



FACULTY HANDBOOK

Approved 2016-2017 Academic Year

Revised September 2016

COLLEGE OF WESTERN IDAHO FACULTY HANDBOOK

THIS FACULTY HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT AND IS NOT INTENDED TO SUPERSEDE ANY PROVISIONS OF THE COLLEGE OF WESTERN IDAHO POLICY MANUAL AS IT RELATES TO YOUR STATUS AS AN EMPLOYEE OF THE COLLEGE OF WESTERN IDAHO. ALL PROVISIONS OF THIS HANDBOOK SHALL BE INTERPRETED IN A MANNER CONSISTENT WITH THIS PARAGRAPH, AND IN THE EVENT OF ANY IRRECONCILABLE INCONSISTENCIES, THE TERMS OF THE COLLEGE OF WESTERN IDAHO POLICY MANUAL SHALL PREVAIL.

PURPOSE

The purpose of this handbook is to further clarify the roles, responsibilities, and privileges of Faculty members of the College of Western Idaho. This handbook is intended to co-exist with the College of Western Idaho Policy Manual.

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1. PARTICIPATORY GOVERNANCE

1.1 PARTICIPATORY GOVERNANCE AND FACULTY MEETINGS

All faculty members, full time and adjunct, are encouraged to attend faculty meetings. Department and Faculty Senate meeting times shall be announced publicly. The Faculty Senate President and another Senate representative serve as members of the College Council, a campus-wide decision-making committee composed of all campus stakeholders. The additional representative will be from whichever division of the College is not represented by the Senate president, so that both Academic Affairs and CTE Divisions are represented.

1.2 FACULTY SENATE AND SENATE EXECUTIVE COMMITTEE

In addition to Department Senators, the CWI Faculty will elect three officers (President, Vice President and Secretary) on a staggered timeline. The Executive Committee is the liaison between the faculty, the administration, and the Board of Trustees, providing input on policy and procedure issues pertinent to instruction and faculty personnel matters. Members of the Executive Committee are encouraged to attend the monthly meetings of the CWI Board of Trustees. Members of the Executive Committee will present to the Board of Trustees at a minimum of once each quarter (March, June, September and December). Monthly meetings of the Faculty Senate shall be scheduled and held as needed by the discretion of the Faculty Senate Executive Committee.

1.3 LOCATION OF OFFICIAL COPY OF FACULTY HANDBOOK

The official Faculty Handbook is kept by the President of the Faculty Senate with a copy in Human Resources. The Faculty Senate President sees to it that an updated electronic copy is available on the CWI website.

1.4 CHANGES TO THE FACULTY HANDBOOK

Changes to the Faculty Handbook are made subject to the following conditions:

- A. All proposed changes by faculty or administration must be in writing and must be submitted by January 15th to the Faculty Senate for review and approval. Approved changes are sent to the Executive Vice-President of Instruction (EVP)
- B. The Faculty Senate and EVP must agree on all proposed changes before the Handbook is modified.
 1. The Faculty Senate approves changes by a simple majority of present members at any regularly scheduled or announced meeting.
 2. Once agreement is reached, the EVP makes formal approval of changes to the Handbook.
- C. When agreement between the Faculty Senate and EVP is not reached, the proposed change and rationales from the Senate and the EVP detailing acceptance or rejection of the change are sent to the College President who resolves the disagreement, as per the College's participatory governance model, and delivers his decision in writing to the Senate. (See also the College of Western Idaho Faculty Handbook, section 1, *Participatory Governance*, [CWI Governance Policies](#), and [CWI Policy Manual](#).)
- D. Changes must be complete and approved each year no later than March 31st. The approved Handbook must be published no later than July 1.

Faculty members are encouraged to participate in the participatory governance of CWI and may propose changes and improvements to this handbook through the CWI Faculty Senate.

1.5 CWI CURRICULUM COMMITTEE

The committee serves at the request of the EVP and the Faculty Senate.

A. The function of the CWI Curriculum Committee:

1. Review and make recommendations concerning all pre-accreditation curriculum for College of Southern Idaho (CSI) approval. Review and make recommendations concerning all post-accreditation curriculum for Executive Vice President (EVP) approval. Basic criteria for the introduction of a new course or program:
 - i. Fulfill students' needs for their respective programs, satisfy the requests of members of the community for particular technical or business occupations, or offer courses that contribute to an enrichment of student life.
 - ii. Have qualified instruction available.
 - iii. Academic Affairs courses must meet the needs relative to transfer expectations.
2. Analyze and make recommendations for EVP approval concerning curriculum matters relating to the articulation of courses/programs to the state colleges and universities using state board guidelines.
3. Make periodic reviews of existing curriculum, revising or deleting when necessary. Basic criteria for course revision or deletion:
 - i. A lack of qualified faculty member to teach the course.
 - ii. Insufficient student demand for a particular course or program.
 - iii. A change in curriculum requirements in a specific major field for which we offer parallel courses.
 - iv. Lack of funding.
 - v. Course is determined to be no longer appropriate for current curricular needs.
 - vi. Prevent against undue proliferation and duplication of course offerings.

B. CWI Committee Make-up and Terms of Office

1. The voting membership of the Curriculum Committee is made up of a full-time faculty representative from each of CWI's instructional departments, the committee Vice-Chair, and (in the case of a tie) the committee Chair. Voting members from CTE departments are appointed by the Dean of Career Technical Education. Voting members from Academic Affairs departments are appointed by the Assistant Vice President of Academic Affairs. Willing full-time faculty members will serve as the department's representative on the Curriculum Committee for a term of three years. At the end of the term, a representative may be approved to continue.

The non-voting ex-officio membership of the committee is as follows:

- All Academic Affairs Deans
- All CTE Assistant Deans

Assistant Dean of Enrollment Management
Assistant Vice President of Academic Affairs
Chair of the General Education Subcommittee
Curriculum Manager
Assistant Vice President of Enrollment & Student Services
Dean of Career Profession Technical Education
Director of Financial Aid
Director of Dual Credit
Director of Library Services
Director of Center for Workforce Development
Executive Vice President of Instruction & Student Services
Faculty Senate President
Region III Tech Prep Coordinator
Registrar
Student nominated by the Student Senate to serve a one-year term

2. The committee will nominate and elect a Chair from the existing voting membership of Curriculum Committee or the General Education Subcommittee. The elected Chair shall serve a minimum two-year term. The committee will nominate and elect a Vice Chair from the existing voting membership or the General Education Subcommittee. The Vice Chair shall serve under the Chair for a two-year term before becoming chair of the committee. The committee will nominate and elect a Secretary.

C. Meetings.

The CWI Curriculum Committee meets monthly during the academic year. Additional meetings may be called by the Curriculum Committee Chair as the need arises.

D. Initiating a Curriculum Change Request.

All additions, deletions or revisions are presented to the CWI Curriculum Committee. Recommendations come most commonly from the department where the course/program is or will be based. The person making the proposal of the course/program and the appropriate chairperson/assistant dean should be available to answer questions before the committee. Curriculum proposals will be handled as expeditiously as possible. In order to hold a meeting in which action is taken, a quorum consisting of a simple majority of the committee members must be present. Committee members may select another member of the faculty to attend in their absence and vote on their behalf. A motion will pass with a simple majority of those in attendance. The Chair will vote only in the case of a tie.

E. Minutes

Minutes of each meeting will be read and approved by the committee and distributed to faculty and administration.

F. The Cooperative Curriculum Change Process with CSI

Proposals for new curricula initiated by CWI faculty are vetted through the College of Southern Idaho curriculum approval process.

2. FACULTY STANDARDS OF PRACTICE

2.1 ACADEMIC FREEDOM

Refer to Board Policy 3070 Academic Freedom in the [CWI Policy Manual](#).

CWI recognizes each faculty member's fundamental right to academic freedom as the cornerstone of the educational process. Academic freedom ensures that each faculty member will have the freedom to:

- choose appropriate pedagogical methods within recognized professional standards;
- present and discuss controversial or unpopular ideas related to the subject matter, as long as done so within the limits of the law and not prohibited by the policies of CWI;
- select materials and provide information on controversial subjects in a professional, reasonable manner;
- conduct research or do creative work on subjects of choice as long as such activity is within the limits of the law and is not prohibited by the policies of CWI; and
- author or otherwise create controversial or unpopular works of scholarship, as long as such activity is within the limits of the law and is not prohibited by the policies of CWI.

2.2 ACADEMIC INTEGRITY

CWI strives to create an educational and professional community demonstrating CWI Core values:

- Acting with Integrity
- Sustaining our Quality of Life for Future Generations
- Serving All in an Atmosphere of Caring
- Respecting the Dignity of Opinions
- Innovating for the 21st Century
- Leaving a Legacy of Learning

Faculty are expected to uphold these values and serve as role models of integrity for students. Faculty must model academic honesty at all times, including providing proper credit during presentations (including handouts and PowerPoint presentations) and in all individual academic endeavors.

2.3 POLITICAL ACTIVITY

CWI recognizes that faculty are members of the educational institution and private citizens. Refer to the Free Inquiry, Expression, and Assembly and Employee Conduct Policies in the [CWI Policy Manual](#).

2.4 CONFLICT OF INTEREST

Refer to [Outside Employment and Professional Consulting Policy](#) in the [CWI Policy Manual](#).

Faculty have a primary obligation to fulfill the responsibilities for which they are hired. However, faculty obligations to CWI do not preclude individuals acting as independent agents, engaging in public service, providing pro-bono services, or accepting employment by parties other than CWI, providing the faculty's primary responsibility to CWI is not jeopardized thereby. Balancing one's primary commitment to CWI and commitments to outside entities may result in conflicts of time and availability. In such cases, the following principles apply:

- A. Outside employment or obligations are not to impair the quality of instruction or professional performance of faculty. Any alterations to general duties (e.g., course modifications, time from work) will be reported in advance to immediate supervisors. Faculty are responsible for demonstrating how, and ensuring that, the quality of instruction will be preserved.
- B. There is no monetary cap for compensation received by faculty for outside employment.
- C. No CWI resources (e.g., copying, mailing, administrative staff time) will be utilized for outside employment absent prior written approval from the EVP and the Vice President of Finance and Administration. In such cases, faculty may be required to reimburse the College as a prerequisite for the use of CWI resources. Incidental uses of CWI resources (contact by phone, e-mail, or informal meeting on CWI property does not require prior approval).

2.5 NEPOTISM

Refer to the Employee Conduct Policy in the [CWI Policy Manual](#).

