

NEBRASKA
METHODIST
COLLEGE



THE JOSIE HARPER CAMPUS



Nebraska Methodist College Employee Handbook

Updated June 2023

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Section I Welcome

Welcome! This Handbook is designed to familiarize you with the policies and benefits for employees of Nebraska Methodist College (NMC). This handbook contains summaries and general overviews, important policies and procedures relating to all NMC employees, as well as specific policies and procedures relating to NMC faculty. Employees of NMC are governed not only by this handbook and institutional policies, but also by Nebraska Methodist Health System (NMHS) organizational policies.

This handbook is reviewed annually, and as needed, by the administration of the College through the approval of the President. Revisions to *Section VII—Faculty Personnel Policies* shall follow the review process outlined within subsection 7.12 *Review of Section VII—Faculty Personnel Policies*. NMHS and NMC reserve the right to make changes in policies and benefits as it considers in the best interest of the health system and College community.

Section II You Matter!

All employees of NMC are integral to the success of the institution and our students. NMC desires to cultivate highly engaged employees and ***YOU MATTER*** is NMC's employee engagement program. At NMC, our mission and core values are engrained in our culture and NMC believes in the impact our employees have on our students, the college, and the community. ***YOU MATTER*** involves employee contributors spanning across the College community. The program focuses on Hiring, On-boarding, Off-boarding, Growth and Celebration and is committed to ensuring the successful journey for employees here at NMC.

Section III New Employees

Photo ID Badge.

Your photo ID badge is issued upon completion of new hire paperwork and should always be worn while on campus or on duty at other Methodist affiliates. This badge also allows you to enter the employee parking areas. If your name or position changes, you can order a new photo identification badge. In case of a disaster, you will be asked to show your photo ID badge to be admitted into any Methodist building.

Please protect your badge as you would protect your keys to your home or car. It may allow access to patient areas as well as other areas with confidential and/or sensitive information. **If you lose your badge, you will need to order a new one.** There is a charge to replace a lost or damaged badge. Do not lend your badge to anyone. Lending your badge will result in corrective action at the written warning level or above. Everyone is responsible for safety.

There are three ways to request a replacement ID badge:

- Complete the **Badge Replacement** e-form on the [People Portal](#).
- Call HR at (402) 354-2200 with questions.
- Stop by HR, 2nd floor Methodist Hospital location, Monday-Friday 7:30AM-4:00PM.

Parking.

All employees must register their vehicles to park on Methodist Health System properties and will be issued parking assignments by parking sticker color. Vehicles may be registered through WorkDay. All College parking lots are available for employee parking except those located in Josie's Village.

Information Systems.

Information systems are those systems where data and/or voice information is processed and stored. Such systems include, but are not limited to: computer systems, removable and non-removable computer storage devices, voice mail systems, fax machines, telephones, the Internet and Intranet.

You are encouraged to utilize information systems related to your specific job. If you have a need, reason and permission to access, view, and/or retrieve the information, please do. If not, please don't. Employees must have a need, reason and permission to access, view and/or retrieve any information.

Information systems used by employees in their work environment are the property of and under control of Methodist Health System. Such systems are provided to enhance business communication and process information related to the work of Methodist Health System.

Data kept on any information system is the property of and is available to the Health System. This information may be examined by Health System employees or designees at any time, without notification, and used in any acceptable manner.

Employees may not use the organization's information systems for personal reasons except in limited circumstances. Inappropriate use of information systems may also include:

- Selling products and/or merchandise (i.e. personal property, cosmetics, Girl Scout cookies)
- Advertising any ventures you may be involved in (i.e. home products, soliciting for fundraisers not sponsored by MHS)

E-mail, voice mail, Intranet and Internet activity are subject to monitoring. Some information systems are monitored for customer service and accreditation purposes. Monitoring may be done at any time for reasonable cause. E-mail may not be used to promote personal or unrelated business activities.

Examples of inappropriate usage include:

- Outlook – Sending personal messages (i.e. making and/or sending a Christmas mailing list)
- Voice Mail – Chatting excessively regarding non-work related information (i.e. a recipe or joke)
- Internet – Excessive personal use (i.e. checking on travel arrangements, car prices, etc.)
- Games—Playing games before, on or after work time on a computer (i.e. solitaire)

Information that has been generated because of a person's employment becomes company property and must be protected as such. Tampering or destroying information is as serious as tampering or destroying physical assets of the organization. Pirating software, downloading, taking home and loading software onto one's home PC or taking disks home and using for non-work-related activities are also inappropriate uses of the organization's systems. Such behavior is subject to the Corrective Action guidelines, and may be grounds for termination.

Technical Computer Support.

All employees are provided with a network username and password permitting access to Outlook Web Access (email) and campus computer login.

Problems with computer Hardware, software, telephone, NMC email or need password reset?

Contact the Methodist Health System IT Operations Center at (402) 354-2280 24-hours a day. You can also place a request by accessing the IT Service Portal at <https://nmhs.service-now.com/sp>. You are **REQUIRED** to know your employee number in order to reset your password through IT. If you do not know this number, you will need to contact your supervisor. Please refer specifically to your "Network" password.

