

## Proposal for Handbook changes relating to Dean of Curriculum and Educational Effectiveness

1. Addition of assessment report participation to promotion/review standards (Sect. 2.2.1.2.c.iii). Motion from Provost: ***to add a standard under the Institutional Service criterion regarding participation in assessment and program review report preparation***

Proposed revision:

### 2.2.1.1 Criteria and Quantification of Criteria

a) Criteria:

- 1) fundamental criterion
- 2) additional criteria
  - i) teaching
  - ii) professional development
  - iii) institutional service

b) Quantification:

### 2.2.1.2 Standards

It is understood that within the context of the review process, the Personnel Committee will determine what constitutes appropriate performance when questions arise about applying criteria (here and in sections 2.2, 2.2.1, and 2.2.2.2). It is also assumed that these criteria, though not necessarily weighted equally, will enable the Personnel Committee to assess performance as equitably as possible while taking individual strengths and expertise into account.

a) Teaching:

b) Professional Development:

c) Institutional Service:

- 1) takes part in the spiritual life of the community, e.g. through individual mentoring, chapel participation, Bible Study, residence hall events, and/or other activities focused on prayer, communal worship, or spiritual development
- 2) attends and participates regularly in department, division, and faculty meetings, assuming appropriate leadership in such gatherings when requested
- 3) serves conscientiously on standing committees when appointed or elected, barring serious reasons for excuse
- 4) participates in annual assessment reports and multi-year program review reports preparation as assigned by the Department Chair**
- 5) participates on occasion in task forces, search committees, program development and assessment teams, and other ad hoc working groups.
- 6) participates in the local community through church involvement, and as appropriate through civic organizations, public causes, lectures, etc.
- 7) participates on occasion in recruiting events and other public relations efforts of the college

Current Handbook:

### **2.2.1.1 Criteria and Quantification of Criteria**

d) Criteria:

- 1) fundamental criterion
- 2) additional criteria
  - iv) teaching
  - v) professional development
  - vi) institutional service

e) Quantification:

### **2.2.1.2 Standards**

It is understood that within the context of the review process, the Personnel Committee will determine what constitutes appropriate performance when questions arise about applying criteria (here and in sections 2.2, 2.2.1, and 2.2.2.2). It is also assumed that these criteria, though not necessarily weighted equally, will enable the Personnel Committee to assess performance as equitably as possible while taking individual strengths and expertise into account.

f) Teaching:

g) Professional Development:

h) Institutional Service:

- 1) takes part in the spiritual life of the community, e.g. through individual mentoring, chapel participation, Bible Study, residence hall events, and/or other activities focused on prayer, communal worship, or spiritual development
- 2) attends and participates regularly in department, division, and faculty meetings, assuming appropriate leadership in such gatherings when requested
- 3) serves conscientiously on standing committees when appointed or elected, barring serious reasons for excuse
- 4) participates on occasion in task forces, search committees, program development and assessment teams, and other ad hoc working groups.
- 5) participates in the local community through church involvement, and as appropriate through civic organizations, public causes, lectures, etc.
- 6) participates on occasion in recruiting events and other public relations efforts of the college

## 2. Changes to Associate Provost description (Sect. 1.3.2.2.1.3). Informational; no faculty vote required.

Proposed Revision:

### **1.3.2.2.1.3 Associate Provost for Assessment, Planning and Research**

- a) Function: To coordinate and manage the academic planning and budget process, and to oversee institutional research ~~and assessment programs~~.
- b) Term: Appointed annually by the Provost with approval of the President.
- c) Accountability: Directly accountable to the Provost.
- d) Salary: As recommended by the Provost and approved by the President
- e) Responsibilities and Duties:
  - 1) Related to academic planning and budget
    - (a) To work closely with academic department chairs and cost-center managers that report to the Provost in soliciting annual budget and CIP requests.
    - (b) To work with the Provost in developing prioritizing budget and CIP requests for the academic area.
    - (c) Monitor academic budgets throughout the year and approve spending requests
    - (d) Work with the Provost on matters related to faculty compensation.
    - (e) Represent the Provost on the Faculty Salary and Benefits Committee, and other committees as designated.
  - 2) Related to institutional research
    - ~~(a) Serve as the “assessment officer” of the College, identifying assessment needs and overseeing assessment processes.~~
    - ~~(b) Assist and encourage departments to engage in program assessment.~~
      - (a) Collect data from various campus sources.
      - (b) Maintain appropriate data from other institutions for comparative and planning purposes.
      - (c) Develop and maintain a College Factbook, working with college vice presidents to ensure accuracy and thoroughness.
      - (d) Complete and/or develop surveys and reports required by external agencies or for internal planning.
      - (e) Develop special reports requested or authorized by members of the Executive Team.

### 3. Changes to Dean of Curriculum and Educational Effectiveness description (Sect. 1.3.2.2.1.1). Informational; no faculty vote required.

