

# Brandeis University **FACULTY HANDBOOK**

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## **I. GENERAL**

The Board of Trustees is the legal corporation of the University, in whom ultimate authority and responsibility for the University is vested under the Charter granted by the Commonwealth of Massachusetts. The Board Bylaws state:

“1. The President of the University is the Chief Executive Officer of the University, charged with the responsibility for all academic, administrative, financial and other activities and with the execution of all policies established by the Board of Trustees. The President shall be a member of each faculty.

2. The Provost, those Vice Presidents reporting directly to the President, the General Counsel, and members of the Faculty within the tenure structure are appointed or promoted by the Board of Trustees upon the recommendation of the President of the University.”

The Board and the President have jointly delegated to the Faculty primary responsibility for all academic policies and practices, a responsibility codified in the Faculty Handbook, a document constructed and maintained by the Faculty and approved by the President and the Board.

## **II. THE PRESIDENT**

The Board Bylaws specify: “The President may delegate to academic and administrative officers such matters as he or she may deem appropriate,” Board Bylaws, IX, sections B.1-3. The President appoints the principal officers of academic administration in accordance with the procedures described in this Handbook.

## **III. THE FACULTY**

### **A. Functions**

Faculty carry out the educational and research missions of the university. Faculty functions include teaching, advising, scholarship, research and creative work, as well as service to the university. Faculty participate in university governance through legislative and other acts of the Faculty Meeting, the Faculty Senate, faculty committees, academic departments and other academic units.

### **B. Membership**

Members of the faculty may hold appointments within the tenure structure or outside the tenure structure. Appointments outside the tenure structure are made to fulfill the special teaching and research needs of the graduate professional schools and graduate professional programs, and to augment the teaching and research activities of the Arts and Sciences faculty in the tenure structure. Faculty consist of those holding the following ranks:

#### **1. Ranks within the Tenure Structure**

##### **a. full-time appointments**

- i. Instructor

- ii. Assistant Professor
- iii. Associate Professor
- iv. Professor
- v. University Professor

**b. part-time appointments**

- i. Part-time appointments within the tenure structure may be authorized by the Provost.
- ii. Such appointments are made in accordance with the standards and procedures established by this Handbook for full-time appointments.
- iii. Full-time faculty may reduce their appointment to part-time status on the basis of a written agreement with the Provost.

**2. Ranks outside the Tenure Structure**

**a. instructor**

- i. An instructor may be appointed for a fixed term not to exceed five years for either full-time or part-time service.
- ii. Appointments as instructor may be renewed.

**b. lecturer, senior lecturer**

- i. A Lecturer or Senior Lecturer may be appointed for a fixed term not to exceed five years for either full-time or part-time service.
- ii. Appointments as Lecturer or Senior Lecturer may be renewed.

**c. visiting faculty**

A Visiting Faculty member may be appointed for a specified period of time not to exceed two years for full-time or part-time service at a rank commensurate with previous experience.

**d. in-residence status**

- i. A person possessing special qualifications or professional experience (e.g., Scholar, Artist, Writer, Diplomat) may be given an in-residence appointment with a title reflecting their special qualifications.
- ii. Such appointments should not exceed three years in length.”

**e. associate professor of the practice, professor of the practice**

- i. Where there is educational need, a practitioner-educator may be awarded the rank of Associate Professor of the Practice or Professor of the Practice.

**f. adjunct appointment**

- i. A person whose primary employment is outside the university may be appointed to an adjunct position at a rank commensurate with the person’s professional experience.

- ii. Adjunct appointments are made for a specified term on a part-time basis.

**g. assistant research professor, associate research professor or research professor**

- i. Individuals whose primary responsibility is the conduct of externally funded research and publication may be appointed Assistant Research Professor, Associate Research Professor, or Research Professor.
- ii. The responsibilities of faculty holding research appointments with respect to university and departmental service will be determined by the appropriate Academic Dean, in consultation with the Provost and the relevant departments, and defined in a written agreement with the faculty member.

**h. assistant professor, associate professor, or professor outside the tenure structure**

i. In exceptional circumstances, individuals may be appointed by the Provost to the rank of Assistant Professor, Associate Professor, or Professor outside the tenure structure.

**j. appointments, reappointments, and promotions outside the tenure structure**

Appointments, reappointments, and promotions outside the tenure structure are made in accordance with the provisions of this Handbook (see section V.A.5. and V.A.6, below).

**k. emeritus/a status**

Upon retirement, a member of the faculty may be designated Emeritus/a at the rank held at retirement upon recommendation of the Provost.

l. The term “professor” is reserved for faculty appointments.

**C. Rights and Responsibilities**

**1. Rights**

The rights of individual faculty members include, but are not necessarily limited to

**a. academic freedom**

The university affirms and protects the full freedom of scholarly and intellectual inquiry and expression of all faculty in the fulfillment of their university responsibilities, including teaching, advising, discussion, research, publication, and creative work, as well as other scholarly activities. When a member of the faculty speaks or writes in public, other than as a representative of the university, they are free from institutional restraints.

**b. participation**

Faculty have the right to participate in the determination of their teaching, administrative, and other university assignments and responsibilities, as well as in the evaluation of their own performance. Faculty participate in the formulation or reformulation of university rules and regulations that apply to faculty, but are not part of this Handbook, according to procedures established by the university in consultation with the Faculty Senate. Final authority over these matters rests with the appropriate Academic Deans, the VP of the Rabb School and the Provost, as described in this Handbook.

**c. fair and equitable treatment**

Faculty have the right to fair and equitable treatment in the application of university policies and decisions, including recognition that the proportions of time and energy devoted to teaching, advising, research, administration, and other responsibilities may vary from individual to individual, and for the same individual over time.

**2. Responsibilities**

The responsibilities of individual faculty members include, but are not necessarily limited to

**a. teaching**

i. Teaching is a fundamental faculty responsibility. It may entail conducting regular courses, directing independent study, advising dissertations, as well as supervising postgraduate and postdoctoral research.

ii. Faculty are expected to acquire and to maintain command of their subject.

iii. The teaching preferences of individual faculty may be balanced by the needs of departments, programs, and the university in the determination of teaching assignments. Because the university is committed to offering students a diverse and substantial array of courses, and must ensure that coursework necessary to fulfill major, program, and degree requirements is available to students, faculty may be required to develop new courses, or to teach existing courses in order to meet these needs.

**b. conduct of courses**

i. Faculty are responsible for promoting integrity in all academic endeavors and for creating and maintaining an atmosphere of mutual respect in the classroom.

ii. Classes are held at the time and place designated by the Registrar upon recommendation of the department chair. Classes are not scheduled so as to conflict with regularly scheduled Faculty Meetings. Faculty are expected to attend scheduled meetings of their classes, except when prevented from doing so by unavoidable circumstances or by absences planned in accordance with university policies and procedures.

iii. At the beginning of each course, the faculty member will distribute a syllabus indicating the content of and requirements for that course, as well as the criteria of evaluation. Each student in a course will be afforded the same opportunities, held to the same requirements, and evaluated according to the same criteria, except as required by university policies on the accommodation of students with disabilities or in the case of graduate and undergraduate students enrolled in the same course.

iv. Faculty are responsible for instruction in their courses; for the evaluation and grading of all work submitted in their courses and for final course grades; for ensuring that student work is returned in a timely fashion; and for the submission of grades in accordance with university deadlines. Faculty are expected to observe university rules and regulations concerning copyright and intellectual property with respect to the compilation of course materials.

v. Faculty will be available to their students on a regular basis.

vi. Faculty who must cancel classes or office hours due to unavoidable circumstances are expected to inform the department and, in consultation with the chair, make appropriate arrangements for make-up classes. In the case of planned absences for professional or other reasons faculty are expected, in consultation with the chair, to follow established university approval procedures.

**c. advising**

i. The academic advising of students is a significant faculty responsibility. Faculty may be assigned to advise first year students, undergraduate concentrators, or graduate students, as appropriate.

ii. Advising assignments are determined by the department or by an Academic Dean.

iii. Faculty will establish and post regular office hours for consultation with their advisees and other students.

**d. research, publication, and creative work**

i. Faculty within the tenure structure are expected to engage in scholarly and/or creative activity as demonstrated by a sustained record of published and ongoing research, creative work, or other accomplishments, appropriate to the nature of their appointment. Expectations of scholarly and/or creative activity for faculty outside the tenure structure are defined by the terms of their position.

ii. The conduct of research must conform to university policies on human subjects, animal care, misconduct, copyright, conflict of interest and other applicable policies.

**e. university service**

i. Faculty responsibilities include service to one's department, program, or other academic unit, and to the university. The Academic Deans and department chairs, or their equivalents, should consult to ensure that university service is equitably distributed.

ii. University service includes service on *ad hoc* review committees and on the Tenured Promotions Committee for appointments, tenure, and promotion, as defined in this Handbook (see section V.A.4.b.i.(6) and (7), below). Faculty are responsible for maintaining the confidentiality of *ad hoc* committee and the Tenured Promotions Committee deliberations.

**f. professional activities outside the university**

i. Although a specific work week is not defined for faculty members with full-time appointments, it is expected that such appointments constitute a full-time obligation and that, with the exceptions explicitly permitted by university policies on consulting and other related professional activities, full-time faculty will not engage in other employment during the academic year. The external activities of faculty members must be consistent with university policies, including its policies on conflicts of interest.

ii. Faculty members must obtain the approval of the Dean prior to undertaking any significant external activity. This includes all commitments of an ongoing nature, as well as any one-time commitment involving an extended absence from the university. Faculty will consult with their department chair to determine whether an outside commitment is exempt from approval by the Dean. Department chairs are expected to consult with the Dean when in doubt about such activity.

iii. Outside employment requires written approval of the Provost.

iv. No tenured member of the faculty may hold tenure at another institution simultaneously.

v. Faculty who hold part-time appointments may have outside obligations and commitments. Part-time faculty are expected to evaluate and arrange their external commitments in order to avoid compromising their ability to carry out their obligations to the university.

vi. All faculty will file an annual disclosure form with the university detailing all significant external activities during the previous year, including any activities that may be ongoing.

**g. work schedule**

i. Proposals for changes in university policy with respect to the work load of faculty must be submitted to the Faculty Senate, the School and Division Councils, and the Undergraduate Curriculum Committee for prior review, and may be submitted to the Faculty Meeting for review.

ii. The work loads of individual faculty are determined by the appropriate Academic Dean(s) in consultation with department chair(s) (or equivalent).

(1) tutorial and readings courses, and the supervision of senior essays and theses and graduate theses and dissertations, as well as regularly scheduled classes, are considered when establishing the work load and teaching assignments of individual faculty.

(2) faculty are expected to be available for administrative service on university/faculty committees and in their departments, programs, or other academic administrative units. Such service may be determined by the Provost, Academic Deans, or department chair, in consultation with the faculty member and in consideration of the nature of the faculty member's appointment.

(3) the Provost may release members of the faculty with major administrative responsibilities from part of their teaching obligations.

(4) in determining individual faculty workloads, the appropriate Academic Dean balances the demands of research, publication, and creative work and the teaching, administrative, and other responsibilities of the faculty member.