Problems with your iPad, My Methodist or D2L Brightspace? Need technical help in *My Methodist*: Contact the NMC HelpDesk at (402) 354-7008 (M-F 7:30 am-5:00 pm) or email NMCHelp@methodistcollege.edu for assistance. Include your name and a description of your problem. Afterhours or weekends: E-mail is the best form of communication. Response will occur within 24 hours.

Campus Hours.

Please refer to the Campus Hours policy on the NMC Website for more information. Hours are subject to change.

NMHS Organizational Orientation.

The NMHS orientation session will help you become acquainted with the entire health system organization. The mission, vision, and values of the health system, mandatory training, organizational standards for customer service, confidentiality, teamwork, and corporate compliance are also addressed. You are required to complete NMHS online orientation during your first thirty days of employment. Your supervisor, or a designee, will introduce you to the people with whom you will work, tell you about your job, answer any work-related questions you may have, and provide specific orientation to your department or affiliate.

Campus Safety and Emergency Information.

It is very important to become familiar with the fire and safety regulations in all our facilities. New employees are urged to familiarize themselves with this information at the earliest opportunity. Annual fire/safety training is provided to all employees.

When reporting an incident or emergency, provide the following:

- Your name;
- Location of the incident or emergency;
- Telephone number from which you are calling; and
- Type of incident or emergency you are reporting e.g., injury, fire, or hazardous material spill.
- Do not attempt to move or transport an injured person. Wait for appropriate medical assistance.
- Depending on the nature of the emergency, call one of the following numbers:
 - **911 – City of Omaha's emergency line.** If 911 is called, place a second call to Methodist Health System Security Dispatch at (402) 354-6911 or 4-6911 using an on-campus phone to inform them of the call to 911. ***If calling 911 from a campus phone, dial 9-911.**
 - **(402) 444-4877 –Omaha Police Department (non-emergency line)**

- **(402) 354-6911 –MHS Security (emergency line).** They have direct access to our on campus security officer and will assess if additional officers are needed.
- **(402) 354-4055 –MHS Security (non-emergency line)**
- **(402) 740-6368 –NMC Campus Security (cell phone)**
- **(402) 354-4111 –MHS Customer Service Center** (report utilities failure, hazardous spill, etc.)
- **(402) 354-7000 –NMC Information Desk**
- **(402) 354-6596 –NMC Facilities Director**
- **(402) 354-7211 –Campus Health Center**
- **(402) 354-7061 –Campus Housing Coordinator**

Annual Security and Fire Safety Report.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, formerly the Crime Awareness and Campus Security Act of 1990, requires institutions of higher education participating in Title IV programs to annually disclose information related to security policies and specific crime statistics to all current students, employees and the Secretary of Education. Additionally, any institution that offers on campus housing must report annually the Fire Statistics for any Residential Facility as required by the Higher Education Opportunity Act (Public Law 110-315). This information may be found on the NMC website and is also available in print upon request to the VP for Institutional Effectiveness at (402) 354-7259.

Emergency Communication.

Announcements concerning disruption in College operations will be:

1. Texted through **e2Campus** to emergency text-message subscribers.
2. Emailed to all NMC email account holders.
3. Posted on the NMC website.

NMC serves on campus students in the greater Omaha area, but also has many students throughout Nebraska, Iowa and nationally. Because of this geographical diversity, it is impossible for the College to make effective emergency closure decisions for all geographic areas reached by the College. The College will be as comprehensive as possible when making announcements concerning emergencies, but the ultimate decision for safety rests with the individual student or staff member. For more information and sign up for **e2Campus** and see the **Emergency Communication** policy on the NMC website.

Section IV Campus Resources

Employee Educational Benefits & Tuition Assistance for Faculty and Staff.

Academy Programs—Provides tuition coverage for MHS employees enrolled in specific programs. This coverage is specifically designated for tuition and does not include funding for textbooks or any other associated fees. Contact NMC Admissions at (402) 354-7200 or admissions@methodistcollege.edu with questions.

Undergraduate Tuition Assistance Program (TAP)—MHS full-time or part-time employees, \$2,000 max/year, plus an additional \$1,500 for NMC classes. Link for Undergrad TAP eligibility guidelines and application: <http://mhsintranet.nmhs.org/Main/Tuition-Assistance-Application-MHS.aspx>.

Graduate Tuition Assistance Program (TAP)—NMC Graduate Degree support for full-time and part-time employees, \$5250 max/year, Master’s degree \$10000 overall max benefit, Doctoral degree \$18000 overall max benefit. For Graduate TAP eligibility guidelines and application: <http://mhsintranet.nmhs.org/Main/Tuition-Assistance-Graduate-Degree---NMC-Employees.aspx>.

Advanced Degree Support—NMC Graduate Degree support for full-time employees, \$4000 max/year, Master’s degree \$8000 overall max benefit, Doctoral degree \$12000 overall max benefit. For additional information, eligibility criteria, and application, contact Lindsay Snipes at lindsay.snipes@methodistcollege.edu or (402) 354-7259.