CWI recognizes that family relationships should not pose barriers for obtaining educational opportunities at CWI. However, when familial relationships exist in a situation where there is an evaluative component (e.g., faculty to student, coach to student, advisor to advisee, etc.) disclosure of such relationship to administrators is required due to the potential for real or perceived conflicts of interest, favoritism and/or bias.

Furthermore, faculty and their administrator(s) must be able to demonstrate how evaluative or supervisory functions have been modified, or appropriate recusals made, to rectify such conflict of interest. Supervisors/administrators may exercise their discretion in evaluating the adequacy of modifications or arrangements to be put in place.

2.6 PATENTS AND COPYRIGHTS

Refer to the Copyright and Intellectual Property Policy and the Employee Conduct Policy in the CWI Policy Manual

CWI will adhere to the provisions of state and federal copyright laws and regulations. The college does not condone the illegal use, reproduction, distribution, public display, or performance of copyrighted materials in any form. Only legal copies of copyrighted materials may be made or used on college equipment. The college does not give permission for any illegal copying of any college owned copyrighted materials.

2.7 TUTORING FOR PAY

Faculty must assure that their activities do not suggest a conflict of interest with CWI. Faculty shall not tutor their own students for pay, nor solicit students through their employment at CWI. Faculty shall not tutor privately for pay on CWI property.

2.8 RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) was designed to protect the privacy of a student's educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through information and formal hearings. School officials may not disclose personally identifiable information from a student's education record, without written permission, unless such a disclosure is permitted by one of the FERPA signed-consent exceptions. Students have a right to file complaints with FERPA concerning alleged failures by the institution to comply with the act. Questions concerning FERPA should be referred to the Assistant Vice President of Student Services.

Student Services maintains a records file which contains the Application for Admission, assessment profile, high school transcripts and/or GED scores, CWI placement test scores, transcripts from other post-secondary institutions attended, correspondence to and/or from them, and student requests for release of transcript. School officials who have legitimate educational interests are permitted access to all of these files.

3. EMPLOYMENT POLICIES FOR FACULTY

3.1 FULL-TIME FACULTY EMPLOYMENT STATUS

The full-time faculty shall be made up of benefit-eligible full-time personnel (half-time or more) in teaching appointments. Full-time faculty membership shall not include adjunct instructors, ABE teachers and coordinators, tutors, visiting lecturers, administrators, nor other non-academic personnel.

3.2 FULL-TIME SUPPORT FACULTY EMPLOYMENT STATUS

Full-time Support Faculty are twelve (12) month, non-rank eligible faculty positions.

3.3 FULL-TIME FACULTY ADDITIONAL ASSIGNMENT: DEPARTMENT CHAIR EMPLOYMENT STATUS

Department chairs are issued a modified 12-month faculty contract on the administrative calendar and report to the Dean of their school.

3.4 ADJUNCT FACULTY EMPLOYMENT STATUS

Adjunct faculty are to teach no more than 21 credit hours per academic year (not including summer session). This adjunct teaching load may not exceed 12 credits in a single semester without Assistant Dean approval. All on campus work hours, in any role, cumulatively, throughout the year, shall not exceed 19 hours per week.

3.5 EMPLOYMENT RECORDS

Refer to the Personnel Records Policy in [the CWI Policy Manual](#).

Payroll and benefits records, including annual and sick leave, are retained in the Human Resources Office and are also listed on faculty pay advices in myCWI. Employment records are retained in the Human Resources Office.

3.6 SALARY

A current listing of CWI salary ranges is on file on myCWI.

3.7 SUMMER TEACHING CONTRACTS

Summer school operations are separate from the regular fall and spring procedures and are subject to change each summer based on students, teachers, space, funding and other contingencies. Faculty members may be offered the opportunity to teach summer school, and will be offered preference over adjunct faculty for sections. Compensation for summer school will be the current credit hour pay rate for adjunct faculty.

3.8 EMPLOYMENT STANDARDS FOR FULL-TIME FACULTY

Refer to the Human Resources Section in the CWI Policy Manual

Full-time faculty are subject to the Human Resources policies in the CWI Policy Manual and the standards set forth in this Faculty Handbook.

A. Appointment of Full-Time Faculty

Faculty members are hired on the basis of credentials and interviews. Evidence of credentials and other relevant information must be on file in the office of the appropriate Instructional Dean.

1. Credentials

- a. Full-time faculty members in academic instructional areas should hold a master's degree in the field in which they teach or related field. If the master's degree is not in the subject area, faculty members must have completed a minimum of 12 credit hours of graduate credit in the subject area to be taught. The College of Western Idaho does reserve the right to hire faculty with a bachelor's degree in the field in which they teach or documented experience that has been deemed relevant by a selection committee in that discipline and/or by the administration.
- b. Professional/technical faculty must possess the necessary certifications, licenses, and experiences to meet the requirements for Idaho Professional Technical Education (PTE) Certification. PTE faculty without college degrees will be encouraged to work toward and complete appropriate degrees.

3.9 TO REVIEW ALL CWI JOB POSTINGS, GO TO THE [INTERNAL CWI JOB POSTINGS](#) WEBSITE.EMPLOYMENT STANDARDS FOR FULL-TIME SUPPORT FACULTY

Full-time support faculty are subject to the Human Resources policies in the [CWI Policy Manual](#) and the standards set forth in this Faculty Handbook.

A. Appointment of Full-Time Support Faculty

Support faculty members are hired on the basis of credentials and interviews. Evidence of credentials and other relevant information must be on file in the office of the appropriate Instructional Dean.

1. Credentials

- a. Full-time support faculty members in academic instructional areas should hold a master's degree in the field in which they teach or related field. If the master's degree is not in the subject area, faculty members must have completed a minimum of 12 credit hours of graduate credit in the subject area to be taught. The College of Western Idaho does reserve the right to hire faculty with a bachelor's degree in the field in which they teach or documented experience that has been deemed relevant by a selection committee in that discipline and/or by the administration.
- b. Professional/technical faculty must possess the necessary certifications, licenses, and experiences to meet the requirements for Idaho Professional Technical Education (PTE) Certification. PTE faculty without college degrees will be encouraged to work toward and complete appropriate degrees.

To review all CWI job postings, go to the [Internal CWI Job Postings](#) website.

3.10 EMPLOYMENT STANDARDS FOR ADJUNCT FACULTY

Adjunct faculty are subject to the Human Resources policies in addition to the standards set forth in this Faculty Handbook.

Appointment of Adjunct Faculty CWI will strive to employ adjunct faculty in the academic and professional technical teaching areas with the same qualifications as full-time contracted faculty. Adjunct faculty will be selected by the department supervisor in consultation with the department faculty and subject to approval and hiring by the appropriate Instructional Deans.

1. Course load

Adjunct faculty are to teach no more than 21 credit hours per academic year (not including summer session). This adjunct teaching load may not exceed 12 credits in a single semester without Dean or AVP approval. All on campus work hours, in any role, cumulatively, shall not exceed 19 hours per week.

2. Benefits

Except as required by law or otherwise provided by the Board, adjunct faculty are not eligible for CWI benefits with the exception of the following (at the discretion of the department supervisor):

- a. Library access
- b. An orientation program
- c. Network/e-mail account

3. Letter of Teaching Appointment

Adjunct faculty will be issued a Letter of Teaching Appointment for each course assigned which indicates their teaching load and compensation for the course. Adjunct faculty will be compensated per credit hour or contact hour according to the adjunct faculty tiered pay scale. CWI may choose to prorate an adjunct faculty member's salary for a specific class based upon low student enrollment. Prior to prorating the salary, the adjunct faculty member will be given the choice of not teaching the class. CWI reserves the right to replace adjunct faculty with full-time faculty if needed.

4. Responsibilities

Adjunct faculty's high level of commitment to students and assignments will help maintain the reputation of CWI. Adjunct faculty demonstrate this commitment by being concerned for each student and his/her progress; being prepared for each class; being prompt to class; using the full instructional period; communicating problems, concerns, and successes to department supervisors; and responding to communications and suggestions from supervisors. To increase the effectiveness of communication, adjuncts will be able to maintain access to their CWI email account, Blackboard, and myCWI during months between adjunct teaching assignments as well as during their teaching assignments. Adjunct faculty will need to access at least one of these accounts every 90 days to maintain this access.

5. Adjunct salaries

The salary for adjunct faculty is based on a standard credit/contact rate per unit, or at a fixed rate per student determined by the number of students in a class. Information on adjunct salary schedules is available through the Human Resource Office.

See appendix B for a detailed description of adjunct faculty tiered pay.

To review all CWI job postings, go to the [Internal CWI Job Postings](#) website.

3.11 FACULTY RANK

The faculty at CWI are eligible for the following ranks:

- Instructor
- Assistant Professor
- Associate Professor

- Professor

Faculty advancement in rank is conferred through a process including faculty peer review, instructional administration review, and college president endorsement.

A. Guiding Principles

The goal of the College is to provide the best possible education for its students. Fundamental to this responsibility is the retention of excellent faculty members. This is accomplished, in part, by providing professional advancement for excellence in teaching, professional development, and institutional engagement. A universally accepted recognition of performance in the academic world is promotion to a higher rank, with the honor, prestige and salary benefits that accompany the promotion. Promotion to a higher rank is neither an unqualified right nor an automatic consequence of having completed a certain period of employment. The College grants advancement, after the appropriate number of years in rank, strictly on the basis of merit. Promotion or continuation of a faculty member is never to be presumed. The faculty member being evaluated must demonstrate clearly, with strong supporting evidence, the ways in which he or she has attained the level of excellence at the current rank they hold. Advancement in rank is a sign of the College's confidence in the individual faculty member's capability for greater achievement and for assuming greater responsibilities.

Teaching excellence, institutional engagement, and professional development are essential for rank advancement. Each advancing rank anticipates cumulative knowledge, skills, and responsibilities from the previous rank. Evidence of criteria fulfillment may be demonstrated in student evaluations, peer evaluations, self-evaluations, supervisory evaluations, and portfolio for promotion. Performance expectations and fulfillment of criteria should be assessed annually as part of an open, ongoing dialog between faculty and supervisors.

