Faculty Handbook

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1. INTRODUCTION

A. WELCOME TO CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE (CDU)

This Faculty Handbook is a reference guide to the University. The Handbook focuses on affairs of the faculty, including faculty rights and responsibilities, governance, faculty appointments and promotions, contracts, workload, and employment conditions and grievances. Resource links to University Affairs, Student Affairs, and Research Affairs are included to assist faculty members.

The information contained in this Faculty Handbook is current as of March 2024, but changes on the campus are constant and should be expected. Updates will be issued to the faculty periodically as needed. An electronic copy of the Faculty Handbook is available on the CDU website.

B. DR. CHARLES RICHARD DREW: A LIFE COMMITTED TO EXCELLENCE

CDU is named in honor of an outstanding Black surgeon whose life was characterized by a strong commitment to excellence.

At Amherst College, he was a distinguished athlete and the winner of the Howard Hill Mossman Trophy. At McGill University School of Medicine, he became an Alpha Omega scholar and won the Williams Prize, which was awarded based on a competitive examination given annually to the top five students in the graduating class. At Columbia University, his doctoral thesis, “Banked Blood: A Study in Blood Preservation,” was described as "one of the most distinguished essays ever submitted, in both form and content."

During World War II, he was chosen by the trustees of the Board of Medical Control of the Blood Transfusion Association of the U.K. to direct the Plasma for Britain Project, having been described as "...the best qualified of anyone we know to act in this important development." His expertise in the subject of blood preservation and his excellent organizing ability saved countless lives for Great Britain and later for the United States Army and Navy.

During his examination for the American Board of Surgery, the examiner asked a question about shock and colloid utilization, which Dr. Drew discussed with such command of knowledge that the examiner went door-to-door down the corridor calling other examiners to gather to hear his discourse. Later Dr. Drew became the first African American Board Examiner in Surgery.

As Professor and Chairman of Surgery at Howard University, he announced to his classes, “From now on, we're going to turn out surgeons here who will not have to apologize to anybody, anywhere." By the time of his death in 1950, he had trained over half of the African American surgeons in the United States. His life was an inspiration to thousands.

Charles R. Drew University seeks to embody the same commitment to excellence in teaching, research, and quality of patient care.

C. CHARLES R. DREW UNIVERSITY: A PRIVATE UNIVERSITY WITH A PUBLIC MISSION

VISION STATEMENT

Excellent health and wellness for all in a world without health disparities.

objectives. The collective faculty has the right to develop curricula and, within the appropriate discipline, the right to establish general course content by such means as course titles, definitions, outlines, and catalog descriptions; to set the requirements for degree completion; and to authorize the granting of degrees within the discipline.

7. Faculty members have the right to privacy in offices and laboratories and in the keeping of professional materials such as personal papers, emails, confidential records, and effects, subject only to the law and to conditions voluntarily entered into.

8. Faculty members have the right, subject to a contractual agreement, to enjoy the benefits of their creative work. Faculty members have the right to a clear written statement in advance of the extent to which the conditions of their employment restrict the enjoyment of those private benefits of their creative work. These rights are governed by the University policy on intellectual property, copyright, patent rights, and licensing.

9. Faculty members have the right to be evaluated by faculty peers concerning their appointment, retention, and promotion based on criteria and standards developed and promulgated by the appropriate faculty units or faculty representative bodies.

10. Faculty members have the right to know the policy of the university on the indemnification of faculty members when they are acting in good faith within the scope of their employment and in the performance of their authorized or assigned duties.

11. Faculty members have the right to a clear statement of academic freedom, faculty rights and responsibilities, and the mission and goals of the university.

12. Faculty members have the right of access to all information and policies that

To attract students who are committed to the goals of the institution and actively support them;
To remain current in their fields;
To demonstrate respect for patients, students, and co-workers;
To assist students in acquiring appropriate knowledge, skills, attitudes, competence, and compassion;
To advise students in both their academic and career goals;
To participate in curriculum development for the department and college;
To upgrade teaching techniques and skills, including the use of instructional materials;
To provide continuing education to faculty, physicians, and other health professionals;
To provide education to the community in health matters;

SERVICE

To serve on University and college committees;
To assume administrative responsibilities when requested ;
To assume responsibilities of public service at a local, state, national, or international level;
To assume responsibilities in professional organizations.Payr

RESEARCH

To develop research proposals;
To obtain approval and funding of proposals;
To complete proposed research projects;
To publish research results;
To develop and participate in research seminars and use methods that will facilitate an inter- and 1 12 Tq0.00000912

academic exercise violates academic integrity.