Tuition Exchange (TE) — TE currently includes over 660 colleges and universities. TE member institutions represent the full spectrum of higher education – including public and private institutions, baccalaureate/liberal arts colleges, doctoral research universities, specialized schools, and two-year associate’s degree institutions. TE schools range in size from 250 to 50,000 students, offer a wide range of undergraduate degree programs, and reside in diverse geographic settings – from large cities to suburban and rural environments in almost every state. Full-time NMC employees and dependents may be eligible for TE scholarships. For additional information, eligibility criteria, and/or application contact NMC’s TE Liaison Lindsay Snipes at lindsay.snipes@methodistcollege.edu or (402) 354- 7259.

Council of Independent Colleges Tuition Assistance Program (CIC-TEP) — The CIC-TEP currently includes over 430 CIC member schools. CIC-TEP allows individual institutions to decide parameters for students to enroll in part-time, graduate, online, and/or study-abroad programs. Full-time NMC employees, their spouses, and dependent children may be eligible for CIC-TEP scholarships. For additional information, eligibility criteria, and/or application contact NMC’s Tuition Exchange Liaison Lindsay Snipes at lindsay.snipes@methodistcollege.edu or (402) 354-7259.

Carolyn Scott “Spirit of Excellence” Scholarship—For additional information and eligibility requirements, contact the Methodist Hospital Foundation at foundation@nmhs.org.

Foundation Graduate Scholarship—For additional information eligibility requirements, contact the Methodist Hospital Foundation at foundation@nmhs.org.

Ruth Freed Leadership Scholarship—For additional information, contact the Methodist Hospital Foundation foundation@nmhs.org.

Foundation Certification Program—MHS offers financial assistance for professional certification testing fees. Application for the financial assistance must be made prior to the certification testing date. To apply or review the eligibility guidelines, see <http://eportal/Main/Reimbursement-Foundation-Certification-Exam-Fee.aspx>.

NMC Employee Parent Discount—Dependents of full-time NMC employees may be eligible for a 100% tuition waiver for undergraduate degree programs only. For additional eligibility criteria and application, contact Lindsay Snipes at lindsay.snipes@methodistcollege.edu or (402) 354-7259.

CREATE Conference/Training Fund—Financial assistance for NMC employees to attend conferences and trainings designed to improve the quality of teaching and learning at NMC. For eligibility criteria and application, contact CREATE staff at create@methodistcollege.edu.

Employment and Wage Verification—Methodist Health System utilizes an automated Employment Verification service through [Thomas & Company](http://thomasandcompany.com). Thomas & Company provides a secure, automated service for wage and employment verification to organizations (verifiers) that you authorize. This

secure service is used when you apply for a mortgage or loan, a job, lease an apartment or any other instance where proof of employment or income is needed.

Bookstore.

Bookstore is located on the first floor of the Clark Center. The NMC Bookstore website is updated and reflects the most current inventory of books, uniforms and gear. We encourage customers to look to the site and place online orders whenever possible. Pickup will be available in the store during normal business hours or we are able to ship.

Employee Health.

Employee Health is a resource to employees for job-related health information and questions. Employees are also encouraged to call or visit for issues relating to their health. Please refer to the People Portal—HR, for applicable hours and sites.

Campus Health.

Campus Health Center is located on the second floor of the 501 Building. Campus health can diagnose and treat acute illnesses, infections and injuries, such as Cold/flu, Strep throat, Allergies, UTI, Rash, Musculoskeletal complaints, and Mental health concerns. Other services available include Women's health, including Pap testing, STI testing, pregnancy testing, lab work, including CBC, mono, cholesterol, etc., immunizations, and work physicals. To book an appointment, please call (402) 354-7211.

Deja Brew.

Deja Brew café and dining area are located on the first floor of the Clark Center. See Deja Brew's schedule, menu and availability for online ordering through the Deja Brew app on *My Methodist*.

Campus Facility Rental.

Reservations are taken on a first come, first serve basis. NMC students, alumni, and not-for-profit groups will not be charged a room fee; however, charges related to setup, cleaning, and other special services may be assessed. There is a rental charge for the use of NMC facilities by For-Profit groups. Any exceptions must have President's approval. See **Facility Rental** policy available on the NMC website for more information.

Room Reservations/Room Arrangement.

NMC utilizes Event Management Software (EMS) to schedule use of its facilities. All **academic classes and non-academic events** are scheduled by the Registrar's Office. The Registrar may be reached by dialing (402) 354-7230.

Maintenance and Housekeeping.

To report a maintenance issue, use the NMHS reporting system by dialing (402) 354-4111. Employees are encouraged to report any issue outside of general housekeeping and cleaning. Maintenance personnel are employees of the health system. Report housekeeping and general cleaning issues to the Clark Center front desk by dialing (402) 354-7000. Housekeeping and cleaning personnel are contracted through an outside vendor.

Waste Diversion/Document Shredding.

Recycling receptacles are located throughout campus for recyclable waste. Please remember to think before printing and to reduce, reuse, and recycle. Composting receptacles are located in all restrooms and in the Clark Dining area for organic waste. Document shredding receptacles are located in the faculty lounge on the 1st and 2nd floors of the Leinart building, 2nd floor Clark in the Learning and Academic Resource Commons (LARC) and in the 501 Building. Document shredding receptacles are

locked and are securely emptied bi-weekly by an outside vendor.