B. Definitions of Rank

1. Instructors at CWI are expected to focus on mastering disciplinary content, developing and strengthening their abilities in preparing and presenting instructional materials, facilitating student success, and assessing student performance. As Instructors progress toward the next rank, they transition from absorbing information about how the institution functions to more meaningfully influencing their department and school. Instructors make contributions that have a direct impact on student, programmatic, and departmental success.
2. Assistant Professors at CWI have mastered curriculum content and consistently demonstrate instructional excellence. As they strengthen their abilities in preparing and presenting instructional materials and assessing student performance, Assistant Professors take an active role in mentoring adjunct faculty and are innovators in the classroom. Assistant Professors contribute to the institution by actively participating in committees at the department, school, and college levels. Involvement in service and professional development broadens, and Assistant Professors make contributions that extend beyond instruction to positively impact the performance of the school or division.
3. Associate Professors at CWI demonstrate excellence in instructional performance and may now also be considered innovators in their discipline's content and/or its delivery. As leaders in the college, and in their areas of expertise, Associate Professors actively mentor others to help them develop their own leadership skills. Associate Professors design and coordinate college-level programs and initiatives and may represent the college to other institutions and organizations. They are considered experts in their area of scholarly interest. Associate

Professors make contributions that have significant impact on division and institutional success.

4. Professors model the highest standards of instructional performance, and make contributions to decisions about the college's curriculum and functions. Professors mentor and collaborate with other leaders in the institution and in one's professional area of expertise. They are highly engaged in the institution in areas where their participation and skill-set has the greatest potential for impact. CWI values the autonomy of Professors to pursue opportunities for engagement and development that make significant contributions to the college and have a positive impact on the community it serves.

Refer to Appendix C for job descriptions describing the responsibilities associated with each rank.

C. Advancement in Rank

Promotion is awarded for significant contributions to the college through teaching, professional development, and institutional engagement. Rank promotion is reserved to recognize and reward excellence. A faculty member will provide evidence of their contributions through the materials presented in their promotion portfolio. It is expected that all faculty actively develop their skills and/or contributions in a variety of areas and emphases. The faculty member being evaluated must demonstrate clearly, with strong supporting evidence, the ways in which he or she has attained the level of excellence expected of the faculty members of the College. Advancement in rank is a sign of the College's confidence in the individual faculty member's capability for greater achievement and for assuming greater responsibilities. It is also understood that as unique individuals, no two faculty will satisfy the rank requirements in exactly the same way or timeframe. It is expected that faculty and their supervisors will work cooperatively to ensure that faculty are adequately prepared before applying for a promotion in rank.

1. Advancement criteria

- a. Teaching Excellence is demonstrated by a commitment to student engagement and success. Formal performance evaluations, student evaluations, peer evaluations, and self-evaluations are used to measure teaching excellence. Refer to Appendix C for job descriptions describing teaching expectations associated with each rank.
- b. Professional Development is demonstrated by a commitment to continuous improvement and professional growth. Faculty should work with their supervisor as part of the annual evaluation process to establish professional goals and the means by which to achieve them; this iterative process encourages communication between faculty and supervisors concerning the intent and goals of professional development, as well as encouraging more flexible and creative exploration of the most effective professional development possible. Participation in professional development activities should have an impact on faculty performance, student success, or institutional stability. Acceptable professional development will be agreed upon between faculty and the direct supervisor. Professional development will be self-reported and confirmed by supervisors. Refer to Appendix C for job descriptions describing professional development expectations associated with each rank.
- c. Institutional Engagement is the expectation that faculty members will make meaningful contributions to the well-being of students, the College, and community through service-related projects, activities, and/or committee work that directly fulfill the mission of the College of Western Idaho. Acceptable institutional engagement activities will be agreed upon between faculty and direct supervisor. Institutional engagement will be self-reported

and confirmed by supervisors. Refer to Appendix C for job descriptions describing institutional engagement expectations associated with each rank.

d. Experience in Rank

Faculty must teach for three years full time at CWI as an instructor before applying for assistant professor, four years full time as assistant professor before applying for associate, and five years full time as associate before applying for full professor.

Time taken for non-protected leave may not be calculated in time of service. Contracted faculty employed with less than 1.0 FTE will be eligible for rank application after completing the full-time equivalent semesters of experience required. Released or reduced teaching responsibilities of full-time faculty that is approved by the Executive Vice President of Instruction will not interrupt the normal timeline for promotion.

2. Applications and Review process

Faculty must submit a professional portfolio documenting the relevant achievements to the Faculty Promotion Committee (FPC). The FPC is a subcommittee of the Faculty Senate. It is the responsibility of the individual faculty member to apply for changes in rank classification. If he or she fails to do so according to the schedule indicated below, change of rank cannot be made until the following year.

- a. The Faculty Promotion Committee (FPC) will meet as needed during the Fall Semester and will review applicants for promotion during the Spring Semester.
- b. The FPC will conduct Fall and Spring In-Service Training sessions to prepare potential applicants for the promotion process.
- c. All applicants who wish to be considered for a promotion must notify their direct supervisor no later than the first Friday of September. Supervisors are encouraged to meet with potential candidates to discuss the faculty's readiness for application.
- d. Faculty who wish to be considered for promotion will submit their Letter of Intent to the chair of the Faculty Promotion Committee no later than the last Friday of September.
 - i. A list of applicants who have submitted their Letter of Intent will be forwarded to the Director of Human Resources of the College of Western Idaho to confirm each applicant's eligibility for promotion.
 - ii. A verified list of applicants will be submitted to the Executive Vice President of Instruction.
 - iii. The FPC Chair will send to each applicant a notice of receipt of their Letter of Intent within 7 business days of the last Friday of September. If an applicant does not receive a notice of receipt of their Letter of Intent, it is their responsibility to contact the Chair of the FPC within 10 business days of the last Friday of September.
- e. Applicants will submit both a hard and a digital copy of their rank portfolio no later than the first Friday in February.
 - i. The digital copy of the portfolio will be distributed to the entire FPC for review.
 - ii. The FPC Chair will send to each applicant a notice of receipt of their portfolio within 7 business days of the last Friday of February. If an applicant does not receive a notice of receipt of their portfolio, it is their responsibility to contact the Chair of the FPC within

10 business days of the last Friday of February. Once the rank portfolio has been submitted, it may not be withdrawn from the review process.

- f. The FPC will conduct their review using materials assembled in the applicant portfolio. Additional information or clarification may be requested of the applicant under review.
 - i. All applicants seeking promotion to the rank of full Professor status are required to be interviewed by the FPC before the committee makes their recommendation on the applicant.
- g. FPC will send its written recommendations to the Executive Vice-President of Instruction and Student Services no later than the last Friday in March.
- h. After receiving and reviewing the Committee's recommendations, the Executive Vice-President of Instruction and Student Services will in turn make his/her recommendation to the President of the College of Western Idaho.
 - i. Exceptions to any aspect of the promotion application process must be requested in writing. Exceptions will be sent to the chair of FPC. FPC will consider the exception and make a recommendation to the EVP. The EVP will make the final decision and notify the FPC and faculty making the request.

3. Decisions Concerning Promotion

- a. All applicants will be notified of the decision regarding their promotion by the last day of April.
- b. In the case that the President of the College of Western Idaho decides against promotion, the applicant must be notified in writing at least 5 business days before the public announcement of the promotion of any other candidates by the College.
 - i. In these cases, the applicant is entitled to a private meeting with the President and may be accompanied by a colleague at their request, to seek reconsideration of their rejected promotion request. The request for review must be submitted in writing to the President no later than June 1st of the academic year in which the applicant applied for promotion.
 - ii. The President shall notify in writing the applicants seeking reconsideration of the decision within 30 days of the receipt of the request.
 - iii. Candidates being denied promotion must wait at least one full promotion cycle before being eligible to apply for rank promotion.

3.12 FACULTY EVALUATION POLICY

CWI evaluates all full-time faculty members a minimum of once every year using multiple data sources in accordance with the Northwest Commission of Colleges and Universities Accreditation Standards on faculty evaluation. The purpose for evaluating faculty is to improve and enhance instructional excellence, to assist in making sound personnel decisions, and to provide information on the performance of faculty in their major areas of responsibility.

A. Evaluations for CWI Full-Time Faculty

Evaluations for full-time CWI faculty will consist of two types – Summative Assessments and Formative Assessments. The criteria used in evaluating faculty performance for both the Summative Assessment and Formative Assessment are related to job and rank responsibilities. Both should be understood by all

parties before the evaluation process begins. Note: In cases where deficiency has been noted, a Coaching and Development Plan may be developed as part of the overall performance management. Evaluations are housed both in the respective department to which the faculty member is attached, as well as in the Human Resources Department for CWI.

1. Summative Assessments are formal evaluations (see appendix for the forms) administered by the faculty's supervisor. Summative Assessments are conducted annually for faculty on non-renewable contract status, and at least once every five years for faculty on renewable contract. Summative Assessments shall occur immediately prior to any request for consideration of advancement in rank. Summative Assessments are documented in writing. They will consist of a review of the faculty's teaching, institutional engagement, and professional development since the last Summative Assessment.

2. A Formative Assessment will be administered every year by the direct supervisor. Formative Assessments are documented in writing. They will consist of a review of the faculty's previous year goals, professional development, institutional engagement, student evaluations, and setting of new professional goals for the next year.

The criteria used in evaluating faculty performance for both the Summative Assessment and Formative Assessment are related to job and rank responsibilities. Both should be understood by all parties before the evaluation process begins. (Please Note: A performance evaluation does not occur if there is a deficiency of performance. A Coaching and Development Plan may be developed in this case, as part of the overall performance management.

B. Philosophy

The evaluations can only be fair and useful if the results of the evaluation are discussed with the person being evaluated. Deficiencies in performance or other serious problems are considered a reasonable basis for termination of employment. Summative evaluations should not be confused with or considered as a substitute for open, ongoing communication between supervisors and subordinates.

C. Evaluation Criteria

Faculty are evaluated based on teaching, professionalism, institutional engagement, and professional development.

D. Identification of Deficits

When improvement and professional development needs are identified, the responsibility for improvement and/or change rests with the faculty member. The institution may assist the faculty member by providing formal and informal improvement opportunities to the faculty. An opportunity for faculty comment is provided within each formal evaluation.

E. Formal Evaluation Submission

Faculty and their immediate supervisor will complete a formal evaluation. The formal evaluation will include an observation in the classroom or live performance of the faculty member once during the evaluation period. The evaluation should include results of the inputs listed below as agreed to by the faculty and supervisor. The evaluation will be discussed with the faculty member who will sign a copy of the evaluation to acknowledge its receipt. The completed evaluation will be submitted to the Human Resources Office for inclusion in the faculty member's personnel file.

