

TABLE OF CONTENTS

SECTION ONE. MISSION, BY-LAWS, GOVERNANCE

	Page
I. THE MISSION OF CALIFORNIA LUTHERAN UNIVERSITY	1.2
A. The University’s Mission Statement.....	1.2
B. A Reflection on the Founding of the University	1.2
C. California Lutheran University and the ELCA	1.3
D. The Governing Boards and the University President	1.4
1. The Convocation of the University.....	1.4
2. The Board of Regents.....	1.4
3. The University President	1.5
II. THE FACULTY CONSTITUTION	1.6
A. Purpose of the Faculty	1.6
B. Definition of Faculty and Voting Privileges	1.6
C. The Authority of the Faculty	1.6
D. The Organization of the Faculty	1.7
E. Faculty Meetings	1.7
F. Amendments to the Faculty Constitution.....	1.8
G. Amendments to the Bylaws of the Faculty Constitution	1.9
H. Faculty Officers	1.9
1. The Faculty Chair	1.9
2. The Faculty Vice Chair	1.10
3. The Faculty Secretary	1.10

I.	The Faculty Executive Committee (FEC).....	1.10
J.	The Faculty Athletic Representative.....	1.11
K.	Faculty Committee Composition.....	1.11
L.	Faculty Committee Definitions and Procedures.....	1.11
1.	Ex officio/Advisory Members.....	1.11
2.	Length of Service on Committees.....	1.11
3.	Governance of the Faculty Meetings and Committee Meetings.....	1.12
4.	Meeting Times.....	1.12
5.	Ad Hoc Committees.....	1.12
6.	Minutes and Annual Reports.....	1.12
7.	Review Procedures.....	1.12
III.	FACULTY, UNIVERSITY AND ADVISORY COMMITTEES.....	1.13
A.	Faculty Committees.....	1.14
1.	Faculty Executive Committee (FEC).....	1.14
a.	Purpose.....	1.14
b.	Responsibilities.....	1.14
c.	Membership.....	1.15
2.	Appointment, Rank and Tenure Committee (ART).....	1.15
a.	Purpose.....	1.15
b.	Responsibilities.....	1.16
c.	Membership.....	1.16
d.	Election Procedure.....	1.16
3.	Educational Policies and Planning Committee (EPPC).....	1.17

a. Purpose	1.17
b. Responsibilities	1.17
c. Membership	1.18
4. Faculty Affairs and Development Committee (FADC)	1.19
a. Purpose	1.19
b. Responsibilities	1.19
c. Membership	1.19
5. Teaching and Learning Committee.....	1.19
a. Purpose	1.19
b. Responsibilities	1.20
c. Membership	1.20
6. Academic Standards Committee.....	1.20
a. Purpose	1.20
b. Responsibilities	1.20
c. Membership	1.21
7. Graduate and Professional Education Committee (GPEC).....	1.21
a. Purpose	1.21
b. Responsibilities	1.21
c. Membership	1.22
8. Grievance Committee.....	1.22
a. Purpose	1.22
b. Responsibilities	1.22
c. Membership	1.23

9. Athletic Policies Committee.....	1.23
a. Purpose	1.23
b. Responsibilities.....	1.23
c. Membership	1.23
B. University Committees	1.24
1. Budget Committee	1.24
a. Purpose	1.24
b. Responsibilities.....	1.24
c. Budget Memorandum.....	1.25
d. Membership	1.25
2. Student Life Committee	1.25
a. Purpose	1.25
b. Responsibilities.....	1.25
c. Membership	1.26
3. All University Hearing Board.....	1.26
a. Purpose	1.26
b. Responsibilities.....	1.26
c. Membership	1.26
4. Artist and Speakers Committee	1.27
a. Purpose	1.27
b. Responsibilities.....	1.27
c. Membership	1.27
5. Honors Committee	1.28

a.	Purpose	1.28
b.	Responsibilities	1.28
c.	Membership	1.28
6.	Institutional Review Board (IRB)	1.29
a.	Purpose	1.29
b.	Responsibilities	1.29
c.	Membership	1.29
7.	Information Technology Advisory Committee (ITAC)	1.30
a.	Purpose	1.30
b.	Responsibilities	1.30
c.	Membership	1.30
8.	Enrollment Committee	1.31
a.	Purpose	1.31
b.	Responsibilities	1.31
c.	Membership	1.31
9.	Calendar Committee	1.31
a.	Purpose	1.31
b.	Responsibilities	1.32
c.	Membership	1.32
C.	Advisory Committees	1.32
1.	Academic Council	1.32
a.	Purpose	1.32
b.	Responsibilities	1.32

