community involves the application of professional expertise that is closely related to candidates’ assigned roles, enhances the reputation of the University, and provides benefits to Plymouth State University.

1. Criteria: Service involves active participation and demonstrable outcomes that enhance circumstances in the department, University, community, and discipline, and involves application of one’s professional expertise to bring about positive outcomes. The evaluation of service captures a comprehensive picture of contributions across multiple contexts.

Meaningful Service will be evaluated by the extent to which these criteria are met (see section 2.8.G for further definition):*

- Demonstrates contributions to the department, the college, and the University
- Conducts activities with integrity and professionalism
• Accepts responsibilities and follows through on commitments
• Demonstrates ability to work collaboratively
• Makes contributions to the community and/or the profession through the application of professional expertise

*Candidates should refer to section 2.8.G.1–8 of the Faculty Handbook and their departmental P&T guidelines for examples of evidence that may be used to meet these criteria.

2. **Evaluation of Service:** Candidates’ activities and accomplishments in related service will be evaluated at all levels of the P&T process for quality and impact. While service will be evaluated annually at all levels, it is understood that service will follow a developmental trajectory and will be considered as a body of work. Candidates’ service will vary according to rank and as negotiated and reflected in the annual Work Plan.

In order to earn promotion and/or tenure, candidates are required to provide evidence in their portfolio of service that will include their Statement on Service and might include supporting documents, such as copies of committee documents, evidence of outcomes, and/or letters of support.

For tenure and/or the rank of Associate Professor, candidates are required to demonstrate meaningful contributions to the program, department, and University and have provided expertise to serve the community and/or their profession that meets the criteria outlined above.

For the rank of Professor, candidates are required to continue to meet the same expectations as for Associate Professor and are required to demonstrate leadership in their service activities within and beyond the University.

### 2.8 Procedures for Promotion and Tenure
*(section 2.8 endorsed by Faculty March 2012)*

In order to be considered for promotion and/or tenure, candidates will submit an application consisting of the Personnel Action Folder (available on the Provost’s website) and P&T portfolio that demonstrates they have met the criteria for P&T outlined in section 2.7. This section outlines the procedures that the University, departments, and candidates will follow during the P&T process. Section 2.8.G identifies the contents required for the portfolio and includes examples of evidence for meeting the criteria. Candidates should also refer to their departmental P&T guidelines for discipline-specific examples.

The Checklists at the end of this section and in the Appendix assist candidates, P&T Committees, and Department Chairs through the process.

#### A. Evaluation Overview

1. **Evaluation Levels**

Candidates to be evaluated for promotion and/or tenure are to be evaluated at five levels at PSU prior to submission of their applications to the USNH Board of Trustees in June. The levels are:

Department Promotion and Tenure Committee
Department Chair
2. Evaluation Process

Candidates will be evaluated by each of these levels, in the order listed above. Each evaluation level is to review candidates’ personnel files, Personnel Action Folders, and P&T portfolios, along with recommendations made at previous levels. Each level of evaluation will also add any pertinent data not previously considered and make recommendations based on the whole. Reasons for recommendations must be provided. Written results of each level’s evaluation will be given to the succeeding levels and to the candidates.

a. If a Department Chair is being considered for promotion and/or tenure, the Department Chair recommendation is omitted.

b. At any time prior to the President’s final recommendation to the Board of Trustees, candidates may withdraw from further consideration. Withdrawal shall be made in writing and shall be submitted to all levels that have reviewed the application.

3. Evaluation Timeline

The timetable for each level to complete its review is as follows:

- **October 15.** Candidates submit portfolio to department P&T committees
- **November 15.** Department P&T committees’ recommendations due
- **December 15.** Department Chairs’ recommendations due
- **January 31.** Deans’ recommendations due
- **March 30.** Provost and Vice President for Academic Affairs recommendations due
- **April 30.** President’s recommendations due

Each level will, on or before the above dates, communicate its recommendation in writing to the candidate and deliver the file with its recommendation to the next level.

4. Responsibilities of Candidates

1. Intent to Apply

Faculty members who will apply for promotion and/or tenure must inform the Provost’s Office and the Department Chair no later than April 15 of the academic year prior to the year of application. Faculty members should declare their intent to apply and indicate the (applicable) University and departmental P&T guidelines to be followed (see section 2.7.B.).

2. Permission to Review Application Materials and Personnel File

Candidates who are to be evaluated for promotion and/or tenure must give written permission for their official file in Human Resources to be made available for consultation by evaluators at all levels (P&T committee et al.). Candidates should submit the permission form in the Personnel Action Folder by October 15 of the year of application.

C. Responsibilities of the Department
1. Because the University’s P&T procedures and criteria apply across a wide variety of scholarly disciplines, each academic department will develop guidelines for promotion and tenure. In order to ensure that the University P&T procedures and criteria are applied in a fair and consistent manner, departmental P&T guidelines are expected to align with, and will not supersede, these procedures. Departmental P&T guidelines assist candidates in the development of their P&T materials by identifying specific P&T processes that occur within the department prior to their submission of a P&T application and providing them with additional information regarding evaluation criteria for teaching, scholarship, and service that may be specific to the department and/or discipline.

The department shall be responsible for review of the department P&T guidelines. Any changes shall be approved by the department, submitted to and reviewed by the Promotion, Tenure and Evaluation Advisory Group and ultimately need to be approved by the Provost (see section 2.9).

2. Each department shall have a standing P&T Committee Chair regardless of whether there will be candidates applying.

3. Academic departments shall forward the name of the P&T Committee Chair to the Provost’s office no later than April 1 of each year.

4. Departments with candidates applying for promotion and/or tenure will elect committees of 5 members no later than the end of the Spring semester.

5. Committees reviewing tenure-track candidates shall be comprised of five tenured faculty members. If a department does not have five tenured faculty members available to serve on a department P&T committee, the Department Chair will consult with the Dean to draw up a list of possible committee members from other departments. From that list, the department faculty will vote on the remaining committee members.

6. Committees reviewing Clinical or Research candidates shall be comprised primarily of Clinical or Research Faculty at the Associate level or higher (i.e. Clinical serve on Clinical faculty committees and Research serve on Research faculty committees). Clinical or Research faculty committees shall have at least one Clinical (or Research) and at least one tenured faculty member from the department. If a department does not have five faculty members or the appropriate mix of faculty to serve on the department promotion committee, the Department Chair will consult with the Dean to draw up a list of possible faculty committee members from other departments. From that list, the department faculty will vote on the remaining committee members.

7. The Department Chair and the P&T Committee Chair (or committee designee) shall attend annual P&T training sessions.

8. The P&T Committee Chair shall be responsible for seeking external review letters in accordance with the guidelines outlined in this document.
   a. The P&T Committee Chair, Department Chair, and the candidate shall agree on a list of qualified potential reviewers that will yield a minimum of three external reviews. (See the worksheet in section 2.8.1.1 to develop a list of potential external evaluators.) The P&T Committee Chair shall solicit reviews from all reviewers on the list.
   b. External reviewers of candidates’ scholarship shall be contacted and solicited by the P&T Committee Chair in the Spring prior to the candidate’s application. This will ensure external reviewers have adequate time for review of materials and to comply with the deadline. The
P&T Committee Chair shall request that letters be addressed to her/him and be submitted no later than September 15. (See sample letter to external evaluators in section 2.8.1.2).

c. External reviewers will be asked to provide a review of a representative sample of the candidate’s body of scholarship. Candidates are responsible for providing the following to the P&T Committee Chair, which he/she will provide to the external reviewers: a copy of the University P&T guidelines, a description of the candidates teaching load, a curriculum vitae, and copies of or access to scholarly work.

d. Reviewers shall provide an objective assessment of the candidate’s scholarly work, impact, and reputation. Potential reviews with close personal relationships to candidates should be avoided (e.g., relatives, close personal friends, former doctoral dissertation chairs). It is acceptable to ask colleagues with whom candidates have collaborated, written, published, or presented works, provided reviewers feel they can provide objective evaluation.

e. The letters will become a permanent part of the candidate’s portfolio, so confidentiality cannot be guaranteed. The Chair will add these letters to the portfolio.

9. The P&T committee will use the applicable P&T guidelines to conduct a fair, impartial, and thorough review of any candidate’s application (Personnel File, Personnel Action Folder, and P&T portfolio (see section 2.8.G and 2.8.I).

10. At the beginning of the evaluation process, the department P&T committee will (with the release provided by the candidate) examine the relevant material in the Evaluation Section of the candidate’s official personnel folder maintained by the Human Resources Office.

11. The committee will complete its recommendation and provide a copy to the candidate and to the Chair of the Department no later than the date indicated above.

D. Responsibilities of University Administrators: Teaching Observations/Evaluations

Once candidates have submitted their application for P&T, the Department Chair shall observe/evaluate the teaching of each candidate; the Dean shall observe Department Chairs who are candidates for promotion or tenure. Such visits shall be arranged in advance. These teaching observations/evaluations are in addition to those conducted prior to application for P&T and should be added to the candidate’s portfolio.

1. The Dean, Provost, or President may make a classroom visit to any candidate for P&T. Results of such evaluations are to be used only at the observer’s respective level and above. They shall not be made available to prior evaluation levels (e.g., a Provost’s evaluation will be made available only to the candidate and the President).

2. These observations/evaluations are different from those completed prior to submission of an application of promotion and/or tenure. Candidates will have included reports of all prior teaching observations/evaluations since appointment (for tenure) or since last promotion (for promotion) in the P&T portfolio.

E. Responsibilities of All Evaluators: Recommendations

At each evaluation level, an independent recommendation will be made for each candidate for promotion and/or tenure based upon all P&T materials and with consideration of the reports from all previous evaluation levels. Recommendations may take three forms:

1. Recommendation for promotion and/or tenure
2. Recommendation for no change in status
3. Recommendation (in the case of non-tenured faculty) for a terminal appointment
The President of the University shall make final recommendation to the Board of Trustees. At this time, the President will also report the final recommendation to each evaluation level and to the candidate. The President’s final recommendation to the Board of Trustees and all recommendations from each level of the P&T process shall be filed in the Evaluation Section of the candidate’s personnel file in the Human Resources Office, unless a candidate withdraws from consideration.

F. Candidate’s Right to Withdraw Application and/or Appeal for Procedural Error

1. At any time prior to the President’s final recommendation to the Board of Trustees, candidates may withdraw from further consideration. In this case, the promotion/tenure recommendation folder and all materials generated by it shall be returned to the candidate or to the level originating the materials.

2. If candidates believe that the policies and procedures for promotion and/or tenure were applied inequitably to their individual case, they may file a grievance using the grievance procedures outlined in section 2.17 of this handbook.

G. Contents of the P&T Application

The candidate’s application for promotion and/or tenure is reviewed and evaluated by several levels at PSU. As evaluators become more removed from the candidate’s professional field of specialization, they need more complete, varied, and detailed information in order to be able to form a sound judgment. The documentation listed below is required to help candidates present a full case to reviewers at all levels, so that candidates may receive every consideration in the promotion and/or tenure process. Candidates will add most materials to the portfolio. Additional relevant materials, such as external reviewer letters, any additional teaching observations/evaluations, and recommendations, can/will be added to the portfolio by the committee or involved administrative evaluators.

Portfolio Contents added by candidates:

1. Completed forms from Personnel Action Folder:
   a. Copy of file release (original sent to the Human Resources Office by October 15)
   b. Application Form
   c. Employment and Education Summary

2. Updated curriculum vitae in approved format (available on Provost/VPAA’s website)

3. Copies of the following documents since appointment (for promotion to Associate Professor and tenure) or since last promotion (for promotion to Professor):
   a. All work plans with Department Chair annual evaluations
   b. All reappointment letters.
   c. All reports of teaching observations/evaluations

4. Results of student evaluations (raw data) and a summary of the evaluations and self-reflection

5. Candidate’s Statements on Teaching, including advising if assigned since appointment (for tenure) or since last promotion (for promotion) that supports the criteria outlined in section 2.7.C.
6. Candidate’s Statement on Scholarship since appointment (for tenure) or since last promotion (for promotion) that supports the criteria outlined in section 2.7.D.

7. Candidate’s Statement of Service since appointment (for tenure) or since last promotion (for promotion) that supports the criteria outlined in section 2.7.E.

8. Examples of evidence selected by the candidate that support statements on teaching, scholarship, and service and make a compelling case that the candidate meets the criteria in section 2.7.C.–E. for promotion and/or tenure.

a. Materials that may be included as evidence of effective teaching or librarianship:
   1) Examples of teaching materials, such as syllabi, exams projects, and assignments, etc. or other appropriate materials in the case of librarians
   2) Examples of student work
   3) Awards, commendations, nominations for successful teaching
   4) Examples of student success, e.g., presentation/publication of student work, participation in contests, or artistic exhibitions, etc.
   5) Examples of success in mentoring and supporting students
   6) Examples of continuing education activities that develop new areas of expertise required of the discipline/department or that promote a new scholarly/creative direction for the candidate’s professional growth (e.g., developing expertise in a new area that is required to be taught in the discipline or learning a new data collection technique that will lead to future research)
   7) Other evidence deemed relevant by the candidate

b. Materials that may be included as evidence of scholarship:
   1) Copies of works disseminated to a wider audience (e.g., public presentation, publication, workshop, performance, exhibition)
      • Publications (e.g., book, chapter in book, peer-reviewed article, grant proposal, critical review or editorial in refereed journal, creative work, musical composition, editing music, research report, publication in trade or popular journal, chapter in book)
      • Presentation or performance at regional or national meeting (refereed or invited)
   2) Copy of preliminary work that will lead to dissemination to a wider audience including:
      • Research and experimentation for course development or improved pedagogy that will later be presented
      • Research, data collection, project preparation, research/creative/artistic works in progress
   3) Copy of grant proposal or patents submitted
   4) Sample of development of new professional tools for use with clients/professionals outside the University
   5) Digital media or reviews of commissioned art or musical composition
   6) Other evidence deemed relevant by the candidate

c. Materials that may be included as evidence of service:
   1) Copies of reports, proposals, letters of support, or other documents demonstrating meaningful contributions to department and University
   2) Copies of reports, proposals, letters of support, or other documents demonstrating meaningful contributions to community and/or profession through the application of professional expertise (e.g., officer, board of director, program coordinator, editorial board member, journal reviewer, artistic adjudicator, consultant, etc. at national, state, regional, or local level)
3) Other evidence deemed relevant by the candidate

*Portfolio Contents to be added by Evaluators after submission of application.*

1. External reviews of scholarship added by the P&T Committee Chair
2. Statement and recommendation of each evaluation level
3. Additional teaching observations/evaluations or relevant materials as described at the start of this section (2.8.G.).
H. Checklists

1. Candidate’s P&T Checklist

The following checklist is provided to assist P&T candidates in preparing for the P&T process:

_____a. Review appointment letter and verify that information (including rank and years of experience credited toward tenure) is accurate.

_____b. Schedule a meeting with the Department Chair, during the first year of appointment, to discuss University and departmental promotion and tenure guidelines.

_____c. Read and fully understand sections 2.7 and 2.8 of the Faculty Handbook for guidelines regarding the University promotion and tenure eligibility and process.

_____d. Read and fully understand the departmental promotion and tenure guidelines.

_____e. Understand the differentiated criteria for promotion at the Assistant, Associate, and Full Professor levels.

_____f. Determine which University and department P&T guidelines apply to you. If campus or departmental guidelines have been updated or revised, talk with your department P&T committee to ensure that you are clear about which departmental and University P&T processes and guidelines will be used to evaluate your application. Revisions to guidelines become effective three years after they are passed. You may choose to use updated or revised guidelines prior to three years if you wish.

_____g. Respond to requests for teaching observations/evaluations.

_____h. Discuss progress toward tenure and/or promotion with Department Chair during annual Work Plan review.

_____i. Collect and organize materials for your promotion and tenure Personnel Action Folder and portfolio.

_____j. Attend the Provost’s sessions on preparing for promotion and tenure.

_____k. Review successful promotion and tenure applications from the department.

_____l. Meet with the Dean and the Department Chair (in a joint meeting) three and two years prior to your promotion or tenure application.

_____m. Inform the Provost’s Office and the Department Chair no later than April 15 of the academic year prior to the year of application for promotion and/or tenure to declare your intent to apply.