**h. fair, equitable, and civil treatment**

i. Faculty are expected to be fair, equitable and civil toward all members of the university community, including faculty, students, administrators, staff, and others.

ii. Faculty are expected to observe university rules and regulations that apply to faculty, which are developed in accordance with the provisions of this Handbook (section III.C.1.b, above), but are not part of this Handbook.

**3. Salary**

a. Annual increases in salary are normally granted, determined by the rank and merit of the individual faculty member.

b. Except for certain administrative officers who are members of the faculty, salaries of faculty members are paid on the basis of the academic year, but prorated over a twelve-month period.

c. The faculty work year begins one week before the first day of classes and ends commencement day.

**4. Opportunities for University-Supported Leave**

**a. sabbatical leave**

i. Faculty are eligible for sabbatical leave in the seventh academic year after completion of twelve semesters of full-time service at Brandeis University. Sabbatical leave is granted by the Provost, with the advice of the department chair and the appropriate Academic Dean, to faculty who have held the rank of Associate Professor with tenure or Professor with tenure for at least two semesters of full-time service. Sabbatical leave promotes study, research and/or creative work, and general professional improvement.

ii. Faculty members submit their plans for sabbatical leave to their department chair. After consulting with the faculty member and other members of the department, the chair sends the proposal and their recommendation for leave to the appropriate Academic Dean. The Dean confirms the faculty member's eligibility for sabbatical leave and sends their recommendation to the Provost for final approval. Neither the granting of an early sabbatical nor the postponement of a sabbatical entitles a faculty member to more or less than one year of sabbatical leave for each twelve semesters of full-time service. Sabbatical leaves may not be taken consecutively.

iii. Sabbatical leave may be granted for two semesters at one-half salary, or one semester at full salary. Upon completion of a sabbatical leave, faculty are expected to return to full-time service at Brandeis University for at least two consecutive semesters.

iv. Acceptance of a teaching or research appointment at another institution during a sabbatical year may be approved by the Provost if it contributes to the professional development of the faculty member. During sabbatical leave the university's contributions to health insurance and retirement programs are continued unless such payments are assumed by another institution. Payments are based upon the actual salary paid by the university.

**b. other programs and opportunities**

Other programs and opportunities for university-supported leave are administered by the office of the Provost.

## **5. Leaves of Absence**

### **a. professional and personal leaves of absence without pay**

i. Professional and personal leaves of absence without pay are granted by the Provost, with the advice of the department chair and the appropriate Academic Dean. Such leaves may be granted for one year and are not normally renewed for more than one additional year. Leave beyond one additional year must be requested of the appropriate Academic Dean by the department chair and approved by the Provost.

ii. A written request for leave of absence without pay, or renewal of such leave, is made by the faculty member to their department chair, who sends the request and their recommendation to the Provost.

iii. Professional leave involves significant scholarly or other activity that contributes to professional development. Personal leave involves circumstances that preclude significant scholarly or professional development. For the purpose of sabbatical eligibility, the semester(s) during which a faculty member is on leave are not considered toward years of service. For the purpose of tenure and promotion, the semester(s) during which an untenured faculty member is on professional leave count toward years of service in rank, while semesters on personal leave do not.

**b. Family and/or medical leave** is granted in accordance with the provisions of the Brandeis Family and Medical Leave Act Policy.

## **IV. ACADEMIC ADMINISTRATION**

### **A. Provost and Executive Vice President for Academic Affairs**

The Provost is the chief academic officer of the University and has responsibility, under the President, for implementing academic policy for the university in accordance with the provisions of this Handbook. The Provost ensures that governance of the Arts and Sciences and the graduate professional schools is consistent with the principles and provisions of this Handbook. The Dean of Arts and Sciences, the Dean of the Heller School for Social Policy and Management, and the Dean of the Brandeis International Business School report directly to the Provost.

The Provost may appoint one or more Associate Provosts, in accordance with the procedures described in this Handbook.

The Provost may appoint one or more Assistant Provosts.

### **B. Academic Deans**

#### **1. Dean of Arts and Sciences**

The Dean of Arts and Sciences, reporting to the Provost, has authority over faculty appointment, reappointment, tenure, and promotion processes in the School, as provided for by this Handbook.

Acting in close cooperation with the Provost, the Dean has administrative responsibility for graduate and undergraduate education and the research functions of the university in the Arts and Sciences. The Dean is responsible for implementation of academic rules and regulations, academic advising, promotion of academic integrity, graduate admissions and financial aid policies, undergraduate and graduate curricula, faculty staffing and development, research

activities, management of academic resources, and oversight of academic departments, interdepartmental programs, and other academic activities in the Arts and Sciences.

a. The Dean, acting under the authority of the Provost, will appoint a Dean of the Graduate School of Arts and Sciences, in accordance with the procedures described in this Handbook. The Dean of the Graduate School of Arts and Sciences, reporting to the Dean of Arts and Sciences, is responsible for oversight of existing graduate academic programs, for graduate program development, for graduate recruitment and admissions, fellowships and financial aid, and for management of Graduate School of Arts and Sciences staff.

b. The Dean may appoint one or more Associate Deans, in accordance with the procedures described in this Handbook.

c. The Dean may appoint one or more Assistant Deans.

### **2. Dean of the Heller School for Social Policy and Management**

The Dean of the Heller School for Social Policy and Management, reporting to the Provost, has authority over faculty appointment, reappointment, tenure, and promotion processes in the School, as provided for by this Handbook.

The Dean has administrative responsibility, under the Provost, for the graduate education and research functions of the School. Acting in close cooperation with the Provost in matters of academic policy, the Dean is responsible for implementation of academic rules and regulations, academic advising, promotion of academic integrity, graduate admissions and financial aid policies, research activities of the faculty, management of academic resources, and other academic activities in the School.

a. The Dean may appoint one or more Associate Deans, in accordance with the procedures described in this Handbook.

b. The Dean may appoint one or more Assistant Deans.

### **3. Dean of the Brandeis International Business School**

The Dean of the Brandeis International Business School, reporting to the Provost, has authority over faculty appointment, reappointment, tenure, and promotion processes in the School, as provided for by this Handbook.

The Dean has administrative responsibility, under the Provost, for the graduate education and research functions of the School. Acting in close cooperation with the Provost in matters of academic policy, the Dean is responsible for implementation of academic rules and regulations, academic advising, promotion of academic integrity, graduate admissions and financial aid policies, research activities of the faculty, management of academic resources, and other academic activities in the School.

a. The Dean may appoint one or more Associate Deans, in accordance with the procedures described in this Handbook.

b. The Dean may appoint one or more Assistant Deans.

## **C. Procedures for Establishment or Discontinuation of a Deanship**

1. With respect to the establishment or discontinuation of a deanship, associate provostship, or associate deanship, the Provost, working in cooperation with the Council of the Faculty Senate, will establish an appropriate deliberative process to ensure that faculty constituencies most affected by the proposal are consulted.

2. The Provost, acting in consideration of the results of the established deliberative process, determines whether and how to proceed with a proposal.

3. The Provost will inform the Faculty Senate of their decision and provide an explanation thereof. If the Faculty Senate votes to do so, the proposal will be placed on the agenda of the next Faculty Meeting for its consideration.

#### **D. Departments/Academic Administrative Units**

For the purposes of this Handbook, the term "department" denotes the academic administrative units within Arts and Sciences, within The Heller School for Social Policy and Management, and within the Brandeis International Business School. The Heller School and the International Business School have their own individual administrative structures. What follows below (D.1.-D.4.) pertains specifically to the School of Arts and Sciences.

##### **1. Functions**

Subject to review by the Division Council(s) and approval by the Undergraduate Curriculum Committee, the department develops and administers the curriculum of its field(s) of major, its honors program, other instructional activities within the department, and the academic advising of undergraduate and graduate students. Departments are responsible for encouraging and supporting the scholarly research and creative activities of their faculty. They are also responsible for providing teaching resources to support the general education curriculum of the undergraduate college and interdepartmental programs and majors, as well as the requirements of their own major(s) and relevant graduate curricula.

##### **2. Membership**

Members of the faculty are appointed or, in exceptional cases, re-assigned to departments by the Provost, acting under the authority of the President, and in consultation with the relevant Dean(s), department(s) or other academic administrative unit(s) in question, and the faculty member concerned.

##### **3. The Department Chair**

###### **a. appointment**

i. The Dean of Arts and Sciences appoints the chair of each department.

Recommendations originate from the department. If the department fails to recommend a candidate, or the Dean rejects the departmental nominee, the Dean will establish a consultative process including representatives of the department to determine the chair. In exceptional circumstances, the Dean may appoint as temporary chair a member of another department.

ii. Appointment of a chair is for a defined term, and may be renewed according to the above procedure.

###### **b. functions**

i. Acting in consultation with members of the department, the chair is responsible for supervision of all departmental functions, as well as budget and personnel matters.

ii. The chair, acting under the authority and subject to approval by the Dean of Arts and Sciences,

(1) manages the graduate and undergraduate curricula of the department;

(2) manages the faculty and staff personnel needs of the department;

- (3) determines faculty responsibilities with respect to the functions of the department, subject to approval by the Dean of Arts and Sciences;
- (4) determines faculty teaching assignments;
- (5) advises the Registrar with respect to the scheduling of departmental course offerings;
- (6) oversees and evaluates faculty job performance;
- (7) makes annual recommendations concerning faculty salaries in the department;
- (8). is responsible for departmental action with respect to the appointment, reappointment, promotion, and award of tenure to faculty in the department, subject to the relevant provisions elsewhere in this Handbook;
- (9) advises the Dean and Provost with respect to university service of department faculty; and
- (10) assists the Dean and Provost in implementing university and governmental policies.

#### **4. The Department Meeting**

Matters pertaining to the functions of the department, recommendations for the award of degrees and honors, and other departmental affairs are discussed at meetings of the department faculty.

### **E. Interdepartmental Programs, Centers, Institutes, Other Academic Administrative Units**

#### **1. Membership**

Members of the faculty may be appointed or re-assigned to interdepartmental programs, centers, institutes, and other academic units by the Provost, acting under the authority of the President, and in consultation with the relevant Dean(s), department(s) or other academic administrative unit(s) in question, and the faculty member concerned.

#### **2. Structure**

a. The Provost or appropriate Academic Dean, acting on the basis of consultations with the appropriate faculty, may appoint a faculty committee for each interdepartmental program, Center, Institute, and other academic unit.

b. The chairs or directors of interdepartmental programs, Centers, Institutes and other academic units are appointed or re-appointed by the appropriate Dean or Provost for a defined term, determined on the basis of consultations with the faculty committee.

c. The chairs or directors of academic administrative units, acting in consultation with the faculty committee, are responsible for all functions of the academic unit.

d. The chair or director discusses matters pertaining to the functions of the academic unit at meetings of the faculty committee.

