

**Approved by:** Board of Trustees

**Date Approved:** September 8, 2017

1. **Summary:** This policy establishes criteria for faculty appointment, promotion, and tenure.
2. **Rationale:** This policy serves to ensure consistent faculty employment practices in keeping with the College's governing documents.
3. **Entities Affected:** faculty
4. **Definitions:** Not applicable.
5. **Policy:**

## **Appointment**

### *Qualifications*

Faculty members should be competent, mature persons of Christian character who have appropriate academic credentials and excellent teaching skills. Full-time faculty members must signify annually that they subscribe freely to the College's *Articles of Faith*. Faculty members should model the behavior and mature character expected of Criswell students by demonstrating regular involvement in ministry as a life commitment (especially evangelism), being an active member in good standing of a Baptist church that endorses the *Baptist Faith and Message 2000*, and abstaining from alcohol, tobacco, and related products (e.g., vapor, e-cigarettes), and non-prescription drugs.

### *Requirements for Teaching Undergraduate or Graduate Courses*

Criswell College requires faculty to possess a graduate degree to teach undergraduate courses. A terminal degree is required for teaching at the graduate level. Although other qualifications (e.g., extensive professional experience) might compensate for these criteria, such exceptions are rare and are approved by the VPAA on an individual basis.

### *Appointment and Election*

Upon recommendation of the VPAA and the President, and with advice from the relevant Program Director, a candidate will be hired by Presidential appointment on a one-year (if hired in August) or seven-month (if hired in January) contract. Appointed full-time faculty serve their first two years on successive one-year contracts. After two years the VPAA may continue such an arrangement for another two years, recommend that the faculty member be elected by the Board of Trustees, or not renew the faculty member's contract thus terminating the faculty member's full-time status with the College. If elected by the Board of Trustees, the faculty member will begin receiving two-year contracts.

### *Full-Time Faculty Employment Contracts*

Full-time faculty are defined as salaried professors on annual or biennial contracts, and whose primary responsibility is teaching. All terms of employment for full-time faculty will be embodied in a written contract and accompanying letter of employment. Offers of renewal are issued by December 1 for the upcoming

academic year. Before pay can be authorized, faculty must place on file all necessary teaching credentials, including an up-to-date CV; complete, certified transcripts; certification in any relevant, specialized areas; personal information for the website and *Catalog*; and appropriate forms for Human Resources.

Faculty employment agreements are effective for a period of one or two academic years (August 1 through July 31), or seven months (January 1 through July 31), with renewal based upon satisfactory performance and recommendation by the VPAA and the President. Any faculty contract might not be renewed if the VPAA (in consultation with the President and with the advice of the relevant Program Director) determines such non-renewal would be in the best interests of the College.

When extreme financial exigency exists, the administration will explore all possible means of dealing with the financial crisis short of the non-renewal of employment of qualified persons whose services are needed. Faculty reduction will be based on needs of the College, rank, years of service, and competency. Faculty members whose contracts are not renewed for financial exigency will be notified as soon as the administration makes the decision.

#### *Accountability*

Faculty members are immediately accountable to the Program Directors overseeing their academic program and to the Vice President of Academic Affairs (VPAA). Subsequently, they are accountable to the President. Faculty must keep an updated *Curriculum Vitae* (CV) on file with Academic Affairs and provide official transcripts and documentation for all degrees and credentials stated on their CV.

#### **Workload**

A full-time faculty teaching load is 24 semester hours per academic year. Bi-level courses count only once toward contract hours, even though there are two distinct syllabi, one for each level. Professors may petition the VPAA for permission to teach a heavier load either for additional remuneration or for a teaching load adjustment later in the academic year, or to teach a lighter load because of a pressing need (e.g., to finish a doctoral dissertation). A full-time faculty teaching load for those specifically responsible for teaching only graduate courses is 18 semester hours per academic year. Teaching load adjustments for such matters as administrative and other responsibilities are handled on a case-by-case basis. When full-time faculty teach additional courses or online courses, they will be remunerated according to the "Courses Paid Per-Student" section below.

