

**Approved by:** Board of Trustees

**Date Approved:** April 15, 2019

**Effective Date:** April 15, 2019

1. **Summary:** This policy establishes guidelines relative to faculty members' rights to academic governance.
2. **Rationale:** This policy is necessary to ensure that faculty members are aware of the guidelines associated with their academic governance.
3. **Entities Affected:** faculty
4. **Definitions:** N/A
5. **Policy:**

#### **Board of Trustees**

Criswell College is governed by a Board of Trustees accountable to the college's Articles of Faith, Articles of Formation, and Bylaws. The college's bylaws name the President as the principal liaison between the Board and the college.

#### **Academic Affairs**

The Vice President of Academic Affairs (VPAA) is accountable to the President and oversees all full-time and adjunct faculty, as well as the Office of Academic Affairs, Academic and Administrative Information, Registrar, and Library. Directors of these departments as well as academic program directors are accountable to the VPAA, and work with the VPAA to carry out the academic operations of the college.

The VPAA is also the President's liaison to the Academic Committee of the Board of Trustees. This committee is chaired by a trustee appointed by the Chairman of the Board and is responsible for reviewing academic issues regarding faculty, academic programs, and assessments to ensure they are consistent with the college's academic mission, strategies, and priorities. The Academic Committee facilitates the approval and completion of the following issues through review and recommendation to the board: changes to academic programs, institutional policies that bear on various aspects of faculty employment and dismissal, earned and honorary degrees, and policies contributing to the protection of academic freedom.

#### **Academic Program Structure and Governance**

Under the direction of a program director each academic program aims to produce knowledge and skills in a particular area of study to augment the knowledge and skills gained in the degree's core studies. Faculty who teach in certain programs are welcome and encouraged to make suggestions to program directors regarding

curriculum content in those programs.

Program directors are appointed by and accountable to the VPAA to oversee one or more academic programs. Program directors work with the VPAA, faculty who teach courses within the program(s), the Director of Institutional Effectiveness and Institutional Research (IEIR), and the Assessments Committee to shape the goals of their programs into alignment with the mission and objectives of the college generally and the mission and objectives of Academic Affairs specifically. Program directors oversee the operations within their academic programs to ensure that the stated goals are met. Program directors may suggest textbooks and other course elements to full-time faculty in their programs and may require such elements of adjunct professors.

### **Faculty Accountability and Responsibilities to Institutional Governance**

Each faculty member is accountable to the VPAA. In addition to providing direct service to students through interaction in and out of the classroom, faculty are responsible for recommending and advising the administration on such institutional affairs as curricula, subject matter and methods of instruction, academic research, granting of degrees (which requires faculty approval), student life as it relates to the educational process, and the recommendation and review of library resources. Faculty members contribute to the college's mission by serving on committees, participating in faculty meetings and workshops, advising students in academic matters, engaging in missions and evangelism, and contributing to the academy through other scholarly activity (e.g., research, writing, presenting and/or publishing research, improving teaching).

Faculty may also be asked to advise the administration or Board of Trustees in matters relating to the general education policy of the college, long-range planning, decisions regarding physical facilities that relate to student and academic life, budgeting, selection of the president and academic officers, determination of faculty status and ranking, faculty hiring, and faculty compensation policies and procedures.

### **Faculty Committees**

Faculty committees are committees the majority of whose members (not necessarily the chair) comprise full-time faculty members, while other committees might comprise faculty and non-faculty members. Still other committees at the college (when appropriate) might have no faculty representation. While the primary purpose of committees is to review, advise, and recommend, in some instances committee decisions are binding on the college.

### **Faculty Meetings**

Faculty meetings are convened monthly during the academic year (September through May, excluding January). Additional meetings or workshops may be convened at the request of the VPAA or at the request of a majority of full-time faculty members. The VPAA (or the VPAA's designated representative or the President of the college) presides over all such meetings and workshops.

## **6. Procedure:**

- a. Implementation:** The Vice President of Academic Affairs is responsible for creating and following any procedures necessary for the implementation of this policy.
- b. Responsibility for Compliance:** The Vice President of Academic Affairs is responsible for ensuring compliance with this policy.
- c. Notification:** This policy will be posted on the College's website and published in the Faculty Handbook.

- d. **Review:** This policy will be reviewed in the Fall 2020 semester.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.016.1

Policy number: 1.0

Related policies:

**Policy History**

Version 1.0

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