### **F. Establishment and Discontinuation of Departments, Programs, Centers, Institutes, and Other Academic Units**

#### **1. Proposals**

Proposals for the establishment or discontinuation of a school, department, undergraduate or graduate program, or other academic organizational unit such as a center or institute may originate from the faculty or administration. The Provost will consult with the Academic Deans,

the VP of the Rabb School, and the Committee on Academic Standards and Policy to establish an appropriate deliberative process.

a. Proposals concerning undergraduate academic programs must be submitted to the Undergraduate Curriculum Committee for review (see section VI.D.3, below).

b. Proposals concerning graduate academic programs must be submitted to the Council of the Graduate School of Arts and Sciences for review (see section VI.C.2.b, below).

c. Proposals concerning professional programs must be submitted to the Council of the professional schools for review (see section VI.C.2.c, below).

d. Proposals concerning summer, special, and continuing studies programs must be submitted to the Advisory Committee of the Rabb School for review (see section VI.D.2.e, below).

## **2. Process**

a. The Provost, acting on the advice of the Academic Deans or the VP of the Rabb School, and in consideration of the results of the established deliberative process, determines whether and how to proceed with a proposal.

b. The Provost will inform the Faculty Senate of their decision and provide an explanation thereof. The Faculty Senate may place the proposal on the agenda of the next Faculty Meeting for its consideration.

c. Establishment of undergraduate academic programs requires legislative approval by the Faculty Meeting.

## **V. APPOINTMENT, REAPPOINTMENT, TENURE AND PROMOTION**

### **A. Faculty**

#### **1. Qualifications**

Within the tenure structure, the qualifications of a candidate for appointment, reappointment, promotion and/or the award of tenure consist of their scholarship, research, and/or creative activity; teaching; and professional activities, including service to the university. Outside the tenure structure, the relevant qualifications of a candidate for appointment, reappointment, or promotion are determined by the terms of the position, in accordance with Contract Faculty Guidelines, approved by the Committee on Faculty Rights and Responsibilities.

a. Qualifications with respect to scholarship, research, and/or creative activity are to be evaluated on the basis of the candidate's publications, ongoing program of research, recognized artistic production, and/or creative accomplishments. With respect to appointment and reappointment, these should demonstrate that the candidate is engaged in the quality of work normally expected in the candidate's field at the rank for which the candidate is being considered. Promotion and/or the award of tenure requires demonstrated superior accomplishments consistent with the candidate's field and the rank for which they are being considered, and appropriate recognition by the national and international community of professional peers.

b. A candidate's qualifications with respect to teaching are an important criterion for appointment, reappointment, tenure and/or promotion. Teaching qualifications include the candidate's command of their subject matter; effectiveness as a classroom, laboratory, or studio instructor; intellectual impact on undergraduate and graduate students; and academic advising.

Evaluation of the candidate's teaching qualifications must include consideration of the results of the regular course evaluation surveys conducted by the Office of the Provost and may include the results of classroom observation.

c. The award of tenure will be made primarily on the basis of scholarship, research and/or creative activity, and teaching. Professional activity, including service to the university, will also be taken into account.

## **2. Appointments within the Tenure Structure**

### **a. Searches**

Appointments to faculty positions in the tenure structure are authorized by the Provost, on the recommendation of the appropriate Academic Dean, on the basis of fair and open search procedures conducted by search committees composed of faculty of the relevant department(s), professional school or professional program, or other administrative unit(s). Any exceptions to this practice are governed by guidelines approved by the Committee on Faculty Rights and Responsibilities. All appointments must be in accordance with University affirmative action policies, and are subject to approval by the Board of Trustees.

### **b. assistant professor**

i. Appointment to the rank of Assistant Professor in the tenure structure requires completion of the doctoral degree or other advanced degree appropriate for the field, or its equivalent in creative achievement or scholarship.

ii. In the event an expected doctorate or equivalent is not completed before the date of appointment at the university, the candidate will be appointed to the rank of Instructor for one year, renewable not more than twice. Upon completion of the doctorate or equivalent, an Instructor may be appointed as Assistant Professor.

iii. After three years as an Assistant Professor (or a total of three years as Instructor and Assistant Professor, if applicable), a faculty member may be reappointed as Assistant Professor for an additional four years according to procedures defined in this Handbook (section V.A.3. below).

### **c. associate professor**

i. Promotion to the rank of Associate Professor in the tenure structure from within the university follows the procedures for tenure and promotion defined in this Handbook (section V.A.4, below).

ii. Appointments to the rank of Associate Professor in the tenure structure from outside the university may be made with tenure or without tenure. Appointments with tenure follow the procedure for promotion and tenure defined in this Handbook. Appointments without tenure may be made for a term not to exceed three years. An Associate Professor without tenure may be considered for tenure during their appointment, according to the procedure for promotion and tenure defined in this Handbook (section V.A.4, below), but not later than during the second year of the appointment.

### **d. professor**

Appointment or promotion to the rank of Professor in the tenure structure from within the university or from outside the university follows the procedure for tenure and promotion defined in this Handbook and carries tenure.

### **e. university professor**

i. This special title may be conferred only upon individuals who have achieved exceptional scholarly or professional distinction within the academic community; whose

achievements transcend traditional disciplinary boundaries; and whose appointment will enhance the reputation and prestige of the university.

ii. A University Professor may be a member of a department but is free from departmental service obligations. Their duties are determined in direct consultation with the Provost.

iii. Appointments as University Professor may be made from within the university or from outside the university, and are considered according to the same process as that defined for tenure and promotion.

### **3. Reappointment within the Tenure Structure**

#### **a. definitions**

(1). For the purposes of reappointment within the tenure structure, the term "department" denotes the academic administrative unit(s) to which the candidate is being reappointed.

(2). The term "chair" denotes the chair of the department, or equivalent in other academic administrative units, of the reappointment candidate.

#### **b. deadlines**

Each year the office of the appropriate Academic Dean will provide departments, as well as each individual candidate for reappointment, with a set of deadlines for completion of the process. Department chairs are responsible for ensuring that departments meet the established deadlines.

#### **c. assistant professor**

i. In the third year in rank as Assistant Professor (including time spent in rank as Instructor, if any) and not later than six months before the appointment terminates, a member of the faculty must be informed by the appropriate Academic Dean in writing of termination or reappointment to the rank of Assistant Professor in the tenure structure.

ii. Reappointment as Assistant Professor in the tenure structure requires demonstrated accomplishments in scholarship, research, or creative activity, and in teaching.

iii. The tenured members of the department will evaluate the candidate's accomplishments in deliberations convened and presided over by the department chair. Their evaluation will be based on a dossier compiled by the chair. The dossier will include an up-to-date *curriculum vitae* supplied by the candidate, a statement by the candidate addressing their accomplishments and goals in scholarship and/or creative work and teaching, copies of manuscripts and scholarly publications or other creative work relevant to the evaluation, and materials relevant to assessment of the candidate's teaching, including results of the regular course evaluation surveys conducted by the Office of the Provost. The dossier may also include letters from outside evaluators, solicited by the chair. The chair will convey the department's recommendation concerning renewal of the candidate in a written statement to the appropriate Academic Dean, who makes the final decision.

The candidate will be notified in writing of the department's recommendation, and of the basis for that recommendation.

iv. Before May 31 of the seventh year in rank as Assistant Professor at Brandeis University (including time spent in rank as Instructor, if any, but not including time granted under the provisions of section V.A.3.e. of this Handbook), the candidate must be informed by the appropriate Academic Dean in writing either that tenure and promotion have been granted, effective in the year following the decision, or that tenure and promotion have been denied. The May 31 deadline assumes an appointment that began in the fall semester. For those Assistant

Professors whose appointment began in the spring semester (in January), candidates must be informed by the appropriate Academic Dean in writing about the outcome of their tenure and promotion review before November 30th of the seventh year in rank as Assistant Professor. In cases where tenure and promotion have been denied, the candidate will receive a one-year non-renewable appointment as Assistant Professor outside the tenure structure, to take effect in the year following the decision.

**d. associate professor in the tenure structure, without tenure**

i. An Associate Professor in the tenure structure without tenure must be informed by the appropriate Academic Dean in writing before May 31 of the penultimate year of appointment whether tenure has been granted or the appointment will terminate at the end of the next academic year. The May 31 deadline assumes an appointment that began in the fall semester. For those Associate Professors whose appointment began in the spring semester (in January), candidates must be informed by the appropriate Academic Dean in writing before November 30th of the penultimate year of appointment whether tenure has been granted or the appointment will terminate at the end of the next calendar year.

ii. An Associate Professor without tenure is considered for tenure in accordance with the procedures for tenure and promotion defined in this Handbook (section V.A.4, below).

**e. postponements**

A faculty member who had been granted medical or parental leave for a minimum of seven weeks may postpone for two semesters a scheduled reappointment or tenure decision. Additional guidelines for postponements based on medical or family circumstances must be approved by the Committee on Faculty Rights and Responsibilities. The faculty member must notify the appropriate Dean of such postponements by May 1 of the calendar year in which the department is scheduled to begin its deliberations. Such postponements may not exceed a total of four semesters.

**4. Tenure and Promotion**

Standards and procedures for the award of tenure and/or promotion are governed by the provisions of this Handbook. The Provost and/or the Academic Deans may issue additional guidelines as may be necessary, consistent with the provisions of this Handbook. Such guidelines are subject to review by the Committee on Faculty Rights and Responsibilities. Every effort will be made by participants and by the university to preserve the confidentiality of all deliberations concerning tenure and promotion.

**a. definition**

i. An appointment with tenure makes an appointment to the faculty permanent. A tenure appointment may be terminated only by voluntary resignation, retirement, or dismissal in accordance with the provisions of this Handbook (see sections VII.C and D, below).

ii. The tenure policy of the university applies only to faculty members who have been appointed in the tenure structure as defined in this Handbook (see section III.B.1, above).

**b. procedure**

**i. definitions**

(1) For the purposes of tenure and promotion, the term “department” denotes the academic administrative unit(s) to which the candidate is being appointed, and the term “committee,” if not further modified, refers to both the *ad hoc* committee and the Tenured Promotions Committee.

(2). The term "chair" denotes the chair of the department, or equivalent in other academic administrative units, of the candidate for tenure and/or promotion.

(3). A "dossier" must be compiled for every candidate for tenure and/or promotion. A candidate's dossier will include relevant evidence of the candidate's qualifications for appointment with tenure, award of tenure and promotion, or for promotion. The dossier will include an up-to-date *curriculum vitae*, a statement by the candidate addressing their accomplishments and goals in scholarship and/or creative work and teaching, copies of manuscripts and scholarly publications or other creative work relevant to the review, materials relevant to assessment of the candidate's teaching, and evidence of the candidate's service to the university and the profession. With respect to candidates for tenure, including the appointment of faculty with tenure, the dossier must incorporate the full body of the candidate's work. With respect to candidates for promotion, the dossier must incorporate all work since the award of tenure. The dossier will also include not less than three letters of evaluation from qualified individuals outside the university, a list of all those from whom such letters were solicited, as well as a statement by the department chair as to the qualifications of the outside evaluators and their relationship (if any) to the candidate.