_____n. Work with Department Chair and P&T Committee Chair by the end of the semester (April or May) of the academic year prior to your application for promotion and/or tenure to agree upon a list of qualified external reviewers that will yield a minimum of three reviews of your scholarship. (See sections 2.7.D.2 & 2.8.C.6 & Appendix Faculty Handbook.)
_____o. Be aware of all relevant material in the Evaluation Section of your official personnel file maintained by Human Resources.

_____p. Prepare your promotion and tenure application and portfolio and submit to the departmental promotion and tenure committee by October 15 of the year of application.

_____q. Ensure that promotion and tenure application contains all required items from section 2.8.G of the *Faculty Handbook*. 
2. P&T Committee’s Checklist [revised February 2012]

The following checklist is provided to assist P&T committees with the P&T process:

**P&T Committee Chair**

_____a. Work with Department Chair and candidate by the end of the semester (April or May) of the academic year prior to candidate’s application for promotion and/or tenure to agree upon a list of qualified external reviewers that will yield a minimum of three reviews of the candidate’s scholarship. (See sections 2.7.D.2 & 2.8.C.6 & Appendix Faculty Handbook.)

_____b. Add all external reviews to candidate’s portfolio. Provide candidate with copies.

_____c. Attend annual P&T training session(s).

**Full Committee**

_____a. Ensure that the candidate knows where to access departmental guidelines and materials (including sample applications from previous years).

_____b. Understand and adhere to sections 2.7 and 2.8 of the Faculty Handbook regarding the P&T process.

_____c. Review and adhere to the departmental P&T guidelines.

_____d. Understand the differentiated criteria for promotion at the Assistant, Associate, and Full Professor levels.

_____e. Clarify with the candidate which University and department P&T guidelines apply. If campus or departmental guidelines have been updated or revised, ensure that the candidate and the committee are both clear about which departmental and University P&T processes and guidelines will be used to evaluate the application. Revisions to guidelines become effective three years after they are passed. The candidate may choose to use updated or revised guidelines prior to three years if he/she wishes.

_____f. Read the candidate’s application carefully.

_____g. Examine all relevant material in the Evaluation Section of the candidate’s official personnel file maintained by Human Resources.

_____h. Provide a copy of the committee’s recommendations to the candidate in adherence with the stated deadline on or before the due date of November 15.

_____i. Give the materials, including a copy of the committee’s recommendation, to the Department Chair on or before the due date of November 15.
3. Department Chair’s P&T Checklist [revised February 2012]

The following checklist is provided to assist Department Chairs in meeting their responsibilities regarding evaluation, and promotion and tenure processes.

Chair’s Role in Pre-tenure Process

_____a. Carefully review the University’s P&T policies (sections 2.7 and 2.8 Faculty Handbook) and University evaluation procedures (section 2.8.C Faculty Handbook).

_____b. Ensure that your department has promotion and tenure policies that are in writing, have been voted on by the department, and are accessible to all department members (section 2.8.C Faculty Handbook).

_____c. Ensure departmental guidelines are reviewed every five years and revised as needed by the department.

_____d. If campus or departmental guidelines have been updated or revised, talk with your department P&T committee and each of the candidates to ensure that everyone is clear about which departmental and University P&T processes and guidelines will be used to evaluate candidates’ application. Revisions to guidelines become effective three years after they are passed. The candidate may choose to use updated or revised guidelines prior to three years if he/she wishes.

_____e. During the first year of any new faculty members’ appointment, schedule a meeting to discuss University and departmental promotion and tenure guidelines.

_____f. Ensure that Work Plan review and evaluation occurs annually for all faculty members and provide feedback regarding teaching or librarianship, scholarship, and service. Identify strengths, areas in need of improvement, and resources needed to help faculty achieve professional goals. Indicate progress toward tenure and/or promotion. This evaluation is submitted in writing to faculty members and the Provost (section 2.7 Faculty Handbook).

_____g. Attend annual P&T training sessions.

_____h. Meet with the faculty member and Dean (in a joint meeting) three and two years prior to promotion or tenure application.

Chair’s Role in P&T Process

_____a. Meet with P&T candidates, once their candidacy status has been determined, to review the P&T process and to review what documentation and evidence should be included as part of the candidates’ application materials.

_____b. Work with P&T Committee Chair and candidate by the end of the semester (April or May) of the academic year prior to candidate’s application for promotion and/or tenure to agree upon a list of qualified external reviewers that will yield a minimum of three reviews of the candidate’s scholarship. (See sections 2.7.D.2 & 2.8 C.6 & section 2.8.1.1.)
_____c.  If your department has fewer than five tenured faculty members, consult with the Provost to develop a list of potential P&T committee members to be brought to the department for vote (section 2.8.C.4 Faculty Handbook).

_____d.  Review all materials submitted by P&T candidates, including recommendations of the P&T committee.

_____e.  Submit your recommendations for each candidate to the Dean and provide a copy to the candidate and all previous levels on or before the due date of December 15.
I. Additional P&T Support Documents

1. External Reviewer Worksheet

LIST OF POTENTIAL EXTERNAL EVALUATORS (use additional sheets if necessary)

Name/Credentials:
Title:
Employer:
E-mail address:
Mailing address:
Phone:
Relationship to candidate, if any: (e.g., former colleague, coauthor)

Short biographical information indicating why this individual is an appropriate external reviewer:

2. Sample Letter to External Evaluators for Tenure Track candidates

The following is suggested text that may be modified to reflect your own style but should maintain the basic elements below.

External evaluators shall be chosen by the committee in consultation with the candidate and contacted by the Department P&T Committee Chair.

Date
Header
Dear ____________________:

________________ is being considered for [tenure and] promotion to ________________ in the Department of __________________ at Plymouth State University. As part of the Promotion and Tenure (P&T) process, we solicit letters of evaluation from external evaluators. As I shared with you on the phone, you were suggested as a potential evaluator, and I very much appreciate your willingness to review __________________’s accomplishments.

Enclosed is a copy of PSU’s Promotion and Tenure guidelines. Please note that Plymouth State University scholarship criteria are informed by the Boyer Model (see p. X in the guidelines). For your information, Dr. ____________ typically teaches a X-credit load each semester. Also enclosed, please find a copy of _________________’s curriculum vitae and sample scholarly works. Please review the materials in the context of PSU’s Promotion and Tenure guidelines and criteria and comment on the quality and impact of (his/her) scholarship. If you know ____________, please tell us in what context.

It would assist our process greatly if I could receive your comments no later than September 15. An electronic submission is acceptable. Your reply will become a permanent part of _____________’s file and application for P&T. Your review will not remain confidential.

I appreciate the time and effort that goes into completing this process. Your contribution is an important one.

Sincerely,

(Departmental P&T Committee Chair)

Enclosures
Sample Letter to External Evaluators for **Clinical faculty candidates**

Date

Header

Dear __________________:

________________ is being considered for promotion to Clinical ______________ in the Department of ______________ at Plymouth State University. As part of the Promotion process, we solicit letters of evaluation from external evaluators. As I shared with you on the phone, you were suggested as a potential evaluator, and I very much appreciate your willingness to review ______________’s accomplishments.

Enclosed is a copy of PSU’s Promotion guidelines, a copy of ______________’s curriculum vitae. Please comment on the quality and impact of (his/her) clinical work and/or professional service and leadership.

It would assist our process greatly if I could receive your comments no later than September 15. An electronic submission is acceptable. Your reply will become a permanent part of __________’s file and application for P&T. Your review will not remain confidential.

I appreciate the time and effort that goes into completing this process. Your contribution is an important one.

Sincerely,

(Departmental P&T Committee Chair)

Enclosures

Sample Letter to External Evaluators for **Research Faculty candidates**

Date

Header

Dear __________________:

________________ is being considered for [tenure and] promotion to ______________ in the Department of ______________ at Plymouth State University. As part of the Promotion process, we solicit letters of evaluation from external evaluators. As I shared with you on the phone, you were suggested as a potential evaluator, and I very much appreciate your willingness to review ______________’s accomplishments.

Enclosed is a copy of PSU’s Promotion guidelines, a copy of ______________’s curriculum vitae and other pertinent materials. Please review the materials in the context of PSU’s Promotion criteria for Research Faculty and comment on the quality and impact of (his/her) scholarship and/or professional service and leadership.

It would assist our process greatly if I could receive your comments no later than September 15. An electronic submission is acceptable. Your reply will become a permanent part of __________’s file and application for P&T. Your review will not remain confidential.

I appreciate the time and effort that goes into completing this process. Your contribution is an important one.

Sincerely,

(Departmental P&T Committee Chair)

Enclosures
3. PERSONNEL ACTION FOLDER

The current Personnel Action Folder for P&T is available here:
https://www.plymouth.edu/office/vpaa/files/2012/04/Personnel-Action-Folder-endorsed-3-11-12.docx

2.9 Separation

For full USNH policy on termination (including resignation and retirement), see Online Policy Manual (OLPM) at USY.V.C.9, available online at: http://usnholpm.unh.edu/USY/V.Pers/C.9.htm

A. Resignation
(see OLPM at USY.V.C.9.1.4)

Faculty members should follow professional and ethical standards so that the interests of both the individual and the University are considered as much as possible. Faculty members may resign during the term of their appointment by submitting a written notice of intent to the Department Chair and the Vice President for Academic Affairs for action ordinarily at least four months in advance of the effective date. The last day of active service is considered to be the last day of employment.

B. Retirement

Those faculty hired prior to July 1, 1994, who joined a retirement plan had a choice of either the ARC (1 percent Additional Retirement Contribution by USNH) or the Medicare Supplemental Plan. For those faculty hired prior to June 30, 1994, who selected ARC, the 1 percent contribution will be made by USNH regardless of enrollment in a retirement program. Faculty hired after July 1, 1994, who join either the TIAA/CREF retirement plan or Fidelity Investments plan will be a participant in the ARC program. See Policy USY.V.A.7.2.3.5 -USY.V.A.7.2.3.6 and USY.V.A.7.4-USY.V.A.7.4.3.2.2.

[revised 8-2-04 by Human Resources Office]

Normal retirement takes place at the choice of the faculty member who meets the following criteria:

1. Has been employed in a status position for a period equal to 10 or more years of full-time service
2. Has been an actively participating member (either through contributions made by or on behalf of the faculty member [i.e., disability waiver] or by membership in a noncontributory program) of one of the following retirement plans for at least 10 years:
   a. TIAA/CREF
   b. Fidelity Investments
3. Is age 62 or older

C. Incentive Separation Plans

For full USNH policy on Incentive Separation Plans, see Online Policy Manual (OLPM) at USY.V.C.13, available online at: http://usnholpm.unh.edu/USY/V.Pers/C.13.htm
Incentive Separation Plans are an option that Plymouth State and the other USNH institutions can offer faculty to encourage voluntary separation, including retirement. Eligibility, conditions, incentive compensation, and financial maximums can be found in the OLPM at USY.V.C.13- USY.V.C.13.8.

[section C added 6-28-04 in accord with USNH policy; revised 8-2-04 by Human Resources Office]

D. Non-Renewal of Appointment (Tenure-Track Faculty)

Faculty members (in a tenure-track line) without tenure whose appointment is not to be renewed will be so notified by the Vice President for Academic Affairs by March 15 if in the first academic year of service at the University; by December 15 if in the second academic year of service at the University; and by September 1 in the third or subsequent year. (The December 15 date is designed to give both the faculty member and the University administration an opportunity for a fair appraisal of the work of the first semester.)

If faculty members so request, they shall be advised by the Vice President for Academic Affairs of the reasons that contributed to the nonrenewal decision. They shall also have the opportunity to request a reconsideration.

Non-renewal of appointment procedures do not apply to tenured faculty.

E. Suspension

No member of the faculty shall be suspended from duty pending a full investigation of charges unless the President judges that the individual’s continued presence in the classroom or laboratory might endanger the person’s own welfare or that of the students.

F. Termination

There are three conditions under which termination of a faculty member may occur: programmatic displacement, financial exigency, or dismissal for cause.

1. Programmatic Displacement of Faculty (see OLPM at USY.V.C.9.6)

Faculty members may be terminated or displaced because of programmatic changes, according to the following principles and procedures. (Collective bargaining agreements, where they exist, establish the process for programmatic displacement of faculty rather than this policy.)

Following is the exact wording of the USNH policy (as of 6-28-04):

Decisions to change academic programs or units shall involve essentially educational considerations of a long-term nature, rather than cyclical or short-term fluctuations in enrollments. Such decisions are normally, but not necessarily, based on a thorough program review. Full participation by appropriate faculty and sufficient time—normally, an academic year—are the norm for such a review. Any program changes resulting in displacement of tenured faculty must include authorization by the Board of Trustees (USY.V.C.9.6.1).

When program review has been completed and decisions are made to consolidate, disestablish, or discontinue an academic program, those faculty members displaced as a result shall receive formal written notification of displacement (USY.V.C.9.6.1.1).:

a. The notification period for faculty without tenure shall parallel current policy concerning notification periods for non-renewal of a non-tenured appointment (USY.V.C.9.6.1.1.1).
b. The notification period for faculty with tenure shall be a minimum of 18 months (USY.V.C.9.6.1.1.2).

Fairness and due consideration must be given to individuals affected by such program changes, and all reasonable steps must be taken to avoid termination of displaced faculty members. Alternatives that shall be considered in lieu of involuntary displacement shall be: shared- or reduced-time options, early retirement, reassignment or transfer to other vacancies (including administrative positions), voluntary separation with placement support, and/or other career redirections. Where retraining is appropriate, the University System shall bear the reasonable costs (not to exceed a year’s salary [USY.V.C.9.6.1.2]).

Transfer to other units within the same institution is the primary—but by no means exclusive—method for accommodating faculty members displaced by programmatic changes. For both tenured and non-tenured faculty, the first obligation to effect a transfer (or other accommodation) is with the President of the institution at which program changes are made (USY.V.C.9.6.1.3).

If neither transfer nor other suitable opportunities are available for tenured faculty following program review, and after considering the same five factors listed in the Guidelines on Involuntary Termination Due to Factors Other Than Performance (USY.C.9.5), displaced faculty will be terminated after the notification period listed above. In event of the reestablishment within three years of a terminated program, first priority for reemployment will be given to displaced tenured faculty (USY.V.C.9.6.2).

Decisions made regarding termination of tenured faculty members are subject to grievance procedures only on the grounds of procedural and/or due process errors (USY.V.C.9.6.3).

[revised 6-28-04 in accord with USNH policy]

2. Financial Exigency (see OLPM at USY.V.C.9.7)

An employee may be terminated by an institution of the University System because of a bona fide financial exigency. A bona fide financial exigency is defined as an imminent financial crisis that threatens a System unit in its entirety as an educational institution and which cannot be alleviated by less drastic means. Further, that these reductions cannot be accomplished by normal reduction or allocation of resources as outlined in the Guidelines on Involuntary Termination Due to Factors Other Than Performance for Personnel Other Than Faculty (USY.V.C.9.5) or in the policy on Programmatic Displacement of Faculty (USY.V.C.9.6). A termination due to a bona fide financial exigency involves the following steps:

a. Before a declaration of exigency is made, the President or Chief Executive Officer of an institution will confer with the appropriate campus councils or other appropriate representative bodies and, along with the Board of Trustees, provide opportunity to participate fully with the Board in relevant discussions pertaining to financial exigency (see USY.V.C.9.7.1).

b. The Board of Trustees must make an official declaration of the existence of a financial exigency. Once the existence of a financial exigency has been declared, the President of the institution affected will, according to policies on financial exigency applicable to each, consult with appropriate representative bodies and individuals in order to identify areas to be reduced and to determine criteria to be used in identifying individuals affected (see USY.V.C.9.7.1).

In specifying these terminations, the President and the representative bodies will be guided by the principle that a faculty member with tenure will not be terminated in favor of retaining a faculty
member without tenure except where a serious distortion of the academic program would otherwise result (see USY.V.C.9.7.1).

In the words of the USNH policy, “Once financial exigency is declared, the rules of notification of termination may be waived, although every bona fide effort will be made to follow the notice procedures. It is important that minimum disruption is caused to the workflow of the institution and that staff members receive adequate notice. To that end, oral communication regarding alternatives to reduction in force should take place with the staff member as soon as feasible prior to a decision to terminate” (USY.V.C.9.7.2).