F. Evaluation Data

1. Full-Time Faculty

Full-time faculty members prepare and submit an annual self-evaluation to their supervisor. The report shall address the criteria for faculty evaluation as outlined in the Faculty Evaluation Form. This narrative is a faculty member's evaluation of his or her own role in the College. The objectives should be stated in such a manner that the faculty and the supervisor are able to determine the degree to which the objectives have been accomplished so they may be evaluated. The following list is not exhaustive but may serve as a guideline when setting objectives. See more information on the form in the appendix.

- a. Teaching
- b. Professionalism
- c. Institutional Engagement
- d. Professional Development
- e. Additional Peer Evaluation (optional)

Faculty may select two faculty peers in collaboration with their immediate supervisor to complete a peer evaluation. Numerous ongoing activities play a natural part in peer evaluation: sharing ideas, joint problem solving related to student learning, and feedback between instructors. The peer reports will include the review of course outlines and syllabi, course texts and materials, examinations, and other measures of performance. The faculty member being evaluated will compile the peer reports and submit them as part of the review.

2. Adjunct Faculty

In an effort to acknowledge the talent, dedication, and development of adjunct faculty, CWI invites eligible adjuncts to apply for advancement in tiered pay. An evaluative process of professional performance is the method by which advancement is determined. Tier advancement is not automatically granted for time-served, but is based on a demonstrated record of excellence.

Adjunct faculty are eligible to apply for tiered advancement based on their performance relative to the following timeline. Eligibility is based on Fall and Spring teaching (Summer semester is excluded). Faculty on performance plans are not eligible to apply for advancement; they will be eligible to apply the semester following the completion of the performance plan.

Adjunct pay rates will be reviewed periodically as part of college-wide market analyses, scheduled and conducted by HR.

a. Tier Advancement Process

- i. Step 1: Faculty are responsible for initiating the evaluation process by Friday, week 3 of the semester before eligibility to advance to the next tier. This process commences when the faculty member submits an electronic letter of application to the direct supervisor via email. Faculty teaching in multiple departments should choose a primary chair based on the majority teaching assignment.

This letter (not to exceed 700 words) should cover the following topics:

- Reflect on your participation in peer review (giving and receiving) and discuss how the process has influenced your teaching.

- Summarize student evaluations from prior semesters and describe how the results have influenced your teaching. (This could include response to return rates, comment trends, department/institution comparisons. Faculty may also include commentary on results of informal evaluation measures if additional methods of collecting feedback are used.)
- Explain your efforts to stay current in content area and teaching practices.
- Describe how you make yourself accessible to students (regular office hours, scheduled conferencing, email, Collaborate, etc.)

ii. Step 2: In evaluating the faculty, direct supervisors will consider the letter of application, trends, and response rates in student evaluations, the faculty member's professionalism, their own experiences with the faculty member, and, when applicable, information from mentors or coordinators. If a supervisor feels it necessary, a formal observation may also be included in this decision. By the end of week 8, the direct supervisor will send a list of adjunct faculty they are recommending for tiered pay to the Assistant Dean.

iii. Step 3: The direct supervisor and adjunct faculty should have a formal, 30-minute evaluation meeting to discuss the application and decision. The process should be completed by week 12.

iv. Step 4: Final approval of recommendations rests with the Executive Vice President of Instruction. Faculty will receive an electronic letter notifying them of final approval when the process is complete.

v. If denied advancement, an adjunct has two options:

- Faculty are eligible to re-apply for advancement after two full semesters (not including Summer).
- If an adjunct is denied advancement to the next tier, he or she may appeal to the Assistant Vice President of Instruction (Academic Affairs) or Dean (PTE).

b. Appeals Process

If the faculty member disputes the final report, he or she may:

- i. pursue institutionally supported alternative dispute resolution processes in an attempt to resolve evaluation concerns.
- ii. follow the Grievance Procedure as outlined in the Equal Opportunity Plan located in the Human Resources Department, if applicable.
- iii. follow the Complaint Procedure as outlined in the College of Western Idaho Board Policy 5140, Administrative Procedure 5141, if applicable.

3.13 FACULTY LEAVE POLICIES

Refer to Benefits Policy in the CWI [Policy Manual](#).

To review additional Leave Faculty are entitled to, refer to the Benefits Policy in the [CWI Policy Manual](#).

A. Educational Release Time

Release time granted for the purposes of attending approved conferences, seminars, school related activities, etc., are counted as days of service to CWI to be approved by the Instructional Dean.

B. Professional and Extended Leave

Leave with pay may be allowed for faculty and staff members attending conferences and professional meetings, provided arrangements are approved in advance. Travel expenses and per diem allowances may be allowed pursuant to CWI policy.

Extended professional leave may be granted for periods of up to one year to full-time faculty who have completed at least three years of service at CWI. Extended professional leave is without pay and is intended to assist the faculty member in completing training at an institution of higher education, conducting research, or other intellectual pursuits. Extended professional leave must be approved by the President.

C. Personal Leave – refer to [Benefits Policy](#).

Faculty are entitled to two (2) days of paid personal leave for each academic year. Personal leave days do not accrue from year to year. Faculty may donate unused personal leave days to a personal leave day bank all employees may draw from. Personal leave for reasons of personal convenience may be granted to a faculty member upon approval of his/her immediate supervisor. The faculty member must notify his/her supervisor at least two weeks in advance of the proposed days away, and arrangements must be made for the coverage of the classes and other responsibilities the faculty member will miss. The faculty member is responsible to file appropriate documentation with Human Resources.

3.14 TERMINATION OF EMPLOYMENT

Refer to Separation from Employment Policy in the CWI [Policy Manual](#) for information about reduction in force, faculty termination guidelines, and financial exigency.

A. Emeritus Program

Refer to the Emeritus policy and guidelines in the [CWI Policy Manual](#).

Faculty Emeritus status is an honor awarded to full-time faculty members upon retirement who have a history of distinguished service to CWI, and is not automatically given as a matter of course. Applicants for emeritus status must be recommended by their department, supported by their administrators, and be recommended by at least three individuals outside of their individual programs.

1. Criteria for Application

- a. Fifteen years of full-time service with CWI.
- b. Less than fifteen years with CWI, but due to significant health reasons must take an early retirement (provided that employee would have been eligible for retirement had he or she fulfilled the fifteen-year requirement).
- c. Completed less than fifteen years with CWI, but in the opinion of the faculty's supervisors and the Faculty Senate, the candidate will be actively involved in CWI during retirement.
- d. Completed less than fifteen years with CWI, but as a "founding member" of the CWI faculty, can demonstrate significant service to CWI. A "founding member" are those faculty who were hired during CWI's first 5 years of existence.

2. Process

A faculty member must apply for emeritus status through an application process as outlined by the Faculty Senate. Applications are submitted to the Faculty Senate for review. Applications forwarded to the EVP for recommendation to the College President. CWI Trustees will have final approval on emeritus status. After approval, emeritus status will be publicly awarded and recognized at graduation ceremonies.

3. Emeritus rights and privileges

Faculty designated Emeritus will have the following rights and privileges:

- a. They will be listed in the CWI catalog as holding emeritus status.
- b. They may provide representation on college committees as recommended by their departments.
- c. They may serve as an official liaison with other portions of the community and region.
- d. They may continue to teach courses, receive part-time faculty pay and are eligible to participate in CWI's employee education benefits, pursuant to the College of Western Idaho policy.
- e. They may participate in alumni and commencement activities.
- f. They may continue to attend and participate in meetings of the general faculty, but they will not have a vote in such proceedings without direct appointment and administrative approval.
- g. They may continue to have faculty privileges for cultural campus activities and for using campus facilities such as the library.
- h. They may retain their CWI e-mail account, upon request. Emeriti faculty must provide their own internet service provider.

4. FACULTY RESPONSIBILITIES

4.1 FACULTY TEACHING STANDARDS

Responsibility for the implementation of the instructional program rests with the teaching faculty. Excellence in teaching stands foremost among the challenges and responsibilities of the college. Additional responsibilities of full-time CWI faculty can include participation in committee work, student advising and governance of the college. Refer to Appendix C for job descriptions related to each rank.

A. Academic Advising

Full-time faculty are advisors as assigned. The following guidelines apply to that capacity:

1. Faculty should be available to assist advisees for early, official, and late registration and other times throughout the semester, during faculty contract days.
2. Faculty advisors should be knowledgeable about the College's mission, general education requirements and goals, academic disciplines and PTE programs, support services, as well as CWI policies and procedures. An advisor may recommend appropriate courses for advisees, assist

advisees in the mechanics of scheduling and provide help as needed, or provide advice about transitions into industry or other institutions of higher learning.

3. The advisor is expected to protect the confidentiality of an advisee's records and follow FERPA guidelines. (See also 2.8 Release of Student Information.)

B. Faculty Load

In addition to instruction, faculty workload can include: advising, serving on college committees and faculty senate, reporting for accreditation and program review, peer review, hiring, mentoring adjunct faculty, and other tasks as assigned.

All full-time personnel shall devote approximately 40 hours weekly depending on the department an employee works in and shall maintain appropriate office hours. Within the approximately 40 hours per week faculty shall be required to carry a full teaching load appropriate to the faculty member's department or division.

Full-time faculty teaching load is 30 credit units or the equivalent contact hours **per academic year**. Department Chair teaching load will be determined annually in consultation with the appropriate Dean.

Other course release time may be approved by the EVP for special assignments. Credit/contact hours exceeding the prescribed course load (total credits/contact hours taught and credits/contact hours of release) will be considered overload and will incur overload pay per unit per semester at the third tier on the adjunct faculty tiered pay scale, the MSC rate, or the Biology Lab Faculty rate, as appropriate. Faculty can teach up to, but no more than, six (6) units of overload in one semester.

Department Chairs can teach up to, but no more than nine (9) units of overload in an academic year. Overloads may not be scheduled during times that conflict with department chair duties. All overloads must be approved by the appropriate supervisor in advance.

The support faculty teaching load is 24-30 contact hours dedicated to laboratory instruction in the fall and spring semesters with summer contact hours determined by the appropriate department chair. These hours may only be completed in laboratory classes. Lecture classes may not be counted in the load, but may be counted as overload. A maximum of 6 credits of overload may be carried each term.

For full-time faculty, the teaching schedule, preparation time, other college duties and a minimum of five office hours must total 30 hours a week on campus with at least one office hour per day of instruction. Faculty with off-campus College duties may count that time toward the 30 on-campus hours. (See also 5.07 Office Assignments and Office Hours)

Depending on the program, faculty instruct students in various ways. The following general formula guidelines may help clarify load: Credit hours are based on the Carnegie Unit where 1 credit = 15 hours lecture; 1 credit = 30 hours of instructor-supervised lab; 1 credit = 45 hours of unsupervised lab, work experience, etc.