Breastfeeding/Employee Lactation Rooms.

NMC provides a lactation room for all women affiliated with the College, as well as visitors, to support them in their return to work or school. The lactation room is located in the Clark Center, Room B235. The room offers a clean, secure, and user-friendly environment for women who need to express breast milk during their time on the NMC campus. The room is equipped with a room divider, electrical outlets, a table, and two chairs. You will need to bring your own breast pump and attachments.

Conference/Business Travel.

Nebraska Methodist College expenditures for conference/business travel and/or entertainment must occur in furtherance of College mission, and a business purpose must exist for each instance of expenditure. Each person responsible for making decisions concerning these expenditures should always ask whether an expense represents a worthy use of College funds. See the ***Conference/Business Travel Expense Policy and Checklist*** available on the NMC website.

Section V Methodist Health System— Human Resources Division

MHS Employee Policies.

Employees of NMC are governed not only by this handbook, but also by the Nebraska Methodist Health System (NMHS) Employee Handbook and organizational policies.

WorkDay.

WorkDay is a leading cloud-based enterprise software system. IT provides unified Human Capital Management (HCM), Supply Chain Management (SCM), and Financial Management. WorkDay is a job aid created to assist you in exploring the platform and validating your employee information. Employees will find a single place to post and apply for jobs, enroll in and explore learning opportunities, execute talent reviews, and manage certifications. The WorkDay platform will also allow managers and employees to manage/update their personal and team data in one easily accessible location. You can access the WorkDay system using the icon link at the top right corner of the intranet homepage. Here's a list of topics found within the WorkDay tool:

- Compensation
- Benefits, Pay and Paid Time Off
- Updating Personal Information
- Expense and Reimbursement
- Team Management
- Recruiting
- Learning

Methodist People Portal.

Employees have access to the new **Methodist People Portal** – a resource to support your HR and IT questions, requests and issues. You can contact IT or HR with questions and issues, as well as explore

helpful topics called knowledge articles, all by clicking the new People Portal icon on the intranet homepage. You can also access the new People Portal using the new desktop icon or by using Quick Links on the intranet homepage. See also “Human Resources” on the top navigation bar of the Methodist Health System Intranet.

HR on Campus!

Jenae Gatzmeyer is the Human Resources Advisor on campus 2-3 days per week. You can reach out to her if you have questions about WorkDay, hiring, payroll or other concerns regarding employment. She is available by email at jenae.gatzmeyer@nmhs.org or by phone (402)354-6542.

Employee Relations Contact Information.

Employee Relations (ER) offers consultation, facilitation, and resolution strategies for workplace issues. Our goal is to maintain a positive and constructive environment with an engaged workforce. ER Consultants assist with communication between employees and supervisors. We help to prevent problems, resolve disputes, performance expectations, explanation and clarification of policies and procedures to ensure they are applied fairly and consistently across the Health System.

Nebraska Methodist College:

Cameron Lind, Employee Relations Consultant

O: (402) 354-6846 | C: (402) 594-3340 | cameron.lind@nmhs.org

Paid Time Off.

See the MHS Intranet, Human Resources, **Human Resources Customer Service and FAQ** and **Paid Time Off** policy for information on PTO eligibility, accrual, balance, and sellback opportunities. See your supervisor for procedures on requesting use of your PTO.

Section VI Important Policy Information

Equal Employment Opportunity.

Methodist is an Equal Employment/Affirmative Action employer, meaning that it is committed to providing equal employment opportunity to all applicants and employees, regardless of their race, color, gender, religion, national origin, age, sexual orientation, gender identity and disabled or veteran status. Specifically, Methodist is required to comply with the requirements of Executive Order 11246 as amended, related to affirmative action; Section 503 of the Rehabilitation Act and the Americans with Disabilities Act, covering the employment of the disabled; and Section 402 of the Vietnam Era Readjustment Assistance Act of 1974, covering the employment of veterans. As part of these obligations, Methodist is required to monitor and analyze its employment practices to ensure equal employment opportunity for all individuals, regardless of their membership in any protected class. If you have any concerns or suggestions on how to better promote equal employment opportunity, please contact (402) 354-2200. See **Employment Process** policy available on the MHS Intranet.

Our organizations believe that the working conditions, wages and benefits they offer to employees are competitive with those offered by other organizations in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors or contact Human Resources.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that we demonstrate our commitment to employees by responding effectively to employee concerns.

Corporate Compliance.

Methodist Health System and each of its affiliates are committed to maintaining the highest standards of conduct in the pursuit of our mission and core values. This code of conduct applies to all employees, directors, members of the medical staff, volunteers, students and contractors. All System affiliates are committed to complying with all applicable laws and regulations in connection with their activities. The Corporate Compliance Plan consists of five main components (Code of Conduct, Privacy/Confidentiality, Information Systems Security, Conflict of Interest, and Fraud & Abuse) and is intended to foster an understanding of these requirements and detect and prevent illegal or improper behavior.