3. Dismissal for Cause (See OLPM at USY.V.C.9.8, Involuntary Termination Due to Performance)

Dismissal action may be initiated in two ways. The President of the University may initiate a dismissal action against a faculty member by charging the faculty member with deliberate and flagrant neglect of duty or moral delinquency of a grave order tending to injure the reputation of the University. A dismissal action may also be initiated by petition of a majority of the tenured faculty in a department charging a fellow department member with gross incompetence, deliberate refusal to meet professional responsibilities, or violation of professional ethics.

If dismissal action is initiated by the President, he or she shall meet with the faculty member, conduct a frank review of the problem, and seek to achieve a mutually agreeable resolution. If no agreement can be reached, the President shall send notice of dismissal to the faculty member, stating the appeal procedures available. The dismissal case will become an issue for the Review Committee only at the request of the faculty member being dismissed.

If dismissal action is initiated by a majority of the tenured faculty members in a department, they shall send a statement of charges to the President and to the faculty member whose dismissal is being requested. The dismissal case will become an issue for the Grievance Resolution Committee at the request of the faculty member whose dismissal is being sought, or the President of the University, or the tenured faculty who initiated the dismissal action.

Whether action is initiated by the President or by a majority of the tenured faculty members in a department, if the Grievance Resolution Committee concurs in recommending dismissal, the faculty member may request, through the Faculty Speaker, establishment of an Appeal Committee to review the case again. The request by the faculty member shall be made within one week of the date on which he or she has been informed of the Grievance Resolution Committee decision. The Appeal Committee shall consist of five tenured faculty members, none of whom shall be members of the Grievance Resolution Committee or of the same department as the faculty member being charged. They shall be chosen by the Faculty Speaker and the Faculty Representative to the Board of Trustees for their standing in the University community and for their objectivity, both in general and in respect to the issue at hand. The Appeal Committee shall elect a Chair and determine its own rules of procedure. As a first order of business, the Committee shall establish a timetable in consultation with the faculty member being charged and the party seeking dismissal. Each side shall be given timely notice of the hearing and advised of its right to be present at any meeting at which evidence is introduced and to be assisted and represented by counsel. Witnesses may be called by either side or by the Committee to give testimony, and written statements may also be taken and considered by the Committee. Each side shall be entitled to know the identity of all persons who have communicated with the Committee about the case and to question all persons who have given evidence. If the faculty member’s professional competence is challenged, he/she may select one or more scholars in his/her own field, either from the University or some other institution, to appraise his/her qualifications; but in that event, the party seeking the dismissal may do the same. It shall be left to the Committee’s
discretion to determine, after consultation with both sides, whether the hearing shall be public or private.

The Appeal Committee shall keep a complete record that shall include all evidence and arguments as well as the final vote and dissenting opinions, if any. At the conclusion of the hearing, this record shall be available upon request to either party. The Committee’s consideration of the case shall be based solely on the evidence and arguments presented at the hearing.

Within 15 working days of the conclusion of its deliberations, the Committee shall make its recommendations to the University President, who will implement them. Copies of recommendations will be sent to the faculty member charged, the Chair of the Grievance Resolution Committee, and to the party seeking the dismissal. If the President should determine that implementation of the Committee’s recommendation(s) is impossible or would cause grave harm to the University, he or she shall, within 15 calendar days, so inform, in writing, the Chair of the Appeal Committee, setting forth in detail the reasons underlying his/her determination.

[section 2.9.F.3 revised by Faculty 4-7-2010]

2.10 Faculty Development

A. Sabbatical Leave

Faculty members are eligible for leave for professional improvement that will result in specific benefit to the campus and/or the University System. Such leave shall be available as a matter of privilege rather than right and shall be granted to an eligible faculty member only in those cases where the criteria set forth below are met.

1. Eligibility: Faculty members with the rank of Assistant Professor and above shall become eligible upon the completion of six years of full-time service at the institution. Years of service shall count from the date of full-time appointment to the rank of Instructor or above or from the ending date of the previous sabbatical leave. All leaves of absence (with or without pay) shall be excluded in determining years of service for this purpose, as shall all years of less than full-time service.

2. Criteria: applications for sabbatical leave shall be judged on the quality of the proposal; the relation of the project to the discipline, the department, and the University; the contribution of the project to the scholarly/professional activity and the teaching of the applicant; the expected results; and the institutional costs, including the impact on the department’s teaching and other activities.

3. Procedures: Applications for sabbatical leave shall be made to the President via the Provost and Vice President for Academic Affairs and the Department Chair, using a form and a timetable established by the Vice President for Academic Affairs office.

4. Types of Sabbatical Leave: For faculty on an academic year appointment: one semester at full salary or two semesters at half salary. For faculty on 12-month appointment: up to six months at full salary or 12 months at half salary. In exceptional cases, shorter leaves at more frequent intervals (e.g., one semester’s leave at half salary after three years) may be granted or even requested by the University to allow for greater flexibility than is attainable on a six-year cycle.
5. Conditions: Recipients of sabbatical leaves are permitted to receive income for professional activities without prejudice to their receipt of income from the University System, provided the activity is approved by the Vice President for Academic Affairs. The faculty member may not undertake full-time employment while on leave, unless an exceptional case is approved by the President.

Upon return from leave, the faculty member is expected to submit a report summarizing the professional activities accomplished during the leave to the Department Chair, the Vice President for Academic Affairs, and the President.

The University may require that the faculty member return to service for a specific period after sabbatical leave or reimburse the University the full amount of salary and benefits paid during the leave.

6. Benefits: the salary used for the purpose of benefits calculation for a faculty member granted sabbatical leave will be the regular salary (base salary) at the time the leave begins.

For extended leaves at half pay, the University will maintain its full contribution to fringe benefits if matched by the faculty member. Arrangements should be cleared in advance with the Human Resources Office.

B. Educational Leave

Leaves of absence for professional improvement are ordinarily reserved for those members of the faculty who have completed advanced academic preparation. Exceptional leaves to pursue advanced (terminal) degrees may be made at the discretion of the President if (1) completion of formal advanced study will strongly promote the interests of the University, and (2) the individual has shown substantial progress toward completing such study while employed at the institution.

Such leaves of absence for educational purposes will ordinarily be leaves without pay. Terms and conditions of these leaves will be subject to University and University System policies.

C. Other Leaves

It may occasionally be in the best interests of the University and the faculty member to grant an individual a paid or unpaid leave to pursue a specific project, e.g., a short-term retraining leave, an unpaid leave to enable a faculty member to participate in an exchange program, etc. Terms and conditions of these will be subject to University and University System policies (section 2.14, Leaves).

D. Travel: Research, Conferences

Faculty are encouraged to travel to conferences to present papers and otherwise participate in the activities of their disciplinary organizations. Academic departments are assigned faculty travel funds as part of their budgets. In addition, the Deans have separate funds for faculty development. A major use of this fund is for travel to do research and present papers. The Academic Affairs website has forms to be used to apply to the fund for specific projects.

E. Faculty Tuition Waiver

For full USNH policy on Tuition Benefits, see Online Policy Manual (OLPM) at USY.V.A.4.7, available online at: http://www.usnh.edu/olpm/USY/V.Pers/A.htm
Summary information about tuition remission benefits for faculty and faculty spouses/domestic partners and children is given in this handbook, under section 2.15 Fringe Benefits, C. Institutional Benefits.

[revised 6-28-04]

F. Grants

The Vice President for Academic Affairs and the academic departments have information about grants and sponsored research. Faculty members are encouraged to seek outside funding. Note: Any PSU employee who is responsible for the design, conduct, or reporting of activities funded or proposed for funding by external sources which are overseen by Plymouth State University falls under the Financial Conflict of Interest policy, included as section 2.11 below.

Faculty are encouraged to contact the Office of Sponsored Programs early in the development of the grant application. Final grant proposals are due for internal review at a minimum of one week prior to the due date for application. All grant applications, including sub-awards, require approval of the Provost and VPAA and the VP for Finance and Administration.

G. Distinguished Teaching Award

Each year, nominations are solicited from the campus community and alumni for the Distinguished Teaching Awards. A panel, consisting of the Associate Vice President for Undergraduate Studies and past recipients of the award, chooses the award winner. This individual receives a stipend of $1,200, and a calligraphic scroll. The award winner’s photograph will be placed in the Distinguished Teacher Award Gallery in Lamson Library. The Graduate and Undergraduate Distinguished Teachers serve as Faculty Marshall during the next academic year.

2.11 Financial Conflict of Interest

Note: The following section specifies Plymouth State University’s policy regarding financial conflict of interest. For USNH policy regarding conflict of interest, see section 2.12 Teaching Load…, B. Outside Employment/Consulting/Conflict of Interest, C. Professional Consulting Activities of Full-Time Faculty, and D. Professional Activities of Part-Time Faculty.

A. Statement of Need and Purpose

Grants and externally sponsored research are important aspects of Plymouth State University’s outreach program. As these activities grow in sophistication and complexity, they intersect increasingly with industrial explorations and entrepreneurial ventures, creating for investigators the potential for conflict of interest.

A conflict of interest exists when it can be reasonably determined that an investigator’s personal financial concerns could influence and lead to abuses in the design, conduct, or reporting of sponsored research activities overseen by Plymouth State University. Faculty and staff of Plymouth State University have an obligation to scrupulously maintain the objectivity of their projects and research, avoiding any actual, potential, or perceived conflict of interest.

Plymouth State University has developed this policy to protect the integrity of these programs and to comply with federal regulations. It is the intent and policy of Plymouth State University, as an
institution of higher education in receipt of federal funds, to comply with present and future regulations. To that end, this policy is subject to further refinements as other rules are published.

Specifically, the intent of this policy is to identify and eliminate or manage any possible threat to research objectivity at PSU. The main components are disclosure of employees’ significant financial ties to parties who might be affected by the research, and application of methods to minimize or eliminate the risks associated with such connections. It is not meant to discourage, but rather to safeguard, the pursuit and dissemination of knowledge.

B. Applicability

This policy becomes effective October 1, 1995, and applies to any employee of PSU who is responsible for the design, conduct, or reporting of activities funded or proposed for funding by external sources that are overseen by Plymouth State University.

Investigators submitting proposals for newly funded projects must ensure that all participants in the project who are responsible for the design, conduct, or reporting of the research submit the proper Financial Disclosure Statement to the PSU Grants Office.

Individuals who come to work on an established project through reallocation of effort, hiring, transfer, promotion, etc. and thereby become responsible for the design, conduct, or reporting of the research must submit a Financial Disclosure Statement to the Grants Office before beginning work on the project.

3. If the individual and his/her immediate family have no significant financial interests related to the project, work may begin as soon as the null Financial Disclosure Statement is submitted to the University.

4. If significant financial interests exist, the individual may be asked to delay work on the project until the Grants Process Committee (see section E. Review of Disclosures below) has reviewed and acted upon the information and the individual has agreed to abide by any conditions or restrictions imposed by the Committee.

Collaborators from other institutions and visiting scientists must either comply with this policy or provide certification to the PSU Grants Office that their institutions are in compliance with pertinent federal policies and that their portion of the project is in compliance with their institutional policies.

C. Financial Disclosure

Any PSU employee responsible for the design, conduct, or reporting of research activities funded or proposed for funding by external sources overseen by Plymouth State University must reveal all significant financial interests that relate to the research. In addition, such information must be disclosed for the employee’s immediate family which is defined as his/her spouse or domestic partner and dependent children.

Significant financial interest is defined as any current financial interest that could reasonably appear to be directly and significantly affected by the activities proposed for funding, or having to do with entities (companies, corporations, or other business enterprises) whose financial interest might reasonably appear to be directly and significantly affected by such activities.

1. Specifically, significant financial interest might include, but is not limited to, any of the following:
a. Anything of significant monetary value, including salary or other payments for services, such as consulting fees or honoraria
b. Direct equity interests, such as stock, stock options, or ownership interests
c. Intellectual property rights owned by the investigator, such as patents, copyrights, and royalties from all rights

2. The term does not include:
   a. Financial interests in business enterprises or entities if the value of such interests does not exceed $10,000 or represent more than a 5 percent ownership interest for any one enterprise or entity when aggregated for the investigator and his/her immediate family
   b. Salary, royalties, or other remuneration from PSU
   c. Income from seminars, lectures, or teaching arrangements sponsored by public or nonprofit entities
   d. Income from services on advisory committees or review panels for public or nonprofit entities

D. Disclosure Statements

All Disclosure Statements and related documents are considered sensitive information, and only those persons involved in the implementation of this policy will have access to such records.

Financial disclosures will be made using the Plymouth State University Financial Disclosure Statement. With this form, employees will either certify that they and their immediate family hold no significant financial interest to the research or indicate the existence of relevant financial interests and attach a full description and documentation.

Financial Disclosure Statements and any documentation should be submitted in a sealed envelope marked “Confidential” to the Grants Accounting Office. Submission of the necessary disclosures must be accomplished before a proposal for external funding will be endorsed and forwarded to a sponsor on behalf of PSU.

Employees are responsible for updating their records of significant financial interest so that accurate current information is on file with the University at all times. Updated financial disclosure statements must be submitted to the Grants Accounting Office within 15 days of a change in the circumstances surrounding the individual’s significant financial interests during the funded period of a project or while a proposal is pending.

E. Review of Disclosures

The general purpose of the review process is to help the investigator and the University in avoiding threats to research or project integrity while protecting and furthering the research or project goals.

Before an award is accepted, the Vice Provost for Research & Engagement will review all disclosure statements that indicate the existence of relevant financial interests. The Vice Provost will refer the statement to the Grants Process Committee as needed. Members of the Committee are the Provost/Vice President for Academic Affairs, the Associate Vice President for Academic Administration and Finance, the Chair of the Research Advisory Council, the Vice President for Financial Affairs, the Vice Provost for Research & Engagement, and other guests as needed.

The Committee will be responsible for determining whether or not an actual, potential, or apparent conflict of interest exists, i.e., whether the financial interest of the employee could reasonably be expected to affect the design, schedule, conduct, or reporting of the activities proposed for funding.
The Committee may request additional clarifying information from the individual, which will be treated as non-public information to the extent allowed by law. The Committee may also solicit from investigators recommendations for conflict management plans.

If an updated Financial Disclosure Statement is submitted during the funded period of a project, the Grants Process Committee will review the new information within 30 days of receipt to determine whether the changed circumstances pose an actual or apparent conflict and to decide what, if any, modification of the conflict management plan (see next section) should be made. Continued participation by the employee on the project is contingent upon certification to abide by any new conditions or restrictions imposed by the Committee.

If an updated Financial Disclosure Statement is received during the time a proposal is pending, PSU will defer acceptance of the award until the Grants Process Committee has reviewed and acted upon the new information.

F. Management Plans for Conflict

If the Committee determines that an actual, potential or apparent conflict of interest exists, it will recommend acceptance of the sponsored project, refusal of the project, or acceptance with conditions. Conditions or restrictions imposed to manage, reduce, or eliminate the conflict may include, but are not limited to, the following:

1. Public disclosure of significant financial interests
2. Monitoring of the research by independent reviewers
3. Disqualification from participation in all or part of the project
4. Divestiture of significant financial interests
5. Severance of relationships creating conflict

In all cases, resolution of the conflict or establishment of an acceptable conflict management plan must be achieved before PSU will accept an award.

G. Appeals

Appeals of the Disclosure Review Committee’s decision may be made to the University President, who will consult with the investigator and the Committee and make a final determination within 30 days of the submission of the appeal.

H. Compliance

As part of the Financial Disclosure Statement, each employee must certify that if the Disclosure Review Committee determines that a conflict exists, the employee will adhere to all conditions or restrictions imposed upon the project and will cooperate fully with the individual(s) assigned to monitor compliance.

I. Enforcement

Failure to properly disclose relevant financial interests, or to adhere to conditions or restrictions imposed by the Disclosure Review Committee, will be considered a deviation from accepted standards of conducting research or projects at PSU.

Alleged violations of this policy will be investigated by the Disclosure Review Committee, which will make recommendations for action to the President. Breaches of policy include failure to file the
necessary disclosure statements; knowingly filing incomplete, erroneous, or misleading disclosure forms; violation of federal guidelines; or failure to comply with procedures prescribed by the Committee. If the President determines that the policy has been violated, he/she may impose sanctions, including notification of sponsor and termination of award; formal admonition; a letter to the employee’s personnel file; and suspension of the privilege to apply for external funding.