4.2 EXTRA COMPENSATION FOR FACULTY

CWI takes the position that faculty should be involved in College-sanctioned public service and continuing education activities. Typically, these activities will be conducted by faculty as their regular assignments; however, occasions will arise where these activities may be done as an extra assignment for additional compensation. Following are general provisions to cover the circumstances and limitations of extra compensation.

- A. Extra compensation is defined as supplemental pay for approved services rendered to the College or to external agencies approved by CWI by eligible personnel. These services are a net addition to the regularly assigned duties and responsibilities of the employee. Salaries paid for teaching intersession or summer session are not considered extra compensation.
- B. A request for extra compensation for teaching faculty and administrators must be submitted in writing and approved in advance by the President or designee.
- C. Eligible personnel may participate in any or all of these areas.
- D. Extra compensation may be paid when (a) the work is done in addition to duties and responsibilities assumed as part of the assigned normal full workload; (b) qualified persons within the College are not available to perform the work as part of their normal work load; (c) the additional duties will not interfere with the performance of regularly assigned responsibilities and duties; (d) the budget is adequate to fund extra compensation.

4.3 FACULTY PROFESSIONAL DEVELOPMENT

Refer to the Professional Development Policy in the CWI Policy Manual

CWI strongly encourages all employees to maximize their educational opportunities and will support employees in their educational pursuits to the maximum extent possible. Refer to the CWI Policy Manual for guidelines intended to provide consistency campus wide and to insure all employees are treated equally. Tuition and fees associated with coursework may be reimbursed if approved by the appropriate Dean.

CWI also strongly encourages all employees to maximize their professionalism by attending appropriate conferences and seminars in their field. Faculty should check with their department or program head for availability of travel for conference funding.

- A. Travel Authorization - Refer to the Travel Expenses Policy in the [CWI Policy Manual](#).

Depending on the type of travel and the degree to which the school participates in supplying vehicles and travel money, each instructor should confer with the appropriate supervisor. Faculty traveling to conferences or in-state or out-of-state long-distance destinations need to fill out a Prior Approval for Travel Form, obtainable from the supervisor. The completed form must be approved by the appropriate Instructional Deans.

- B. Reimbursement for Travel – Refer to the Travel Expenses Policy in the [CWI Policy Manual](#).

5. All college-related travel must have prior approval from the applicable Dean or supervisor. For proper reimbursement, the traveler must complete proper forms and submit them appropriately INSTRUCTION MANAGEMENT

5.1 REGISTRATION

On-campus registration for credit and non-credit courses should be completed prior to the admission deadline on the academic calendar. Students in class whose names do not appear on the class list may be added during week one according to faculty discretion. Registration in all courses is on a first come, first served basis.

5.2 COURSE PROMOTION

The College promotes its courses and programs in a variety of ways such as publications, schedules, public service announcements, fliers and mailers, news articles and radio/TV shows, and advertisements. Personal promotion of a course can be used to build its enrollment.

5.3 CLASSROOM SCHEDULING

Master scheduling at the college is coordinated by CWI's instructional administration. Classes are to meet in assigned rooms at assigned times. Faculty are not to permanently change classrooms or meeting times without the approval of the direct supervisor.

The room assignment for each class is listed in the class schedule.

5.4 COURSE CHANGES AND WITHDRAWALS

See Scholastic Record Policies in the CWI Catalog.

5.5 CANCELED COURSES

The College reserves the right to cancel courses that do not meet the minimum enrollment criteria. If the course is canceled, a college representative will inform the students, and student registration fees will be refunded.

5.6 COURSE SYLLABI

Copies of syllabi for all courses shall be on file with the department and shall reflect current course content. CWI will provide faculty with a syllabus template with content that must be included. All syllabi for each course must be posted in the appropriate course Blackboard shell.

5.7 OFFICE ASSIGNMENTS AND OFFICE HOURS

Limited office space available necessitates sharing offices. Faculty office space is arranged by the Dean of C TE or AVP in conference with the Building Administrators.

All faculty are expected to schedule office hours so that they may be available to conference with students. For full-time faculty, the teaching schedule, preparation time, and office hours must total 30 hours a week on campus with a minimum of least one office hour on each day of instruction, to total a minimum of five hours per week. Adjunct faculty should be available to students a minimum of one hour per week for each course taught.

Exceptions to required office hours must be approved by the direct supervisor. Such exceptions would include online course delivery and special project assignments. The office hour schedule should be observed as conscientiously as that of a class. Each faculty will file a copy of his or her office hours for a semester with the direct supervisor. A copy of the scheduled office hours must be posted in the faculty's work space in a location clearly visible to students. Faculty will also post their office hours on their Blackboard site.

5.8 TEACHING SCHEDULES

Each semester teaching schedules are decided cooperatively by the faculty member, direct supervisor, and assistant dean based on student enrollment, the demand for classes, and faculty availability. In order to assure full teaching loads, full-time faculty have priority in scheduling their courses.

5.9 CLASS ROLLS AND ATTENDANCE REPORTS

Student Services will make available official rolls for courses via myCWI. Any student who is attending class and whose name does not appear on the course roster should be sent to Student Services to resolve the problem.

Attendance must be reported each week until the census date. All attending students after the census date should be enrolled in the course. Instructors can permit guests in the classroom.

5.10 ADDING/DROPPING A COURSE

Any registered student who wishes to add another course must follow CWI procedures. Students are responsible for adding or dropping courses. Faculty should drop a student who has not met attendance requirements during the attendance verification period at the beginning of each semester.

5.11 CLASSROOM ENVIRONMENT

Faculty are responsible to establish a positive learning environment by having well-planned and integrated lessons, considering student problems and questions, being available to help students, creating and maintaining a safe classroom environment, and communicating clear expectations. In order to protect the learning environment, faculty may contact campus security to facilitate the removal of an excessively disruptive student.

5.12 COURSE PLANNING

A. Course Objectives

In initially planning a course, faculty must use established course objectives and outcomes assessment tools stating what the students will know or be able to do as a result of the course. The objectives should be specific enough to be clearly understood. Course objectives must be approved by CSI.

B. Syllabus

A syllabus that follows the current syllabus template must exist for each course. The syllabus should reflect student attendance policy and work responsibilities, as well as the method of determining grades. A copy of each course syllabus must be submitted to the department. The syllabus must be posted on the individual course Blackboard site.

C. Textbooks

Each department is responsible for ordering textbooks and other classroom supplies. Prior to the first class, all faculty will be provided with texts and supplies from their Department.

D. Blackboard

Individual faculty will establish a Blackboard component that meets the current minimum requirements established by the Department of Online Learning for each class taught prior to the first day of class. Blackboard assistance will be available to help faculty construct their course site.

E. Class meetings

Faculty should be prepared to utilize the entire instructional period.

5.13 INFORMATION TECHNOLOGY

To help prepare students to meet the technological challenges of living in an information-based society, a computer-literate faculty is essential to their college experience. To this end, all faculty are

encouraged to integrate appropriate information technology into their classes and demonstrate the level of computer literacy expected of their students. All courses will have a corresponding online presence through Blackboard.

5.14 INSTRUCTIONAL PERIODS AND BREAKS

Semester-length credit courses are based on a sixteen-week semester with the last week set aside for finals. A three-credit course would meet one hundred fifty minutes a week; a two-credit course, one hundred minutes; and a one-credit course, fifty minutes. Activity and lab courses require longer class sessions. Classes that meet for more than one hundred minutes usually take a break during the middle of the class. Instructors should base their breaks on the needs and interests of the students.

5.15 FINAL EXAMINATIONS

Final examinations will be given during Finals Week as scheduled. Exceptions require the consent of the direct supervisor. Final exams (except unit tests and lab tests) may not be given during the week immediately preceding finals week.

5.16 CONCLUDING A COURSE

A. At the conclusion of a course faculty should take the following steps:

1. Encourage students to complete end-of-semester evaluations prior to the last day of class, as student evaluations will be reviewed as part of the Faculty Evaluation.
2. Return books, AV equipment, keys, and other materials as applicable.
3. Submit final grades by deadline.
4. Submit outcomes and assessment forms by deadline, as applicable.

5.17 ASSIGNING FINAL GRADES

Final grades are recorded via myCWI and must be filed electronically by the scheduled deadline designated for each semester. Once a grade has been submitted, it may be changed by the instructor through the Registrar's office.

5.18 GRADING SYSTEM

A. Grading Options

Grades are earned upon successful completion of a course in the following categories:

- A (4 grade points) outstanding achievement
- B (3 grade points) above-average achievement
- C (2 grade points) average achievement
- D (1 grade point) below-average achievement
- F (0 grade points) unsatisfactory achievement
- P passing
- NP not passing
- NC no credit granted
- I incomplete
- AU audit
- W Withdrawal

B. Grading Non-Credit Courses

Non-credit courses are graded on a pass/no credit basis. Each student should receive a grade of "P" for complete or "NC" for drop or incomplete. Some non-credit courses provide successful participants certificates. Faculty may sign and distribute the certificates for those students who have completed the course. No certificates are awarded for those students who did not satisfactorily complete the course. Instructors should write "did not complete" on the certificates and return them, along with the class list, to the sponsoring department.

C. Grade Appeal Policy

A student may appeal a grade through the grade appeal process. The entire grade appeal process focuses on fairness and due process for students and faculty. There are specific guidelines and procedures which must be followed in each grade appeal, and this detailed information is available from Student Services.

5.19 FIELD TRIPS

Faculty should contact their direct supervisor for approval of field trips or other college-sponsored trips, and to make transportation arrangements. When possible, trips should be scheduled so that students will not be absent from other classes.

Field trips are defined as being an activity that is an integral part of classroom instruction. Field trips that require students to miss classes should be kept to a minimum. Absences from classes for field trips must be approved in advance by the direct supervisor. Students will assume responsibility for making up all work missed and will not be penalized for these approved absences.

Vehicle usage for field trip travel must conform with the Vehicle Use Policy. Refer to the [CWI Policy Manual](#).

5.20 FACULTY ABSENCES, CANCELED CLASSES, SUBSTITUTE PAY

Faculty members are expected to conduct classes as scheduled. Faculty who must be absent from class must notify their supervisor in advance. Supervisors will recommend arrangements to cover absences of faculty.

It is the responsibility of faculty, supervisors, and the appropriate assistant deans to provide maximum instructional time each semester. Permission to pay substitutes must be approved by the direct supervisor. Refer to the Faculty Appointment & Retention Policy in the [CWI Policy Manual](#).