c. Membership	1.32
2. Graduate Council	1.33
a. Purpose	1.33
b. Responsibilities	1.33
c. Membership	1.33
3. Building and Grounds Committee	1.34
a. Purpose	1.34
b. Responsibilities	1.34
c. Membership	1.34
4. Documentation Review Committee for Students with Disabilities	1.34
a. Purpose	1.34
b. Responsibilities	1.34
c. Membership	1.35
5. Presidents' Award for Teaching Excellence Committee (PATEC).....	1.35
a. Purpose	1.35
b. Responsibilities	1.35
c. Membership	1.35

SECTION TWO. FACULTY PERSONNEL POLICIES

	Page
I. DEFINITION OF THE FACULTY.....	2.1
A. Ranked Faculty	2.1
1. Full-time Faculty.....	2.1
2. Pro-rata Part-time Faculty	2.1
3. Librarians with Faculty Rank	2.2
B. Special Appointment Faculty	2.2
1. Definition.....	2.2
2. Types and Criteria.....	2.2
a. Lecturer.....	2.2
b. Senior Lecturer.....	2.3
c. Professor Emeritus	2.3
1. Definition	2.3
2. Status and Privileges.....	2.3
d. Adjunct Professor.....	2.4
e. Senior Mentor	2.4
C. Administrators with Faculty Status	2.5
D. Administrators with Teaching Responsibilities	2.5
E. Voting Restrictions for Appointment, Rank and Tenure Committee	2.5
II. FACULTY CONTRACTS	2.6
A. Types of contracts.....	2.6
1. Term (Non-tenure Track)	2.6

2.	Probationary Contracts (Tenure Track)	2.6
3.	Continuous (Tenured)	2.6
B.	Locus of Appointments.....	2.7
C.	Issuance and Receipt of Contract	2.7
D.	Contract Year	2.7
E.	Outside Employment and/or Professional Activity	2.8
1.	Time Restriction	2.8
2.	Limitations on University Responsibility for Performance of Outside Activities.....	2.8
3.	Political Activity.....	2.8
4.	Compliance and Enforcement	2.9
III.	FACULTY RIGHTS	2.10
A.	Academic Freedom.....	2.10
1.	Statement on Academic Freedom.....	2.10
2.	Academic Freedom for Librarians	2.11
3.	Policy regarding Threat, Coercion, Boycott, Pressure or Abstention.....	2.11
B.	Freedom from Harassment.....	2.11
1.	Harassment Defined.....	2.12
2.	Disciplinary Action.....	2.12
3.	Responsibility for Implementation of Policy	2.12
4.	Informal Complaint Procedure	2.13
5.	Formal Complaint Procedure.....	2.13
C.	Violation of Faculty Rights, Academic Freedom, and Professional Ethics.....	2.14

IV. FACULTY RESPONSIBILITIES.....	2.15
A. Adherence to University Policies	2.15
B. Professional Ethics and Relations.....	2.15
1. Code of Professional Ethics.....	2.15
2. Conflict of Interest	2.17
3. Employment of Family Members	2.17
4. Policy on Gifts & Gratuities	2.17
5. Policy on Consensual Relationships	2.18
a. Definition.....	2.18
b. Rationale.....	2.18
c. Consensual Relationships in the Instructional Context.....	2.18
d. Consensual Relationships Outside of the Instructional Context.....	2.19
6. Responsibilities Regarding Students (Relations with Students).....	2.19
C. Academic Fraud and Scientific Misconduct	2.19
D. Responsibilities Related to Teaching.....	2.20
1. Teaching Load	2.20
a. Normal Full-time Teaching Load	2.20
b. Half-time Teaching Load.....	2.21
c. Deviations from Normal Loads	2.21
d. Overloads.....	2.21
2. Course Assignments and Schedules.....	2.21
3. Class Meetings.....	2.22
4. Student Absences	2.22