J. Records

The Office of Sponsored Programs will maintain records of all disclosures and associated activities securely and confidentially.

All records will be maintained for three years following termination or completion of the projects or resolution of any government action involving the records.

Records will not be routinely provided to sponsors unless such is an agency requirement, the agency submits a written request, or PSU is unable to satisfactorily manage an actual or potential conflict of interest. The Office of Sponsored Programs will not be responsible for communications with sponsors. Disclosure Statement and associated information will not be released without notifying the investigator.

2.12 Teaching Load, Conflict of Interest, Consulting, and Other

A. Academic

Responsibility for scheduling faculty assignments for instruction, research, and service rests with the Department Chair, the Dean, the Vice President for Academic Affairs, and the President. Normal full-time teaching load is 12 credits per semester. Four hours of office hours per week shall be held by faculty members. Assignment to University committees may be made by appointment or election (depending on the committee).

B. Outside Employment/Consulting/Conflict of Interest

For full USNH policy on Conflict of Interest, see Online Policy Manual (OLPM) at USY.V.D.7, available online at: http://usnholpm.unh.edu/USY/V.Pers/D.7.htm

In the words of the USNH policy, “Faculty and staff are encouraged to participate in professional activities as a means of improving not only their own competence and prestige, but the prestige of the University System of New Hampshire as well. While engaging in these activities, faculty and staff have an obligation to avoid ethical, legal, financial, and other conflicts of interest to insure that their outside activities and interests do not conflict with their primary employment responsibilities at the institution.” (USY.V.D.7.1)

Also in the words of USNH policy, “In addition to the general reference to Conflict of Interest in this policy, it is any misuse of USNH facilities, equipment, or services as well as any employment or community service that interferes significantly with scheduled work.” (USY.V.D.7.1)

“Faculty and staff members must be sensitive to the potential for conflict of interest in professional activities. The fact that the USNH is a public institution must always be kept in mind.” (USY.V.D.7.2)

[revised 6-28-04 in accord with USNH policy]
C. Professional Consulting Activities of Full-Time Faculty

1. **Purpose:** “This policy is intended to establish guidelines for faculty who receive compensation during the appointment period other than that paid by USNH for either teaching or a professional expertise in the areas of consulting, research, or service.” (USY.V.D.7.3)

   “It is understood that faculty regularly engage in normally unpaid activities such as holding office in a scholarly or professional organization or editorial office, or duties for a learned journal, writing books or articles, attending professional meetings, colloquia, symposia, site visits and similar gatherings, and the *ad hoc* refereeing of manuscripts. These scholarly activities further the mission of the University System by facilitating the development and dissemination of knowledge. Within reasonable limits, faculty are encouraged to undertake such duties, which are not specifically governed by this policy.” (USY.V.D.7.3.1)

   “To the extent that compensated consulting activities involve faculty members’ professional expertise, further the status of their profession, and contribute to their own professional competence, these activities are also encouraged. All such activities (including uncompensated ones), however, should meet the criteria of balance, appropriateness, and avoidance of conflict of interest.” (USY.V.D.7.3.2)

2. **Compensated Professional Activities for Faculty** (see OLPM at USY.V.D.7.4): Any full-time faculty member may engage in such compensated professional activities and is encouraged to do so, subject to the following conditions:

   a. The activities should sustain or improve the faculty member’s own professional prestige.
   b. The activities should be within the professional competence of the faculty member.
   c. On average, the total commitment to the activities should not exceed a time equivalent of one day during each five-day academic week on the average during the appointment period.
   d. The Vice President for Academic Affairs, through the Dean and Chair of the faculty member’s department, should be informed of the activities. Agreement between the Chair and the faculty member should be reached that the activities satisfy a–c above. When required, the confidentiality of a client will be honored.
   e. Faculty members are primarily responsible for avoiding any potential conflict with both their campus obligations and USNH policies.

   If such activities are expected to require more time in a given situation, arrangement should be made with the Department Chair, Dean, and the Vice President for Academic Affairs (see OLPM at USY.V.D.7.4.5).

   [*revised 6-28-04 in accord with USNH policy]*

D. **Professional Activities of Part-Time Faculty**

Either the Department Chair or the equivalent unit administrator must be informed of any change in the status of the following activities. “At the time of and during employment in USNH, part-time faculty must not: engage in activities that interfere with their USNH responsibilities, have conflict of interest with either USNH or campus policies, abuse the association with USNH for personal financial gain, or bring discredit on USNH.” (USY.V.D.7.6)

   [*revised 6-28-04 in accord with USNH policy]*

E. **Use of University System Facilities, Supplies, Equipment, Services, Letterhead, or Name**
Faculty and staff members shall not use University System facilities, supplies, materials, equipment, or services for professional activities without first obtaining approval of the appropriate Department Chair, Director, Dean, or Vice President and arranging for the payment of the total cost for such use. Such prior approval is not necessary, however, when facilities, supplies, materials, equipment, and services are generally available to University System faculty and staff members upon the payment of an established fee (see OLPM at USY.V.D.7.11).

The name of the University System or the campuses may be used in connection with professional activities where necessary to identify the faculty member but may not be used to imply that the University System officially supports, endorses, insures, or guarantees the results of the professional activity. When the potential for confusion about official endorsement exists, an appropriate disclaimer should be used, such as, “This report was written by _________ in his/her private capacity. No official support or endorsement by the University System of New Hampshire or (name of campus) is intended or should be inferred” (see OLPM at USY.V.D.7.11.1).

[revised 6-28-04 in accord with USNH policy]

F. Goods or Services Personally Benefiting Faculty

“As faculty or staff members who would benefit financially from the supplying of goods or services to the University System by any prospective supplier may not participate in the decision process leading to the choice of supplier.” (USY.V.D.7.12)

“As faculty or staff members who have or who reasonably anticipate having either an ownership interest, a significant executive position in, or a consulting or other remunerative relationship with a prospective supplier may not participate in the recommendation of, drafting of specifications for, or the decision to purchase the goods or services involved.” (USY.V.D.7.12.1)

“As faculty or staff members who know that a member of their family (or any person with whom they have a personal or financial relationship) has an ownership interest or a significant executive position in a prospective supplier are also disqualified from participating in the process of the purchasing of goods and services.” (USY.V.D.7.12.2)

“As faculty or staff members whose sole ownership interest in a potential supplier is held by a fiduciary [such as TIAA/CREF, a blind trust, or a mutual fund] that has the power to acquire or dispose of the interest without consultation with the faculty or staff member are not disqualified from participation in the purchase decision.” (USY.V.D.7.12.3; words in brackets not in policy)

“When a faculty or staff member is disqualified from participating in a procurement decision, the fact of the disqualification and the reason for it must be reported to others involved in the decision. If necessary, a substitute may take the staff member’s place under procedures established by the appropriate administrative official.” (USY.V.D.7.12.4)

[revised 6-28-04 in accord with USNH policy]

G. Appropriation of Institutional Services or Business Opportunities

“As a part of its mission of public education, USNH becomes involved in activities that may be competitive in nature. In areas where USNH is providing goods or services that are also available outside USNH, faculty, staff members, and administrators are prohibited from appropriating business opportunities from USNH.” (USY.V.D.7.13)
“Appropriation in this context means to take or make use of without authority or right and is intended to prohibit the taking, through use of the USNH name, equipment, facilities, or supplies, or by action of a faculty or staff member or administrator, of those services or business opportunities that ordinarily would have been contracted or supplied by USNH, except in areas of business or service where no specific advantage is gained by virtue of one’s employment duties or responsibilities.”

(USY.V.D.7.13.1)

[revised 6-28-04 in accord with USNH policy]

2.13 Working Conditions

A. Academic Regalia

The Plymouth State University Bookstore rents regalia for faculty members to wear for Commencement and convocation exercises.

B. Copyright Policy

A complex U.S. copyright law went into effect on January 1, 1978. One portion of the law authorizes faculty members to reproduce some copyrighted works without paying royalties or securing permission. However, because publishers, filmmakers, and others interested in strengthening the rights of copyright owners have shown considerable interest in the copyright policies and practices of higher education, faculty members might benefit from legal assistance in this area. The following are general guidelines under current law. If you have questions or would like advice on specific aspects of the law as they may apply to your area of responsibility, please call the Office of the General Counsel (868-1800) of the University System of New Hampshire.

1. Photocopying

Unrestricted Copying: anyone may reproduce without restriction (a) published works never copyrighted; (b) published works whose copyrights have expired; (c) U.S. Government publications.

Limited Copying: Faculty may reproduce copyrighted works for classroom use and for research without securing permission and without paying royalties when the circumstances amount to what the law calls “fair use.” It is generally fair use for faculty members to copy supplementary items for such purposes as filling in missing information or bringing materials up-to-date. But fair use is a multifaceted concept. There is a lively dispute as to the extent of permissible copying, particularly for classroom use. The spirit and letter of these guidelines should be observed.

a. Single Copies: For teaching, including preparation, and for scholarly research, a faculty member may make or have made a single copy of:

1) A chapter from a book
2) An article from a journal, periodical, or newspaper
3) A short story, essay, or poem
4) A diagram or picture in any of those works

b. Multiple Copies: For one-time distribution in class to students, a faculty member may make or have made multiple copies if he or she

1) makes no more than one for each student, and
2) includes the notice of copyright (writes it on the first sheet or copies the page on which it appears), and
3) is selective and sparing in choosing poetry, prose, and illustrations, and
4) makes no charge to the student beyond the actual cost of the photocopying.

The right to make multiple copies is strengthened if the copying will not have a significant effect upon the potential market for the work (this is probably the most important factor), or there is insufficient time to seek permission from the owner of the copyright.

2. Copying Requiring Permission

Faculty members should obtain permission to make copies for:

a. Repetitive copying or use of materials for successive terms
b. Copying for profit
c. Unpublished works
d. Consumable works, including such items as workbooks and standardized tests

3. Videotape Copying

Off-air and cable programs may be recorded without permission by nonprofit educational institutions for instructional purpose under the following circumstances:

a. That the recording is used only in the first 45 calendar days after its transmission
b. That the recording is destroyed or erased immediately after 45 calendar days have elapsed
c. That each instructor show the recording no more than once, unless one additional showing is necessary for reinforcement
d. That recorded materials are not altered, combined, or merged to create anthologies
e. That copies include the copyright notice as broadcast with the program

4. Musical Materials

Permissible Copying: Copying of published compositions and recordings is permissible under the following circumstances:

a. When necessary to replace purchased copies for an imminent performance
b. When copies will be used for academic purposes other than performance and consist of less than a performable unit of the work and less than 10 percent of the entire work
c. When a sound recording is used for creating aural exercises or examinations

Prohibited Copying: Copying of published compositions and recordings is prohibited under the following circumstances:

a. When copies are to create or replace anthologies or collective works
b. To replace workbooks, exercises, or standard tests
c. To substitute for purchase of music
d. When copies fail to include the copyright notice on the original copy

C. Human Subjects Policy

Federal regulations and University policy require that researchers using human subjects take steps necessary to protect the rights, safety, and welfare of the persons involved. Such research must be reviewed and approved in advance by the Institutional Review Board.
D. Hazardous Materials/Toxic Substances Exposure

Under state law, all employees have a right to be informed of the presence of hazardous materials in the workplace. Work areas where hazardous materials are used or stored must be posted conspicuously, and information about such materials must be provided. Employees may request information about toxic substances to which they may be exposed. If such information is not made available within five working days from the date of request, employees may refuse to work with the substance.

Employees may not be disciplined for filing a complaint or instituting any proceedings relating to their rights under RSA 277-A Toxic Substances in the Workplace (also known as the “Worker’s Right to Know Act”). Any employee who perceives that such action has been taken may use the grievance procedure to seek redress and/or file a complaint with the New Hampshire Commission of Labor within 30 days.

E. Hazardous/Toxic Waste

All persons using toxic materials must use care in their disposal. For further information, contact the Director of Physical Plant.

F. Political Activity

The following policy governing political activity was adopted by the Board of Trustees in 1950. It was reaffirmed in 1956 and again in 1964. Refer to USNH Online Policy Manual at USY.V.D.8:
http://usnholpm.unh.edu/USY/V.Pers/D.8.htm

1. This policy is intended to express the System’s desire to facilitate free discussion of all points of view to the extent permitted by the Constitution of the United States and of the State of New Hampshire.

2. The rights of assembly and freedom of speech within the University System of New Hampshire shall be limited only to the extent applied to other citizens for the purpose of preventing assembly for illegal purposes or the advocacy of overthrow of government by force. Such rights shall be respected according to their meaning and application under law and within the function and program of the System.

3. Reasonable use may be made of institutional facilities for political meetings and discussions.

4. Outside speakers may be invited to address groups on the same basis as speakers invited to address student organizations.

5. The University System does not accept responsibility for views expressed or entertained by either speakers or groups, except as stated in paragraph 1.

6. Participation of faculty members in political action is governed by Paragraph 1 (B) of the 1940 Statement of Principles of the American Association of University Professors that reads: “The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks, or writes, as a citizen, he should be free from institution censorship or discipline; but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public might judge
his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.”

[revised 6-28-04 in accord with USNH policy]

(See also Faculty Handbook section 2.4 Faculty Roles and Responsibilities, A. Academic Freedom)

G. Political Office

The USNH Board of Trustees has the following policy in connection with holding political office (USY.V.D.8.8):

“The Board of Trustees will not object to any member of the faculty or staff of the University running as a candidate for political office. However, should the amount of time required by the office or the candidacy for the office be such as to materially affect the time the faculty or staff member is expected to spend on his/her University System position, he/she may be required to take a leave of absence or the terms and conditions of his/her employment may be amended.”

[revised 6-28-04 in accord with USNH policy]

H. Alcohol Service for University Events

Any scheduled events at Plymouth State University that involve the sale, service, or presence of alcoholic beverages must occur with the proper alcoholic beverage licenses as required by New Hampshire state law. Also, all Town of Plymouth ordinances that pertain to alcoholic beverage service and “open container” of alcohol laws must be adhered to on University property. (Individual living spaces are not covered by this policy, but for students are covered by Residential Life Policy.) Event scheduling and approval responsibilities lie with the Office of the Hartman Union that maintains the University’s liquor license. The Hartman Union staff or designees (e.g., trained servers, such as the food services contractor) will be the only agents of the University allowed to serve alcoholic beverages, in order to assure compliance with state law.

[revised 6-28-04 in accord with PSU policy]

For full details, refer to the PSU policy on alcohol service: http://usnholpm.unh.edu/PSU/III.Admin/B.htm

I. Drug-Free Workplace

[new heading 6-28-04 in accord with USNH policy]

Using, possessing, or being under the influence of alcoholic beverages or any controlled drugs as defined in RSA 318-B (Controlled Drug Act) during working hours by University System employees is prohibited. Exceptions are the use of drugs in accordance with physician prescription or consumption of alcoholic beverages during Presidentially endorsed University functions. Safety considerations and concern for the image of the University require discretion in the use of alcoholic beverages either on or away from University System property.

The University System of New Hampshire is fully committed to insuring a drug-free workplace. To that end, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance in the workplace. Violation of this prohibition may result in a variety of personnel actions, including but not limited to a warning, reprimand, suspension, or discharge. In addition, said employees may be referred to counseling, rehabilitation, and employee
assistance program or other treatment option. As a condition of employment, all USNH employees must abide by the terms of this procedure and must report to the campus Human Resources Office any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

[revised 6-28-04 in accord with USNH policy]

Guidelines for governing use of alcohol and drugs, as well as personal handling of alcoholism or drug addiction, are described in the USNH Online Policy Manual at USY.V.D.2: http://usnholpm.unh.edu/USY/V.Pers/D.2.htm

J. Smoking

For full USNH non-smoking policy, see Online Policy Manual (OLPM) at USY.V.D.4, available online at: http://usnholpm.unh.edu/USY/V.Pers/D.4.htm

New Hampshire Law RSA 155:64-77, Indoor Smoking Law, strictly regulates smoking in enclosed places accessible to the public.

In compliance with the law, smoking will be totally prohibited in all Plymouth State University buildings. Additionally, smoking is prohibited in all University-owned vehicles.

A person who smokes in a non-smoking area is guilty of a violation of the law.

Complaints and the administration of appropriate remedies/discipline will be handled by the Human Resources Office.