Should a professor's course be cancelled due to low enrollment, the professor will not be expected to teach an overload in a subsequent semester or summer term to compensate for the cancellation. If more than one course is cancelled, it may become necessary to schedule an additional make-up course in a subsequent term. All cancellations must be approved by the VPAA.

#### **Ranks**

Full-time faculty hold the rank of Instructor, Assistant Professor, Associate Professor, Senior Associate Professor, Professor, Senior Professor, and Distinguished Professor. The following are criteria corresponding to each rank.

#### *Instructor*

- Displays the character qualities biblically mandated for a Christian leader
- Holds at least a Master's degree or equivalent in the discipline in which he or she will teach
- Commits to further academic preparation
- Demonstrates an aptitude for teaching
- Subscribes to the College *Articles of Faith*
- Is actively involved in and committed to lifelong ministry in a local Baptist church endorsing the *Baptist Faith and Message 2000*

#### *Assistant Professor*

- Has met all criteria for Instructor
- Holds a terminal degree or has completed all requirements for a terminal degree except for dissertation (or final project) in the discipline in which he or she will teach
- Participates in research, writing, or professional organizations, or makes significant contributions in the classroom
- Satisfactorily fulfills additional College duties such as student advising, committee assignments, and (in the case of administrators/staff holding faculty status) other non-teaching duties

#### *Associate Professor*

- Has met all criteria for Assistant Professor
- Has a minimum of five years of effective teaching
- Has a commendable record of institutional service (at Criswell College or elsewhere)
- Holds a terminal degree in the discipline in which he or she will teach
- Demonstrates excellence in teaching
- Has accomplished significant scholarship through noteworthy achievement in one's discipline, which may include but is not limited to commendable participation in professional organizations and/or scholarly publication of work

#### *Senior Associate Professor*

- Has a minimum of ten years of service as a faculty member without a terminal degree and/or has met all promotion requirements for the rank of Professor except the scholarship criteria

#### *Professor*

- Has met all criteria for Associate Professor
- Has a minimum of ten years of effective teaching
- Evidences mature scholarship by breadth of research, significant publication of work, or other notable achievements in one's discipline

#### *Senior Professor*

- Has met all criteria for rank of Professor
- Has a minimum of ten years as Professor
- Continues to evidence mature scholarship by breadth of research, significant publication of work, or other notable achievements in one's discipline

#### *Distinguished Professor*

- Subscribes to the *College Articles of Faith*
- Has met all criteria for rank of Senior Professor, has a minimum of thirty years of full-time teaching experience, and has demonstrated the skills of a master teacher, and/or demonstrates exceptionally effective service and achievement in Christian ministry, and/or demonstrates exceptionally effective service and achievement in a scholarly discipline, including significant research and publication.

#### **Titles**

Faculty titles include the faculty member's rank and discipline. Titles also include Research Professor, Distinguished Senior Professor, Scholar-in-Residence, Adjunct Professor, and Visiting Professor. The following are criteria corresponding to each title.

#### *Research Professor*

- Has met all criteria for rank of Professor (the title may be combined with the rank of Professor, Senior Professor, or Distinguished Professor)
- Demonstrates exceptional propensity for both research and publication
- Receives a reduced teaching load in exchange for regular, significant publications or documentable progress toward such publications

#### *Distinguished Senior Professor*

- Distinguished Senior Professor is for ranked faculty approaching retirement due to age, who may desire a semi-retired / part-time status

#### *Scholar-in-Residence*

- The College may offer to a scholar who writes, publishes, and/or participates in scholarly and professional organizations the title of Scholar-in-Residence. A Scholar-in-Residence is not a ranked, full-time faculty member, and does not have voting privileges or an assigned course load. The College may provide office space and/or compensation. According to terms agreed upon with the VPAA, the Scholar-in-Residence may also meet with and advise students, faculty, or administrators; teach independent studies; substitute for faculty who are absent from a regularly scheduled class; or teach courses.

#### *Adjunct Professor*

- See "Adjunct Professors" section of this policy.