Plagiarism

Plagiarism is the appropriation of another's ideas or words as one's own. If the words or ideas of another are used, acknowledgment of the original source should be made through recognized referencing practices (footnotes, direct quotation marks, or appropriate identification and spacing). If another's ideas are borrowed in whole or in part and recast in one’s own words, the proper acknowledgment should be made: a footnote or proper internal citation should follow the paraphrased material.

Student Disciplinary Procedures

Procedures for handling alleged student violations of the academic integrity policy should begin at the level of the University's colleges. The University Catalog should be referred to for a full outline of this policy and its procedures. Accusations of academic dishonesty are adjudicated in each college’s Student Grievance Committee.

F. General Responsibilities

their performance will be evaluated. Evaluations must be performed promptly, conscientiously, without prejudice or favoritism, and consistently with the criteria stated at the beginning of the course. The criteria for evaluating student performance must relate to the legitimate academic purposes of the course.

8. Faculty members must not misuse the classroom by taking substantial portions of class time for the presentation of their views on topics unrelated to the subject matter of the course. Where faculty members find it pedagogically useful to advocate a position on controversial matters in the interest of academic freedom, they must exercise care to assure that opportunities exist for students to consider other views. Faculty members must not reward agreement or penalize disagreement with their views on controversial topics.

9. Faculty members must not use their position, authority, or relationship with students to obtain uncompensated labor for their own personal or pecuniary gain. They may not ask students to perform services unrelated to legitimate academic requirements of a course unless the student is adequately compensated for such services. Faculty members must not solicit gifts or favors from students. They must not accept gifts or favors where they have reason to believe that such a gift or favor is motivated by a desire to secure some sort of academic advantage.

10. Faculty members must not plagiarize the work of a student. Where a faculty member and a student work together, appropriate credit must be given to the student. Faculty members may not limit or curtail the right of a student to publish or otherwise communicate the results of their scholarly activities.

11. Faculty members must not reveal matters related in explicit confidence by a student, except as required by law or university policy. Personal matters relating to a student must not be revealed by faculty members except to persons entitled to such information by law or university policy. Faculty members may, however, report their assessment of a student’s academic performance and ability to persons making legitimate inquiries provided such disclosure is in accordance with the Family Educational Rights and Privacy Act (FERPA).

12. Faculty members have the same duties to students in clinical and research settings, distance learning, and other non-traditional settings as they do in the traditional classroom.

13. Any faculty member or university employee with authority to assign or recommend course materials for any course offered by the university shall do so based on sound academic values, without any prospect of personal financial gain.

14. Faculty members have a responsibility to give individual evaluations of student performance, including providing grades in the manner and within the deadlines specified by the University's academic calendar, doing so honestly, fairly, and without bias, using appropriate criteria, and following stated procedures.

15. Faculty members are expected (barring unavoidable circumstances) to attend commencements, convocations, and other appropriate university activities as directed by their chair, program director, dean, or other appropriate university official.

I. Professional Obligations

1. Faculty members are responsible for ensuring that approval has been obtained from the appropriate review committees before initiating or becoming involved in research that involves human subjects, vertebrate animals, radiation or radioactive compounds, use of recombinant DNA, biohazards, toxic substances, or any other material or activity covered by the university, state, or federal regulation.

2. Faculty members are responsible for monitoring ongoing research and teaching activities under their supervision to ensure that they continue to be conducted in accordance with approved protocols. In addition, faculty members must ensure that all personnel involved in such activities under their supervision are fully trained in accordance with relevant regulations.

3. Faculty members must avoid any form of misconduct in sponsored research, non-sponsored research, or other forms of professional activity as stated in the Research Misconduct Policy. When reporting the results of their research or professional activities, faculty members must be honest in the presentation of the data and the description of the work. Misconduct is defined as fabrication or falsification of data and/or results, plagiarism, or other practices that seriously deviate from those practices that are commonly accepted within the research community for proposing, conducting, or reporting research. It does not include honest errors or honest differences in interpretations or judgments of data and/or results.

4. Faculty members must not plagiarize or permit the appearance that they are the author of work done by others.

5. When faculty members are engaged in joint research or other professional efforts with colleagues, they must exercise reasonable care to discharge their agreed obligations.

6. Faculty members whose commitments to the university include research, publication, or other professional endeavors must exercise reasonable care to discharge their agreed commitments.

7. When faculty members serve as supervisors of the professional work of other persons, they must not exploit their position for personal or pecuniary gain.