K. Communicable Diseases

For the full USNH policy on Communicable Diseases, see the Online Policy Manual (OLPM) at USY.V.D.10, available online at: http://usnholpm.unh.edu/USY/V.Pers/D.10.htm

1. Definition

The Department of Health and Human Services and the Centers for Disease Control define diseases considered communicable. Communicable diseases include, but are not limited to, hepatitis, meningitis, mumps, HIV/AIDS, whooping cough, measles, diphtheria, chicken pox, tuberculosis, avian influenza, and any other disease that could result in a pandemic.

2. Nondiscrimination

The University System of New Hampshire and PSU will comply with the Americans with Disabilities Act (ADA), which requires that federal protection in housing and employment be granted to faculty, staff members, and students who are infected with a designated communicable disease. Retaliation against an infected faculty or staff member is prohibited.

3. Confidentiality

USNH and PSU are committed to maintaining a safe work environment for faculty, staff members, and students. All medical information concerning faculty, staff members, and students infected with a communicable disease or its related conditions will be treated confidentially as required by the Health Insurance Portability & Accountability Act (HIPPA). For the full USNH
policy on HIPPA, see the Online Policy Manual (OLPM) at USY V.C.15, available online at:
http://usnholpm.unh.edu/USY/V.Pers/C.15.htm

[revised 6-28-04 in accord with USNH policy; revised 11-28-07 by PSU Human Resources Office]
2.14 Leaves

For full and up-to-date information on the topics below, please refer to the USNH Online Policy Manual at: [http://usnholpm.unh.edu](http://usnholpm.unh.edu) (particularly the “USY” manual of the USNH Administrative Board). Information on employee benefits may be found as a section within this manual, at USY.V.A., online link at: [http://usnholpm.unh.edu/USY/V_Pers/A.htm](http://usnholpm.unh.edu/USY/V_Pers/A.htm)

A. Leaves With Pay

1. Holiday

   Official holidays are listed online at: [http://www.usnh.edu/olpm/USY/V_Pers/A.htm](http://www.usnh.edu/olpm/USY/V_Pers/A.htm)

2. Sick

   Faculty accumulate personal sick leave at the rate of 1.25 days each month. For more information, refer to section 4.12 of the USNH Online policy Manual, [http://www.usnh.edu/olpm/USY/V_Pers/A.htm](http://www.usnh.edu/olpm/USY/V_Pers/A.htm)

3. Disability

   The University System provides payments for interim disability and long-term disability insurance to cover faculty in cases of serious illness or injury. In the intervening six-month period, from the date of disability to the date of commencement of long-term disability benefits coverage, the University System will provide for interim disability under the following formula: Full pay for a period of six months or full pay for the period of time between the exhaustion of sick leave benefits and the onset of long-term disability, whichever is less. Employees will not earn sick leave time while on interim disability nor have personal use of the tuition waiver.

   [revised 1-22-13 by USNH Human Resources]


4. Military

   Faculty members will be granted military leave of absence without pay by the President upon voluntary or involuntary assignment to extended active duty with the United States armed forces. Military leave continues throughout the period of active duty.

   Upon returning from military duty, faculty members will be restored to positions of seniority, status, and salary equivalent to their former positions when they present to the Director of Human Resources a Certificate of Service (Form DD214) which relates to the satisfactory completion of military service; have requested reinstatement within 90 days following such completion; and are qualified physically and mentally to perform the duties of the job. The reemployment rights described shall apply unless the circumstances of the campus or the University System have so changed as to make it impossible or unreasonable to provide those rights.

   Temporary military leave may be granted to full-time employees by the appropriate administrative officer for not more than 22 days in any 12-month period for the purpose of reserve training or active duty required by the military unit. Faculty on temporary military leave
will be paid the difference between their regular salaries and military pay if the latter is less than regular pay. Military leave will not count against vacation time, and sick leave will continue to accumulate during temporary military leave.

(See USNH Online Policy Manual at: http://www.usnh.edu/olpm/USY/V.Pers/C.17.htm)

5. **Jury**

A temporary leave of absence will be granted to members of the faculty by the appropriate campus administrators so they can fulfill civic responsibility when summoned for jury duty. Faculty members must notify the supervisor when they learn that they will need such a leave so that arrangements can be made for their absence. In many cases, it is possible to have the term of jury duty moved to a time when they do not have teaching duties. This can be arranged if the supervisor can show that it would be a hardship on the department to find a replacement.

If called for jury duty, USNH policy says, “The University System will pay the difference between the individual’s regular budgeted salary and jury duty pay or subpoenaed witness fee (not including reimbursement for expenses) during the period of service. As an alternative, the individual serving may receive full pay for the period of service by remitting to the institution the compensation received from the court (not including reimbursement for expenses).”

(For the full USNH policy on Jury Duty and Witness Leave, see Online Policy Manual at: http://www.usnh.edu/olpm/USY/V.Pers/C.20.htm)

[revised 1-22-13 by USNH Human Resources]

6. **Bereavement**

Faculty are entitled to five days of bereavement leave (at full pay) for the death of an immediate family member and one day (at full pay) for the death of other relatives. If additional time is required because of a death in the family, special arrangements may be made within the faculty member’s department.

For definitions of “immediate family” and “other relatives,” see the full USNH policy on Bereavement Leave in the Online Policy Manual at USY.V.A.4.14, available online at: http://www.usnh.edu/olpm/USY/V.Pers/A.4.htm

[revised 1-22-13 by USNH Human Resources]

7. **Family and Medical Leave Act (FMLA)**

See http://www.usnh.edu/olpm/PSU/V.Pers/C.htm for a complete description of the policy.

When a faculty member anticipates being, or is, out of work for more than five days due to medical concerns, she/he must contact Human Resources to invoke the Family and Medical Leave Act (FMLA). A Request for Leave form will be given to the faculty member to fill out and have his/her Department Chair sign. The Department Chair must apprise the Provost’s office whenever a faculty member has invoked Family and Medical Leave. Human Resources will work with the faculty member to facilitate the FMLA process and any questions regarding the leave. See http://www.usnh.edu/olpm/PSU/V.Pers/C.htm
B. Leaves Without Pay

For the full USNH policy on Leaves Without Pay, see Online Policy Manual (OLPM) at USY.V.C.16, available online at: http://www.usnh.edu/olpm/USY/V.Pers/C.16.htm

Leaves of absence without pay may be granted to members of the faculty by the President and are reported to the Board of Trustees. Applications shall be submitted to the President through the supervisor and appropriate Vice President. Each application is decided upon its individual merits, after consideration of the advantages and disadvantages to the campus and the University System. Leaves are ordinarily not granted for a period of more than one year.

Faculty on leave without pay do not accumulate sick leave and are not eligible for tuition assistance. In cases of leaves without pay that are 120 days or fewer in duration, all benefits will be maintained. For those benefits wherein an employee contribution is normally in effect, the employee must pay for the benefit and the USNH will also continue its level of contribution. In cases of leaves without pay that are greater than 120 days duration and are of benefit to the institution (as determined by the institution), the payment of benefits will be negotiable, with the approval of the Vice President for Academic Affairs and the President. In cases of leaves without pay that are greater than 120 days and are of personal convenience, the payment of benefits will be borne by those on leave.

[revised 8-3-10 by Human Resources Office]

2.15 Fringe Benefits

All policies, benefits, and procedures apply to members of the faculty appointed to status (budgeted) positions of 50 percent time or more, unless otherwise stated. Faculty who are employed at least 75 percent time in a status position are eligible to enroll for medical, dental, life, and disability insurance benefit plans. Faculty who are employed 50-to-74 percent time in a status position are charged one-half of the premium rate for these insurance benefits. Coverage for spouse or family is contributory. Coverage and the cost to the employee may change annually.

A. Mandatory Benefits

1. Health Insurance Continuation
   (See USNH policy in OLPM at USY.V.A.8: http://usnholpm.unh.edu/USY/V.Pers/A.8.htm)

2. Social Security

3. Unemployment Compensation

4. Workers’ Compensation
   (See USNH policy in OLPM at USY.V.A.3.3.2 http://www.usnh.edu/olpm/USY/V.Pers/A.htm

B. Carrier Benefits

For information on current medical and dental benefits for USNH faculty and staff, see the following online link from the USNH Human Resources Office: http://www.usnh.edu/olpm/USY/V.Pers/A.htm
1. **Health Plans**

In the words of USNH policy, “Benefits will be effective the first day of the month following the date of appointment if enrollment is completed within 30 days. If enrollment is completed between the 31st and 60th day, benefits are effective the first day of the month following completion of enrollment.” (See USY.V.A.4.1)

Also in the words of USNH policy, “When a faculty or staff member terminates, the last day of active service is considered the benefits termination date.” (See USY.V.A.4.3)

For information about options to continue benefits following termination or retirement, see the Online Policy Manual at USY.V.A.8, available online at: [http://usnholpm.unh.edu/USY/V.Pers/A.8.htm](http://usnholpm.unh.edu/USY/V.Pers/A.8.htm)

The University System provides its faculty with the opportunity to choose between an out-of-network plan and one Health Maintenance Organization (HMO).

There are two dental plans available with Northeast Delta Dental which the faculty member can choose.

*[revised 6-28-04 in accord with USNH policy]*

2. **Retirement**

For full USNH policy on Retirement, see USNH Online Policy Manual (OLPM) at USY.V.A.7, available online at: [http://usnholpm.unh.edu/USY/V.Pers/A.7.htm](http://usnholpm.unh.edu/USY/V.Pers/A.7.htm)

The University System considers age 65 as the “normal retirement age” in accordance with the retention of this age by the Social Security Administration as the age for retirement. The attainment of this age does not require retirement, nor will it be used in any way to discriminate. Social security forms a basic part of the retirement program for the employee.

In addition, faculty members are eligible to join the Teachers Insurance Annuity Association and the College Retirement Equities Fund (TIAA/CREF) or Fidelity Investments. Both the University System and individual contribution are a fixed percentage of salary. The standard contribution provides that the University System will contribute 11 percent and the individual will contribute 6 percent. This arrangement provides an immediate tax advantage for the employee since the amount of the contribution is not subject to current federal income tax. The proceeds of a tax-deferred annuity are taxable when they are received as part of the annuity income at retirement.

3. **Short/Long-Term Disability**

For full USNH policy on Interim Disability Leave, or Long-term Disability see Online Policy Manual (OLPM) at USY.V.A.14, available online at: [http://www.usnh.edu/opm/USY/V.Pers/A.htm](http://www.usnh.edu/opm/USY/V.Pers/A.htm)

The University System provides long-term disability insurance for its faculty through payroll deduction. Amounts of 50, 60, and 66 2/3 percent of the annual salary are available. The insurance is payable after six months of continuous and total disability, defined as the inability by reason of sickness or bodily injury to engage in any occupation for which the employee is reasonably fitted by education, training or experience. A short-term disability insurance plan is available through payroll deductions.
4. Defense and Indemnification of Trustees, Officers, and Employees

The Board of Trustees of the University System of New Hampshire has a policy that states that “Any trustee, officer, or employee of the University System or any of its component institutions shall be entitled to defense and indemnification of legal claims made against them in their individual capacity provided the claims arose as a result of actions which were both (a) within the scope of the individual’s official duties, and (b) neither wanton nor reckless.” (BOT.III.E.1.1)

For the full USNH policy, see Online Policy Manual (OLPM) at BOT.III.E, available online at: http://usnholpm.unh.edu/BOT/III.Admin/E.htm

[revised 7-23-04 in accord with USNH policy, and at suggestion of USNH Counsel Ron Rodgers]

5. Life Insurance

The University System provides term life insurance as described here- http://www.usnh.edu/olpm/USY/V.Pers/A.htm

C. Institutional Benefits

1. Tuition Remission

For full USNH policy on Tuition Benefit Plan, see Online Policy Manual (OLPM) at USY.V.A.9, available online at: http://www.usnh.edu/olpm/USY/V.Pers/A.htm

a. Eligibility

Faculty and are eligible for the tuition waiver benefit following successful completion of the initial introductory period in a benefits eligible position. For more information, see http://www.usnh.edu/olpm/USY/V.Pers/A.htm

b. Family Tuition Benefits

Spouse and dependent children of full-time benefits-eligible faculty are eligible for a family tuition benefit as described here- http://www.usnh.edu/olpm/USY/V.Pers/A.htm

c. Termination

Employees terminating during the semester are responsible for payment of a prorated charge of the remaining amount of tuition that was previously granted for themselves, their spouses, or dependents. If an employee terminates, the University System reserves the right to charge the former employee for any tuition waived that exceeds the proportionate amount of time worked during that fiscal year. See http://www.usnh.edu/olpm/USY/V.Pers/A.htm

NOTE: Tuition waivers for all graduate courses taken by spouses or their eligible children are considered taxable income by the IRS. The USNH is required to tax this benefit through the employee’s pay.

2. Faculty Grants
The Research Advisory Council (RAC) oversees a grant application process and awards grants annually. A Request for Proposals is issued annually with a due date of October 31.

http://www.plymouth.edu/office/vpaa/rac/related-links/

Categories of proposals: Proposals will be evaluated by the review committee in one of two categories: “research/outreach” or “scholarship/creative works.”

- “research” means scientific research and/or field monitoring; “outreach” refers to projects that have a broader impact through engagement of audiences external to PSU
- “scholarship/creative works” typically refers to writing a journal article, book chapter, or publishing a book related to an academic discipline or projects in the fine and performing arts.

Each category of project will compete only with other projects in the same category. For more information, refer to the RAC website:

http://www.plymouth.edu/office/vpaa/rac/related-links/

3. Child Care

The Center for Young Children and Families offers child care and development. No tuition benefit is provided, but priority is given to faculty and staff. The center is a teacher-training facility for University students. The center offers toddler, early preschool, preschool, and kindergarten programs. Teachers work closely with parents in each program. In addition, the center maintains a high staff ratio of adults to children.

4. Parking

Faculty are required to display a parking permit on their vehicle. Permits can be obtained through procedures established by the University Police. See the University Police website for information, available at: http://www.plymouth.edu/office/police/ University Police will also provide a list of faculty parking areas and current parking regulations.

Faculty may obtain temporary vehicle permits for a visitor at University Police.

When planning programs or conferences for outside groups, University Police should be contacted early in the planning stages for parking arrangements.

Faculty who receive parking violations may appeal online. See the University Police website for information.

5. Embrace Life Fully (ELF)

The University system provides a health promotion program called Embrace Life Fully (ELF). Exercise activities and seminars are held during the year which include weight control, nutrition, CPR, blood pressure clinics, care of lower back, stress management, smoking cessation, and Health Risk Appraisals. See Human Resources Office for details. Also see the website for ELF programs at: http://www.usnh.edu/olpm/USY/V.Pers/D.5.htm

See USNH Online Policy Manual at USY.V.D.5.2, available online at:
http://usnholpm.unh.edu/USY/V_Pers/D.5.htm

[revised 6-28-04 in accord with USNH policy]
6. **Employee Assistance Program**

The Employee Assistance Program is a confidential counseling/referral service provided free of charge to benefits-eligible staff members and their eligible family members. The program is designed to offer a highly professional, confidential source of help for faculty and staff who need assistance with personal problems. Contact the Human Resources Office.

See USNH Online Policy Manual at USY.V.D.5.4: http://usnholpm.unh.edu/USY/V.Pers/D.5.htm

[revised 6-28-04 in accord with USNH policy]

7. **Area Housing**

The Residential Life Office (Holmes House) and the Vice President for Academic Affairs Office maintain a limited listing of available area housing for faculty.

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### 2.16 Compensation Policies

**A. Payroll Period**

The University system pays its faculty on a biweekly basis. Pay periods end every second Friday and checks are ready the same day. Upon request, salary checks will be deposited to employees’ accounts in their local bank or credit union.

USNH faculty shall normally be compensated during the payroll periods inclusive of their appointment beginning and ending dates. Continuing faculty/staff may, upon their request and with the approval of the campus office responsible for personnel administration, elect to spread their regular budgeted salary over the entire calendar year, if the faculty member is employed on an academic year basis. In no case shall an employee receive advance compensation before a requisite amount of service has been rendered.

The effective date for all increases/decreases shall normally be the calendar day on which the personnel transaction occurs as defined by policy, or as specifically authorized by the USNH Board of Trustees or their administrative designee.