All employees and persons affiliated are required to become educated regarding legal responsibilities, report conduct suspected to be illegal, comply with the law, adhere to corporate compliance plans and carry out their duties in an ethical manner. Questions about this information may be directed to your supervisor, the Compliance Officer, or Human Resources. See **Corporate Compliance Plan** policy available on the MHS Intranet.

Federal Whistleblower Protections.

In accordance with federal law, Nebraska Methodist College is required to notify all employees in writing of their whistleblower rights and protections under 41 U.S.C. 4712. In general, an employee of a contractor, subcontractor, or grantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or specific government body information that the employee reasonably believes is evidence of the following:

- Gross mismanagement of a Federal contract or grant;
- Gross waste of Federal funds;
- Abuse of authority relating to a Federal contract or grant;
- Substantial and specific danger to public health or safety; or
- Violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

If you see something that is not right, or that looks like one of the aforementioned examples of fraud or abuse, NMC encourages you to:

- Report it to your supervisor or NMC Chief Compliance Officer for further investigation. If you are not comfortable doing this or do not see action in response to your report;
- File an on-line compliance report through the on-line [MHS Compliance Reporting](#) link, also available on the MHS Intranet under the Resources bar: Click “Compliance” from the dropdown menu to report compliance or privacy violations.
- You are not required to report a possible issue with a Federal contract or grant to NMC or MHS first. You may report directly to the Department of Justice or other law enforcement agency, a court or grand jury, a member of Congress, the Government Accountability Office, or a federal employee responsible for contract or grant oversight and management at the relevant agency.

NMC will not retaliate against you if you inform NMC, MHS, or the federal government of a possible issue of fraud or abuse concerning a Federal contract or grant.

Family Medical Leave.

Methodist Health System recognizes the needs of employees to care for family members for extended periods of time. The MHS Family Medical Leave policy governs the absences of employees due to the medical needs of the employee or family members or the birth, adoption, or foster care placement of a

child with an employee. Leave which qualifies as Family Medical Leave provides job protection for the employee. See **Family Medical Leave** policy available on the MHS Intranet.

College Delay and Closure

Nebraska Methodist College serves students in the greater Omaha area, but also has many students throughout Nebraska, Iowa and nationwide online. Because of this geographical diversity, it is impossible for the College to make effective emergency closure decisions for all geographic areas reached by the College. The College will be as comprehensive as possible when making announcements concerning emergencies, but the ultimate decision for safety rests with the individual student, faculty or staff member. If the adverse weather, utilities failure or other emergency, which has caused the College to close or delay opening, you are expected to work or attend clinical as normally scheduled.

Nebraska Methodist College expects to remain open and conduct on-ground and off-campus classes according to the regular schedule. Even if public schools are closed, the College will likely remain open. Therefore, please plan accordingly. Faculty and staff are to report to the College or clinical site when able, but the ultimate decision concerning personal safety in adverse weather is the responsibility of the individual. Students, faculty, and staff should take normal precautions regarding their ability to travel safely to the campus, clinical site, or college-related function. See **College Delay and Closure** policy available on the NMC website for more details.

Drug-Free Workplace.

Nebraska Methodist College is committed to providing a drug-free workplace to all employees. Unauthorized possession or use of alcoholic beverages or drugs (illegal or prescribed), or being impaired or under the influence of either while on duty or on the organization's premises is prohibited and warrants corrective action. Supervisors are responsible for taking the necessary action according to established protocols/guidelines.

A procedure has been developed to take necessary action to protect patients, employees and property from the actions of an employee who is under the influence of and/or impaired by alcohol or drugs (illegal or prescribed) and, when appropriate, to refer employees for evaluation and/or treatment.

Questions regarding these issues should be discussed with Human Resources. These procedures are detailed in the Administrative Policies. Employees can access the policy from the Intranet or request a copy from Human Resources.

Employees are reminded that the Employee Assistance Program is available to assist them confidentially and at no cost. See **Drug and Alcohol Free Workplace** policy available on the MHS Intranet.

Harassment.

Nebraska Methodist College will not tolerate harassment. Any form of harassment, i.e. sexual harassment, harassment based on race, religion, ethnicity, sexual orientation, gender identity, disability, age, veteran status, etc., or any other status protected by law, contradicts the policies of the organization, and will not be permitted. Retaliation against those making a complaint of this type is strictly prohibited.

If you believe you have been harassed or unfairly discriminated against, please contact your supervisor or Human Resources immediately. Supervisors aware of any form of harassment or discrimination should also report the situation to Human Resources. Reports will be promptly investigated and the College will take appropriate action. See **Harassment** policy available on the MHS Intranet.

Title IX—Sexual Misconduct.

NMC strives to create a respectful, safe, and non-threatening environment for its students, faculty, staff,

administrators and visitors. The Title IX—Sexual Misconduct policy sets forth the resources available to students, describes prohibited conduct, and establishes procedures for reporting and responding to sexual misconduct incidents that includes sexual harassment, sexual assault, domestic violence, dating violence, stalking and other unwelcome behaviors. See ***Title IX Sexual Misconduct*** policy available on the NMC website.

Confidential Information.