#### *Visiting Professor*

- See "Visiting Professors" section of this policy.

#### *Administrators and Staff with Faculty Rank*

- Administrators and staff may hold faculty rank and title, according to the criteria set forth above.

### **Promotion**

Promotion is based upon performance and demonstrated merit according to the criteria specified above and is not guaranteed upon completion of a given term of service. Since performance that merits promotion must be exhibited on a continuing basis, a reasonable period of time (see above for certain ranks) must elapse for an individual faculty member to demonstrate competency. Individuals whose qualifications are extraordinary may receive early consideration for promotion.

The President or VPAA may initiate the process of promotion, or the faculty member may request consideration for promotion. The faculty member must prepare a folder of materials documenting why he or she should be promoted based on the criteria specified above. The folder should include the following items:

- letter to the President from the faculty member requesting promotion,
- supporting letter from the VPAA,
- current CV that lists all courses taught at Criswell College (specifying new and rewritten courses), publications, a history of ministerial service while a faculty member, and copies of pertinent evaluations since the last promotion.

The President may add a letter of support and present the application to the Board of Trustees for consideration. Recommendations for promotions will be made at the fall Board meeting. The new contract, written by December 1 and taking effect August 1 the following year, will reflect the new rank.

## **Tenure**

Criswell College does not practice a faculty tenure system.

## **Compensation**

### *Full-Time Faculty Salaries*

While the academic administration has general guidelines for faculty salaries, assorted contingencies allow for variations among salaries. Promotion in rank and title normally includes a salary increase, as do periodic cost of living adjustments.

### *Adjunct Faculty Pay*

Adjunct faculty are hired as needed and are paid per course following the "Courses Paid Per-Student" policy (below).

### *Courses Paid Per-Student*

Faculty who teach courses not included in the number of contracted hours are paid on a per-student basis. Dollar amounts for courses paid per-student are determined by the VPAA and subject to change without notice.

### *Overload Pay*

Full-time faculty are compensated for courses beyond the number of contracted hours in an academic year according to the overload pay procedure. A faculty member's contract hours begin at the start of the academic year (i.e., fall semester); therefore, overload pay normally does not ensue until at least the spring semester, after all contracted hours have been met. At that point, faculty are paid for overloads on a per course basis following the same procedure mentioned above under "Courses Paid Per-Student." If contract hours and overload hours are being taught during the same term, overload pay is based on course(s) with the least number of students during that term. Bi-level courses count as only one course with respect to overload pay, even though there are two distinct syllabi, one for each level.

### *Pay for Teaching Online Courses*

Faculty members who are qualified and selected to teach online courses are compensated for each online course as an overload, unless the hours for the online course are needed to fulfill the faculty member's contract requirement.

### *Pay for Courses Taught by Staff and Executive Leadership*

Qualified administrators or staff may be invited to teach and, if so, are compensated according to the "Courses Paid Per-Student" policy. When those serving in executive leadership (i.e., President and Vice Presidents) teach courses for the College, the first two courses in any given academic year are taught *gratis*.

### *Independent Study Pay*

Faculty (and qualified administrators or staff) are paid for independent studies on a per student basis at the fee rate (for independent studies) published in the College's *Catalog*. Pay for independent studies is issued after final grades are submitted.

### *Pay for Those Teaching Thesis-Related Courses (RES 602 or 603)*

Faculty who teach RES 602 (Thesis Research and Writing) or who serve as thesis chair for RES 603 (Graduate Thesis) are paid according to the "Courses Paid Per-Student" policy above. (These courses do not count toward fulfillment of full-time faculty contract hours.)

## **Retirement**

Faculty members intending to retire should submit a written letter of resignation to the VPAA by November 1 of the last academic year they plan to serve.