J. Other Obligations to the University

1. Faculty members must not purposely mislead the University by misrepresenting their qualifications as a faculty member or eligibility for university benefits.
2. Faculty members must not utilize their relationships with students or other university professional relationships, their status as a faculty member, or their access to university facilities and services, in a manner that involves or is part of a course of conduct constituting knowing participation in a criminally punishable violation of law0 G4ueW* nBT/F1 12 Tf1 0 0 1 86.424 240.17 Tm0 g0 G[(F)6(a)4(c)4

university property in violation of state or federal law. They must not use university property or facilities for pecuniary gain, or for personal advantage, if the use of such property or facilities has no legitimate relationship to their academic service. Professional activities which serve to maintain or improve a faculty member's academic skills, and which do not violate university restrictions on outside activities, have a legitimate relationship to their academic service.

5. Faculty members must not maliciously destroy university property, purposefully disrupt university programs, purposefully inflict physical injury on other persons on campus, purposefully interfere with the legitimate activities of other persons on the university campus, or maliciously incite others to do so.
6. Faculty members must comply with current university regulations outlining the amount of time that they may spend on non-university commitments, outside consulting, or other non-university employment.
7. Faculty members may be subject to discipline for violation of the Drug-Free Workplace Policy.
8. Faculty members are expected to relate and interact with staff, faculty, and students with the utmost level of professionalism, exhibiting the CLEDIC values of the university.

K. Other Outside Professional Obligations

1. All members of the faculty are expected to belong to and participate in the affairs of appropriate professional and educational associations and societies in their respective fields and disciplines.
2. To the extent possible, members of the faculty are expected to deliver papers at meetings of professional and educational organizations and to contribute to professional and educational journals and publications at reasonable intervals. Within the limits of applicable budgets, this activity will be supported by the appropriate department.
3. A regular full-time faculty member shall not accept full-time or part-time employment during the academic year in another institution without prior insmu0 G[(-)] TJETQqce

4. Notwithstanding the foregoing, any outside activity, even if it occurs outside of the regular work week, will be viewed as a productivity conflict and conflict of commitment if the individual in question is failing to meet performance expectations consistent with his or her roles and responsibilities as specified in the work plan. Therefore, irrespective of the compensation agreement, faculty non-

1. That the president, acting as the Chief Executive Officer, shall have the overall delegated -3( )4(/F1 9.oorit0)-

shared governance and for the effective management and smooth running of the operations of the college.

11. That the University shall ensure the protection of faculty academic freedom in the fulfillment of faculty roles and responsibilities, which include teaching, research, and public service.

12. To ensure ongoing progress on shared governance at Charles R. Drew University, the Board of Trustees hereby stipulates:

    a. That the Faculty Senate shall provide an annual report to the Academic Affairs Committee of the Board regarding the state of shared governance at Charles R. Drew University.

    b. That the Academic Affairs Committee of the Board, upon review of the Faculty Senate Annual Report on Shared Governance, may make further recommendations to the Administration and/or the Board of Trustees to further enhance and improve on the spirit and principles of shared governance for the effective management and smooth running of the university operations.

The Statement on Shared Governance was reviewed and adopted by the Charles R. Drew University Board of Trustees in January 2018.

B. Constitution and Bylaws of the Academic Senate

Approved by the University Faculty
November 16, 2009
Ratified by the Board of Trustees
December 10, 2009
Amended by the Academic Senate Legislative Council: February 5, 2013

The guiding philosophic principle of this Constitution is that CDU is a community in which faculty, administration, and students all have legitimate and meaningful roles to play in the achievement of the CDU mission.

The guiding operational principle of this Constitution is that, under the authority of the Board of Trustees, the Academic Senate constitutes the principal faculty decision-making body within the University.

Article 1. Name
The name of the faculty organization is the Faculty of the Charles R. Drew University of Medicine and Science, hereinafter referred to as the CDU Faculty. The name of the representative body within the CDU Faculty is the Academic Senate of Charles R. Drew University of Medicine and Science, hereinafter referred to as the Academic Senate or Senate.

Article 2. Purpose
The purpose of this organization is to serve and function as the representative, deliberative, and policymaking body of the CDU Faculty.

Article 3. The Faculty

Section 1. Faculty Membership: Membership consists of faculty members who have been appointed by their respective colleges or school. Voting privileges in the various faculty bodies of the University are delineated in summary in Section 3 below. (Fuller descriptions are found in the Faculty Manual).

Section 2. Academic Freedom: The University and the Faculty endorse academic freedom and responsibility as essential to the attainment of the goal of the unfettered search for knowledge and its free exposition. Academic freedom and responsibility are fundamental characteristics of the University environment and are always closely interwoven and at times indistinguishable. Academic freedom and responsibility are the twin guardians of the integrity and quality of higher education. Within the framework of shared governance, the University and the Faculty also recognize that the University is not just a corporate body created by the operation of law. It is also a community of individuals associated with activities related to thought, truth, and understanding. It must therefore be a place where the broadest possible latitude is accorded to innovative ideas and experiments, where independence of thought and expression are not merely tolerated but actively encouraged. Because of the University's unique origin and mission emanating from the Watts rebellion, the faculty maintain a commitment to respond to the needs of underserved communities in the pursuit of equity and justice.