5.21 GUEST LECTURERS

If a guest lecturer is invited on campus, the instructor is responsible to coordinate instructional materials and equipment.

5.22 EMERGENCY CLOSURE OF CAMPUS

Refer to the Emergency Campus Closure Policy in the [CWI Policy Manual](#).

Appendix A—Faculty Evaluation Forms

Faculty Annual Performance Evaluation

Employee Self Evaluation: This section is meant for the employee to provide input on their contributions since their last annual performance evaluation. Please document abbreviated responses, leaving the extensive detail to the conversation with your manager.

1. What have I been focused on since my last evaluation and what were my results (goals/contributions)?
 - a. Teaching Excellence
 - b. Professional Development
 - c. Institutional Engagement
2. What am I working towards achieving?
What do I want to attain? What do I want to learn?
 - i. Teaching Excellence
 - ii. Professional Development
 - iii. Institutional Engagement
3. What resources do I need to be successful?
 - a. What roadblocks do I anticipate, if any?
4. What do I need to accomplish for my department over the next year (goals)?

Supervisor Comments: This section is for the employee's supervisor to provide performance feedback. Please document abbreviated responses, leaving the extensive detail to the conversation between manager and employee.

1. What were my employee's contributions last year?
 - a. How did these align with my expectations?
 - b. Demonstrated employee capabilities or strengths.
2. What results do I need from my employee going forward?
 - a. Is my employee working near or to his/her potential?
 - b. What professional development or experiences, if any, does he/she need?
3. What can I do to support the employee?
 - a. Are there any actions by the employee that are causing negative impacts at any level in the college? If yes, please explain.

Enter Comment		Current Performance
<p>Professionalism Provide reflective assessment and evidence supporting faculty performance in the following areas:</p> <ul style="list-style-type: none"> • Accountability (e.g. effectively manages time, meets deadlines, etc.) • Interpersonal Skills (e.g. effective listening, effective written and verbal communication skills, etc.) • Contributions to the Team • Adaptability and Flexibility • Compliance with Laws, Policies, and Procedures 	Not selected	

Enter Comment		Current Performance
<p>Institutional Engagement Provide reflective assessment and evidence supporting faculty performance and level of impact in the following areas:</p> <ul style="list-style-type: none"> ● Contributions to Students, Program, Department, College and/or Community (including committee assignments) ● Curriculum Development ● Advising 	Not selected	

Enter Comment		Current Performance
Professional Development Provide reflective assessment and evidence supporting faculty performance and level of impact in the following areas: <ul style="list-style-type: none"> • Professional Development and Demonstrated Growth • Review of Goals (from previous year) • Goals for Next Evaluation Cycle 	Not selected	

Enter Comment

Appendix B: Adjunct Evaluation Process

Adjunct Evaluations

In an effort to acknowledge the talent, dedication, and development of adjunct faculty, CWI invites eligible adjuncts to apply for advancement in tiered pay. An evaluative process of professional performance is the method by which advancement is determined. Tier advancement is not automatically granted for time-served, but is based on a demonstrated record of excellence.

Adjunct faculty are eligible to apply for tiered advancement based on their performance relative to the following timeline. Eligibility is based on Fall and Spring teaching (Summer semester is excluded). Faculty on performance plans are not eligible to apply for advancement; they will be eligible to apply the semester following the completion of the performance plan.

Level	Semesters Teaching at CWI	Lecture Credit	Lab Credit	Studio Credit
Tier 1	1-3 semesters	\$895	\$742	\$525
Tier 2	After 3 semesters at Tier 1	\$930	\$770	\$545
Tier 3*	After 3 semesters at Tier 2	\$960	\$795	\$562

*Full-Time faculty who teach overload credits are paid at the third tier rate per overload credit.

Adjunct pay rates will be reviewed periodically as part of college-wide market analyses, scheduled and conducted by HR.

Step 1: Faculty are responsible for initiating the evaluation process by Friday, week 3 of the semester *before* eligibility to advance to the next tier. This process commences when the faculty member submits an electronic letter of application to the direct supervisor via email. Faculty teaching in multiple departments should choose a primary chair based on the majority teaching assignment.

This letter (not to exceed 700 words) should cover the following topics:

1. Reflect on your participation in peer review (giving and receiving) and discuss how the process has influenced your teaching.
2. Summarize student evaluations from prior semesters and describe how the results have influenced your teaching. (This could include response to return rates, comment trends, department/institution comparisons. Faculty may also include commentary on results of informal evaluation measures if additional methods of collecting feedback are used.)
3. Explain your efforts to stay current in content area and teaching practices.
4. Describe how you make yourself accessible to students (regular office hours, scheduled conferencing, email, Collaborate, etc.)

Step 2: In evaluating the faculty, direct supervisors will consider the letter of application, trends, and response rates in student evaluations, the faculty member's professionalism, their own experiences with the faculty member, and, when applicable, information from mentors or coordinators. If a supervisor feels it necessary, a formal observation may also be included in this decision. By the end of week 8, the direct supervisor will send a list of adjunct faculty they are recommending for tiered pay to the Assistant Dean.

Step 3: The direct supervisor and adjunct faculty should have a formal, 30-minute evaluation meeting to discuss the application and decision. The process should be completed by week 12.

Step 4: Final approval of recommendations rests with the Executive Vice President of Instruction. Faculty will receive an electronic letter notifying them of final approval when the process is complete.

If denied advancement, an adjunct has two options:

1. Faculty are eligible to re-apply for advancement after two full semesters (not including Summer).
2. If an adjunct is denied advancement to the next tier, he or she may appeal to the Assistant Vice President of Instruction (Academic Affairs) or Dean (PTE).

Appendix C—Faculty Job Descriptions

The Full-Time Faculty Job Description applies to all full-time faculty regardless of rank. The appropriate rank description is in addition to the Full-Time Faculty Job Description.

FULL-TIME FACULTY JOB DESCRIPTION

POSITION SUMMARY

Faculty members teach assigned classes in accordance with the College's established policies and guidelines, assist in student advising, fulfill committee assignments, perform various institutional and community support activities, and perform responsibilities as assigned. Full-time faculty may be assigned to teach at any time on any of our campuses.

STANDARD FACULTY JOB DUTIES

Instruction

- Teach a minimum semester credit load of courses in accordance with the descriptions published in the CWI catalog. Teaching assignments may include online, evening, or weekend courses at a range of college facilities.
- Plan, develop, and present organized learning opportunities for students in accordance with approved course outlines.
- Prepare curriculum materials, syllabi, and other instructional materials.
- Utilize outcomes assessment measures.
- Maintain accurate student records, including attendance and grades.
- Comply with institutional deadlines.
- Monitor student placement in courses and student progress.
- Provide students with meaningful feedback in a timely manner.
- Maintain office hours and availability to students.
- Communicate the cancellation of class meetings according to appropriate CWI instructional procedures.
- Participate in college trainings as relevant.
- Manage classroom activities appropriately and monitor student conduct in accordance with CWI policy and procedure.

Professional Development

- Participate in formal evaluation processes.
- Obtain and maintain teaching and industry certification as appropriate.
- Participate in the peer-observation process.
- Set and achieve goals for professional development with one's supervisor.
- Remain current in one's field.
- Create short- and long-term plans to achieve one's goals.

Institutional Engagement

- Participate in CWI graduation.
- Complete assigned projects or duties.
- Actively participate in student advising.
- Contribute to programmatic assessment and improvement.

- Inform students of learning services and opportunities at the college and in the community, such as tutoring, clubs, internships, and other student services.

Professionalism

- Demonstrate high standards of professional accountability and leadership.
 - Demonstrate respectful and effective interpersonal skills with all members of the CWI community.
 - Contribute to the advancement of faculty by serving as a model and mentor.
 - Demonstrate flexibility and adaptability as the institution changes and grows.
 - Demonstrate sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students.
 - Convey by word and action a commitment to the values and mission of CWI.
- Attend and participate in scheduled meetings.

FULL-TIME SUPPORT FACULTY JOB DESCRIPTION

POSITION SUMMARY

Full-time Support Faculty are twelve (12) month, non-rank eligible faculty positions. Primary responsibilities include developing and providing instruction in a lab or open, independent learning setting, assessing student learning, and contributing to program assessment in accordance with the College's established policies and guidelines. Additional responsibilities may be assigned as appropriate. Full-time faculty may be assigned to teach at any time on any of our campuses.

STANDARD SUPPORT FACULTY JOB DUTIES

Instruction

- Facilitate 25-30 hours of learning-lab instruction and report student outcomes and grades. Teaching assignments may include online, evening, or weekend courses at a range of college facilities
- Plan, develop, and present organized learning opportunities for students in accordance with approved course outlines
- Assist appropriate staff in maintenance of equipment, supplies and other resources
- Utilize outcomes assessment measures
- Maintain accurate student records, including attendance and grades
- Comply with institutional deadlines
- Provide students with meaningful feedback in a timely manner
- Promote and help with learning assistance services
- Maintain availability to students
- Communicate the cancellation of class meetings according to appropriate CWI instructional procedures.
- Manage classroom activities appropriately and monitor student conduct in accordance with CWI policy and procedure

Additional Responsibilities (as applicable)

- Participate in professional training as necessary or required
- Participate in curriculum review
- Participate in program review and development as needed
- Attend and participate in all pertinent departmental, School, and College meetings
- Serve as a resource and/or mentor for faculty and staff

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural ethnic, and disability backgrounds of community college students
- Follow all standardized lab procedures, safety protocols, and department procedures and ensure students do the same
- Be aware of and function within College policies and procedures
- Convey by words and actions the values expected by CWI
- Other duties as assigned

FULL-TIME FACULTY—ADDITIONAL APPOINTMENT: DEPARTMENT CHAIR JOB DESCRIPTION

POSITION SUMMARY

Department chairs are issued a modified 12-month faculty contract on the administrative calendar and report to the Dean of their school. In addition to the rights and duties of a faculty member outlined in the core faculty job description and applicable rank description, the Faculty Department Chair's duties and responsibilities will include, but not be limited to, the duties described below.

STANDARD DEPARTMENT CHAIR DUTIES

The Faculty Department Chair works within a framework of professional ethics with all stakeholders in order to accomplish the following duties.