As an employee, you may have access to information about patients, other employees, students, applicants for jobs, and the business itself. Any such information must be treated as confidential. You may use this information only in a manner required by your job. Accessing confidential information for which you have no need to know may result in your discharge. Revealing confidential information may result in your discharge. Failure to safeguard confidential information may result in legal action against you personally and against the organization. It will always be considered serious misconduct and may be cause for discharge. When in doubt, consider the information confidential, and consult your supervisor for guidance. See ***Corporate Compliance Plan*** policy available on the MHS Intranet.

Solicitation and Distribution.

Solicitation for any purpose and distribution of any literature by employees is allowed only in very limited circumstances. These are outlined in the Solicitation and Distribution policy. Do not engage in any form of solicitation or distribution on organization's property or during working time without familiarizing yourself with the policy and following it carefully. If you have any questions, contact your supervisor or Human Resources for guidance. See ***Solicitation and Distribution*** policy available on the MHS Intranet.

Tobacco-Free Environment.

Nebraska Methodist College, Methodist Hospital, Methodist Physicians Clinic, Methodist Hospital Foundation, Methodist Women's Hospital and MHS Corporate Offices are tobacco-free facilities. Use of tobacco products is prohibited inside and outside of the buildings on our campuses. Complying with this tobacco-free policy is mandatory for all employees and persons visiting the organization. See ***Tobacco-Free Environment*** policy available on the NMC website.

Political Activity.

NMC, as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, is prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Political intervention includes not only making financial contributions but also the publication or distribution of written or oral statements on behalf of or in opposition to a particular candidate. There are no exceptions to this prohibition. Even an insubstantial violation may lead to monetary fines and exposes NMC to the possibility of revocation of its tax-exempt status.

Nonetheless, NMC is dedicated to the free expression of ideas. It encourages students, faculty, and other employees, in their individual capacities, to participate fully in the political process during campaigns by candidates for public office as long as they do not—either overtly or implicitly—involve the College. Please do political campaigning away from the organizations' campuses and on your own time.

Remember that in your political activities, you are acting for yourself and not for Nebraska Methodist College and/or the organizations that make up the Methodist Health System. Political letters, articles, letters to newspapers, and speeches must not identify you as an employee of Methodist Hospital, Methodist College, Methodist Physicians Clinic, Methodist Health System, Methodist Hospital Foundation, Methodist Women's Hospital or Shared Service Systems. See ***Partisan Political Activity*** policy available on the NMC website.

Weapons-Free Campus.

Methodist Hospital, Methodist College, Methodist Physicians Clinic, MHS Corporate Offices, Methodist Hospital Foundation, Methodist Women's Hospital and Shared Service Systems prohibit all persons who enter the premises from carrying or otherwise possessing a handgun, firearm, or prohibited weapon of any kind, regardless of whether or not the person is licensed to carry or possess the weapon. This policy applies to all persons on Methodist Hospital, Methodist College, Methodist Physicians Clinic, MHS Corporate Offices, Methodist Hospital Foundation, Methodist Women's Hospital or Shared Service Systems premises, including employees, contractors, visitors, patients, and physicians. See ***Weapons Free Campus*** policy available on the MHS Intranet.

Family Education Rights and Privacy Act (FERPA).

Nebraska Methodist College recognizes that the protection of the rights of persons requires adherence to clearly formulated institutional policies governing the maintenance of student records. The privacy and confidentiality of all student records shall be preserved. Officers of administration, members of the faculty and staff of the College are morally bound to respect the rights of a student to good reputation and privacy by holding in confidence information they acquire in the course of their work. See the ***Family Education Rights and Privacy Act (FERPA)*** policy available on the NMC website.

Conflict of Interest.

The Boards of Directors of Nebraska Methodist Health System, Inc., and each of its affiliated corporations, adopt the Conflict of Interest policy for the purpose of identifying and ethically resolving conflicts of interest on the part of individuals affiliated with Nebraska Methodist Health System and its affiliates. Identification and resolution of conflicts of interest which may exist on the part of, directors, officers, committee members of committees and subcommittees with board-delegated powers, key employees, medical directors and substantial contributors is required by standards promulgated by The Joint Commission, the Internal Revenue Code and Treasury Regulations governing tax-exempt organizations, requirements placed upon providers by Medicare and Medicaid program regulations, and state law. IRS authority for conflict of interest disclosures stems from IRS pronouncements and a model conflict of interest policy, intermediate sanctions legislation and regulations, and Form 990 requirements. The Conflict of Interest policy is adopted to meet these requirements, and as a matter of ethics and sound management practice. See ***Conflict of Interest policy*** available on the MHS Intranet.

Copyright/Plagiarism/Intellectual Property Rights.

The federal Copyright Law requires all members of the NMC community, including faculty, staff, students, volunteers, and patrons to respect the proprietary rights of owners of copyrights and refrain from actions that constitute an infringement of copyright or other proprietary rights.

Because of advances in technology and ease to copy, transmit, distribute, adapt, display, or perform copyrighted works, individuals must increasingly be aware of various copyright implications when using a wide range of materials and devices. Copyright violations related to printed materials, materials in digital format, audio and video recordings, music, Internet transmissions, computer programs and databases, or any other types of materials create potential legal liability for NMC and the individuals involved.