Section 3. Academic Titles, Ranks, and voting rights in faculty governance.
Regular faculty: Faculty members that are employed by CDU at 75-100% and have titles of Instructor, Assistant Professor, Associate Professor, and Professor. These faculty members contribute to instruction, research, clinical practice, and service. These faculty members hold voting rights in the General Assembly and their respective department, school, or college assemblies; they are eligible for election to the Academic Senate.

Faculty members whose appointment at CDU shifts temporarily (maximum of 2 years) to between 50% and 74% retain regular faculty voting rights. In exceptional circumstances, faculty members who do not meet the 75% threshold for “Regular” faculty members may be appointed as such when they meet the academic qualifications for appointment and their contribution to the university is deemed extraordinary.

Clinical faculty: Faculty members employed by a CDU healthcare affiliate or as independent practitioners up to 100% and employed by CDU at less than 75% and have titles of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor. These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college, but not the General Assembly; they are not eligible for election to the Academic Senate.

This category also includes individuals who are employed by a CDU healthcare affiliate, are assigned to duties related to CDU through a contractual agreement between CDU and the affiliate, and therefore are not compensated directly by CDU.

Community faculty: Faculty members that do not carry conventional academic credentials but are active in the local or regional community in positions of significance to healthcare and the CDU mission and have titles of Community Instructor, Community Assistant Professor, Community Associate Professor, and Community Professor.

These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college. If appointed at 75% or more, they are also eligible to vote in the General Assembly and eligible for election to the Academic Senate.

Adjunct faculty: Faculty members engaged by CDU for teaching or education at less than 75% time and not employed by a CDU healthcare affiliate with titles of Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor, with or without the “Clinical” modifier. These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college, but not the General Assembly; they are not eligible for election to the Academic Senate.

Visiting faculty: Faculty members employed by an institution of higher education or research enterprise and engaged by CDU for a semester or year have titles of Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, with or without the “Clinical” or “Resear

respective department, school, or college assemblies, and the same eligibility for election to the Academic Senate, as they did prior to retirement.

Article 4. Faculty General Assembly: The membership of the Faculty General Assembly is defined in Section 3 above. All Faculty members may attend and participate in the Faculty General Assembly.

Article 5. Academic Senate: The Academic Senate is the executive decision-making and deliberative body for the CDU faculty. Faculty members who hold voting rights in the General Assembly are eligible to serve as senators. The president, provost, vice presidents, deans, associate deans, assistant deans, and administrative officers of the university (not including academic chairs or program directors) may participate in the Faculty General Assemblies but may not hold elective or appointive positions except as non-voting members of Senate standing committees.

The Senate discusses matters and makes recommendations that concern more than one college, academic unit, or general university interest. The Academic Senate, as delegated by the University Board of Trustees, makes recommendations on academic policies, programs, and personnel. The Senate also serves as a forum for discussion and a source of advice on academic and community-health issues, on the supervision of clinical programs and personnel, on matters of budget, finance, university leadership, and

Article 4. Quorum

The Senate President, Senate Vice President, senators, and faculty association chairs are all voting members of the Senate and count towards a quorum. The immediate past president of the Academic Senate is a non-voting member of the Senate and does not count towards a quorum.

The quorum for amending the Constitution and Bylaws is a two-thirds majority of the voting members of the Senate.

The quorum for a motion to remove the Senate President, vice president, senators, or committee members for cause is a two-thirds majority of the voting members of the Senate.

The quorum for Senate meetings is the presence of a simple majority (51%) of the voting members of the Senate.

The quorum for initiating a Senate decision to call for direct votes of the General Assembly Faculty members on any matter within Senate authority is one-third of the voting members of the Senate. Only faculty members with general assembly voting rights may vote.

The quorum for the motion to elect a Senate Vice President is a simple majority (51%) of the voting members of the Senate.

The quorum for Senate actions not specified above is a simple majority (51%) of the voting members of the Senate.

Article 5. Senate Votes and Elections

Section 1. Voting Rights: Any member of the Senate may propose legislation for discussion and, if seconded, for a vote, but proposed legislation must be circulated to the whole Senate at least a week before the date of the vote, unless the Senate decides, by the votes of two-thirds of a quorum, that a delay would imperil some University interest. The Senate (no second required) must vote on any proposal from a Senate Committee or, by petition, from at least twenty faculty members. It is subject to the same rule of advance notification as proposals from Senate members. Any three members of the Senate or the president of the Academic Senate may demand a vote by secret ballot. Absent a secret ballot, any member may demand that individual votes be recorded.