Proposed revision:

#### 1.3.2.2.1.1 **Dean of Curriculum and Educational Effectiveness**

a) Function: Within the academic program, the Dean **of Curriculum and Educational Effectiveness** has **primary responsibility over curriculum development, program review and assessment.**

b) Term: Appointed annually by the Provost with the approval of the President.

c) Accountability: Directly accountable to the Provost.

d) Salary: As recommended by the Provost and approved by the President.

e) Responsibilities and Duties:

1) ~~Chair the Academic Senate, overseeing those issues for which the Senate has primary responsibility.~~

2) ~~Chair the Academic Senate Executive Committee, overseeing the functions ascribed to that committee in the *Faculty Handbook*.~~

3) **Facilitate the continued development of a comprehensive undergraduate curriculum strongly built upon the classical liberal arts traditions and informed by a Christian worldview**

4) **Promote adoption of effective educational methodologies**

5) Work with the Provost and Academic Senate, developing and implementing a strategic plan for curricular enhancement.

6) **Provide administrative support for the Program Review and General Education Committees**

7) **Serve on the Academic Senate**

8) **Serve on the Academic Senate Review Committee**

9) Retain membership in the President's **Council**, communicating the budget implications of curricular planning decisions.

10) **Coordinate and provide assessment-related professional development for faculty and staff**

11) **Assist the Provost in the mentoring of department chairs**

Current Handbook section:

#### 1.3.2.2.1.1 Associate Academic Dean for Curriculum

a) Function: As the number two position within the academic program, the Associate Academic Dean for Curriculum has primary responsibility over curriculum development. In the absence of the Provost, and under the direction of the President, the Associate Academic Dean for Curriculum will assume primary leadership for the academic area.

b) Term: Appointed annually by the Provost with the approval of the President.

c) Accountability: Directly accountable to the Provost.

d) Salary: As recommended by the Provost and approved by the President.

e) Responsibilities and Duties:

- 1) ~~Chair the Academic Senate, overseeing those issues for which the Senate has primary responsibility.~~
- 2) ~~Chair the Academic Senate Executive Committee, overseeing the functions ascribed to that committee in the *Faculty Handbook*.~~
- 3) Chair the General Education Committee
- 4) Retain membership in the President's Advisory Committee, communicating the budget implications of curricular planning decisions.
- 5) Work with the Provost and Senate, developing and implementing a strategic plan for curricular enhancement.
- 6) To provide supervision and guidance to the Director of Internships.

4. Changes to department chair description
  - i. Change of location in handbook. Motion from Faculty Council: **to change section number from 1.3.2.2.1.1.1 to 1.3.2.2.1.5, placing department chairs under Provost rather than Associate Provost of Assessment, Planning and Research.**
  - ii. Addition of assessment report submission to department chair duties (Sect. 1.3.2.2.1.1.1). Motion from Provost: **to add language to the Responsibilities and Duties section regarding timely submission of program review and assessment reports.**

Proposed revision:

~~1.3.2.2.1.1~~ **1.3.2.2.1.5** Department Chair

- f) Function: To give leadership for and coordinate the activities of the academic department.
- g) Appointment Procedures: Department chairs are appointed by the Provost after consultation with all faculty members within the department. Preferably department chairs should be tenured and hold the rank of associate professor or higher.
- h) Term: Appointments are normally for three-year terms with the possibility of renewal.
- i) Responsibilities and Duties:
  - 1) Provide leadership and immediate oversight of the educational program of the department
  - 2) Supervise and coordinate ongoing program review and assessment **which includes the timely submission of all required reports** to ensure continued departmental health and progress.
  - 3) Coordinate the administrative affairs of the department and serve as liaison to other departments of the College (e.g., working with the Registrar's Office and Director of Advising in the assignment of advisees, facilitating new student recruitment with the Admissions Office).
  - 4) Prepare and supervise expenditures of the department budget.
  - 5) Develop the departmental curriculum and teaching assignments including the recruitment and orientation of part-time faculty to support the curriculum.
  - 6) Represent the department to the Provost or Associate Provost in financial matters, course offerings, teaching load, scheduling of courses, and catalog copy.
  - 7) Conduct department business through regular meetings.
  - 8) Work with the library staff in the ordering of books and other instructional materials.
  - 9) Work with the Provost in the recruitment of full-time faculty members.
  - 10) Oversee and implement probational faculty development procedures as outlined in the *Faculty Handbook* (2.2.1.4).
  - 11) Be a vehicle of communication for departmental faculty concerning faculty rights and responsibilities.
  - 12) ~~Serve as a member of the Academic Senate.~~
  - 13) Assist the Provost in the mentoring of new department chairs.
  - 14) Recruit, orient, supervise and evaluate departmental secretaries and support staff.

Current Handbook:

### 1.3.2.2.1.1 Department Chair

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