To support NMC's mission to create, discover, and disseminate knowledge and to further NMC's Mission and Core Values, members of the NMC community are strongly encouraged to access the "Copyright and Educational Fair Use" webpage: <http://libguides.methodistcollege.edu/copyright> wherein they can find guidance on copyright and fair use compliance at NMC. NMC adheres to and requires its faculty, staff and students to comply with all of the guidance, including fair use, found in the "Copyright and

Educational Fair Use" page, unless the information contained therein does not reflect current federal Copyright Law. Faculty, staff, students, and any third-parties accessing www.methodistcollege.edu must also be familiar with and comply with the Terms of Use and Privacy Policy as it relates to any and all material, including designs, methods, and structures found therein.

Faculty members, staff, and other employees who willfully disregard the Copyright Policy place themselves individually at risk of legal action. In such cases, NMC may refuse to defend the employee in the court suit and in these suits personal liability may be incurred by the employee or student. Students who violate the Copyright Policy are also at risk of violating the College Code of Conduct and/or Academic Integrity policies, which may result in dismissal from NMC and employees may be at risk of termination.

Plagiarism. Plagiarism is not limited to the academic community, but the taking over of the ideas, methods or written words of another individual, including those of students, without acknowledgment and with the intention that they be taken as the work of the deceiver is not unknown at institutions of higher learning. Plagiarizing the work of another, particularly the work of one's students, is the antithesis of the honest labor that characterizes true scholarship and without which mutual trust and respect among scholars is impossible.

Accordingly, every employee shall scrupulously recognize all intellectual debts owed, be they in the form of ideas, methods or expressions, by means of an appropriate form of communication and acknowledgment. Any discovery of suspected plagiarism shall be reported to the appropriate Dean/Program Director who will bring the matter to the attention of the affected parties, the VPAA, and, as appropriate, to the community at large – typically through reviews in or communications to relevant scholarly journals.

Scholars must make clear the respective contributions of colleagues on a collaborative project, and professors who have the guidance of students as their responsibility must exercise the greatest care not to appropriate a student's ideas, research, or presentation to the professor's benefit; to do so is to abuse power and trust.

Ownership of Copyrightable Materials and Intellectual Property. The College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment.

A College employee or student owns all rights to copyrightable or patentable independent works created by that person without College support. Unless otherwise provided in a rights agreement, the College owns all rights to a copyrightable or patentable work created by the employee or student with College support. Although the College owns the rights to works produced with College support, the College also recognizes such work is often comprised of content that a faculty member or student may wish to use again elsewhere for pedagogical or scholarly interests. In most cases, the College will grant the employee rights to use work in other venues that they have produced for the College. Employees or students wishing to use College-owned work in another venue should submit requests in writing to the Vice President of Academic Affairs before using the work elsewhere.

Intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc., are "intellectual property."

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

1. Ownership resides with the employee or student if the following criteria are met:

- a. The work is the result of individual initiative, not requested or required by the College.
 - b. The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the College.
 - c. The work is not prepared within the scope of the employee's job duties or course/program requirements.
2. Ownership resides with the College if the above criteria are not met and/or if the following criteria apply:
- a. The work is prepared within the scope of the employee's job duties or course/program requirements.
 - b. The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the College.
 - c. The development of the work involved facilities, time, and/or other resources of the College including, but not limited to, released time, grant funds, College personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.

Copyright Guidelines. Copyright law is designed to protect works of the mind. The author or creator of a work has four exclusive rights:

- 1. The right to reproduce the work.
- 2. The right to adapt the work or produce derivative works.
- 3. The right to distribute the work to the public.
- 4. The right to display the work publicly (this refers to paintings, photographs, sculpture, etc.)

These rights have some limitations. Most important to educators is that of "fair use." Four factors determine fair use:

- 1. The purpose and character of the use, including whether the material will be for non-profit, educational or commercial use. (Absence of financial gain is insufficient for finding fair use.)
- 2. The nature of the copyrighted work, with specific consideration given to the distinction between a creative work and informational work.
- 3. The amount, substantiality, or portion used in relation to the work as a whole.
- 4. The effect of the use on the potential market of the copyrighted work.

Materials that are not covered may be reproduced without restrictions. Included are works published more than 75 years ago and governmental documents.

Audiovisuals. Legally produced and obtained audiovisual works may be used in non-profit educational institutions under the following conditions:

- 1. The work must be part of the educational program.
- 2. The work must be shown by a student, instructor, or guest lecturer.
- 3. The work must be shown in a classroom or other school delivery system devoted to instruction.
- 4. The work must be shown only to students in the class, that is, no guest viewing the work for entertainment or enrichment.

Prohibited Use. Use of copyrighted material is prohibited in non-profit educational institutions when:

1. The work is used for entertainment, recreation, or even cultural or intellectual value unrelated to teaching activities.
2. The work is transmitted by radio or TV (including closed circuit) from an outside location.
3. The work is shown in an auditorium before an audience not confined to students.