5. Course Syllabi.....	2.22
6. Evaluation of Student Academic Performance.....	2.23
a. Grading Guidelines	2.23
b. Final Examination and Pre-Examination Period.....	2.23
c. Grade Changes	2.23
d. Grade Challenges	2.24
e. Retention of Exams and Papers	2.25
f. Departing Faculty.....	2.25
g. Reporting Grades	2.25
7. Student Academic Honesty	2.25
8. Student Course and Instructor Evaluation.....	2.26
E. Responsibilities Related to Advising.....	2.26
1. Office Hours	2.26
2. Advising Loads.....	2.27
F. Responsibilities Related to Scholarly, Professional and Creative Activities.....	2.27
G. University Service	2.27
H. Community and Professional Service.....	2.28
V. FACULTY PROFESSIONAL GROWTH AND DEVELOPMENT	2.29
A. New Faculty Orientation.....	2.29
B. Teaching and Instructional Development Program.....	2.29
1. Teaching and Learning Center.....	2.29
2. Presidential Award for Teaching Excellence	2.29
3. Curriculum Development.....	2.29

C. Scholarly, Professional and Creative Activities	2.29
D. Sabbatical Leaves	2.30
1. Eligibility.....	2.30
2. Conditions of Sabbatical Leaves.....	2.30
a. Leave Period	2.30
b. Compensation	2.30
c. Replacements	2.30
d. Faculty Evaluation	2.30
e. Return to the University	2.31
f. Post-Sabbatical Report	2.31
g. Number of Sabbaticals Granted.....	2.31
3. Procedures for Granting Sabbatical Leaves	2.31
a. Application	2.31
b. Review Process.....	2.31
c. Evaluations Criteria.....	2.32
d. Appeals	2.32
VI. APPOINTMENT OF FACULTY	2.33
A. Policies and Procedures for Approval of Ranked Faculty Positions	2.33
B. Search Policies and Procedures	2.33
C. Appointment Policies and Procedures	2.34
1. Authority to Hire.....	2.34
2. Appointment Decisions	2.34
3. Letters of Appointment	2.34

4. Credit for Prior Academic Service.....	2.34
5. Criteria for Appointment to Rank.....	2.35
a. Instructor.....	2.35
b. Assistant Professor.....	2.35
c. Associate Professor.....	2.36
d. Professor.....	2.36
D. Policy and Procedures for Appointment of Part-time Per Course and Special Appointment Faculty.....	2.37
VII. FACULTY PROFESSIONAL GROWTH AND DEVELOPMENT	2.38
A. Faculty Evaluation Criteria and Documentation.....	2.38
1. Teaching Effectiveness.....	2.38
2. Effectiveness as an Adviser.....	2.39
3. Scholarly Productivity and Professional Service.....	2.40
4. Service.....	2.41
a. University Service.....	2.41
b. Community Service.....	2.41
B. Second and Fourth Year Reviews.....	2.42
1. Purpose.....	2.42
2. Process.....	2.42
C. Promotion Policies, Eligibility and Criteria.....	2.43
1. Eligibility for Promotion.....	2.43
a. For Advancement to Associate Professor.....	2.43
b. For Advancement to Professor.....	2.43
2. Criteria for Promotion by Rank.....	2.44

a. Assistant Professor	2.44
b. Associate Professor	2.44
c. Professor	2.45
D. Tenure Policy, Eligibility and Criteria.....	2.45
1. Eligibility for Tenure	2.45
2. Criteria for Tenure	2.46
a. University Need Requirement and Tenure Quota.....	2.46
b. Individual Requirements	2.47
E. Procedures for Promotion and Tenure Reviews.....	2.48
1. Initiation of Candidacy.....	2.48
2. Confirmation of Candidacy	2.48
3. Promotion and Tenure Review Files.....	2.48
a. Promotion and Tenure Dossier	2.48
b. Confidential File	2.49
c. Course and Advising Evaluation File.....	2.49
4. Evaluation and Action.....	2.49
5. Appeals.....	2.50
F. Post-tenure Review Policy and Procedures.....	2.50
1. Eligibility for Post-tenure Review	2.50
2. Criteria for Post-tenure Review	2.51
3. Procedures	2.51
a. Initiation of Post-tenure Review	2.51
b. Post-tenure Review Files	2.52