(4). A "departmental report" must contain a clear recommendation for or against appointment, the award of tenure, and/or promotion. The report must include an appraisal of all significant evidence, favorable and unfavorable. It should be specific and analytical, and must include an evaluation of the candidate's qualifications with respect to scholarship and/or creative work, teaching, professional activities and service to the department, university, and the profession. With respect to a recommendation for the award of tenure, the report must also include a statement of how the recommendation addresses the needs of the school, department, or other academic unit making the recommendation, and the university. If the recommendation is not unanimous, the division of the department and the reasons therefor must be communicated either in the body of the report or in separate concurring or dissenting statements by individual members, submitted as part of the departmental report, over the appropriate signatures, and with the full cognizance of all members of the department participating in the process. All members of the department in residence are expected to participate in the deliberations and to sign either the main report, or dissenting or concurring statements. A member not in residence is not required to sign, but will be consulted, if possible. No member of the department may submit a statement or opinion independently of the departmental report.

(5). The "departmental summary" is prepared by the department so as to reflect accurately the substance of the departmental evaluation and recommendation while preserving the anonymity of outside evaluators and the positions of individual participants in the process.

(6). The "*ad hoc* review committee" is appointed by the appropriate Academic Dean. It includes four members of the Brandeis University faculty from a department other than that of the candidate, chosen to achieve representation of appropriate disciplines. The Dean will designate one member to serve as chair.

For each candidate considered for tenure, the *ad hoc* committee will also include two faculty from other universities, professional schools, or research institutions in the same, or a closely related, discipline as the candidate. For each candidate considered for appointment or promotion to the rank of Professor with tenure, the committee will also include at least one faculty from another university, professional school, or research institution in the same, or a closely related, discipline as the candidate. *Ad hoc* committees for candidates for appointment to Professor with tenure who do not hold or have not held tenure at another institution will include

two faculty from other universities, professional schools, or research institutions in the same, or a closely related, discipline as the candidate. The outside faculty participants will be chosen by the appropriate Academic Dean in consultation with the departmental chair or representative, and will hold a rank or equivalent position equal to or higher than the rank for which the candidate is to be considered.

For each candidate considered for appointment to the rank of University Professor, the *ad hoc* review committee will consist of at least five senior members of the Brandeis University faculty and two distinguished faculty from other universities, professional schools, or research institutions in the same, or a closely related, discipline as the candidate. This committee will be appointed by the Provost and chaired by the appropriate Dean. It submits its report to the Provost, who makes their recommendation to the President.

(7). The “Tenured Promotions Committee” is a standing committee comprised of seven tenured full professors in Arts and Sciences. The committee includes at least one member from each of the four Schools within Arts and Sciences, and has no more than two members from any School. Three members are elected by the tenured faculty in Arts and Sciences; the other four are chosen by the Dean of Arts and Sciences in consultation with the Faculty Senate and the Division Heads. One member shall serve as chair, selected each year by the members of the committee.

Members serve a three-year term and may be elected or appointed to a second term. However, the terms of the initial members of the committee shall include two one-year terms, two two-year terms, and three three-year terms, in order to create staggered terms going forward. After completing their service on the committee, a member is not eligible to serve again until two academic years have elapsed. Members of the committee will receive compensation for their service, scaled to the level of activity of the committee. The names of the committee members are in the public domain.

The full committee shall vote on each case brought before it. However, any member from the department of the candidate under consideration must recuse themselves from participation in the case. The committee shall establish three-person subcommittees to present each case to the full committee and to draft the committee’s report; subcommittee membership shall be held in confidence.

## **ii. the department**

(1). The department chair compiles the candidate’s dossier and makes it available to all eligible members of the department in advance of the departmental deliberations. The chair

(a). obtains an up-to-date *curriculum vitae* from the candidate, a statement by the candidate addressing their accomplishments and goals in scholarship and/or creative work and teaching, copies of manuscripts and scholarly publications or other creative work relevant to the review, and a list of potential outside evaluators to be discussed with the chair. The candidate is responsible for providing these materials to the chair in a timely fashion;

(b). obtains no fewer than three letters of evaluation from relevant faculty outside the university, selected in consultation with tenured members of the department, sufficiently far in advance to ensure their availability for consideration as part of the department’s deliberations. When evaluation of the candidate’s qualifications requires it, and after consultation with the appropriate Academic Dean, the chair should also solicit no more than three letters from relevant faculty of the university in (an)other department(s), program, or other academic administrative unit;

(c). collects materials relevant to assessment of the candidate’s teaching;

(d). collects evidence of the candidate's service to the university and the profession.

(2). The chair convenes and presides over deliberations of the candidate's qualifications for tenure and/or promotion by the eligible tenured members of the department. All tenured members are eligible to deliberate cases of tenure and promotion. Only tenured members with the rank of Professor are eligible to deliberate cases of promotion to the rank of tenured Professor. In those departments with three or fewer members eligible to participate, the appropriate Academic Dean will appoint faculty from another department or departments to participate in the process. Such faculty must hold a rank equal to or higher than that proposed for the candidate.

(3). The dossier, departmental report, and departmental summary must be completed and submitted to the appropriate Academic Dean, in accordance with the established deadline.

### **iii. The appropriate Academic Dean**

(1). Upon receipt of the dossier, departmental report, and including the departmental summary, the Dean reviews department procedures to ensure that they conform to the requirements of this Handbook. The Dean reviews the dossier, report, and summary and may request, in writing, that the department revise the report and/or the summary so as to reflect more completely the documentation and departmental deliberations, to clarify the departmental recommendation, or to ensure anonymity.

(2). The Dean then provides a copy of the summary to the candidate, who may submit a written response to the Dean within 10 working days, which will be appended by the Dean to the departmental report.

(3). In the professional schools, the Dean must establish an *ad hoc* review committee for each candidate recommended by a department for tenure and/or promotion in accordance with the procedure defined above (section V.A.4.b.i.[6], "*ad hoc* review committee"), except as provided for by this Handbook (see section V.A.4.b.ix, "institutional need," below). In Arts and Sciences, the Dean must establish an *ad hoc* review committee for each candidate recommended by a department for promotion to associate professor with tenure or for an initial appointment as associate professor with tenure or professor with tenure in accordance with the procedure defined above (section V.A.4.b.i.[6], "*ad hoc* review committee"), except as provided for by this Handbook (see section V.A.4.b.ix, "institutional need," below), and must submit to the Tenured Promotions Committee each candidate recommended by a department for promotion to full professor.

(4). In the event of a negative recommendation by the department, or an evenly-divided departmental vote, the Dean may solicit additional confidential information in writing relevant to the case. The Dean may decide to establish an *ad hoc* committee – or in Arts and Sciences, for cases of promotion to full professor, to submit the case to the Tenured Promotions Committee – or recommend denial of tenure and/or promotion.

A recommendation by the Dean for denial of promotion and/or tenure must take the form of a written statement to the Provost, accompanied by all materials.

The Dean must inform the department and the candidate of this decision in writing.

(5). When the Dean establishes an *ad hoc* committee or submits a candidate to the Tenured Promotions Committee, the Dean will forward the dossier, departmental report and candidate's response (if any), as well as any additional information solicited by the Dean (henceforth: the "materials") to each member of the committee, including the participating outside scholar(s). Unsolicited material will not be accepted by the Dean or by the committee, and will have no standing. The department may submit to the Dean additional material relevant

to the case up to one week prior to the meeting of the committee. The Dean will forward such additional materials to each member of the committee, including the participating outside scholar(s).

**iv. the *ad hoc* committee and the Tenured Promotions Committee**

(1). All deliberations of the committee will take place in scheduled meetings, and are confidential.

(2). The committee reviews the materials to determine whether additional letters or other materials should be obtained. If the committee deems it necessary, it may solicit additional evidence from the department and/or outside individuals through the office of the appropriate Academic Dean. All additional materials will become part of the written record.

(3). Consideration of each case will take place at a meeting of the *ad hoc* committee including the participating outside scholar(s) and the appropriate Academic Dean, or at a meeting of the Tenured Promotions Committee including the appropriate Academic Dean. The departmental representative presents the departmental report to the *ad hoc* committee or to the subcommittee of the Tenured Promotions Committee that will be presenting the case to the full committee. The representative will be available during deliberations to answer questions, but will not participate in, or be present at, the deliberations or preparation of the committee's report.

(4). The outside scholar(s) will participate fully in the deliberations of the *ad hoc* committee concerning the qualifications of the candidate they have been asked to evaluate, and in the preparation of the *ad hoc* committee report. The Dean is present at, and may participate in, all deliberations of the *ad hoc* committee or the Tenured Promotions Committee, but does not vote and does not participate in preparation of the committee report.

(5). The report of the *ad hoc* committee, including the outside scholar(s), or the Tenured Promotions Committee must contain a clear recommendation for or against promotion and/or the award of tenure. The report must include an appraisal of all significant evidence, favorable and unfavorable. It should be specific, detailed, and analytical, and must include an evaluation of the candidate's qualifications with respect to scholarship and/or creative work; teaching; activities and service to the department, university, and the profession. If the committee's recommendation is not unanimous, the division of the committee and the reasons therefor must be communicated either in the body of the report or in separate concurring or dissenting signed statements by individual members, submitted as part of the committee's report and with the full cognizance of all members of the committee, including its outside scholar(s). No member of the committee may submit a report or opinion independently of the committee's report.

(6). When the committee submits its report to the Dean, the Dean informs the department of the committee's recommendation. The Dean may concur with the recommendation and forward it along with a letter of endorsement to the Provost, or reject it.

(7). If the Dean is considering rejecting the recommendation, they will convene a meeting with the university members of the committee.

(8). In all cases, the Dean submits a written explanation of their final decision to the Provost, accompanied by all relevant materials, which includes the report of the committee. The Dean also submits a written explanation of their decision to the department and to the candidate.

**v. The Provost**

(1). Upon receipt of a recommendation from the Dean, the Provost must first ensure that the case has proceeded according to the requirements established by this Handbook.

(2). The Provost may, upon receipt of the recommendation, convene a meeting of the appropriate Academic Dean, the chair of the committee, the department chair and, if appropriate, one other representative of the department to review the case.

(3). If the Provost recommends promotion and/or the award of tenure, they will send their recommendation and all relevant materials to the President for submission to the Board of Trustees.

(4). A decision by the Provost to deny promotion and/or the award of tenure terminates the promotion and/or tenure process.

(5). If the recommendation of the Provost differs from that of the Dean, the Provost must submit a written explanation of their decision to the President, the Dean, the department, and the candidate.

**vi. The President**

(1). The President reviews all recommendations by the Provost.

(2). The President presents all recommendations of promotion and/or the award of tenure to the Board of Trustees, accompanied by a written explanation of this recommendation and all relevant materials.

**vii. appeals**

(1). The candidate for tenure and/or promotion, or at least two tenured members of the candidate's department at a rank equal to or higher than that proposed for the candidate, may appeal a negative decision by the Provost only on the grounds of alleged significant procedural flaws. An appeal may be made only after the Provost has rendered a decision, and must be made within 10 working days of the Provost's recommendation. Such appeals must be submitted in writing to the chair of the Committee on Faculty Rights and Responsibilities.