**B. Payroll Deductions**

It is possible for faculty to absent themselves from work, without compensation, with the appropriate administrative approval, for a period of time not to exceed two consecutive weeks. Such absences from work, when they exceed the two-week period, will normally result in the faculty member being billed for appropriate deductions retroactive to the initial day of absence.

### 2.17 Grievance Policy

[October 2004: Certain revisions to this policy were suggested by the PSU Office of Human Resources and considered by the Faculty Welfare Committee. One pending suggestion is noted in green highlighted text in the previous version available here (http://www.plymouth.edu/office/ypaa/faculty/). No resolution as of June 2013]
The faculty and administration of Plymouth State University affirm their conviction that the University is an academic community in which policies should be characterized by, and individuals treated in, a spirit of fairness and equity. However, it is recognized that from time to time, grievances may arise. It is the purpose of this procedure to encourage prompt resolution of such grievances and to recognize the importance of settling them fairly, without fear or prejudice or reprisal and in a manner which protects the rights of everyone concerned. The aggrieved will follow the orderly process hereinafter set forth, and these procedures shall be the final campus remedy used for their resolution.

Any status faculty member—including tenure-track faculty, faculty-in-residence, and contract faculty—is eligible to use this grievance procedure.

[revised 12-30-04 in accord with USNH OLPMS USY.V.D.12.3.1.2]

A. Definition

A grievable act is defined as any action (s) that allegedly:

1. Violates a Board of Trustees, University System, or institutional policy [revised 12-20-04 to use wording from USNH OLPMS USY.V.D.12.3.1.1]
2. Abrogates or denies a faculty member’s academic freedom
3. Unfairly discriminates against a faculty member on the basis of sex, sexual orientation, race, age, religion, color, marital status, national origin, or handicap
4. Violates accepted University procedure for renewal of contract, promotion, and/or tenure
5.Violates employment-related policies and procedures, excluding dismissal of tenured faculty (see section 2.9 for conditions involving dismissal including tenured faculty)

B. Grievance Resolution Committee

Grievance Resolution Committee membership is established under Article XI. F. 11 of the Bylaws of the Plymouth State University Faculty. The Grievance Resolution Committee will strive to maintain confidentiality at all steps throughout the grievance procedure. Attendance at meetings of the Grievance Resolution Committee is by invitation only.

In cases involving promotion or tenure, the Grievance Resolution Committee will not act to substitute for the judgment of a department promotion and tenure committee, but upon application of an aggrieved party will review the fairness of the application of the departmental committee’s procedures.

Any member of the Grievance Resolution Committee who either has or perceives a conflict of interest in his or her involvement in a particular grievance shall so inform the Chair and recuse himself or herself from further participation in the formal grievance procedure. If the impartiality of the Chair of the Grievance Resolution Committee is challenged by a party of interest, the Chair of the Faculty Welfare Committee will make the determination as to whether or not a conflict of interest exists. If the impartiality of any other member of the Grievance Resolution Committee is challenged by a party of interest, the Chair of the Grievance Resolution Committee will make the determination as to whether or not a conflict of interest exists. If the currently sitting Chair of the Grievance Resolution Committee is to be removed because of an upheld challenge of impartiality, the new Chair (as prescribed in the following paragraph) will make the determination on challenges to any other members of the Grievance Resolution Committee.

In either case, the Faculty Speaker will appoint a replacement who is acceptable to both parties to the grievance to serve as a replacement member on the hearing panel. If the Chair of the Grievance
C. Grievance Procedure

Any faculty member eligible to use this grievance procedure who feels that he or she has been aggrieved must initiate the grievance process within 10 calendar days following the time when the faculty member could reasonably have been aware of the existence of the situation which is the basis of the grievance and within one year of its occurrence.

[revised 12-20-04 in accord with OLPM V.D.12.3.1.3]

1. Informal Grievance Procedure

Written notification of informal grievance shall be submitted to the Chair of the Grievance Resolution Committee with a copy to the Director of Human Resources, who will be responsible for coordinating the stages of the informal grievance process.

Prior to initiating a formal grievance, the aggrieved must attempt reconciliation with all appropriate administrators and faculty. These discussions may include Department Chairs, members of the administration, parties of interest, and other persons who are either involved in or affect the situation and/or action for which a grievance may be brought. A qualified mediator agreeable to both parties may be used. Reasonable expenses will be paid by the University.

At the informal discussion, every attempt should be made to reconcile differences through face-to-face discussion and negotiation of the issues. The Grievance Resolution Committee will not be involved in these discussions directly but will maintain contact with parties involved to help ensure that a good faith effort at reconciliation is made. The informal grievance procedure must be completed within 60 calendar days after the initiation of the process.

If, by the determination of the complainant, no acceptable resolution is forthcoming from the informal process, he or she may then file a formal grievance with the Chair of the Grievance Resolution Committee within 30 calendar days after the completion of the informal grievance procedure but in no event later than 90 calendar days after the initial filing of the grievance at the informal stage.

2. Formal Grievance Procedure

Notification: The grievant shall file his/her grievance in writing with the Chair of the Grievance Resolution Committee. The grievance shall identify (1) the nature of the grievance, i.e., the specific action or pattern of actions which is being grieved; (2) the background and reasons why the grievant believes the action was in error; (3) where relevant, the specific provision of the Faculty Handbook, policy, practice, or procedure alleged to have been violated; and (4) the grievant’s perception of the appropriate remedy of the grievance. Once the grievance has been filed, the Chair shall forward a copy of the grievance to the respondent(s). Committee members shall meet to discuss the grievance among themselves and shall then schedule a hearing no later than 21 calendar days after receiving the grievance.

Procedure:

The following procedures are to be followed when a faculty member files a grievance:

a. The formal grievance procedure shall include both a prehearing and a formal hearing. During the prehearing and the formal hearing, both the grievant and the respondent and their
advocates will be allowed to hear and to respond to all testimony. Each party may have one advocate. The advocate must be a PSU employee and shall not have a law degree.

b. The Human Resources Office will make available to the Grievance Resolution Committee all necessary resources and will undertake the facilitation of both the prehearing and the formal hearing.

c. The Prehearing

The Grievance Resolution Committee shall hold a prehearing with the grievant, the respondent, and their advocates. The purpose of the prehearing shall be:

1) To establish the procedures to be followed in the formal hearing
2) To determine witnesses for the formal hearing; to determine these witnesses, the grievant, respondent, and the Committee will work together closely, using as criteria (1) witnesses with information relevant to the grievance and (2) witnesses who can share new information in an effort to avoid redundant testimony
3) To determine the relevant documents to be used at the formal hearing
4) To identify and summarize the general factual areas about which witnesses will testify

d. The Formal Hearing

All documents and a summary of areas of testimony identified during the prehearing shall be made available to the grievant and the respondent before the hearing.

The hearing will include, but is not limited to, the grievant and his/her advocate, the person being grieved (respondent) and his/her advocate, and the Grievance Resolution Committee.

The Grievance Resolution Committee will conduct the formal hearing. The grievant, the respondent, and their advocates have the right to hear the testimony and to respond to testimony during the hearing and to question the witnesses. The Grievance Resolution Committee will make all appropriate decisions as to the conduct of the hearing and the evidence received.

e. Within 10 calendar days of the conclusion of the hearing, the grievant and the respondent may submit a written summary of their positions to the Grievance Resolution Committee. Within 21 calendar days from receiving any written summaries, the Grievance Resolution Committee shall report in writing to the parties involved and to the President its findings and recommendations. If the Committee finds no recommendations appropriate, it will state its reasons for so finding in its report.

f. If the President should determine that implementation of the Grievance Resolution Committee’s recommendation(s) is impossible or would cause grave harm to the University, he or she shall, within 21 calendar days, so inform in writing the Chair of the Grievance Resolution Committee, the grievant, and the respondent, setting forth in detail the reasons underlying his or her determination. No grievance resolution shall be considered precedent setting.

g. Remedies: Insofar as possible, the remedies available under this grievance resolution procedure shall be limited to those necessary to address the grievance.

h. Record Keeping and Access to Records
All materials used in the grievance process, including tape recordings, exhibits, minutes, and affidavits, shall be held in a sealed file in the PSU Human Resources Office. This file shall be separate from the individuals’ personnel files. The only people authorized to open the files are the grievant, the respondent, and appropriate administrators who prove an official need to know.

D. Appeal

Appeals of decisions and/or recommendations of the Grievance Resolution Committee shall be made to the President and shall be made within 21 calendar days of the report of the Grievance Resolution Committee. Appeals should clearly state all grounds for the appeal. The President shall decide whether the grounds for appeal have merit and may call for a rehearing of the case if necessary.

[revised by Faculty 4-5-00; name changed from Review Committee to Grievance Resolution Committee on 2-7-07]
3.0 ACADEMIC POLICIES AND SERVICES OF INTEREST TO THE FACULTY

3.1 Library Policies

Lamson Library provides services that strengthen and enhance the quality of undergraduate and graduate education offered by the University. Its collection supports faculty research to the extent possible with the understanding that the library’s primary mission is to support the undergraduate curriculum and master’s-level graduate programs.

A. The Collection

Faculty members are welcome and urged to suggest titles in all media forms for library purchases to build a high-quality collection, in accordance with the library’s Collection Development Policy. Faculty members should send such purchase requests to the library faculty member serving as a liaison to their department.

B. Library Instruction

Effective library use by students enhances their classroom performance and establishes a basis for developing independent research skills. Faculty members are encouraged to work with library faculty on integrating library instruction into existing or new course offerings. Requests or questions concerning library instruction may be directed to the Library Instruction Office at ext. 2960.

C. Reserves

Faculty members may place any library materials or personal copies of items on reserve for their classes. Reserve materials may include books, articles, chapters, reports, scores, audio or video recordings, DVDs, etc. in compliance with federal copyright laws. You may designate a reserve loan period for two hours, one day, or three days.

Faculty may also request that reserve materials be made available to students electronically. Electronic reserves must also be in compliance with copyright laws. The library will scan the materials and insert them for the faculty member into Blackboard.

An electronic reserve request form is available from the Lamson Library website at: http://www.plymouth.edu/library/. Click on “Course Reserves” at the left. Reserve materials are typically made available within three days after copyright compliance has been established.

Detailed information about deadlines for submitting materials each term, and further information on copyright issues related to academic use, is available from the library website. You may also direct questions to the Information Desk at 535-2832.

D. Reference Service and Document Delivery (Interlibrary Loan) Service

Faculty members with research needs are encouraged to use the expertise of the Reference Librarians, who can assist with online database searches, help find electronic full-text versions of articles, suggest reference sources that may be useful, and assist with researching citations prior to making interlibrary loan requests. Interlibrary loan requests are electronic. Go to the library home page and click on “Interlibrary Loan (ILLiad)” at the left under “Services.”
3.2 Registrar’s Policies

A. Course Adds, Drops, and Withdrawals

*Note:* Dropping or withdrawing from a course may affect the student’s progress toward degree. In addition, if dropping or withdrawing from a course or courses will drop a student to below full-time status, the student’s eligibility for financial aid, on-campus housing, intercollegiate athletics, eligibility for loan deferments, insurance, and the like may be affected. Before taking such an action, students are strongly encouraged to discuss its impact with their advisors and/or representatives of the Bursar’s Office and the Financial Aid Office.

1. Add/Drop Period

Students may add or drop full-semester courses with the signature of the instructor until the second Friday after the first day of classes. Courses meeting for less than a full semester may be added or dropped until the first Friday after the first scheduled meeting of the course. Internships, practica, individual enrollment courses, and independent study courses may be added or dropped until the 10th Friday after the first day of classes. Courses dropped will be removed from the transcript.

Add and drop deadlines for quarter-length Physical Education courses are posted in the Health, Physical Education, and Recreation Department.

**Late Adds:** Late adds are allowed with the signature of the instructor, but a fee of $100 per course will be assessed.

2. Withdrawal Period

Students may withdraw from full-semester courses any time after the end of the drop period until the 10th Friday after the first day of classes. Students may withdraw from courses that meet less than a full semester until the fifth Friday after the first scheduled meeting of the course. The instructor must sign the course withdrawal form and indicate a grade of W (withdrawal). A grade of W will be recorded on the transcript. Withdrawal (W) grades do not contribute to a student’s grade point average.

**Late Withdrawal:** After the withdrawal period has ended, students may petition for withdrawal from a course only under extenuating circumstances such as, but not limited to, the following:

a. Documented learning disability for which evidence has been produced after the withdrawal period has ended
b. Documented medical circumstances arising after the withdrawal period has ended
c. Care of family during an emergency arising after the withdrawal period has ended
d. Military duty, where activation has occurred after the withdrawal period has ended
e. Jury duty
f. Transfer credit that is verified only after the withdrawal period has ended

The petition is to be presented to the Associate Vice President for Undergraduate Studies and must include an explanation of the extenuating circumstances, whatever documentation is available and a course withdrawal form signed by the instructor, indicating a grade of W is to be assigned.

[passed by the Faculty 2-6-02]
B. Early Evaluation System

To provide early evaluation for first-semester, first-year students (those who have attempted fewer than 12 credits), at the end of the first six weeks of classes, instructors of full-semester courses submit grades on these students' performance. The students are urged to discuss these grades with their advisors and instructors.

C. Earning Credits by Examination

See “Credit by Examination” in the Academic Catalog.

D. Ending of Academic Year

Because maximum class attendance is particularly desirable during the last month of the academic year, all off-campus activities of groups scheduled during the day should cease during this period, with the exception of the necessary scheduled sports or musical events.

E. Final Examinations and Grades

A final examination period is provided at the end of each semester. Final examinations will not be scheduled during the last week of classes or on Reading Day.

Final grades should not be given by individual faculty members to students before submitting them to the Registrar. Final grade reports are to be given only via the Grade Report Form, which comes from the Registrar’s Office. The Registrar will mail grade reports to students as quickly as possible. To facilitate this mailing, the Registrar’s Office will not provide grade information in answer to telephoned or personal inquiries.

Deadline for grade submission by faculty will be four working days after the semester examination. An exception permitted would be for a faculty member who has more than one section of a course. The last test date may be counted as the beginning of the four-day period.

F. Incompletes

See “Incompletes” in the Academic Catalog.

G. Independent Study

See “Independent Study” in the Academic Catalog.

H. Individual Enrollment

A student may, upon approval of the instructor, the Department Chair, and an Academic Affairs officer, enroll in a course from the undergraduate catalog when the course is not currently offered. However, the student must demonstrate extenuating circumstances why the course could not be taken in the regular sequence.

There will be no individual enrollments offered in a course when that course is offered in the current term.
There will be only one course offered by individual enrollment per faculty member in the Fall and Spring semesters; in Winterim and Summer, an individual enrollment comprises part of a faculty member’s teaching load.

Individual enrollment is normally limited to one student. In Winterim and Summer, courses with more than one student will be considered as regular courses.

In Winterim and Summer, a student is charged the regular Continuing Education per-credit tuition and fees for an individual enrollment and the instructor receives the normal Continuing Education stipend for a course with one enrollment.

In the Fall and Spring semesters, a full-time matriculated student is charged a fee for an individual enrollment, over and above regular tuition, ONLY IF the enrollment would put the student over the 17-credit maximum. In that case, the student pays the normal overload fee and additional tuition. There is no additional individual enrollment fee. The instructor receives the normal Continuing Education stipend for a course with one enrollment. Instructors may not waive their stipends; faculty members are paid regardless of whether or not the student is charged for an overload.

In the Fall and Spring semesters, a part-time matriculated student is charged tuition for an individual enrollment equal to the regular per-credit tuition and fees for the course and the instructor receives the normal Continuing Education stipend for a course with one enrollment. (Part-time, non-matriculated students should not be approved to take individual enrollments.)

[above policy approved by the Council of Chairs on 4-22-92; above is version as of 7-1-92]

I. Letter Grading System

See “Grading System” in the Academic Catalog.

J. Overlapping Courses

Students may register for courses that overlap only with the approval signatures from both instructors; registrations that overlap by more than 15 minutes also require a signature of the Vice President for Academic Affairs (or the VPAA’s representative).

[passed by Faculty 11-6-96]

K. Pass/No Pass Courses

See “Pass/No Pass Courses” in the Academic Catalog.

L. Repeating Courses

See “Courses, Repeating” in the Academic Catalog.