Section 2. Direct Votes of the Faculty: The Senate may call for a vote of the faculty eligible to vote who hold voting rights in the General Assembly, by mail or electronic ballot, or in a plenary meeting. A faculty-wide vote or meeting may also be requested by petition from fifty-one percent of the faculty who hold voting rights in the General Assembly.

Section 3. Election, President: A Senate president is elected at large for a two-year term by the faculty of the university who hold voting rights in the General Assembly. He/she may succeed himself/herself once, for a maximum of four consecutive years of service as Academic Senate President, but may run for election and be elected again after a two-year gap in service as Academic Senate President. He/she may not serve simultaneously as an elected representative on the Senate. Candidates must be regular faculty members nominated by three faculty members who hold voting rights in the General Assembly. The candidate who receives the greatest number of votes is thereby elected, with any tie resolved by chance.

The Academic Senate President is a voting member of the Senate and counts towards quorum.

Section 4. Election, Vice President: A senate vice president is elected by voting members of the Academic Senate for a two-year term. Election requires a simple majority for the motion to elect. Vice presidential candidates must be nominated by at least one voting member of the Senate (no self-nominations allowed). The vice president must be an elected Senator at the time of his/her election to the Senate Vice Presidency and serves simultaneously as an elected representative on the Senate. If the two-year term of the vice presidency overlaps with the end of a vice president's tenure as a senator, he/she may serve out his/her full term as vice-president without simultaneously being a senator. The vice president is a voting member of the Senate and counts towards quorum.

Should the position of Senate President become vacant, the vice president succeeds to that position for the remainder of the president's term, which, if more than twelve months, counts as a whole term for the rule on presidential self-succession (see Section 3 above). Should the position of vice president become vacant, the Senate will elect a new vice president for the remainder of the vacated term.

Section 5. Elections, Senate Members: Each candidate for election will receive at least one nomination from a member of their college faculty association. All nominations will be slated for election by vote of the members of the faculty association. The nominee who receives the most votes will serve the term. Each senate member serves a two-year term. Each year, two members from each college or school are elected to the academic senate.

Vacancies will be filled by election for the remainder of the vacated terms. Senate members who have faculty appointments in more than one college or school can represent only one college or school.

Section 6. Recusal: Members of the Senate and Senate Committees, including presiding officers, will notify fellow members of any issues brought to vote in which they have a conflict of interest. If they do not recuse themselves, a majority of their fellow members may demand their exclusion from the vote.

Section 7. Removal: The Senate President may be removed from the position for cause (for malicious, irrational, or dishonest conduct or dereliction of duty but not for unpopular positions or their advocacy), and upon the votes of two-thirds of the voting members of the Faculty General Assembly.

The vice president, senate members, and committee members may be removed from the positions for cause (for malicious, irrational, or dishonest conduct or dereliction of duty but not for unpopular positions or their advocacy), and upon the votes of two-thirds of the voting members of the Senate.

Article 6. Senate Officers

Section 1. President: The Senate President calls, presides at, and sets the agenda for Senate and plenary meetings. The Senate President refers complaints, proposals, and inquiries to the Senate or Senate Committees; negotiates with the provost on an annual budget for Senate operations; appoints and supervises Senate staff; serves on the Board of Trustees Committee on Academic Affairs; advises the Administration and Board of Trustees on any issues that he/she or they may raise; certifies all faculty actions and reports them to the Senate, Administration, and Board of Trustees; submits an annual report on faculty concerns and accomplishments to those same audiences, and serves as the public spokesperson for the Senate.

The Senate President should be available to attend standing university executive administration committee meetings but, when appropriate, may delegate attendance to the vice president, past Academic Senate Presidents, or any other Senate member.

Section 2. Vice President: The vice president meets with the Senate, acts as president in the president's absence and oversees the election of the Senate President. If the vice president is a candidate for Senate President, then the outgoing president will oversee the election. If both the president and vice president are candidates for Senate President, a senator will be selected by the Senate to oversee the election.

Section 3. Program Manager: The Academic Senate Program Manager serves as an administrator for the Senate and has the following responsibilities: (1) prepare meeting agendas, minutes, and scheduling; (2) keep a record of all proceedings and committee reports; (3) make documents available on the Senate website; (4) organize elections; (5) serve as the contact person for the Academic Senate; (6) serve as an ex-officio n 7be0B608.7q0.00000912 0 612 792 reW* nBT/F1 12 Tf1 0 0 1 61.68 529.99 Tm0 g0 G[(-)] TJ122qq0.0

members with one from each college/school. Every member of the faculty has the right to be heard by any standing committee.