4. Evaluation and Action.....	2.52
5. Appeals.....	2.53
G. Personnel Records	2.53
1. The Official Personnel File	2.53
2. The Confidential File	2.54
VIII. SEPARATION FROM THE UNIVERSITY	2.55
A. Resignation.....	2.55
B. Retirement	2.55
C. Non-reappointment of Probationary (Tenure-track) Faculty Members and Faculty on Rolling Contracts	2.56
1. Criteria for Non-reappointment	2.56
2. Procedures for Non-reappointment.....	2.57
3. Notice	2.57
a. Probationary Faculty	2.57
b. Faculty on Rolling Contracts.....	2.57
4. Appeals.....	2.57
D. Termination	2.58
1. Mental or Physical Disability	2.58
a. Conditions.....	2.58
b. Procedure.....	2.58
2. Reduction of Student Interest and/or Changes in the University's Educational Program.....	2.59
a. Conditions.....	2.59
b. Procedure.....	2.60

1.	Determining Faculty Reductions.....	2.60
2.	Order of Termination.....	2.60
3.	Notice and Compensation.....	2.61
4.	Appeals Process.....	2.61
5.	Reemployment	2.61
3.	Reduction under Conditions of Declared Financial Exigency	2.62
a.	Definition.....	2.62
b.	Procedure for Declaring Financial Exigency.....	2.62
c.	Development of Steps to End Financial Exigency.....	2.63
d.	Procedure for Termination.....	2.63
1.	Notice.....	2.63
2.	Order of Termination.....	2.64
3.	Determination of Faculty Reductions.....	2.64
4.	Appeals	2.64
5.	Continuation of Benefits.....	2.65
6.	Re-employment.....	2.65
7.	New Appointments.....	2.65
4.	Suspension or Dismissal for Cause.....	2.65
a.	Criteria for Dismissal Actions	2.66
b.	Suspension or Dismissal Procedural Steps.....	2.67
c.	Alternatives to Dismissal.....	2.67

IX. COMPLAINT AND GRIEVANCE PROCEDURES.....	2.69
A. Intent	2.69
B. Definitions.....	2.69
1. Complaint	2.69
2. Grievance.....	2.69
C. Procedure for Handling Complaints	2.69
1. Step 1: Informal Complaint Procedure	2.69
2. Step 2: Formal Complaint Procedure.....	2.70
3. Step 3: Appeal.....	2.70
D. Procedures for Handling Grievances	2.70
1. Grievance Committee.....	2.70
2. Procedure for Dismissals.....	2.71
3. Procedure for Other Grievances	2.72
a. Step 1: Filing a Grievance	2.72
b. Step 2: Informal Resolution.....	2.72
c. Step 3: Formal Process	2.73
1. Instances Requiring a Formal Hearing	2.73
2. Procedures.....	2.75
3. General Provisions	2.78

SECTION THREE. APPENDIX POLICY

	Page
I. COMPENSATION	3.1
A. Salaries	3.1
B. Pro-rata Part-time and Overload Pay Scale.....	3.1
C. Scale of Remuneration for Summer Session Instruction	3.1
D. Fringe Benefits	3.1
1. Unemployment Compensation	3.2
2. State Disability.....	3.2
3. Worker’s Compensation.....	3.2
4. Procedures for Filing Worker’s Compensation Claim.....	3.3
5. Social Security.....	3.3
6. Carrier Benefits.....	3.4
7. Group Medical and Hospitalization Insurance	3.4
8. Group Life Insurance	3.4
9. Disability Plan – Long Term	3.5
10. Cafeteria Flexible Benefits Plan	3.5
11. TIAA-CREF Retirement Program	3.5
12. Tax Deferred Annuities.....	3.6
13. Dental/Vision Insurance	3.6
14. Employee Assistance Program.....	3.6
15. Institutional Benefits	3.7
a. Identification Cards	3.7

b.	Tuition Remission for Faculty Hired After June 1, 1983	3.7
c.	Tuition Remission for Faculty Hired Before June 1, 1983.....	3.8
d.	Tuition Exchange Program	3.8
e.	Preschool and Daycare Employee Discount.....	3.9
f.	Bookstore Discounts	3.9
g.	Trip Reduction Plan	3.10
II.	LEAVES.....	3.11
A.	Leaves With Pay	3.11
1.	Sick Leave	3.11
2.	Bereavement	3.11
3.	Jury Duty.....	3.12
4.	Military Service – Active Duty.....	3.12
5.	Military Service – Reserve Duty	3.12
B.	Leaves Without Pay	3.12
1.	Maternity Leave of Absence.....	3.13
2.	Family Care Leave	3.13
3.	Foreseeable Leave.....	3.14
4.	Certification of a Serious Health Condition	3.14
5.	Coordination of Leaves and Benefits.....	3.15
6.	Time Off to Visit a Child’s School.....	3.15
III.	WORKING CONDITIONS	3.16
A.	Closure	3.16
B.	Disaster Plan.....	3.16