M. Student Record Entries

Since a single letter grade does not tell the whole story of a semester’s achievement, faculty members are encouraged to file memoranda regarding the accomplishments of students in the student personnel folders. Conferences with students concerning the evaluations made of their achievement are also encouraged. Student personnel folders are maintained by the Registrar for five years after graduation.
Standardized test results, attendance records, anecdotal reports from faculty members, and other data become a part of a student’s record and may be used to help determine the degree of success in achieving the objectives of the University.

3.3 Program Policies

A. Continuing Education Policies

The Continuing Education Office within the Frost School of Continuing and Professional Studies is responsible for undergraduate Summer session, Winterim, and translocated courses and programs offered in cooperation with USNH’s Granite State College (GSC). Graduate courses are the responsibility of the College of Graduate Studies.

[revised 9-6-04; 11-28-07]

1. Summer and Winterim Sessions

Course Requests: All Summer and Winterim credit courses originate in requests made to faculty four to six months before the term begins. Proposal forms are sent to the faculty by the Continuing Education Office. Proposals must have the approval of the appropriate Department Chair, who sends the proposals to Continuing Education with a summary sheet. Two kinds of credit courses may be offered:

a. Courses already part of the normal PSU curricula
b. Experimental courses

Experimental courses require a faculty member to fill out an Experimental Course Proposal form and have it signed by the Department Chair. The Chair returns the form to Continuing Education for transmission to the Vice President for Academic Affairs for signature. The Vice President for Academic Affairs sends it on to the Registrar if the course is approved. (Graduate courses must also be approved by the Graduate Council. For this procedure, the Council requires a new Graduate Course Proposal form and a course outline. The form is available in the Continuing Education Office.)

There is a change in this procedure if the course is being offered a second time. Continuing Education sends the proposal directly to the Curriculum Committee for approval. The Vice President for Academic Affairs’ approval is not required. No experimental course may be offered a third time.

Experimental courses also require the faculty member to fill out an Experimental Course Report at the end of the course. The activity concerned with this form is as follows:

a. Instructor and Chair complete the form
b. Chair sends the form to Continuing Education
c. Vice President for Academic Affairs makes one of three recommendations:
   1) continue the course as experimental for one more specified term
   2) convert the course to a regular offering
   3) discontinue offering the course
d. Director returns the form to the Department Chair

If the recommendation is that the course be converted to a regular offering, the Department Chair forwards the form to the Curriculum Committee.
Pay Rates: Faculty receive a pay rate that is set annually in consultation with the Continuing Education Committee.

2. Translocated Programs and Courses

a. Course Requests

Courses run off campus at the request of various GSC Centers require the use of a Translocated Request Form. The GSC Center originates the request form, which requires the signatures of the appropriate Department Chair and the Associate Vice President for Undergraduate Studies (for undergraduate courses) or the Associate Vice President for Graduate Studies and Community Outreach (for graduate courses).

[b]revised 5-6-04[/b]

b. Pay Rates

Off-campus course assignments are usually not considered part of an instructor’s normal load. The instructor is reimbursed:

1) at PSU overload pay rates when the course is part of a graduate program and/or Plymouth requests the translocation
2) at GSC pay rates when the course is an undergraduate course and a GSC Center requests the translocation

In most cases, faculty will not be permitted to conduct more than one such course in a semester on an overload basis.

c. Transportation

The instructor travels to off-campus sites in University-owned vehicles or in his own vehicle, for which he gets the usual mileage reimbursement. Reimbursements for mileage are requested through the Continuing Education Office.

B. Experimental Course Franchise

1. Definition of the Experimental Course

The Curriculum Committee sponsors an experimental course through its first offering without a regular preview by the Committee. Instead, the Committee examines the course merits in a review upon the close of the course. The procedure requires that the faculty member, Department Chair, and the Vice President for Academic Affairs act on behalf of the Curriculum Committee to evaluate and endorse an experimental course which requires approval by the Curriculum Committee.

The experimental course procedure offers the opportunity to explore whether a proposed course will work, without committing the faculty member, the department, or the University to a permanent offering.

2. Proposing Courses

a. The Experimental Course Proposal Form
An Experimental Course Proposal form must be submitted for each offering of an experimental course. The current form, approved by the Curriculum Committee, is available online at: http://www.plymouth.edu/curcom/experimental_course_proposal.pdf

b. **Timetable**

An experimental course may be approved for offering no later than two weeks prior to initial registration for a regular term in which the course would be offered. Offerings of the Division of Continuing Education may require some adjustment in this schedule.

c. **Evaluation**

The faculty member is required to evaluate the experimental offering as a course rather than as a teaching performance, using instruments defined by the Curriculum Committee along with any other evaluation methods selected by the professor. The faculty member summarizes these evaluations and transmits a recommendation to the Department Chair and the Vice President for Academic Affairs.

d. **Reporting**

In using the experimental course franchise, the faculty member incurs a responsibility to report the outcome of the experiment. The Experimental Course Report form is used for this purpose. It is available online at: http://www.plymouth.edu/curcom/experimental_course_report.pdf. The form summarizes the evaluations of students and the Department Chair. It is submitted to the Vice President for Academic Affairs. A log of experimental courses and reports is maintained by the Vice President for Academic Affairs.

3. **Options Following Initial Offering**

Possible next steps after the initial offering of an experimental course:

a. Continue the course through a second experimental offering, with the time for that offering specified. This requires a new Experimental Course Proposal to the Curriculum Committee, accompanied by the Experimental Course Report on the first offering.

b. Convert the experimental course to a regular course. This requires a New Course Proposal to the Curriculum Committee and copies of all previous Experimental Course Reports.

c. Conclude the experimental course. After the submission of the Experimental Course Report to the Vice President for Academic Affairs, no further action is required.

4. **Graduate-Level Experimental Courses**

a. **Approval of Graduate-Level Experimental Courses**

A graduate-level experimental course is proposed to the Graduate Council for approval. A syllabus or course outline which clearly states the graduate requirements must accompany the proposal. Prior approval by the Department Chair and Graduate Coordinator is required.

b. **Experimental Course Report**

The instructor of an experimental course must submit an evaluation of the course, as soon as possible after its initial offering, to the Graduate Council. The course report may be repeated
a second time upon approval of the Graduate Council. The course report is required before the course can be repeated.

C. Program Review and Academic Plan

1. Program Review is completed every five years.

Program review is a continuous and systematic process that guides the academic and administrative activities of a Department/COBA.

2. Academic Plan

Developing academic plans and engaging in program review are continuous improvement processes designed to promote strong academic programs that meet the needs of 21st century learners aligned with the vision and mission of the University. The Academic plan is informed by the Program Review Process.


3. Review of Program Review Policy

This policy on program review will be reviewed by the Curriculum Committee three years after it has been passed and put into operation.

[Amended by the Curriculum Committee on 3-18-88, and 4-21-89; amended by the Executive Council on 5-12-89. Further amended by the Curriculum Committee, 10-20-89. Amended by the Executive Council on 12-8-89. Adopted by the faculty on 2-7-90. Revised by the faculty (regarding General Education evaluation) on 5-6-98.]

D. Seven-Year Catalog Policy

The catalog to be used to determine graduation requirements may be no older than the academic year of official admission, nor more than seven years old.

All full- or part-time students who are admitted for the first time for Fall 1990 and subsequent semesters will have seven years to complete their programs using their original catalog. Should the seven-year period expire, the student must select a more recent catalog to determine graduation requirements. This applies to all matriculated students.

A readmitted student may use the catalog of original admission if the catalog is less than seven years old and if it is possible for the student to complete the degree before the seven-year limit on that catalog expires. If these two conditions don’t exist, the student must select a more recent catalog to determine graduation requirements.

[passed by faculty, May, 1990]

E. Requirement of 15 Credit Hours of Free Electives

1. All bachelor’s-level undergraduate programs (that is, major/option combinations) at Plymouth State University will contain a minimum of 15 credit hours of free, non-directed electives. Students may choose elective courses with the assistance of their academic advisor or may use
their free electives to transfer courses into Plymouth State University or complete a minor that is not required for graduation.

2. New programs that are brought forward should meet the 15 credit hours of free, non-directed electives standard. Programs that are not now in compliance should move toward compliance as they make any future curriculum modifications without increasing the credits required for graduation.

3. Deviations from these goals should be justified to the Curriculum Committee any time a program not in compliance is revised.

[passed by faculty 3-5-03]

3.4 Academic Support Services

A. Information Technology and Learning Technology and Online Ed.

1. Information Technology

The mission of Information Technology Services (ITS) is stated as follows: “Promoting educational excellence through technology and service.” The main service areas of ITS are: computer technology, instructional technology, WWW development, telecommunications, media services, cable TV, ResNET, and the PSU Computer Store. Links to detailed information about each of these service areas is available online at: http://www.plymouth.edu/office/information-technology/

The ITS Help Desk, at ext. 2929, is available for immediate assistance and technical support. See the Help Desk website for further information: http://www.plymouth.edu/office/information-technology/help/ Walk-in assistance is also available at the Help Desk location at the Information Desk in Lamson Library and Learning Commons.

Finally, it is important that all PSU students, faculty, and staff be aware of the key policies governing appropriate use of technology at the University available online at: http://www.plymouth.edu/office/information-technology/files/2010/10/PSU-Information-Technology-Policies-Guide.pdf

2. Learning Technologies and Online Education (LTOE)

LTOE (http://www.plymouth.edu/office/online-education/) provides resources and training for faculty in the effective use of educational technologies. To these ends LTOE keeps current on emerging technologies and their proposed impact on education. They strive to assist Plymouth State University in providing a student-centered learning environment that offers a high quality education. LTOE offers numerous workshops throughout the year, and provides individualized assistance where needed. For those individuals who will be teaching online, either fully online or in a hybrid format, they provide the instruction necessary to attain PSU’s certification for teaching online and they also provide assistance for lecture capture, course design, multimedia development that can make your online courses more interactive and engaging.

LTOE is the primary contacts for faculty questions concerning our Learning Management System (Moodle), our e-portfolio system (Mahara), SMART Boards, and any other technology used for teaching and learning at PSU.
B. The Math Center

The Math Center is a hub for extra-class activities involving mathematics. Students, during operating hours, may use the center for completing assignments, forming study groups, and receiving group and/or individual tutorial services. Trained student tutors and faculty, dedicated to student success and achievement in mathematics, staff the center, which is located within the Mathematics Department in Hyde Hall, Room 351. The phone number is ext. 2819.

The center is open Monday through Thursday, 9 a.m.–5 p.m.; Friday, 9 a.m.–12 p.m.; as well as Monday and Wednesday evenings, 7–9 p.m. These hours begin the first Monday of the first full week of the semester.

[revised 11-28-07 to change name to Math Center and revise hours]

C. Plymouth Academic Support Services (PASS)

PASS is a federally funded program designed to provide individualized academic assistance to students enrolled at Plymouth. Assistance is available for students in time management, exam preparation, note taking, and other study techniques. Academic tutors are available in most introductory-level courses. Counselors are available to work with students with documented disabilities. PASS is located on the lower level of Lamson Library and is usually open Monday through Thursday, 8 a.m.–7 p.m., and on Friday, 8 a.m.–4:30 p.m. Contact the office by calling 535-2270.

D. The Writing Center

The Writing Center of Plymouth State University (on the lower level of Lamson Library, next to the PASS Office) provides help in reading and writing for all interested PSU students. Specifically, the center offers instruction in reading, provides additional support to English composition students, and gives general help in writing to ESL students. Students who have weak reading skills or who merely wish to increase their reading efficiency receive help in comprehension, rate of reading, and/or reading textbooks. After giving each student a diagnostic evaluation, an individual program is designed for each student. Students may come to the center on their own or be referred by an instructor, etc. The center is also available to give reading tests to introductory classes and to provide each student in these classes with an individualized assessment.

The center supports the English Department’s Composition program as well. Students are encouraged to come to the center to discuss their current work on a walk-in basis or they may come for weekly appointments. Either way, instructors are informed weekly of their students’ progress.

The center provides help in all aspects of writing and encourages students to come in at any stage of the writing process. The emphasis is on showing them how to improve their writing rather than doing it for them.

The center is staffed by a part-time director and two part-time reading and writing instructors, all of whom have experience in teaching writing and/or reading. Student tutors complete the staff.

The center is open Sunday, 6–9 p.m.; Monday through Wednesday, 9 a.m.–9 p.m.; Thursday and Friday, 9 a.m.–5 p.m.. If you have any questions about the center or if they can help in any way, please call ext. 2831.

[revised 11-28-07 to change name to Writing Center and revise hours]
4.0 ADMINISTRATIVE AND FINANCIAL POLICIES OF INTEREST TO THE FACULTY

4.1 Bookstore Requisitions and Policies

The Plymouth State University Bookstore is operated by Barnes and Noble, Inc. of New York. The University has supervisory responsibility over the store, handles all official negotiations, and advises on operating policies.

The bookstore provides all textbooks and materials for course requirements in accordance with the procedures outlined below. It stocks University-related merchandise, supplies, and gift items. It will handle special orders for all faculty, staff, and students. Faculty/staff discount is at the rate of 10 percent on clothes/gifts and 15 percent on supplies (non-books).

All approved and supplemental book requisitions are in the bookstore and the department. These forms must be submitted to the Department Chair for approval and forwarded to the bookstore manager. Annual requisitions will be submitted according to the following schedule:

- For use in the Fall semester: by the end of the preceding academic year
- For use in the Spring semester: by the preceding November 1
- For use in the Summer session: by the preceding April 1

To assist the bookstore manager in determining the number of books to order, all book requisitions are to be designated in one of the following categories:

- **Required**: A text that includes material for which the student will be held responsible. Text will be stressed by the instructor as the basic work around which the course is structured.

- **Recommended**: Supplementary or suggested readings, for some portions of which the student *may* be held responsible.

- **Bibliography**: One or more texts within a range of choices offered to the student. Thus, the student has responsibility for a specific number of titles within the complete range offered.

- **Supplemental**: Books that any faculty member would like to have the bookstore keep in stock as additional independent reading material for the students.

So that requests may be anticipated, faculty members are urged to keep the bookstore fully informed of the need for textbooks in any particular class.

As publishers will not honor the bookstore request for desk copies, individual faculty members must arrange for and procure a desk copy directly from the publisher.

Faculty members may purchase or rent caps, gowns, and hoods for academic convocation at the bookstore.

4.2 University Facility Use by Faculty and Their Families

Faculty and their families are eligible to use the Lamson Library and Physical Education (PE) Center free of charge. Users must have a family ID card. To borrow materials at Lamson Library, users must have a
student, faculty, staff, or family ID card. At the PE Center, children under the age of 18 must be accompanied by an adult ID card bearer.

Faculty members are encouraged to make use of the facilities in the Hartman Union Building (HUB) and the Physical Education Center. For information on the facilities and services available in the HUB, visit the HUB’s “virtual tour” site on the Web at: http://www.plymouth.edu/hub/administration/virtual_tour/
The PE Center has a swimming pool, the 2,000-seat Foley Gymnasium, four indoor tennis courts, four racquetball courts, an indoor track, wrestling room, a newly renovated strength and conditioning room, athletic training and rehabilitation facilities, classrooms, and athletic department offices. Outside there are 45 acres of playing and practice fields, plus nine outdoor tennis courts. Further information about PE Center facilities is available on the Web at: http://www.plymouth.edu/pecenter/facilities.html Academic and athletic programs of the University have the first priority on the use of PE Center facilities. For information about reserving PE Center facilities for faculty use, contact the Coordinator of the PE Center at ext. 2772.

The University camp, located at Loon Lake, is available by reservation only from June through October to administrators, faculty, staff, and student organizations. Official University functions and meetings take priority. Reservations are made through the Physical Plant Office during the Spring sign-up period. When all official University needs are met, the camp may be reserved by faculty or staff families for a period not to exceed one week. To help defray the maintenance costs for the camp, a charge of $100 per week will be made. Complete camp rules are available from the Physical Plant Office.