(2). The Committee on Faculty Rights and Responsibilities may hear an appeal of the tenure and promotion process only after the Provost has rendered a decision, and normally shall do so within 10 working days of the appeal. The Committee renders an advisory opinion, which may include recommendations for action, and submits it to the President.

(3). The Committee evaluates the facts of the dispute and renders an opinion as to whether a violation of Handbook procedures has occurred and the nature thereof. The opinion of the Committee may include majority and minority views. An appeal of the Provost's decision must be deliberated by at least five members of the Committee, including the chair and two other tenured members. The Committee may invite the parties to present their arguments to the Committee at a hearing, which is neither a trial nor subject to civil procedure. Participants in the hearing may not be represented by counsel.

**viii. recusal of the Dean, Provost, or President**

If a conflict arising out of the departmental or programmatic affiliations of the Dean, Provost, or President requires recusal, they will reassign roles and responsibilities in the tenure and promotion process as appropriate.

**ix. institutional need**

With the prior approval of the President, the Provost may terminate an individual candidacy for reappointment or promotion and tenure on the basis of exceptional institutional need. It is expected that this authority will be exercised only in rare instances and, prior to acting, the Provost must provide the department with a written justification for the decision, and send a copy thereof to the Faculty Senate.

**x. the Board of Trustees**

A candidate is awarded tenure and/or promotion upon approval of the Board of Trustees.

## **5. Appointments and Promotions outside the Tenure Structure**

### **a. definitions**

(1). For the purposes of appointments and promotions outside the tenure structure, the term "department" denotes the academic administrative unit(s) to which the candidate is being appointed/promoted.

(2). The term "chair" denotes the chair of the department, or equivalent in other academic administrative units, of the appointment/promotion candidate.

### **b. process**

Appointments outside the tenure structure are authorized by the appropriate Academic Dean in consultation with the Provost, on the basis of criteria and in accordance with a process that are governed by Contract Faculty Guidelines, approved by the Committee on Faculty Rights and Responsibilities. Such appointments must be consistent with University affirmative action policies and the following provisions of this Handbook.

### **c. appointment and promotion**

Proposals for appointment or promotion to the rank of Associate Professor, Associate Research Professor, Associate Professor of the Practice, Research Professor, Professor of the Practice, or Professor outside the tenure structure are submitted by the relevant department to the appropriate Academic Dean. Upon receipt of a proposal to appoint or to promote, the Dean will establish a review committee. The requirement for review does not apply to initial appointments to the rank of Associate Professor of the Practice not exceeding three years' duration.

i. The review committee, which may take the form of an *ad hoc* committee or of a standing committee, will consist of at least three members of the Brandeis faculty who hold appointments equal to or higher than the contemplated rank, and who may represent ranks from both within and outside the tenure structure. The Dean will designate one member to serve as committee chair.

ii. Through the office of the appropriate Academic Dean, review committee members may seek clarification on any aspect of the case before the committee is due to form its recommendation.

iii. The review committee will determine whether the candidate's teaching, administrative, scholarly, professional, and/or creative achievements fulfill the qualifications and standards of evaluation established for the position in accordance with section V.A.5.b, above.

iv. The review committee submits its recommendation to the appropriate Academic Dean, who decides whether to appoint or to promote the candidate.

### **d. terms of appointment**

i. Initial appointment to the rank of Assistant Professor or Assistant Research Professor outside the tenure structure will not exceed three years.

ii. Initial appointment to the ranks of Associate Professor, Associate Research Professor, Associate Professor of the Practice, Professor, Research Professor, or Professor of the Practice outside the tenure structure will not exceed seven years.

iii. Research appointments may not be continued for more than one year in the absence of funding.

## **6. Reappointment outside the Tenure Structure**

**a. reappointments to the rank of Instructor, Lecturer, Senior Lecturer, visiting faculty, or with in-residence or adjunct status,** are made according to a process governed

by Contract Faculty Guidelines, approved by the Committee on Faculty Rights and Responsibilities.

i. Criteria for reappointment will include consideration of the candidate's teaching, scholarship and/or creative work, as relevant to the position; the educational and service needs of the academic unit; and university needs.

ii. Every candidate must be evaluated by the relevant academic unit in a letter to the appropriate Academic Dean, signed by the chair of the academic unit, or equivalent. The Dean reviews the reappointment recommendation and decides whether to reappoint the candidate.

**b. reappointment to the rank of assistant research professor, associate research professor, research professor, associate professor of the practice (after the successful completion of a review committee) or professor of the practice, or to the ranks of assistant professor, associate professor, or professor outside the tenure structure,** will include a review of the candidate's teaching, scholarship (research and/or creative work), as relevant to the position; the educational and service needs of the academic unit; and university needs. Reappointments are made according to a process governed by the Contract Faculty Guidelines, approved by the Committee on Faculty Rights and Responsibilities. Reappointment will be for a term defined by the appropriate Academic Dean, but not greater than seven years.

## **B. Academic Officers**

### **1. The Provost**

a. In the event the position of Provost becomes vacant, or a vacancy is anticipated, the President meets with the Council of the Faculty Senate and the Committee on Academic Standards and Policy to establish the procedure for identifying and selecting candidates for the position.

b. At the earliest reasonable date the President consults with the Council of the Faculty Senate concerning possible candidates and their credentials. The Council of the Senate then reports to the Senate.

c. The President is apprised in writing by the Council of the sense of the Senate, including a non-binding vote. The Senate may request a special meeting with the President so that they may hear any comments from the Senate as a whole concerning the candidates.

d. The President recommends to the Board of Trustees only a candidate whose name has been discussed with the Committee on Academic Standards and Policy, the Council of the Faculty Senate, and in the Senate.

e. The President will consult in a timely fashion with the Council of the Faculty Senate and the Committee on Academic Standards and Policy with respect to the reappointment of an incumbent Provost.

f. The Provost is appointed for a specific term, defined at the time of appointment or reappointment.

g. In the case of the appointment of an Interim Provost, the President consults with the Council of the Faculty Senate at the earliest possible date concerning possible candidates and their credentials. In the case of a renewal of an Interim Provost, the President consults in a timely fashion with the Council of the Faculty Senate and the Committee on Academic Standards and Policy, and the Council of the Senate then reports to the Senate and shares in writing with the President the sense of the Senate, including a non-binding vote of the Senate.

## **2. Academic Deans**

a. In the event an academic deanship, associate deanship or associate Provostship becomes vacant, or a vacancy is anticipated, the Provost, acting under the authority of the President, meets with the Council of the Faculty Senate to establish the procedure for identifying and selecting candidates for the position.

b. At the earliest reasonable date the Provost consults with the Council of the Faculty Senate concerning possible candidates and their credentials. The Council of the Senate then reports to the Senate.

c. The Provost is apprised by the Council of the reaction of the Senate. The Senate may request a special meeting with the Provost so that they may hear any comments from the Senate as a whole concerning the candidates.

d. The Provost recommends to the President only a candidate whose name has been discussed with the Council and in the Senate.

e. The Provost will consult in a timely fashion with the Council of the Faculty Senate and the Committee on Academic Standards and Policy with respect to the reappointment of an incumbent Academic Dean, associate dean, or associate Provost.

f. Academic Deans are appointed for a specific term, defined at the time of appointment or reappointment.

## **VI. GOVERNANCE**

### **A. The Faculty Meeting**

#### **1. Definition**

a. The faculty, at its regular and duly-called special meetings, discusses, legislates and takes other actions on matters within its purview as defined by this Handbook and consistent with the Board Bylaws; on all rules and regulations outside this Handbook as they pertain to faculty; and on undergraduate programs, degree requirements and the academic rules and regulations affecting undergraduate education. The faculty considers any matter relevant to the educational and research missions of the university, the academic and institutional concerns of the faculty, or the provisions of this Handbook.

b. At its meetings, the faculty hears and considers annual reports from

i. the President, on the state of the university;

ii. the Provost, on the work of the academic administration;

iii. each standing committee of the faculty, on the work of the committee; and

iv. others, as determined by the President or Provost, in cooperation with the Faculty Senate.

#### **2. Structure**

a. The Chair of the Faculty Senate or a member of the Senate Council presides over the Faculty Meeting. The President provides a report to the faculty at each Faculty Meeting; if the President is unable to attend, the Provost shall provide a report. Administrative support for the Faculty Meeting will be provided by the office of the Provost.

b. Regular meetings of the faculty are held at least six times per academic year. Special meetings may be called by the President, Provost, or Faculty Senate, or by petition (written or electronic) to the Faculty Senate of half the quorum.

c. Except as provided for herein, all members of the faculty including members emeriti/ae and all officers of the academic administration may attend and participate in Faculty Meetings. Other officers of the university administration may also attend.

d. The President of the Student Senate, one undergraduate student elected by the Student Senate, and the President of the Graduate Student Association may attend and participate in Faculty Meetings. One representative of the student newspaper and of the student radio station are permitted to attend Faculty Meetings.

e. The following members of the faculty and academic administration have the right to vote at Faculty Meetings:

- i. All faculty holding appointments in the tenure structure;
  - ii. All faculty outside the tenure structure who hold at least half-time appointments and have held such appointments for at least two semesters;
  - iii. The President, Provost, Dean of Arts and Sciences, and the Deans of the professional schools;
  - iv. the University Librarian; and
  - v. the University Registrar.
- f. Upon a two-thirds vote, the Faculty Meeting may convene in executive session, from which non-voting members are excluded.
- g. Ten percent of the voting members constitutes a quorum.

### **3. Agenda and Procedures**

a. The agenda for each Faculty Meeting is established by the Provost and the Council of the Faculty Senate. Agenda items may be introduced by the President, the Provost, the Senate, a faculty committee (as defined in section VI.D. of this Handbook) or by petition (written or electronic) of half the quorum.

b. At least five teaching days before each regular Faculty Meeting, except the degree-voting meeting, the Faculty Senate Chair distributes the agenda and text(s) of proposed faculty legislation or other actions to be considered at the meeting, together with appropriate supporting documents, to all voting members. The Faculty Meeting may waive this requirement by majority vote, provided the materials have been distributed at least two calendar days before the meeting. Materials are distributed either by delivering them to the campus mailboxes of voting members or by delivering them electronically.

c. Meetings and votes are conducted according to Robert's Rules of Order, except as provided herein. The Provost appoints the parliamentarian. Faculty can attend meetings in person or online. Faculty Meetings are recorded for all faculty to view after the meeting.

d. Minutes are circulated to all members of the faculty and officers of the administration, and approved by the Faculty Meeting.

e. Faculty legislation is normally formulated by the Faculty Senate or a faculty committee as defined in this Handbook (see section VI.D., below). Procedure for changing the Handbook is clarified in Section VIII.

i. Except for amendments to pending motions, all legislation and handbook changes must be approved by electronic votes following two separate Faculty Meetings, normally consecutive.

ii. Electronic voting on final motions will occur within two business days following the meeting. The Office of Institutional Research (IR) will partner with the Chair of the Faculty Senate to send the voting-eligible faculty the final motions within 2 business days. The voting will remain open for five business days after the meeting. Results will be shared no later than two business days after voting closes. All votes will be confidential but not anonymous. Report of voting results will only be shared in the aggregate to ensure that no individual can be identified.

iii. A second reading may be waived only by a two-thirds vote, with one-third of the eligible voting membership present and voting. A second reading may not be waived if the legislation has not first been reviewed by a faculty standing committee or by the Faculty Senate.

f. Handbook changes adopted by the Faculty Meeting are subject to approval by the Board of Trustees. The Provost presents adopted Handbook changes to the Board on behalf of the Faculty, at the earliest possible meeting of the Board. The Provost reports the action of the Board at the earliest possible meeting of the Faculty. If the Board rejects changes in the Handbook adopted by the Faculty Meeting, the Provost must inform the Faculty Senate immediately.