Curriculum & Program Coordination

- Supervises and coordinates the development and delivery of curriculum, course offerings, course syllabi, textbook selection, and outcomes and assessment of courses and programs in the department.
- Guides department/program faculty in the continuous improvement process, including goal-setting and strategic planning, requesting budgets, and conducting program review.
- Monitors the articulation of College of Western Idaho courses and programs with the major transfer institutions in the area.
- Supervises and approves all department expenditures
- Makes recommendations to the appropriate dean concerning the physical condition of the rooms and facilities used by the division, and reviews and approves the periodic inventory of all divisional supplies and equipment following college procedures.
- Work with the College of Western Idaho's Dual Credit program to ensure quality student learning.
- Assure department programs comply with all standards of NWCCU and other accrediting bodies as needed.
- Plan and implement an integrated schedule of department course offerings and faculty assignments.

Faculty and Staff Management

- Reviews current personnel needs for the division and makes recommendations for hiring to the appropriate dean and Vice President for Instruction.
- Recruits, interviews, and hires new staff and adjunct faculty.
- Coordinates the hiring process for new full-time faculty and staff.
- Communicates with, supervises, monitors, and evaluates department faculty and staff as required by college policies and procedures.
- Holds regularly scheduled department and/or program meetings.

- Addresses and resolves student, faculty, and staff issues relating to the department, and informs and/or involves the respective dean as appropriate.
- Ensures necessary department records are maintained.
- Coordinates the mentoring and training of faculty.
- Works with faculty to ensure work study, internship, and grant practices are followed.

Communication

- Works to promote and maintain communication with college administrators, support staff, directors, coordinators, other chairs, and faculty.
- Represents the department to the college community, professional community, and off-campus community organizations.
- Works with other parts of the college for the creation and accuracy of department and college publications
- Solicits faculty input on decisions that affect the department, school, division, and college at large and represents faculty to appropriate decision-making bodies.
- Strives to maintain a positive and productive work environment that values a diverse student body, faculty, staff, community and College.

FULL-TIME FACULTY—INSTRUCTOR

Rank Description

RANK SUMMARY

Instructors at CWI are expected to focus on mastering disciplinary content, developing and strengthening their abilities in preparing and presenting instructional materials, facilitating student success, and assessing student performance. As Instructors progress toward the next rank, they transition from absorbing information about how the institution functions to more meaningfully influencing their department and school. Instructors make contributions that have a direct impact on student, programmatic, and departmental success.

RANK RELATED JOB DUTIES

Instruction

- Assist in the development and/or revision of curriculum and programs of study at the Department level.
- Focus on continuous improvement of one's course curriculum, content delivery, assessment, and responsiveness to student needs.

Professional Development

- Work with peers and supervisors to determine how one's professional expertise and interests contribute to student and programmatic success.
- Achieve goals appropriate to rank.
- Effectively implement technology as related to discipline.

Institutional Engagement

- Develop professional relationships with college faculty, staff, and administration.
- Engage in service activities appropriate to rank.

FULL-TIME FACULTY—ASSISTANT PROFESSOR
Rank Description

RANK SUMMARY

Assistant Professors at CWI have mastered curriculum content and consistently demonstrate instructional excellence. As they strengthen their abilities in preparing and presenting instructional materials and assessing student performance, Assistant Professors take an active role in mentoring adjunct faculty and are innovators in the classroom. Assistant Professors contribute to the institution by actively participating in committees at the department, school, and college levels. Involvement in service and professional development broadens, and Assistant Professors make contributions that extend beyond instruction to positively impact the performance of the school or division.

RANK RELATED JOB DUTIES

Instruction

- Demonstrate a consistent record of teaching excellence.
- Develop, revise, and/or recommend curriculum, courses, and programs of study at the Department, School, and Division levels.
- Demonstrate continuous improvement of one's course curriculum, content delivery, assessment, and responsiveness to student needs.
- Demonstrates self-reflective teaching and makes effort to improve.

Professional Development

- Work with peers and supervisors to determine how one's professional expertise and interests contribute to student, programmatic, and school success.
- Achieve goals with impact and scope appropriate to rank.
- Identify and evaluate technology as related to discipline and implement as appropriate.

Institutional Engagement

- Pursue professional opportunities and relationships to improve student, personal, and programmatic success.
- Engage in service activities with impact and scope appropriate to rank.
- Contribute to department- and program-level initiatives.
- Contribute to strategic planning at department/program level.

FULL-TIME FACULTY—ASSOCIATE PROFESSOR

Rank Description

RANK SUMMARY

Associate Professors at CWI demonstrate excellence in instructional performance and may now also be considered innovators in their discipline's content and/or its delivery. As leaders in the college, and in their areas of expertise, Associate Professors actively mentor others to help them develop their own leadership skills. Associate Professors design and coordinate college-level programs and initiatives and may represent the college to other institutions and organizations. They are considered experts in their area of scholarly interest. Associate Professors make contributions that have significant impact on division and institutional success.

RANK RELATED JOB DUTIES

Instruction

- Demonstrate a consistent record of teaching excellence.
- Collaborate on institutional, cross-institutional, and/or statewide curriculum.
- Demonstrate effective continuous improvement of course curriculum, content delivery, assessment, and responsiveness to student needs.
- Demonstrate self-reflective teaching and effectively improve instruction.

Professional Development

- Work with peers and supervisors to determine how one's professional expertise and interests contribute to student, programmatic, school, and division success.
- Achieve goals with impact and scope appropriate to rank.
- Identify and evaluate technology as related to discipline, implement as appropriate, and share efforts and results with others.
- Pursue leadership opportunities in department, division, and institution.

Institutional Engagement

- Pursue professional opportunities and build relationships with other institutions or organizations to improve student, personal, programmatic, and division success.
- Engage in service activities with impact and scope appropriate to rank.
- Assume leadership roles in service activities.
- Contribute to school- and division-level initiatives.
- Provide leadership in instructional, programmatic, and institutional assessment.
- Take an active role in strategic planning at the division level.

FULL-TIME FACULTY—PROFESSOR

Rank Description

RANK SUMMARY

Professors model the highest standards of instructional performance, and make contributions to decisions about the college's curriculum and functions. Professors mentor and collaborate with other leaders in the institution and in one's professional area of expertise. They are highly engaged in the institution in areas where their participation and skill-set has the greatest potential for impact. CWI values the autonomy of Professors to pursue opportunities for engagement and development that make significant contributions to the college and have a positive impact on the community it serves.

RANK RELATED JOB DUTIES

Instruction

- Demonstrate a consistent record of teaching excellence.
- Take a lead role in collaborations on institutional, cross-institutional and/or statewide curriculum.
- Demonstrate continuous improvement of one's own course curriculum, content delivery, assessment, and responsiveness to student needs and mentor others in their efforts at continuous improvement.
- Model self-reflective practice and pedagogy.

Professional Development

- Work with peers and supervisors to determine how one's professional expertise and interests contribute to student, programmatic, school, division, and institutional success.
- Achieve goals with impact and scope appropriate to rank.
- Mentor others in identifying, evaluating, and implementing innovative technology.
- Assume leadership roles within or outside of the college.

Institutional Engagement

- Pursue professional opportunities and build relationships with other institutions or organizations to improve student, personal, programmatic, division, and institutional success.
- Engage in service activities with impact and scope appropriate to rank.
- Assume leadership roles in service activities.
- Identify and participate in initiatives to improve the quality of teaching and learning across the institution as well as the institution's effectiveness and reputation.
- Mentor future leaders.
- Provide leadership in instructional, programmatic, and institutional evaluation.
- Take an active role in strategic planning at the division and institutional levels.

Appendix D—SENATE BY LAWS

MEMBERSHIP

All full-time and adjunct faculty are eligible to be elected members of the Faculty Senate, hereinafter referred to as the Senate.

There will be one senator per recognized department and two (2) adjunct senators.

ELECTION PROCEDURES FOR OFFICERS AND AT-LARGE SENATE SEATS

1. Senate officers and at-large Senators will be elected, at large, during the Spring semester before the departmental senate elections take place. The Elections Committee will define and oversee the elections of the Executive Officers and at-large Senators.
2. All tie votes are decided by the toss of a coin by the Secretary of the Senate or other officer in the Secretary's absence.

All elected officers serve a two-year term.

ELECTION PROCEDURES FOR DEPARTMENT SENATORS

1. Two (2) adjunct senators will be elected by the adjunct faculty at large. Each adjunct senator will serve a one-year term.
2. Each spring, prior to the end of the semester, the departments of the College will elect new Department Senators after the campus-wide officer election. The new Senators will take office at the end of the spring semester. The Elections Committee will define and oversee the elections of Departmental Senators.
3. If a new department is added after the regular Senate elections are held, that department will appoint a Department Senator from their faculty to serve until the next regular election.
4. If two or more departments are combined, the elected Senators will serve out the remainder of the year. During regular elections, that newly defined department will elect one Senator Representative.
5. Departmental Senators will serve a two-year term. The Senate will develop its own process for staggering terms so that approximately half of the Senators will be elected annually.

UNTIMELY VACANCIES

1. Any untimely vacancy within the President, Vice-President, or Secretary offices, or at-large seats shall be filled by a vote of the Senate.
2. A vacant Senate seat may be filled by the affected department.
3. Persons filling vacancies shall serve out the remainder of the term of the original occupant of the vacant position.

RESPONSIBILITIES OF OFFICERS

1. *The Faculty Senate President shall:*
 - a. Conduct scheduled Faculty Senate meetings.
 - b. Schedule Faculty Senate meetings and communicate this schedule to the faculty at large.
 - c. Determine the agenda for Faculty Senate meetings.
 - d. Attend regularly scheduled Board of Trustees meetings.
 - e. Act as liaison between the faculty and administration.

- f. Ensure that the faculty handbook is up to date and available to faculty.
 - g. Meet with the President of the College on a regular basis to discuss faculty concerns and serve as the general representative of the faculty body.
 - h. Report to the senate the topics and discussions held with the administration.
2. *The Faculty Senate Vice-President shall:*
- a. Perform the duties of the President in the President's absence.
 - b. Attend regularly scheduled Board of Trustees meetings.
3. *The Faculty Senate Secretary shall:*
- a. Take minutes.
 - b. Write up minutes and send draft to Faculty Senate President for review.
 - c. Set up e-mail distribution list for everyone in the Faculty Senate.
 - d. After approval, send out minutes to the entire faculty (via e-mail).
 - e. Save e-mail.
 - f. Send hard copies to President, Vice-Presidents, Instructional Deans, and the Library.
 - g. Retain hard copy for record.
 - h. Retain any handouts distributed during the meeting.