[revised 6-28-04]

4.3 University Facility Use by the Community

To book any space on campus for nonacademic use, check the website of the Hartman Union Building (HUB). Start with “Event Planning at Plymouth State University,” available online at: http://www.plymouth.edu/events/planning/ . This section of the HUB website will give basic information about reserving space and will provide the direct contact information for the following campus facilities: Frost Commons, Hartman Union Building, Heritage Commons, Lamson Library, PE Center, Prospect Dining Hall, and Silver Cultural Arts Center. Also on the HUB website is information about “Reservations, Rates, and Event Planning”, available online at: http://www.plymouth.edu/events/planning/ Other links available from this section are: “Meetings, Conferences, and Events” and “HUB Room Rates for Non-PSU Users.”

Plymouth State University recognizes its obligation to provide educational and community services to the University community and to the residents of the state to the extent that facilities and resources permit. Fulfilling this obligation must be coordinated with the normal functioning of the University.

[revised 6-28-04]

A. Priorities

1. The first priority for the use of any University facility is the University’s regularly scheduled educational programs and workshops. The HUB may not be reserved for use as academic course space.

2. Non-scheduled departmental activities (e.g., department meetings, special lectures, etc.). This also applies to administration and committee meetings (e.g., Board of Trustees, etc.).
3. University-related groups, activities, and organizations. Such a group is one that has a recognized constitution on file with the Student Senate, the President of the University, and the Student Activities Office (e.g., meetings, no-charge performances, etc.).

4. University-related groups, activities, and organizations that charge a fee to students, faculty, and/or staff for their services or activities.

5. Requests of the state, county, and local government (e.g., Cooperative Extension Service, Civil Service Commission, etc.).

6. Area nonprofit community services (e.g., Scouts events, 4-H Club meetings, etc.) for non-charge programs.

7. Area nonprofit community services (e.g., Red Cross class) for which a fee is charged (hospital bazaar, etc.).

8. Service organizations that charge a fee for services or activities (e.g., Rotary or Lions dance, Methodist Men’s Conference, etc.).

9. For-profit organizations.

After meeting this priority listing, facilities will be assigned primarily on a first-come, first-served basis, with scheduling conflicts to be resolved by the individuals involved and the scheduling office. The University retains the right to make changes in space assignments upon consultation with the requesting party.

[revised 6-28-04]

B. Charges for Facility Use

Rates vary based on a number of considerations. Information is available here:
http://www.plymouth.edu/conference-services/

[revised 6-28-04]

4.4 Copier Usage

Copy machines may be used by all faculty members. If the copying is for personal use, the cost is five cents per page (a double-sided sheet is two copies), which is to be deposited at the Business Office, Speare 113, accompanied by a completed PSU Revenue Deposit form. The departmental account that supplied the copier access code will be credited the amount of the deposit. All such copying shall be performed by the faculty member benefiting from this service.

[revised 9-30-04]

4.5 Dining Accommodations

The University dining rooms in Prospect Hall and the HUB are open to faculty and their guests at regular à la carte rates. Faculty having official guests and being required by the nature of their work to have a meal at the dining hall with their guests instead of off campus may make arrangements to have these meals charged to their department through the Business Office or be reimbursed through petty cash.
For information about Dining Services, visit the PSU Dining Services website at: http://www.plymouth.edu/dining/

4.6 Emergency Closing/Curtained Operations

Plymouth State University normally remains open through inclement weather. Because most students live within minutes of the campus, every effort is made to avoid an official closing. There may be times, however, when an emergency or extreme weather conditions necessitate a general closing of the University. Guidelines for both official curtailed operations and inclement weather situations are detailed by the Office of Human Resources at the following site: https://www.plymouth.edu/emergency/information/canceling-classes-or-curtailment-of-operations/

4.7 Faculty Mail

Campus mail services and mailing facilities have been established to distribute written communications concerning University business between units on campus, between campuses, and to and from outside individuals and organizations. The use of these facilities for non-University-related communications or for personal gain is not permitted.

Faculty mail is delivered twice daily to those buildings in which faculty offices are located. Department secretaries distribute mail in mailboxes located in the department office. Faculty are urged to ask correspondents to address official mail to the respective department and building (MSC #). Mailboxes should be checked at least daily as the use of these mailboxes will be the manner in which the administrative offices will contact faculty members regarding University business, except in cases of emergency.

Outgoing off-campus mail must reflect the department return address on the outside of the envelope or package.

Faculty mailboxes are for faculty use only. No student may remove materials from these boxes or place anything therein. Communications from students or outsiders intended for faculty members should be given to the mail clerk, or the department member should do so in person or place it in the instructor’s office. Department secretaries will not be responsible for seeing that student coursework reaches a faculty member.

4.8 Identification Cards

Identification cards are provided to each faculty member at the time of hiring. A “Family Of” ID card (one only) is available to any benefited employee for use by their immediate family members (spouse/partner and children). The employee must be present to obtain the “Family Of” ID card.

[revised 10-10-02]

4.9 Moving Expenses

New faculty members may receive a comprehensive transition allowance upon recommendation of the Provost and VPAA within the current guidelines.

4.10 Receipt of Cash Funds on Behalf of the University
Receipt of cash through the sale of University property, services, or byproducts of its activities shall be properly documented and the cash deposited to the proper account by the Bursar.

4.11 Sale of Surplus Items

The Purchasing Office will have the first refusal on those items that are declared surplus. Second refusal goes to the other units within the University System. Third refusal goes to the state agencies or members of the New Hampshire College and University Council. Items still not disposed of at that point will be put up for public bid.

If a unit within the University System of New Hampshire independently interests another in surplus item(s) at an agreed upon price, the receiving unit can transfer the funds for such purchases directly to the equipment budget of the originating unit.

4.12 Telephone Use

The University operates its own telephone system with computer routing and billing, which assures the lowest possible rates and access to the appropriate networking facilities. Monthly reports are provided to each department, detailing each call’s time, cost, and number dialed. International access is available upon request.

Extensive personal use of office/department phones is not encouraged. The University does not prohibit use of University telephones for personal business but does expect prompt reimbursement of costs. If a faculty member makes a personal call for which there is a toll, reimbursement should be promptly made to the Bursar so the department account can be credited. Access to 800 numbers for credit card calls is available for personal calls.

Professional and departmental calls are departmental expenses. Faculty members must use professional judgment in determining what calls are to be charged to the department.

Phone service changes should be requested by the department to the Telecommunications Office, ext. 2222. Since phone charges are carefully transferred to individual department budgets, fiscal prudence must be practiced.

4.13 Travel Regulations

A. Use of University Vehicles

1. General Policies

   a. The use of University vehicles is granted solely to carry on University business and University-sponsored activities.

   b. Academics, athletics, and recognized student organizations may use University vehicles for educational, cultural, and athletic events that have been approved by the appropriate department head or their designee.

   c. University vehicles should not be used when it is more economical or efficient to use commercial transportation.

   d. All vehicle operators shall possess a valid operator’s license and a certificate of completion of the National Safety Council Defensive Driving Course. These qualifications should be verified by the department head or their designee. This information must be available for display at the time a University vehicle is picked up.
e. University vehicles shall not be taken home overnight without prior approval from Physical Plant.

f. University vehicles shall not be operated in states other than New England or New York without prior approval of a principal administrator.

g. Leaving University vehicles at airports is discouraged.

h. No alcoholic beverages shall be transported or consumed in a University vehicle.

i. Plymouth State University vehicles shall never be used in a manner that would cause embarrassment to Plymouth State University.

2. Reservation and Use of University Vehicles

See “Vehicle Reservation System” under Travel Office on the PSU website.
http://www.plymouth.edu/office/purchasing/travel-office/

B. Use of Privately Owned Vehicles

See “Personal Vehicles” under Travel Office on the PSU website.
http://www.plymouth.edu/office/purchasing/travel-office/

C. Out-of-State Travel

Official out-of-state travel must be approved in advance by the person responsible for the departmental budget. Requests should be addressed to the Department Chair and must specify place, purpose, and estimated expenses. The Department Chair will indicate approval or disapproval on the form and make a recommendation as to amount of reimbursement.

The transportation of students to professional meetings or conferences, as on a field trip, must be approved in advance by the Associate Vice President for Academic Affairs.

Owners of privately owned vehicles used for University travel must maintain public liability and property damage insurance.

D. Travel Reimbursement

Refer to latest policies of Travel Office on PSU website.
http://www.plymouth.edu/office/purchasing/travel-office/

E. Cash Advances

Refer to “Request for Travel Advance” under Travel Office on PSU website.
http://www.plymouth.edu/office/purchasing/travel-office/

F. Travel Arrangements and Tickets

Refer to latest policies of Travel Office on PSU website.
http://www.plymouth.edu/office/purchasing/travel-office/
5.0 STUDENT AFFAIRS POLICIES OF INTEREST TO THE FACULTY

NOTE: Several sections below refer you to the PSU Student Handbook. The PSU Student Handbook is published online by the Judicial Programs Office and is available online at the following URL: http://www.plymouth.edu/stulife/handbook/handbook.html. A printed copy of the Annual Security Report section is available upon request in the Dean of Students/Judicial Programs Office.

[revised 12-21-04]

5.1 Rights Regarding Student Records

See “FERPA Rights Regarding Student Records” under the “Rights of Students” section in the Student Handbook.

5.2 Student Rights and Responsibilities

See “Rights of Students” section in the Student Handbook.

5.3 Student Conduct Code

See the “Policies and Expectations” section in the Student Handbook.

5.4 Student Discipline Code

See the “Judicial System” section in the Student Handbook.

5.5 Student Organization Directory

A listing of all recognized student organizations may be seen on the website of the Hartman Union Building. The direct link to this listing is: http://www.plymouth.edu/student-activities/

5.6 Faculty Advisors to Student Organizations

As student membership in the various student organizations may be assumed to be a part of the overall educational process, faculty members are expected to assume their fair share of officially advising these organizations.

A. General Policies

A student activity should measure up as a group activity in the development of good citizenship and of other worthwhile values for the persons participating in it. Many out-of-class activities are student activities, which are initiated in that they are determined and planned by the students with the assistance of interested faculty members. All organizations and activities are supervised by the University and are subject to University control as to activities and budget. As the President of the University is responsible for its administration, the President has the power to veto a proposal of any University organization.

B. Selection of Organization Advisors
Student organizations submit the name of a faculty or staff member who they would like to serve as their advisor to the Student Senate during the recognition process. If the organization is approved for recognition by the Student Senate, the advisor name is submitted to the President for final approval and a letter is issued from the President’s Office indicating acceptance of the organization’s choice. Advisors should attend all functions of their group free of charge.

[revised 10-10-02]

C. Duties of Organization Advisors

1. To consult with the President on the background and development of the activity for the purpose of gathering all pertinent information about the organization and to keep the President informed of the program and plans of the organization.

2. To be present at all meetings whenever possible and to expect that he/she will be notified of meetings.

3. To see that the place of meeting, or that any event, is registered and cleared in the office of the Director of the Hartman Union and Student Activities at least 14 days prior to the event.

4. To make clear to the organization University policy and the regulations concerning lights, equipment, “no smoking,” etc. as they apply in specific buildings and rooms. This information may be obtained from the Director of the Hartman Union and Student Activities.

5. To keep careful supervision of all business activities so that the organization remains financially solvent and follows the uniform system of accounting used in the University. The Student Accounting Office will explain the procedures to be followed in drawing on the funds or in payment of bills. No organization, with the exception of Greek-letter social organizations, may maintain a separate account at a bank, but should deposit funds in the Student Activities account.

6. The advisor must cosign all withdrawals over $200 on the account in order to be informed of the financial status of the organization, as well as to counter-validate the expenditures as appropriate and relevant to the purpose of the organization.

7. No advisor to a student organization should sign for, or authorize the sending of, advance payments to individuals, agents, or groups hired to furnish entertainment or talent.

8. All contracts must be signed by the Director of the Hartman Union and Student Activities, the Director of Purchasing, or the Vice President for Financial Affairs. Any exception to this must be authorized by the Vice President for Financial Affairs or the President.

9. To become familiar with student regulations, residence hall hours, etc., refer to the Student Handbook. Any additional questions should be referred to the appropriate administrator.

10. To follow through on the responsibilities and obligations that have been delegated to students to see that they have been satisfactorily cleared.

D. Standards of Behavior

It is assumed that University students will maintain standards of behavior that are acceptable in the University and in the community. The faculty advisor is responsible for the general behavior of the organization and should make clear to the group and individuals what is expected. If a student allegedly violates a University policy or expectation, the advisor may contact the Judicial Programs
Office to discuss possible options to hold the student accountable. Any major departure from previous practice or program should be discussed with the President of the University before the organization takes definite action. [revised 12-21-04]

E. Scheduling of Events by Student Organizations

Any officially recognized University organization may schedule an activity at any time within reasonable University hours. Reservations and charges are based upon the criteria listed in section 4.0, Administrative and Financial Policies of Interest to the Faculty. Requests are generally granted provided suitable space is available; the event does not interfere with an all-University event or scheduled classes, or with the reasonable activities of the University as an academic institution; and no extraordinary danger of damage to persons or property seems evident. Clearance of such events must be secured in advance with the reservationist in the HUB. Advance approval must be obtained for all University social events. Reservation forms for events in University housing are available from the Director of Residential Life. Reservations for events in all other University facilities are available from the Director of the Hartman Union and Student Activities. An application for scheduling of special events must be obtained from the Director of the Hartman Union and Student Activities. All on-campus events (meetings, conferences, etc.) must be scheduled through the reservationist in the HUB relative to place, time, and date to avoid scheduling conflicts and to help coordinate and advertise activities.

5.7 Student Services


See the “Services” section in the Student Handbook.

5.8 Conversion to Part-Time Status

See “Classification, Student” in the Academic Catalog.

5.9 Withdrawal from the University

See “Withdrawal from the University” in the Academic Catalog.
Appendix
Criteria and Indicators of Effective Teaching

Engages in Scholarly Teaching
• Reflects on, experiments with, and evaluates pedagogy to develop one’s teaching and to enhance learning for both students and faculty
• Collaborates with other faculty members for mutual development of teaching/learning
• Participates in and/or leads professional development activities in teaching (workshops/conferences, etc.)
• Demonstrates disciplinary knowledge and skills
• Integrates relevant and current research, including one’s own, into course material
• Investigates new domains of knowledge for teaching or curricular development

Uses Effective Instructional Design
• Constructs a syllabus that includes required University elements and clearly communicates expectations and learning outcomes
• Develops learning outcomes that are consistent with program learning outcomes
• Designs well-paced, well-presented, and appropriately sequenced instruction
• Plans a variety of learning, assessment, and teaching activities designed to achieve learning outcomes
• Creates effective learning activities/assignments
• Helps students learn how to learn
• Represents student centeredness in the approach to courses
• Creates opportunities for students to be active and effective participants in their learning communities

Utilizes Appropriate Instructional Delivery
• Presents well-organized and well-prepared lessons
• Communicates effectively with students and demonstrates enthusiasm for subject
• Respects students and cares about their learning
• Responds to students’ questions in a timely manner
• Provides effective feedback on student work
• Employs active and cooperative learning
• Uses technologies to enhance student learning outcomes
• Makes him/herself available to students outside of class (office hours and appointments)
• Leads by example (provides an effective clinical/professional role model)
• Provides sufficient information about course management and logistics
• Manages class materials effectively (e.g., efficient student access to class materials, such as notes, readings, assignments, quizzes, etc.)
• Facilitates student learning through effective use of online course management systems and communication tools
• Creates learning environments that welcome, challenge, and support all students
• Recognizes and manages in-class civility

Employs Instructional Assessment
• Articulates a philosophy of assessment that provides a rationale for, and links assessment to, learning outcomes
• Implements assessments that correspond to learning outcomes
• Sets and provides clear expectations/criteria for assessing student work
• Implements grading schemes that are fair and comprehensive
• Gathers formative feedback on teaching
• Gathers formative feedback on learning and gives feedback to students
• Assists students in developing ability to self-regulate and self-assess their own behavior and learning
• Results in students demonstrating successful achievement of goals/objectives/outcomes from courses

Mentors and Supports Students
• Understands curriculum and provides effective and accurate curriculum advising
• Assists students with academic progress and time to degree
• Provides mentoring that assists students in meeting career aspirations and/or graduate education
• Makes him/herself accessible to students (advisees and students in courses)
• Promotes students for awards and scholarships
• Promotes student orientation and involvement in profession or discipline
• Engages students in scholarly and professional activities
• Monitors and supports advisees’ academic progress
• Participates in and supports student activities (orientation, convocation, Commencement, award ceremonies, honorary societies, etc.)