## **B. The Faculty Senate**

### **1. Definition**

The Faculty Senate is the representative body of the Faculty as a whole.

### **2. Functions**

a. The Faculty Senate (or any member of the faculty by writing to the Faculty Senate) may initiate discussion on any issue relevant to the educational and research missions of the university or the provisions of this Handbook, including but not limited to academic freedom; the rights, responsibilities, work schedule, salary, and benefits of faculty members; university policies regarding faculty appointments, tenure, promotion, and dismissal; and university rules and regulations as they affect faculty.

b. The Faculty Senate

i. introduces issues and formulates legislation or proposals for other actions for consideration by the Faculty Meeting;

ii. reviews proposed legislation before its submission to the Faculty Meeting and contemplated changes in university rules and regulations that affect faculty, and makes appropriate recommendations to the sponsors thereof and to the Faculty Meeting;

iii. reviews the activities of standing and special faculty committees on an annual basis and makes appropriate recommendations for the improvement thereof;

iv. conducts faculty elections called for in this Handbook;

v. considers proposals to establish new schools, departments, or undergraduate interdepartmental programs;

vi. considers other matters brought to its attention by members of the faculty or academic administration and recommends appropriate action; and

vii. calls special meetings of the Faculty as appropriate.

c. The Faculty Senate determines, via electronic poll or other means, the issues of greatest concern to the faculty and ensures their consideration by the Faculty Meeting or appropriate academic administrative bodies.

- d. The Council of the Faculty Senate may represent the Senate in discussions with the President, Provost, Academic Deans, and other members of the university community.
- e. As specified in this Handbook, the Council of the Faculty Senate
  - i. advises the President, Provost, and the Dean;
  - ii. nominates candidates for faculty committees; and
  - iii. provides informal mediation of disputes involving faculty members.
- f. Minutes of all Senate meetings are distributed to the faculty, electronically or in writing.

### **3. Structure**

- a. The members of the Faculty Senate are elected as follows:
  - i. Each Division of the School of Arts and Sciences elects two members, each professional school elects two, one member is elected by the emeritae/emeriti faculty from their ranks, one is elected by those faculty who cannot vote in faculty meetings, and five at large.
  - ii. To be eligible for election, a candidate must be a member of the faculty within the tenure structure or on a multi-year contract and have been a member of the faculty for at least one year before election, if tenured, or for at least two years, if non-tenured. All emeritae/emeriti faculty members are eligible to run for the emeritae/emeriti seat.
  - iii. Senators are elected for three-year terms. A Senator may not serve for more than six consecutive years.
  - iv. Elections are conducted by the Faculty Senate during the final exam period of the spring term. Voting is conducted electronically. Candidates are elected by plurality. The election of the Chair occurs at the first Senate meeting of the year. The term of the Chair is one year. The emerita/emeritus Senator is not eligible to serve as chair. A seated Chair may be re-elected but may serve for no more than three consecutive terms followed by a three-year hiatus. The term of a Chair who is vacating a Senate seat will extend through the summer, until the first Faculty Meeting. If a seated Chair is running for re-election, the longest-serving member of the Senate will conduct the discussion and election.
- b. The first Senate meeting is held during the first month of the academic year. The Faculty Senate meets at least six times during the academic year. The chair, or one-fourth of the members, may call for additional meetings.
- c. The Council of the Faculty Senate consists of the chair of the Faculty Senate, who also chairs the Council, and three other members of the Senate. Members of the Council are elected for one-year terms. No more than two Senators from a single Division may serve on the Senate Council. For this purpose, faculty from the Heller School for Social Policy and Management and the Brandeis International Business School are considered members of the Division of Social Science. The emerita/emeritus Senator is not eligible to serve on the Senate Council.

### **C. School and Division Councils**

The faculty also contribute to governance of the university through the Division Councils for the Creative Arts, the Humanities, Science, and Social Science; the Council of the Graduate School of Arts and Sciences; and the Council of the Graduate Professional Schools. These Councils oversee the educational activities of departments, programs, and other academic units. They advise departments and programs, the Undergraduate Curriculum Committee, the Academic Deans, the VP of the Rabb School, and the Provost, as appropriate.

### **1. Structure**

a. The Division Councils of Creative Arts, Humanities, Science, and Social Science consist of the chairs of each school's departments and majors, or their designated representatives. The Council of the Graduate School consists of a representative of each Ph.D. or master's academic graduate program in the Arts and Sciences and of the Ph.D. programs in the Heller School and the International Business School. The Council of the Graduate Professional Schools consists of two faculty representatives from The Heller School for Social Policy and Management, two faculty representatives from the International Business School, two faculty representatives from Arts and Sciences professional master's programs, and two representatives from the Rabb School. Graduate student representatives from each school, if interested, may serve on any of the graduate councils.

b. The Dean of Arts and Sciences appoints or re-appoints the Division Heads of the Divisions of Creative Arts, the Humanities, Science, and Social Science for a specified term. Recommendations for appointment or re-appointment originate in a consultation between each Council and the Dean.

c. The Dean of Arts and Sciences serves as chair of the Council of the Graduate School. The Provost serves as chair of the Council of the Graduate Professional Schools.

### **2. Functions**

a. The Division Councils of Creative Arts, Humanities, Science, and Social Science review proposals from their respective departments and programs regarding the undergraduate curriculum, requirements for majors, and the program in general education. They may also review other matters of shared concern among departments. The Division Councils also consider other issues as requested by the Dean of Arts and Sciences.

i. Each Division Council evaluates new courses proposed by the departments and interdepartmental programs of its school, and evaluates substantial changes in the requirements of majors associated with its school. Whether changes in the requirements of a departmental or interdepartmental major are substantial is determined in consultations between the Division Head(s) and the chair of the department or major involved.

ii. Each Division Council evaluates proposals for new majors, minors, and programs within its school, and independent majors that draw upon the offerings in its school. Departments outside the originating school that are affected by such a proposal will be invited to participate in its deliberation. Each Division Council will attempt to avert unnecessary duplication of faculty effort, and ensure the academic quality of course offerings.

iii. Division Councils may review other curricular issues at the request of the Dean, departments, or programs.

iv. Recommendations of the Division Councils with respect to the curriculum are submitted to the Dean or the Undergraduate Curriculum Committee for its consideration, as appropriate.

v. The Division Councils make recommendations on the award of degrees with honors to the Committee on Academic Standing.

vi. Division Councils consider, and recommend action to the Dean on other matters of shared concern, including issues of concern to departments or programs in more than one school.

b. The Council of the Graduate School considers matters related to doctoral programs in all schools and Arts and Sciences master's degree programs (except for "professional" Arts and

Sciences master's degree programs). Subject to the approval of the Board of Trustees, the Council of the Graduate School recommends the establishment or discontinuation of such graduate degree programs and their requirements. The Council reviews proposals with respect to these degree programs; makes recommendations for the award of advanced degrees in these programs; and formulates, subject to the approval of the Provost and the appropriate school Dean, regulations governing these programs. The Dean of Arts and Sciences ensures that changes in the graduate curriculum that have important consequences for undergraduate education are brought to the attention of the Undergraduate Curriculum Committee for review.

c. The Council of the Graduate Professional Schools considers matters related to graduate professional degree programs in The Heller School for Social Policy and Management, in the International Business School, in the Rabb School of Continuing Studies, and in Arts and Sciences. Subject to the approval of the Board of Trustees, the Council of the Graduate Professional Schools recommends the establishment or discontinuation of these graduate professional degree programs and their requirements. The Council reviews proposals with respect to these degree programs; makes recommendations for the award of advanced degrees; and formulates, subject to the approval of the appropriate school Dean or Provost, regulations governing these programs. The Provost ensures that changes in the graduate professional curricula that have important consequences for Arts and Sciences academic programs are brought to the attention of the Dean of Arts and Sciences and either the Undergraduate Curriculum Committee or the Council of the Graduate School, as appropriate, for review.

## **D. Faculty Committees**

### **1. Standing and Special Committees**

a. The faculty also contribute to governance of the university through participation in standing committees and special committees. After consultation with the Council of the Faculty Senate, the Provost may create special committees for specific purposes and duration. Special committees should not be continuing committees.

b. The Provost may create continuing committees for oversight and implementation, including, but not limited to, a Faculty Diversity Committee, a Faculty Committee on the Library, a Committee for the Support of Teaching, a Committee on Information Technology, and a Committee on Treatment of Human Subjects.

c. Standing and special committees may establish subcommittees, drawing on the faculty as a whole, or the academic administration, as appropriate.

d. All standing, special, and continuing committees report annually on their activities to the Faculty Meeting.

e. The selection of the faculty committee members is determined by each Division or School as agreed upon by that unit and overseen by the Division Head or equivalent in each school. All standing University Committee will have one member selected from each of the Divisions (Creative Arts, Humanities, Sciences, Social Sciences), one from Heller and one from IBS. In Arts & Sciences, the Division Heads are responsible for the selection of faculty members to each of the standing University Committees as well as the Arts & Sciences Committees. At Heller, the Chair of the Education Steering Committee is responsible for the selection of faculty members to each of the standing University Committees. At IBS, the individual responsible for

academic programs is responsible the selection of faculty members to the standing University Committees. The Provost's office will provide a list of voting-eligible faculty at the first day of classes for each semester to each Division Head and equivalent in each school. The Provost's office may provide updates after the add/drop period based on change in status for faculty.

f. Non-faculty members of committees shall continue to be appointed by the Provost.

## **2. University Committees**

### **a. Committee on Strategy and Planning**

i. The Committee on Strategy and Planning advises the President about the annual and long-term priorities for the university derived from Board-approved institutional priorities. The committee will tackle strategic questions and match priorities and strategic decision to budget priorities at the highest level. The Committee on Strategy and Planning will have one subcommittee – the Budget and Priorities Subcommittee. The Subcommittee will analyze and quantify high level financial priorities. The Subcommittee will be the forum through which each part of the university will put forward its needs and priorities and learn about the needs and priorities of other areas. The Subcommittee will review the university budget proposal before the budget submission to the Committee on Strategy and Planning.

ii. The Committee is chaired by the President and composed of the Provost, Executive Vice President for Finance and Administration, the Deans (from Arts & Sciences, the Graduate School of Arts & Sciences, Heller, IBS and the VP of the Rabb School), and seven faculty. One faculty member will be elected from each Division in Arts & Sciences (Creative Arts, Humanities, Sciences, Social Sciences), one from Heller, one from IBS, and one member of the Faculty Senate, elected by the Senate annually. The committee will meet at least monthly.

iii. The Subcommittee is comprised of members of the Committee and is co-chaired by the Provost and the Executive Vice President for Finance and Administration. The Subcommittee must include two faculty members and relevant staff, including the Chief Financial Officer, as needed. The subcommittee will meet at least monthly and report on cross-institution financial needs and budgets at each meeting of the Committee on Strategy and Planning.

iv. Except for the Faculty Senate representative, who is elected annually, the first group of faculty elected for this committee will serve two- or three-year terms, decided at random by the chair of the committee. Faculty elected for this committee after the first group will all be elected for three-year terms.