MEETING PROCEDURE

1. For a Meeting of the Faculty Senate to take place, over 50% of the Senators and officers must be in attendance. If a Senator is unable to attend a Meeting, they may send a Proxy of their choosing, from their department, to attend the Meeting in their place. The Senator shall notify the Senate Secretary of the chosen Proxy prior to the Meeting. The Proxy shall have the voting authority of the Senator during that Meeting.
2. Faculty Senate decisions shall be made by simple majority (more than fifty percent) of those members present and voting at any regularly scheduled or properly announced Senate meeting.
3. All new issues brought before the Senate shall be tabled for debate and vote until the next scheduled meeting unless two-thirds of the Senate deem it significant for immediate action.
4. Parliamentary procedures as in Roberts Rules of Order shall be used for all Senate meetings.

CWI FACULTY SENATE STANDING COMMITTEES

The Senate President may convene ad hoc committees to address special issues and appoint willing Senate members to serve on campus-wide committees.

Senate Administrative Committee

Membership: Executive members of the Faculty Senate

Chair: Faculty Senate President

Members: Faculty Senate President, Faculty Senate Vice President

Meetings: Meet regularly with college administration

Charter:

- Present issues/communicate direction between Administration and Faculty
- Provide faculty voice in making recommendations to President

Faculty Professional Standards Committee

Charter:

With the guidance of Faculty Senate, the focus of this committee is on criteria and procedures for professional evaluation. The Professional Standards Committee reviews and proposes professional

standards and measures thereof. The committee may also act as a liaison to or collaborate with other parts of the college to professional standards. The committee will form sub-committees sanctioned by Faculty Senate to address specific issues as they arise.

I. Organization

a. Membership

The committee will be made of 4-7 members. At least one member must be a Senator. Both divisions of CWI must be represented.

b. Terms of service

Members may serve for up to three years.

c. Selection of members

Members will volunteer to serve on the committee. If there are more volunteers than open positions, the existing committee members will elect members from the volunteers, and the elected will be approved by the Faculty Senate President.

d. Organization/hierarchy

The chair of the committee member will be a member of the senate. The committee will have a chairperson to call and organize meetings and report to Senate. The chair will coordinate with other parts of the college as needed.

e. Method of establishing hierarchy

The committee will nominate and elect a chair.

II. Reporting

a. Method of reporting to senate

The chair will send a brief monthly update to the Faculty Senate President one week prior to each meeting. The update will be added to the Senate minutes. If the committee has business to be discussed by the Senate, the chair will send as a separate request one week prior to the meeting.

b. Required report content

Monthly reports will contain information on current projects, upcoming issues, and recent decisions.

III. Operating procedures

a. Frequency of meetings

The committee will meet monthly or as needed.

b. Methods of meeting

Meetings will be in person or via video conference.

Faculty Promotions Committee

Charter:

Faculty Promotion Committee provides promotion related training for faculty, maintains the promotion process, evaluates faculty promotion portfolios, makes recommendations on faculty to be promoted, and makes recommendations on promotion processes and procedures.

I. Organization

a. Membership

The committee will be made of 5-9 members, 4-8 regular members and the chair of the committee. Both divisions of CWI must be represented, with a minimum of two members from each division. When possible, the schools within each division will be

represented. The chair of the committee will not be counted as a representative of a division or school. Department chairs or program chairs may serve on the committee, but when a supervisory relationship is identified with an applicant for promotion, the department/program chair will abstain from discussion or voting regarding the applicant.

b. Terms of service

Membership is typically three years to allow faculty to rotate off during their promotion eligible year. Membership should be staggered so that no more than half of the committee rotates off during any given year.

c. Selection of members

New members will be chosen and notified by the end of April of each year. Faculty in good standing with the college may be nominated or may self-nominate. Existing members will elect new members from the nominees.

d. Organization/hierarchy

The committee will have a chairperson to call and organize meetings, organize promotion related training and materials, report to Senate, and act as a liaison to administration. The committee will also have a vice chairperson to assist the chairperson in carrying out his/her responsibilities.

e. Method of establishing hierarchy

Prior to the election of new committee members, the committee will nominate and elect a chairperson for the next year. When possible, the chairperson should have served a year on the committee prior to being elected and served as vice chair. The committee will nominate and elect a vice chairperson for the current year by the end of September. When possible, the vice chairperson will be able to serve on the committee at least one year beyond his/her term as vice chairperson.

II. Reporting

a. Method of reporting to senate

The chair will send a brief monthly update to the Faculty Senate President one week prior to each Senate meeting. The update will be added to the Senate minutes. If the committee has business to be discussed by the Senate, the chair will send a separate request one week prior to the meeting. Each year at the completion of the applicant review process, the committee will report the number of applicants each year, including the number promoted or denied.

b. Required report content

Monthly reports will contain updates on current projects, upcoming issues, and recent decisions. Reports will not contain any sensitive or identifying information regarding applicants for promotion.

III. Operating procedures

a. Frequency of meetings

The committee will meet monthly or as needed.

b. Methods of meeting

Meetings will be in person.

Faculty Recognition Committee

Charter:

Faculty Recognition Committee will meet and review a list of those who have been nominated, determine who will be the Faculty of Distinction each month, and recognize those who are selected.

I. Organization

a. Membership

The committee will be made of 5-7 members. At least one member must be a Senator. Both divisions of CWI must be represented.

b. Selection of members

Members will volunteer to serve on the committee. If there are more volunteers than open positions, the existing committee members will elect members from the volunteers, and the elected will be approved by the Faculty Senate President.

c. Organization/hierarchy

The chair of the committee will be a member of the senate. The committee will have a chairperson to call and organize meetings and report to Senate. The chair will coordinate with other parts of the college as needed.

d. Method of establishing hierarchy

The committee will nominate and elect a chair if two or more members of the committee are Faculty Senators and interested in chairing the committee.

II. Reporting

a. Method of reporting to senate

The chair will update the Faculty Senate each month during the regularly scheduled meeting.

b. Required report content

The chair will report on the committee's work and who has recently been nominated.

III. Operating procedures

a. Frequency of meetings

The committee will meet monthly or as needed.

b. Methods of meeting

Meetings will be in person or via email

Policy Review Committee

Charter:

With the direction of Faculty Senate, the Policy Review Committee reviews, drafts, and suggests policy regarding faculty and instruction.

I. Organization

a. Membership

The committee will be made of 4-7 members. At least one member must be a Senator. Both divisions of CWI must be represented.

b. Selection of members

Members will volunteer to serve on the committee. If there are more volunteers than open positions, the existing committee members will elect members from the volunteers, and the elected will be approved by the Faculty Senate President.

c. Organization/hierarchy

The chair of the committee will be a member of the senate. The committee will have a chairperson to call and organize meetings and report to Senate. The chair will coordinate with other parts of the college as needed.

d. Method of establishing hierarchy

The committee will nominate and elect a chair if two or more members of the committee are Faculty Senators and interested in chairing the committee.

II. Reporting

a. Method of reporting to senate

The chair will send a brief monthly update to the Faculty Senate President one week prior to each meeting. The update will be added to the Senate minutes. If the committee has business to be discussed by the Senate, the chair will send as a separate request one week prior to the meeting.

b. Required report content

Monthly reports will contain information on current projects, upcoming issues, and recent decisions.

III. Operating procedures

a. Frequency of meetings

The committee will meet monthly or as needed.

b. Methods of meeting

Meetings will be in person or via video conference.

Elections Committee

Charter:

With the direction of Faculty Senate, the Elections Committee conducts the elections of faculty to senate positions.

I. Organization

a. Membership

b. Chair

II. Meetings

a. As necessary to complete elections in a timely manner

III. Charter

a. Define and oversee elections of Faculty Senate

b. Report results to Senate and Faculty at large

c. Determine appropriate deadlines for holding elections

d. Ensure procedures are appropriate

Adjunct Faculty Committee

Charter:

With the guidance of Faculty Senate, the focus of this committee is on advocating for the needs of adjunct faculty members at College of Western Idaho. The Adjunct Committee reviews and proposes Senate and Administrative actions that affect adjunct interests in creating an equitable work environment. The committee may also act as a liaison to or collaborate with other parts of the college.

The committee will form sub-committees sanctioned by Faculty Senate to address specific issues as they arise.

I. Organization

a. Membership

The committee will be made of at least two, elected Adjunct Co-Chairs who serve as Faculty Senate At Large members. Additional adjunct members will be recruited by Co-Chairs, Faculty Senators, and department/school leadership. Adjuncts not recruited by institutional representatives are also welcome.

b. Terms of service

Adjunct Co-Chairs serve one-year terms. At the end of the one-year term, Co-Chairs are eligible to stand for reelection if they so choose. Additional members of the committee and working sub-committees serve on a volunteer basis.

c. Selection of members

Two at-large Co-Chairs will be elected annually. All other members are volunteers. 10-15 volunteer members is ideal for subcommittee work and monthly input.

d. Organization/hierarchy

The co-chairs of the Adjunct committee will be At Large members of the Faculty Senate. The Co-Chairs will organize meetings and report to Senate.

i. Two elected Members will serve as Co-Chairs

ii. If there are additional members, those members of the Adjunct Committee will elect, within the committee, one member to serve as Secretary.

II. Reporting

a. Method of reporting to senate

The Co-Chairs will send a brief monthly update to the Faculty Senate President one week prior to each meeting. The update will be added to the Senate minutes. If the committee has business to be discussed by the Senate, the chair will send as a separate request one week prior to the meeting.

All adjunct faculty members at CWI can direct issues or concerns to any adjunct committee member. Concerns and ideas that arise in the committee will be presented to the Faculty Senate.

Faculty Senate will direct the Adjunct Committee to address issues and concerns as needed.

b. Required report content

Monthly reports will contain information on current projects, upcoming issues, and recent decisions.

All members of the Adjunct Committee are expected to represent the concerns of the respective departments and to report back to their respective departments information shared at Adjunct Committees.

This information is to be confidential and, if need be, anonymous so as to protect individual concerns. This information is also to be kept confidential until Faculty Senate representatives deem otherwise, so as to protect the process of ongoing projects.

Co-Chairs will be responsible for periodically communicating with the full set of adjuncts on issues of widespread interest.

III. Operating Procedures

a. Frequency of meetings

The committee will meet monthly or as needed.

b. Methods of meeting

Meetings will be in person or via video conference.

All Standing Committees except the Election Committee shall include a Faculty Senate member. It shall be the responsibility of each committee chair to assemble its members from the general faculty body. Each committee is responsible to the Faculty Senate. All recommendations made by the standing committees will be reviewed by the Faculty Senate before any action is taken. The Senate President (in consultation with the Senate as appropriate) may veto or dismiss any chair or member of standing or ad hoc committees.