Section 4. Reporting: All standing committees report to the Senate President and the Senate. Confidential matters related to the Academic Rights, Privileges and Grievances Committee and the Academic Appointments and Promotions Committee will be reported only to the Senate President (the Senate President at his/her discretion may, as needed, share reports from the Academic Rights, Privileges and Grievances Committee and the Academic Appointments and Promotions Committee with the Senate). Each standing committee will submit periodic reports of its activities to the Senate, including quarterly reports for Board of Trustees meetings. Each Committee will keep a record of its proceedings and make it available to any interested Senate member. Committee minutes will be kept on the Academic Senate website.

Section 5. Committee on Programs and Assessment: *The Committee on Programs and Assessment* guides the implementation of policies that facilitate the effective program, college, and university-wide student learning outcomes assessment. The committee's charter includes: (i) monitoring national standards in student learning outcomes assessment; (ii) ensuring that program and college level assessment plans are tied to university-wide student learning goals; (iii) making recommendations for revisions to the program, college, or university-wide assessment plans based on the university's strategic and academic plans; (iv) making recommendations for improvements to the university's infrastructure in order to support effective student learning and appropriate standardized student learning assessment; (v) review and make recommendations for new program curriculum and proposals. The committee also reviews and recommends policy to the Senate on the establishment, revision, and rescission of admissions, financial aid, curriculum changes, and degree requirements of departments, colleges, and programs of instruction.

Section 6. Committee on Faculty Affairs: *The Committee on Faculty Affairs* will respond to concerns of the faculty regarding compensation, workload, and contracts. It will also review operations on all aspects of research and education conducted at the University or under its authority or supervision, including but not limited to sources of funding, the allocation of overhead charges and university resources, the use of human and animal subjects, academic freedom, the sharing of information, and the protection and sharing of intellectual property.

Section 7. Committee on Student Affairs: *The Committee on Student Affairs* ensures the academic development, availability of resources, and overall well-being of the students and facilitates their successful and timely progress toward graduation. The committee's responsibility is to work with the Office of Student Affairs to support the development, review, and implementation of policies related to student affairs at the university, including recruitment and retention, academic and career advising, student rights and responsibilities, scholarships, alumni relations, and student life.

Section 8. Committee on Appointments and Promotions: *The Committee on Appointments and Promotions* reviews and recommends policy at the university-wide level on the recruitment, appointment, and promotion of faculty and other academic personnel. The committee also reviews faculty dossiers at the Associate and Professor ranks and makes recommendations to the

A. Faculty Titles, Distribution of Effort, and Privileges

A.1 CDU recognizes the following categories of faculty:

1. "Regular" faculty: employed by CDU at 75-100%

   These faculty members contribute to instruction, research, clinical practice, and service. Variation in extent of contribution among the four areas is recognized through profiles that delineate distribution of effort for individual faculty members. These faculty members hold voting rights in the General Assembly and their respective department, school, or college assemblies; they are eligible for election to the Academic Senate.

   Titles: Instructor, Assistant Professor, Associate Professor, Professor

   - Base profile: 40% instruction, 40% research and/or clinical practice, 20% service
   - Research or grant-funded profile: 60-80% research, 0-20% instruction, 5-20% service*
   - Educator profile: 60-100% instruction, 0-20% research, 5-20% service
   - Clinical profile: 40-95% instruction, 0-40% clinical practice, 5-20% service
   - Administrative profile: 25-100% service. These individuals are program directors, department chairs or associate chairs, and assistant or associate deans who hold faculty standing.

   Profiles are not indicated in titles. They are determined annually in consultation between the faculty member and department chair, program director, or dean.
   Faculty members may transfer from one profile to another. Individuals on research profiles may be required to transfer to a balanced profile or educator profile if they do not maintain sponsored support for their research activity or cease to produce significant published research results.
   It is expected that regular faculty members in positions funded wholly or in part by extramural grants, in the event that such funding becomes no longer available, will be retained by the university at their level of employment, by the university assigning them to new instructional or service duties or through up to two years of bridge research funding for researchers actively seeking continued external research support.
   Faculty members in this category whose employment at CDU shifts temporarily (maximum 2 years) between 50% and 74% retain regular faculty voting rights.
   Individuals who do not meet the 75% threshold above but who do meet the academic qualifications for the university and whose contribution to the university is deemed extraordinary may be appointed in this category by exception. These faculty members perform extraordinary service in at least two areas (instruction, research, clinical practice, service). These faculty members are appointed through the same peer review and approval processes as all regular faculty

Titles: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor

Profiles for these appointments may be Base, Educator, or Clinical.