### **b. Committee on Academic Standards and Policy**

i. The Committee on Academic Standards and Policy advises the Provost concerning curriculum, the course approval process across schools, the coordination of policy manuals across schools, and the coordination and communication of degree and program requirements. The Committee reviews all academic policies pertaining to students, addresses systemic advising issues, offers policy guidelines, coordinates student support across schools and develops new academic and co-curricular opportunities. In addition, the Committee will review proposals to start new academic program units or conclude current ones.

ii. The Committee is chaired by the Provost and composed of the Deans of Arts & Sciences, the Graduate School of Arts & Sciences, Heller, IBS, the VP of the Rabb School and six faculty. One faculty member will be selected from each Division in Arts & Sciences

(Creative Arts, Humanities, Sciences, Social Sciences), one from Heller, and one from IBS. The committee will meet at least monthly.

iii. Any subcommittee formed in this committee must include at least two faculty members.

iv. The first group of faculty selected for this committee will serve two- or three-year terms, decided at random by the chair of the committee. Faculty selected for this committee after the first group will all be selected for three-year terms.

v. The Provost appoints staff representatives ex-officio to the committee.

### **c. Committee on Teaching, Learning and Assessment**

i. The Committee on Teaching, Learning and Assessment coordinates efforts to improve teaching and learning on campus and mediate between the expectations of accreditation bodies and the norms of faculty. It reports regularly to faculty about what we know about teaching and learning at Brandeis and trends in outcomes over time. The committee also works with different academic units such as the Center for Teaching and Learning, the Committee for the Support of Teaching, the Experiential Learning Committee and the Rabb School's eLearning Division to communicate and facilitate cross-fertilization.

ii. The Committee is chaired by the Provost or their designee and is composed of seven faculty as well as staff members invited by the Provost. One faculty member will represent each of the four Divisions in Arts & Sciences, Heller, IBS, and the Rabb School. The Executive Director of the Center for Teaching and Learning will serve ex-officio.

iii. This committee will advise the Provost and make recommendations to the Committee on Academic Standards and Policy.

iv. Student representatives, selected by their peers, may serve on the Committee in a non-voting capacity at the discretion of the chair.

v. The first group of faculty selected for this committee will serve two- or three-year terms, decided at random by the chair of the committee. Faculty selected for this committee after the first group will all be selected for three-year terms.

### **d. The Committee on Faculty Rights and Responsibilities**

i. The Committee on Faculty Rights and Responsibilities, acting on behalf of the faculty, interprets provisions of the Faculty Handbook. Under the circumstances described herein, it renders judgments concerning faculty rights and responsibilities (see section VII.A, below), and appeals arising out of faculty salary grievances (see section VII.B, below); disciplinary actions (see section VII.C, below); and appointment, tenure and promotion procedures (see section V.A.4.b.vii, above).

ii. The Committee is composed of seven members, five of whom hold tenure at the time of appointment, and three alternates, not more than two of whom hold tenure at the time of appointment.

iii. Four members of the Committee, three of whom hold tenure, are appointed by the Faculty Senate. The Provost appoints three members of the Committee, two of whom hold tenure. The Faculty Senate and the Provost together appoint the three alternate members. No department chair or equivalent, incumbent Academic Dean, member of the Faculty Senate Council, Faculty Representative to the Board of Trustees, or member of the Committee on Strategy and Planning or the Committee on Academic Standards and Policy may be appointed to

the Committee on Faculty Rights and Responsibilities. Members of the Committee appointed or elected to any of these positions must relinquish their membership on the Committee.

iv. Members of the Committee and their alternates are appointed for terms of not less than two years and not more than five years. Members and their alternates may be reappointed.

v. No member of the Committee may participate in any proceeding in which they have a personal or professional conflict of interest. In the event of the recusal or unavailability of a Committee member for other reasons, an alternate of the Committee will participate as required.

vi. All deliberations of the Committee are confidential.

vii. The chair of the Committee is elected by the Committee from among its tenured members.

viii. The Committee determines rules of procedure not otherwise specified herein.

ix. The Committee will receive training at the beginning of their term.

**e. The Intellectual Property Review Committee**

i. The Committee will be an administrative committee in the Office of the Provost. The Committee consists of the General Counsel; the Executive Director of the Office of Technology Licensing; the Provost's designee; the Chief Operating Officer's designee; and four members of the faculty, two appointed by the Provost, including the committee chair, and two appointed by the Faculty Senate Council. Appointment terms for faculty members will be defined by the Provost.

ii. The Committee oversees the implementation of the Brandeis Intellectual Property Policy and serves as an appellate body in the event of disagreements between the University and the creator of intellectual property, submitting its determinations to the Provost for the final decision, all as described in and consistent with the Policy.

**f. Committee on Diversity, Equity, Inclusion (DEI), and Social Justice**

i. The Committee on Diversity, Equity, Inclusion (DEI), and Social Justice will monitor the metrics on DEI at the University; solicit guidance from the Brandeis community on how to expand DEI and social justice initiatives; and engage, in coordination with the Office for Diversity, Equity, and Inclusion, in strategic planning.

ii. The Committee will consist of one faculty member from each of the four divisions of Arts and Sciences, one from the Heller School, one from the International Business School; two faculty members at large; and a representative from the Faculty Senate. The Committee will also include one staff member appointed by BUSAC, one undergraduate student member appointed by the Student Union Senate, and one graduate student appointed by the Graduate Student Council. Candidates may self-nominate or be nominated by the Office of DEI or the Faculty Senate. Faculty members will be appointed by the Senate under consultation with their division or school and ODEI. The Senate shall make every effort to create a committee that is inclusive in race, color, ethnicity, disability, religion, sexual orientation, gender, and faculty rank.

1. The VP of DEI, the Director of the Office of Equal Opportunity (OEO), and Title IX Coordinator or designee, and a representative from the Ombuds Office will serve ex officio on this committee along with the VP of HR or a delegate from the office of the EVP of Finance.
2. The Committee will elect its own chair annually.
3. Faculty members will serve staggered 3-year terms. Staff and Student representatives will serve single year terms.

iii. The Committee will meet at least three times a semester.

iv. Committee Responsibilities

1. Receive training from ODEI regarding best practices;
2. Act as advisory board to the VP of DEI and the Provost's office on DEI and Social Justice issues;
3. Provide guidelines for appropriate DEI training for faculty and staff; advise Schools regarding best practices for hiring in line with DEI initiatives;
4. Compile and publish data on diversity of faculty, staff and representation on committees and governing bodies outlined by the handbook;
5. Respond to recommendations and complaints from the community, which may mean referring them to other committees or offices;
6. Advocate for social justice in all contracts with external entities that impact an inclusive Brandeis community;
7. Schedule periodic town halls on Campus Climate; and,
8. Provide a semesterly report in writing or in person to the Strategic Planning Committee, the Provost, the EVP of Finance and Administration, the Senate, and the full Faculty, as well as annually to the Board of Trustees.

### **3. Arts & Sciences Standing Committees**

#### **a. Undergraduate Curriculum Committee**

i. The Undergraduate Curriculum Committee consists of the Dean of Arts and Sciences or their designee, who serves as chair; eight faculty (two from each of the four Divisions in Arts & Sciences) selected for two-year terms. Three undergraduate students will be elected by the procedures established by the Student Senate; and one graduate student will be elected by procedures established by the Graduate Student Association.

ii. The Undergraduate Curriculum Committee oversees the undergraduate educational activities of the university. It reviews the educational and curricular activities of departments, programs, and other academic units contributing to the educational mission of the university, as well as academic rules and regulations, and makes recommendations for action to the Dean of Arts and Sciences, Provost, or Faculty Meeting, as appropriate. It is informed by the Provost of any proposed university action that might affect the educational mission, and advises the faculty on the merits of such action.

iii. The Committee reviews all proposals for new undergraduate educational programs or for the discontinuation of existing programs and submits recommendations to the Committee on Academic Standards and Policy, who then submit the recommendations to the Faculty Meeting.

iv.. Acting on the basis of the recommendations of the Division Councils, or the Councils of the Graduate School, the Graduate Professional Schools, or the Advisory Committee of the Rabb School for Continuing Studies, the Committee approves all changes in majors, minors, programs, and other undergraduate academic requirements, as well as proposals for independent majors. The Dean of Arts and Sciences ensures that changes in the undergraduate curriculum that have important consequences for graduate or professional education are brought to the attention of the Council of the Graduate School or the Graduate Professional Schools for review.

v. The Committee is responsible for overseeing the periodic review of undergraduate academic programs mandated by faculty legislation, and for overseeing other such reviews as requested by the Provost or Dean of Arts and Sciences. The Committee ensures that faculty with appropriate scholarly expertise participate in each program review. The Committee recommends approval of the continuation of existing academic programs, or their discontinuation to the Faculty Meeting.

vi. The Committee reviews all proposals for changes in the general education curriculum. Substantial changes to the general education curriculum will be submitted to the Faculty Meeting for its approval. The Dean of Arts and Sciences will determine whether a proposed change must be submitted to the Faculty Meeting.

vii. The Committee makes recommendations to the appropriate academic unit or Academic Dean concerning improvements in undergraduate education.

viii. The Committee reports at least each semester to the Committee on Academic Standards and Policy to coordinate the Arts & Sciences curriculum with other curriculum and policy issues across campus.

#### **b. The Committee on Undergraduate Academic Standing**

i. The Committee consists of the Dean of Arts and Sciences or their designee, who will serve as chair, eight members of the faculty selected by the Dean of Arts & Sciences and the Dean of Academic Services in consultation with the four Divisions, Heller and IBS. Faculty who teach undergraduates from Arts & Sciences, Heller and IBS are eligible to serve. The Dean of Academic Services, the Dean of Student Life, and the University Registrar also serve on this committee.

ii. The Committee on Academic Standing enacts university regulations approved by the Committee on Academic Standards and Policy as they apply to individual students and makes such exceptions as reason and equity may require.

iii. The Committee hears all cases of required withdrawal from, and readmission to the university. It may authorize a subcommittee to carry out other functions. Appeals of decisions by the subcommittee are heard by the full Committee. The Dean of Arts and Sciences may decide to hear appeals of Committee decisions.

iv. The Committee recommends to the faculty degrees and honors for undergraduates.

v. The annual report of the Committee to the faculty should provide a statistical summary of the cases it has heard and their disposition, and call attention to issues that might usefully be addressed by the Undergraduate Curriculum Committee and the Faculty.