## Adjunct Professors

Adjunct professors are members of the instructional team whose services are employed on a course-by-course basis. Before adjunct pay can be authorized, adjunct faculty must place on file all necessary teaching credentials, including complete certified transcripts, an up-to-date CV, certification in any relevant, specialized areas, course syllabi and booklists for courses to be taught that term, and appropriate forms for Human Resources. Additional policies and procedures specific to adjunct professors include the following. Adjunct faculty are as follows:

- Considered contracted, part-time employees of Criswell College.
- Required to fill out a W-9 form and other required paperwork (see Academic Affairs and HR) for compensation purposes. Adjunct faculty will receive a W-2 form from the College.
- Required to abide by the standards of conduct to which full-time faculty are expected to adhere.
- Required to provide a CV showing up-to-date professional work experience and publications. The CV must be updated annually.
- Required to provide official (institution-to-institution) transcripts and copies of all professional certifications.
- Required to provide (on request) updated personnel information.
- Not required to sign the College *Articles of Faith*, but they should be conversant with and respectful of them. Adjunct faculty are welcome to sign the *Articles of Faith* at the College's annual Founder's Day event.
- Invited to participate in faculty workshops and faculty meetings; however, they do not have voting privileges.
- Invited to participate in commencement; however, they might be asked to use or rent their own regalia.
- Required to follow all policies, procedures, and guidelines in this manual unless specified as applying to full-time faculty.
- Expected to provide time, either before or after class, for student conferences.
- Encouraged to use the Adjunct Office for conferences, study, grading, class preparation, etc.
- Issued a Criswell College email account for official business. Once such an account is issued, personal email accounts should not be used to communicate with the College.
- Expected to grade their own students' work. Adjunct faculty are not assigned graders.
- Expected to adhere to any other policies and procedures contained in the orientation packet or other materials they receive upon being hired.

## Visiting Professors

An appointment as Visiting Professor involves specified responsibilities (instructional or otherwise) to the institution for the duration of the appointment. This appointment may or may not include committee assignments and/or other special assignments agreed upon prior to appointment. Appointment ends at the close of the period specifically stated and carries no obligation either to the school or to the appointee for reappointment. Appointments are usually for a period of one year. Visiting Professors are invited to participate in faculty functions, including faculty workshops, faculty meetings, commencement, and fellowships. However, they do not have voting privileges.

## Termination

Appointed and elected faculty may be terminated or cease to be employed by the College in the following ways:

- By the faculty member, through voluntary resignation.
- By the faculty member through retirement.
- By non-renewal of contract by the VPAA (in consultation with the President).
- By the President or VPAA (in consultation with the President) because of moral delinquency, professional incompetence, failure to fulfill contractual obligations to the College, or failure to accept and abide by the *Articles of Faith*.
- Other just causes as determined by the President or VPAA (in consultation with the President).

Resignation, retirement, and dismissal for reasons other than moral delinquency, failure to fulfill contractual obligations to the College, or failure to accept and abide by the *Articles of Faith* take effect at the end of the contract period during which initial notice of the intention to sever relations is given. Dismissal for moral delinquency, failure to fulfill contractual obligations to the College, or failure to accept and abide by the *Articles of Faith* takes effect immediately.

### **Leave of Absence with Pay (Sabbatical)**

Professors with six years of full-time faculty service at Criswell College will be eligible to apply for a leave of absence with pay (sabbatical). The length of sabbatical (up to one year) is commensurate with the nature of the project undertaken. Faculty members should recognize that when the institution grants such leave it is an investment in the future of the faculty member.

Such an investment carries with it two caveats. First, although the institution does not extend contractual obligations to faculty members beyond two years, the investment of up to a year's salary for the faculty member's enrichment is an implicit statement of the college's commitment to the faculty member's status at the institution for the foreseeable future, barring significant unforeseen circumstances.

Second, since the sabbatical involves personal and professional development which will benefit the faculty member regardless of the place of service, it is important for the faculty member to make a commitment to the institution in order to justify paying the sabbatical year's salary. Upon completion of the sabbatical contract year, the professor must continue on the faculty at Criswell College for the following two academic years unless the relationship is terminated by the college. If the professor leaves Criswell College to serve at another academic institution before the completion of the first academic year after the sabbatical, then the professor must provide the sabbatical year's salary as restitution to the college. If the professor leaves Criswell College to serve at another academic institution before the end of the second academic year after the sabbatical, the professor must provide half the sabbatical year's salary as restitution to the college. (The monies and lengths of time designated here are pro-rated for sabbaticals shorter than one year.)