These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college, but not the General Assembly; they are not eligible for election to the Academic Senate.

3. “Community” faculty: do not carry conventional academic credentials but are active in the local or regional community in positions of significance to healthcare and the CDU mission.

   Titles: Community Instructor, Community Assistant Professor, Community Associate Professor, Community Professor

   These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college. If appointed at 75% or more, they hold voting rights in the General Assembly and are eligible for election to the Academic Senate.

4. “Adjunct” faculty: engaged by CDU for teaching or education at less than 75% time and not emploT L6 b re59 Tf1 0 0 1 86.424 469.99 uT59 emploT L6 b re59 Tf1 0 0 1 86.424 469.99 uT59 em

a) Courtesy appointment. A courtesy appointment allows the individual, while serving in the administrative role, to use the designated professorial title as well as to teach in the appropriate program, conduct research, supervise student theses/dissertations, and serve as an investigator on sponsored projects. The appointment does not include faculty voting privileges at any level. The appointment expires when the administrative position is vacated.

b) Retreat rights. Upon vacating the administrative position, the individual may elect to join the designated faculty full-time. Retreat rights and appropriate salary adjustment are specified in the appointment contract. These rights allow the incumbent, while serving in the administrative role, to use the designated professorial title as well as to teach in the appropriate program, conduct research, supervise student theses/dissertations, and serve as an investigator on sponsored projects. While serving in the administrative position, these individuals do not hold faculty voting privileges at any level. When individuals join the faculty through retreats rights, they enjoy all the privileges of "Regular" faculty members. Retreat rights are normally granted only to deans, provosts, academic vice presidents, and presidents.

NOTE: These limitations do not apply to department chairs or program directors, who are considered faculty members with administrative profiles.

8. Faculty members who move from current positions as faculty members at CDU to full-time administrative roles retain the right to return to the faculty at the rank, privileges, and level of effort they held prior to administrative service. During their administrative service, they retain professorial titles and may teach, conduct research, supervise student theses, and serve as an investigator on sponsored projects.

9. "Emeritus" or "emerita" is an honorific title awarded to faculty members upon retirement. These faculty members hold the same voting rights in the General Assembly and their respective department, school, or college assemblies and the same eligibility for election to the Academic Senate as they did prior to retirement.

*Individuals may also be employed by CDU full-time or part-time exclusively for research positions supported by extramural funds but not appointed as faculty. Titles may be Research Technician, Postdoctoral Fellow, Research Associate, Research Scientist). Continued employment of these individuals upon expiration of extramural funding is at the discretion of the department and University. These individuals are not faculty members and do not hold voting rights in any of the faculty assemblies.

A.2 CDU Policy establishes uniform definitions with minimum qualifications for appointment at the following faculty ranks:

a. **Instructor**:
Bachelor's degree; evidence of professionalism and academic qualifications appropriate to discipline; exempt from research or other creative scholarly requirements; no expectation or obligation to advance to a higher academic rank.

Community, or Visiting Faculty at any rank requires review and recommendation from a college

disciplines and programs. The goal is to create a shared understanding within the culture of a program, department, and college that assures individual accountability for contribution to the collective effort and respects the various strengths of the faculty.

2) Instruction

In the determination of instructional workload, consideration should be given to the following factors:

a) Factors affecting traditional classroom teaching: team teaching; interdisciplinary teaching; preparation of new or updated courses; preparation and execution of substantive changes in instructional methods, including the incorporation of new instructional technology; teaching unusually large classes, especially in the absence of

exceptions require advance approval of the department or program chair, the cognizant dean, and the provost.

D. Faculty Availability

All faculty members who teach are required to have scheduled office hours that permit reasonable access by both full- and part-time students. Office hours are to be made known to students at the beginning of classes on course syllabi and communicated to the department chair or program director.

E. Faculty/Professional Development

Faculty/Professional Development -The University requires all faculty to continue their professional development through research, scholarly writing, advanced study, clinical practice, continuing education, or original creative production, as appropriate to their disciplines and professional credentials. The pursuit of faculty/professional development is part of a faculty member's workload

Individual workloads are established on an annual basis (or less frequently, depending on the length of the individual faculty contract) but may be modified as necessary to respond to programmatic or individual faculty needs. The chair/director, in consultation with each faculty member, determines the workload distribution for each faculty member, including teaching responsibilities. The workload is formalized in a memorandum from the chair/director to the individual, with a copy to the dean.