#### **c. The Committee on Undergraduate Admissions and Financial Aid**

i. The Committee is composed of four to six members of the faculty appointed by the Provost in consultation with the Dean of Admissions and Financial Aid and the Dean of Student Life, the Directors of Admissions and of Financial Aid, and the Vice President for Budget and Planning. The Committee is chaired by a member of the faculty, appointed by the Provost on the recommendation of the Dean of Arts & Sciences. The faculty appointed by the Provost must regularly teach undergraduate students. Appointment terms for faculty members will be defined by the Provost.

ii. The Committee on Undergraduate Admissions and Financial Aid provides advice to the Provost and to the Dean of Admissions and Financial Aid with respect to the recruitment,

admission, and matriculation of undergraduate students, including undergraduate financial aid policies and practices. It reports in to the Committee on Strategy and Planning on a regular basis.

**E. Faculty Representatives to the Board of Trustees**

a. The faculty elects at-large four members, who serve as representatives of faculty views and interests to the Board of Trustees. The representatives serve for staggered three-year terms.

b. The Faculty Representatives report to the Faculty Senate, and to the faculty as a whole at the Faculty Meeting, on matters that come before the Board, which are of particular interest to the faculty.

c. Elections of Faculty Representatives are conducted by the Faculty Senate according to the same procedure used for election of Senators.

**VII. DISPUTE RESOLUTION**

Disputes involving faculty rights and responsibilities, including salary grievances, are to be resolved through action by the chair of the department or other academic administrative unit involved, the appropriate Academic Dean, or the Provost, acting in accordance with the deliberative and decision-making processes outlined below. This dispute resolution process does not apply to cases involving matters on which decision and appeal processes are guided by a separate legal procedure provided by university regulations (e.g., alleged violations of university policies on sexual harassment or the drug-free workplace). Appeals concerning the tenure and promotion process are heard by the Committee on Faculty Rights and Responsibilities in accordance with the provisions of this Handbook (see section V.A.4.b.vii, above).

The full dispute resolution process outlined below (sections VII.A, VII.B, VII.C and VII.D) applies to the following members of the faculty:

- i. All faculty holding appointments in the tenure structure; and
- ii. All faculty outside the tenure structure who hold at least half-time appointments and have held such appointments for at least two semesters.

Disputes involving all other faculty will follow the dispute resolution process up to and including the first sentence of paragraph VII.C.2.e: “If, after considering the opinion(s) of the Committee, the Provost decides to pursue suspension or dismissal, the Provost submits his or her recommendation and all materials to the President,” i.e., a dispute may ultimately advance to the President, but it will not progress beyond the President to the Board of Trustees: the President will render a final decision.

**A. The Dispute Resolution Process**

**1. The Department Chair**

a. It is the responsibility of department chairs to protect faculty rights and ensure that faculty fulfill their responsibilities. Chairs should attempt to resolve issues concerning faculty rights or responsibilities, including salary recommendations, through direct discussions with the faculty member involved and/or through mediation.

b. If discussion and/or mediation with the chair does not resolve the issue to the satisfaction of all parties, the chair may take action to resolve the issue or bring the matter to the

attention of the appropriate Academic Dean. Any affected party dissatisfied with the action of the chair may also bring the matter to the attention of the Dean.

c. Disputes between chairs or directors of departments, programs, or other academic units go directly to the Dean.

## **2. The Academic Dean**

### **(Arts and Sciences, Brandeis International Business School, or The Heller School for Social Policy and Management)**

a. When a dispute involving faculty rights or responsibilities comes to the attention of the Dean, they determine whether to return the dispute to the chair of the department involved, to accept the dispute for resolution, or to submit it to the Provost. At this point, the chair, the affected faculty member(s), or the Dean may call upon the Faculty Senate to facilitate resolution of the dispute.

b. If the Senate is unable to achieve agreement among the parties to the dispute within 10 working days, it informs the Dean, who then must decide the issue within 10 working days of being notified by the Senate.

c. The Dean must inform all parties to the dispute of their decision in writing. If the decision includes disciplinary action or sanctions against the faculty member, the Dean must specify the particular violations that provoke these sanctions.

i. The affected faculty member(s), as well as the chair, have five working days to appeal the Dean's decision to the Committee on Faculty Rights and Responsibilities. Any appeal must be submitted to the chair of the Committee in writing.

ii. In the event of an appeal, the Dean's decision goes into effect only after the Committee on Faculty Rights and Responsibilities renders its written advisory opinion, which it must do in a timely fashion.

iii. An appeal of the Dean's decision must be heard by at least five members of the Committee, including the chair and two other tenured members. The Committee may invite parties to the dispute to present their arguments to the Committee at a hearing, which is neither a trial nor subject to civil procedure. The Committee renders its opinion in writing, which may include majority and minority views.

## **3. The Committee on Faculty Rights and Responsibilities**

a. The Committee on Faculty Rights and Responsibilities evaluates the facts of the dispute, renders an opinion as to whether a violation of the Handbook has occurred and the nature thereof, and judges the appropriateness of the sanction proposed by the Dean. The Committee submits its opinion to the Dean and the parties involved.

b. If the Dean rejects the opinion of a majority of the members of the Committee considering the appeal, they must do so in a written response, copies of which must be given to the affected parties, including the Committee. The Dean's response must address the arguments made by the Committee in support of its opinion.

c. If the Dean accepts the majority opinion of the Committee, the decision of the Dean is final.

## **4. The Provost**

a. The affected faculty member(s) has (have) the right to appeal the Dean's rejection of a majority opinion of the Committee on Faculty Rights and Responsibilities to the Provost, who

will meet separately with the affected faculty member(s) and with the participating members of the Committee before rendering a decision.

- b. The decision of the Provost is final, except in cases involving suspension or dismissal.

**B. Salary Grievance Procedure**

a. When a faculty complaint concerning salary comes to the attention of the Dean, they will attempt to resolve it through discussion with the faculty member and the department chair. If the faculty member is dissatisfied with the Dean's recommendation, they may file a salary grievance with the chair of the Committee on Faculty Rights and Responsibilities.

b. The chair of the Committee on Faculty Rights and Responsibilities will appoint three members of the Committee to serve as a confidential grievance panel.

i. The panel will hear the arguments of the Dean, the chair, and the aggrieved faculty member.

ii. The grievance panel will submit a written advisory opinion to the Provost, Dean, chair, and aggrieved faculty member, addressing the arguments raised in the hearing.

c. The Provost will consider the opinion of the grievance panel in making their decision.

d. The decision of the Provost is final.

**C. Suspension or Dismissal for Cause**

**1. Authority to Suspend or Dismiss**

Authority to suspend or permanently dismiss a member of the faculty rests with the President, subject to approval by the Board of Trustees.

a. Suspension is defined as involuntary separation from the university, with salary, reduced salary, or without salary.

b. Grounds for suspension or dismissal are: gross incompetence, gross non-feasance, or grave misconduct, shown to be directly and substantially related to the faculty member's academic fitness. Grave misconduct may include, but is not restricted to, deliberate and serious disruption of normal academic operations, contravention of the principles of academic freedom, misconduct in research, or serious personal misconduct.

c. A member of the faculty may not be suspended prior to completion of the procedures defined below, unless the President, following consultation with the Faculty Senate Council, finds exceptional and imminent danger of serious harm to the faculty member, to others, or to the university by the faculty member's continuance. In extraordinary circumstances, the President may suspend a faculty member without prior consultation, provided the President consults with the Faculty Senate Council within 48 hours after imposing the suspension.

**2. Procedure for Suspension or Dismissal**

a. Action to suspend or permanently dismiss a member of the faculty is initiated by the Provost. When considering suspension or dismissal, the Provost will first consult with the Faculty Senate Council.

b. If the Provost decides to pursue suspension or dismissal, they will submit the case for either suspension or dismissal to the Committee on Faculty Rights and Responsibilities, as well as to the faculty member involved, in a written statement that includes a description of the alleged violations of the Handbook that warrant such action, all evidence supporting these

allegations, and evidence that other dispute resolution processes set forth in this Handbook, and lesser sanctions, have been exhausted. The salary of the faculty member continues to be paid until the conclusion of this process.

c. The Committee on Faculty Rights and Responsibilities reviews the Provost's statement and either supports or rejects the proposed sanction. All proceedings of the Committee are strictly confidential. The Committee determines its own rules of procedure, except as specified herein. Participation in the proceedings of the Committee is restricted to members of the campus community. The proceedings of the Committee are neither a trial nor subject to the procedures of civil courtrooms. Participants may not be represented by counsel within these proceedings.

i. The faculty member involved must be allowed to present their case to the Committee, in writing as well as in person, and to present pertinent individuals who will speak in their behalf. The faculty member may be accompanied by not more than two advisors.

ii. The Provost must be allowed to present their case for suspension or dismissal in person, to present pertinent individuals, and to be accompanied by not more than two advisors.

iii. The faculty member, the Provost, and the Faculty Senate each may appoint an observer, who will attend but not participate in the proceedings.

iv. If the charge against the faculty member alleges scholarly incompetence, the Committee must secure evaluation from appropriate scholars outside Brandeis University.

v. The President will assure that the Committee receives confidential secretarial assistance, a stenographer to prepare transcripts, and other assistance as may be necessary.

d. The Committee renders an opinion as to whether suspension or dismissal is warranted or not. Insofar as possible, the Committee should reach a unanimous decision. If the Committee is divided, the nature and extent of the division must be explained in the Committee's opinion(s). All participating members of the Committee must sign the opinion(s). The Committee will act as expeditiously as is consistent with fair and thorough consideration.

e. If, after considering the opinion(s) of the Committee, the Provost decides to pursue suspension or dismissal, the Provost submits their recommendation and all materials to the President. The President decides whether to recommend suspension or dismissal to the Board of Trustees.

f. If the President submits a recommendation for suspension or dismissal to the Board of Trustees, that recommendation must be accompanied by all materials.

g. Before reaching a final decision that would contravene the opinion of the Committee on Faculty Rights and Responsibilities, duly authorized representatives of the Board of Trustees will meet with the Committee to discuss its opinion.

h. The decision of the Board of Trustees is final.

### **3. Salary**

If a faculty member is dismissed for cause, their salary ends at a time to be determined by the Board of Trustees, but in no case earlier than the effective date of dismissal.

## **D. Dismissal Due to Financial Exigency**

a. Dismissal due to financial exigency is defined as a tenure appointment voided due to the University's financial exigency.

b. Dismissal due to financial exigency requires approval of the Board of Trustees.

c. Financial exigency must be demonstrably *bona fide*.

### **VIII. ADOPTION AND AMENDMENT OF THE FACULTY HANDBOOK**

a. Proposals for further revision of the Handbook may be placed on the agenda of the Faculty Meeting by

- i. the Faculty Senate;
- ii. the Committee on Faculty Rights and Responsibilities;
- iii. the Provost or Academic Deans; and
- iv. the President.

b. Proposals for further revision of the Handbook must be adopted by the Faculty Meeting by a two-thirds vote of the members present and voting at two meetings in a single academic year, and approved by the Board of Trustees.