C. Equal Employment Opportunity.....	3.16
D. Nonsexist Use of Language.....	3.17
E. Outside Activities	3.17
F. Conflict of Interest.....	3.17
G. Hazardous Waste Disposal.....	3.17
H. Release of Information About Students (Family Education Rights and Privacy Act)	3.18
I. Fund-raising Policy.....	3.18
J. Smoking Policy	3.19
K. Alcohol Abuse/Drug-free Workplace and Campus Policy	3.19
1. Definitions	3.19
2. General Statement.....	3.20
3. Grants/Recipients/Participants.....	3.20
4. University Response	3.20
5. Education.....	3.21
L. Political Activity and Public Statements.....	3.21
M. Use of University Facilities and Services	3.21
N. Use of the University Name and Seal.....	3.21
IV. LIBRARY AND COMPUTER USE POLICIES.....	3.23
V. RESEARCH AND PUBLICATION	3.24
A. Protection of Human and Animal Subjects in Research.....	3.24
1. Criteria for Approval.....	3.24
2. Categories of Review	3.24
3. Review Procedure	3.24

B. Academic Fraud and Scientific Misconduct	3.28
C. Copyright Law Compliance	3.28
D. Sale of Employee-Created Materials to University Students.....	3.29
VI. EXPENSE REIMBURSEMENT	3.30
A. General Policy	3.30
B. Scope.....	3.30
C. Travel Arrangements	3.30
D. Travel and Entertainment Expenses	3.30
E. Transportation Expenses.....	3.31
F. Taxi, Local Bus and Limousine Fares	3.31
G. Auto Rental Fees	3.31
H. Personal Automobile Mileage Allowance	3.32
I. Parking and Toll Charges.....	3.32
J. Gratuities.....	3.32
K. Laundry and Dry Cleaning Services.....	3.32
L. Baggage Handling	3.32
M. Passport and Visa Charges.....	3.33
N. Professional Association Membership Dues and Subscriptions	3.33
O. Flowers and Other Gifts for Employees	3.33
P. Expense Advances.....	3.33
Q. Credit Cards and Memberships	3.33
R. Personal Credit Cards	3.34
S. Substantiation of Expenses	3.34

T. Finance Review and Follow-up.....	3.34
U. University Sponsored Events	3.35
V. Approval of Exceptions	3.35
VII. EXTERNAL RELATIONS	3.36
A. Controversial Issues or Speakers.....	3.36
B. Solicitations.....	3.36
1. Employees of the University	3.36
2. Commercial Solicitation.....	3.36
3. Gift Solicitation	3.37
C. Recognition and Honors.....	3.37
1. Major Recognition and Honors	3.37
a. Honorary Doctorate.....	3.37
b. The Distinguished Service Award	3.38
c. The Exemplar Medallion.....	3.38
d. The Landry Medal.....	3.38
2. Procedures	3.38
a. Nomination and Selection	3.38
1. Honorary Doctorate.....	3.38
2. The Distinguished Service Award.....	3.39
3. The Exemplar Medallion	3.39
4. The Landry Medal	3.40
5. All Other University Awards and Recognition.....	3.40
D. Access to Donor Lists.....	3.40

VIII. CHAPEL AND CONVOCATION	3.41
A. Wednesday Chapel Policy.....	3.41
B. Convocations	3.41
IX. POLICY OF ACADEMIC HONESTY	3.42
A. Definition of Academic Dishonesty	3.42
B. Plagiarism.....	3.42
C. Cheating	3.43
D. Unethical Computer Use.....	3.43
E. Facilitating Academic Dishonesty.....	3.43
F. Procedure for Disciplining Student Dishonesty	3.43
X. GOVERNANCE STRUCTURES OF CALIFORNIA LUTHERAN	3.45