Requests for sabbatical should be made through the VPAA six months prior to the beginning of the requested leave. Requests must include the nature and goals of the academic pursuit, the location of the faculty member's family during the proposed leave, and the proposed dates.

Since requests must be reviewed and approved by the Academic Cabinet, the VPAA, and the President, faculty members should exercise caution in solidifying commitments to outside entities (e.g., publishers, academic institutions, ministry organizations) until final approval is granted. The needs of the college and the feasibility of the proposed project will determine whether the request is granted. Projects undertaken during all leaves of absence with pay must coincide with the professional ministry of the professor and have a direct benefit to Criswell College. The college will assume responsibility for continuing the full salary and benefits of a professor on sabbatical. This will not include additional funding for transportation, housing, or other fees associated with the sabbatical project. Outside employment, beyond what the professor normally engages in, is not permissible during sabbatical.

All faculty on sabbatical must submit a written report to the VPAA detailing work in progress at the mid-point of the leave. Upon return from sabbatical, faculty members must present to the VPAA a written report of the various achievements of the sabbatical.

### **Leave of Absence without Pay**

A faculty member may petition the VPAA for an unpaid leave of absence for personal and/or professional reasons. With advice from the relevant Program Director, the VPAA and President must approve such requests.

Approval should not be viewed as automatic. The needs of the college will largely determine whether such a request is granted.

### **Outside Ministries and Employment**

The College recognizes that faculty involvement in outside ministries can benefit the faculty member, the College, and the cause of Christ. Faculty members are free to develop outside ministries provided the amount of time and energy required does not interfere with the full discharge of their duties at the College and their full-time employment as a faculty member.

Full-time faculty must notify the VPAA of any consistent, outside employment in which they are engaged. Examples include, but are not limited to: teaching at other institutions (either traditional delivery or online); interim or permanent church work; owning, operating, or working for another business or non-profit. Faculty members must eschew such employment if the VPAA determines it is detrimental to job performance or to the reputation of the College.

Clear and regular communication concerning outside ministry and/or employment should be maintained with Academic Affairs. Such communication should be renewed each year during faculty evaluation. Opportunities such as occasional, supply preaching/teaching do not require notification.

### **Hiring Practices Regarding Family Members**

Criswell College employs the most qualified persons for available positions. Relatives of employees may apply for vacant positions, but will not receive preferred treatment. Relatives of employees will only be hired for positions where one does not directly supervise the other. For purposes of this policy, a "relative" will mean any spouse, child, stepchild, parent, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, first cousin, parent-in-law, child-in-law, sibling-in-law, or any person related by blood or marriage. Relatives may not be involved in formally evaluating job performance or in making recommendations for salary adjustments, promotions, or other employment-related decisions.

### **Grievance Resolution**

Faculty members should personally inform the VPAA of any job-related grievance. The grievance should be presented in writing at the time of the personal meeting. Grievances pertain to matters of interpretation and application of policy or procedure, charges of unjust treatment, or conduct prejudicial to the welfare of the employee. Should there be a difference of opinion between the faculty member and the VPAA on the matter, the faculty member may make a written appeal to the President. The VPAA will also submit a written statement explaining the rationale for the decision. The President will then mediate a solution. A final appeal may be made to the President requesting that the President bring the matter to the Board of Trustees for consideration. The President may or may not choose to act on such a request.

## **6. Procedure:**

- a. Implementation:** The Vice President of Academic Affairs is responsible for establishing and maintaining procedures to ensure the implementation of this policy.
- b. Responsibility for Compliance:** Vice President of Academic Affairs
- c. Notification:** This policy will be posted on the College's website and published in the College's *Faculty Handbook*.



For the Office of Institutional Effectiveness and Research only:

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Related policies:

**Policy History**

Version 1.0	Not Available
Version 2.0	September 8, 2017