A full-year academic workload should be developed with each faculty member by July 1st.

The college dean is responsible for ensuring that practices are consistent and fair across departments and programs. The dean is responsible for ensuring that workload agreements are developed for all faculty members in a timely manner and that these agreements are appropriately documented and filed. The dean reviews and approves the workload implementation policies and procedures of the departments.

When a faculty member objects to a requested workload, the dean shall review the case and render a decision on the matter. Further appeal may be made through the college grievance process. The chair/director's proposed assignment of workload will stand during the process of review, and the dean will have the authority to adjust the schedule. In the event of failure to resolve a disputed workload assignment through the college grievance process and the dean's review, a faculty member may appeal to the provost, who is the final arbiter for all matters arising out of the workload policy.

I. Faculty Contracts

Each regular faculty member at CDU has a

c. Promotion from Associate Professor to Professor ($10,000)

K. Decreases in Salary

Academic base salaries of faculty members may be decreased only in accordance with an expressed agreement between the faculty member and the university or because of announced financial exigency. Decreases in financial exigency shall be limited to the following:

1. Simultaneous uniform percentage decreases in the academic base salaries of all faculty members in the university or

2. Simultaneous uniform percentage decreases in the academic base salaries of a class of faculty members such as a particular rank, department, program, or college.

No decrease for financial exigency shall be made except after consultation, initiated by the president (or the provost as directed by the president), with the Academic Senate, and with representatives selected by the class of faculty members subject to a proposed decrease. Consultation shall cover such issues as the existence in fact of an announced financial exigency, the appropriateness of the selection of the class for salary decrease, alternative actions, and possible alternative solutions. If, after such consultation, the academic base salaries of faculty members are decreased, with or without the concurrence of the Senate or the representatives of the class of faculty members, the president (or the provost as directed by the president) shall declare a financial exigency exists for the university, notify the affected faculty members, in writing, of (a) the fact that the academic base salaries of all of the faculty members in the university, or of a described class of faculty members, have been simultaneously decreased, (b) the formula applied uniformly to determine the amount of the decrease, and (c) the reasons for the action taken.

8. FACULTY ORIENTATION AND DEVELOPMENT

A. Faculty Orientation

Each new faculty member will participate in a CDU New Faculty Orientation provided under the auspices of the Office of the Provost. The CDU New Faculty Orientation will be in addition to any similarly required orientation activities offered or required by the faculty member's college, department, or program.

B. Faculty Development

The strength of the university depends on an intellectually vigorous faculty continuously updating its skills and expertise to maintain excellence in student learning, creation of new knowledge, and service to the university, the community, and the profession. CDU supports faculty development initiatives to assist faculty members to meet those goals. Faculty development is the joint responsibility of the faculty member, the department/program, the college, and the Office of the Provost.

CDU is committed to promoting participation in professional development activities by its faculty members to ensure the acquisition or enhancement of pedagogical skills that reflect time-proven methods as well as current instructional trends and contemporary delivery modes; basic, clinical, and translational

research skills; inter-professional team, team-building, and team leadership skills; contribution to and national forums on research, education policy, and practice; and other professional activities.

Faculty development goals may be established and identified in the faculty member's annual Facul Evaluation/Activity Plan at the time of contract renewal or in anticipation of possible advancement promotion.

9. FACULTY EMPLOYMENT

A. Equal Employment Opportunity

CDU takes deliberate steps to assure equal employment opportunities for all faculty members. Affirmative action to achieve equal employment opportunity extends throughout the employment of the university's faculty and staff. It is the aim of the university to encourage faculty members to realize their potential, to assist them in functioning more effectively, and to reach a level commensurate with their ability and ambition. It is the practice of the university to make additional efforts to recruit, employ, and advance members of diverse groups, as well as groups formerly under-represented at the various levels of responsibility who are qualified, and who may become qualified through appropriate training and experience. Included in these efforts are women, minorities, persons with protected disabilities, veterans, the LGBTQ+ community, and persons of diverse religious persuasions.

B. Faculty Evaluation

Faculty members undergo regular evaluations at the college level. These evaluations occur at two different times and places.

1. Contract negotiations are conducted initially at the department or program level and are based on performance review and workload needs. Contracts are approved by the college dean.

2. Evaluation for academic advancement and promotion is conducted at the levels of the department or program and the college. Associate Professors and Professors are also evaluated at the campus level (see 6. II. Faculty Appointmentf 0 1 50.4 385.03 Tm1tu2 retonBT. Tf1 0 0 1 68.424 284.21 Tm0 gn G[(

Sabbatical leave may be granted to a full-time faculty member after six years of continued full-time service at the university. Deans, department chairs, and program