Off Air Taping. Off air taping has specific regulations which permit classroom use:

1. The tape may be retained for 45 days from the airing but then must be erased.
2. The tape may be shown in class only during the first ten days after the broadcast. (Some PBS programs can only be used and retained for seven days).
3. The tape may be shown to students no more than two times during a ten-day period. After the ten-day period, the tape may be viewed only by teachers.
4. The tape contents may not be altered or combined to form anthologies, but need not be shown in their entirety.

Rental tapes or tapes borrowed from the library may be shown in class. Libraries have the right to loan, sell, or otherwise dispose of legally obtained tapes. The “for home use only” labels do not prevent library or classroom use of legal tapes.

Back-up tapes are only permitted when the original is deteriorating and is no longer available on the market.

Photocopying. Researchers or educators preparing to teach a class may make or request to have made a single copy of: 1) a book chapter; 2) an article; 3) a short story, essay, or short poem; 4) a chart, graph, diagram, cartoon, drawing, or picture.

Educators may duplicate enough copies to provide one copy for each student in a course, as long as each copy includes a notice of copyright and as long as they meet the following three tests:

1. Brevity. For poetry the suggested maximum is 250 words, for prose, the guidelines offer two different limitations. Educators may copy any complete story, essay, or article under 2,500 words or excerpts of not more than 1,000 words or 10% of the text. For illustrations, the guidelines suggest no more than one chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.
2. Spontaneity. The “inspiration and decision to use the work” must occur so soon prior to classroom use that it would not be feasible to write for and receive permission from the publisher to duplicate the material. It is also imperative that the copying occur at the request of the teacher, not at the directive of an administrator or other “higher authority.”
3. Cumulative Effort. Generally, only one copy may be made of a short poem, article, story or essay. No more than three of these items may be from the same collective work or periodical volume during one class term. The most limiting restriction further specifies no more than a total of nine instances of such multiple copying for one course during one class term. Finally, all multiple copying of a particular work is limited to one course; in other words, copying a work to be used in several courses is not likely to be considered a fair use of the material.

Prohibited Copying. Copying must not substitute for the purchase of books, periodicals, or reprints; this prohibition especially applies to the duplication of “consumable” materials such as workbooks, test booklets and standardized tests. Works reproduced for educational use in the classroom are not to be sold for a profit.

Software. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations, may be grounds for sanctions against member of the academic community.”

1. It is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner. A back-up copy, for archival purposes, is permitted. It may not, however, be used simultaneously with the original.
2. Software may be loaned, as long as the original copy is not retained for use.
3. Multi-use of software on the campus network requires the appropriate license. A single copy may be used sequentially; i.e. no more than one use per copy at a time.
4. Illegal software must not be used on campus.

See **Copyright** policy available on the NMC website for more information.

Section VII Faculty Personnel Policies

7.0 Introduction.

All NMC employees have the responsibility to be aware of and abide by the most current policies as outlined in the NMHS Employee Handbook and NMHS Intranet, the NMC Employee Handbook, NMC Guide to College Administration and Governance, and all other policies related to the administration of the College. *Section VII—Faculty Personnel Policies* contains general policies and procedures relating to NMC faculty and explains policies and procedures relating to faculty status. Faculty members shall become familiar with the contents of documents which have significance for their professional performance.

Section VII—Faculty Personnel Policies is incorporated by reference into the individual faculty appointment agreements of each NMC faculty member. Where the terms and provisions of an individual appointment agreement of a faculty member are inconsistent with the general policies contained in *Section VII*, the provisions of the individual appointment agreement shall control. Faculty shall report misapplication, misinterpretation, or violation of specific provisions in *Section VII* to the Vice President for Academic Affairs (VPAA).

Provisions of *Section VII* will remain in effect until changed by the procedures contained herein. Ultimately, the authority to change policy resides with the Board of Directors, but anyone in the College community is invited to submit recommendations for change. Those seeking to amend the provisions of *Section VII* should work through the review process as outlined in subsection 7.12 *Review of Section VII—Faculty Personnel Policies*.

7.1 Faculty Status.

Full-time Faculty.

A full-time teaching faculty member is an employee of Nebraska Methodist College who is qualified for appointment to one of the academic ranks listed in subsection 7.2 *Faculty Titles; Criteria and Policies for Advancement in Rank*. Full-time teaching faculty members have a minimum 24 credit hour load per academic year. They are full voting members of the faculty. Full-time faculty members may be appointed pursuant to a term or notice appointment agreement.

Part-time Faculty.

A part-time faculty member is an employee of the College who is appointed pursuant to a term or notice appointment agreement. Part-time faculty are qualified for appointment to one of the academic ranks listed in subsection 7.2 *Faculty Titles; Criteria and Policies for Advancement in Rank* and teach below a 24 credit hour workload as determined by the appropriate Dean and the VPAA. Part-time faculty members are not adjunct/per course faculty members and have rights to benefits and advancement and rank. They are voting members of the faculty and have responsibilities for serving on committees and other responsibilities of full-time faculty members.

Adjunct/Per Course Faculty Members.

An adjunct or per course faculty member is employed pursuant to term appointments and carry the rank of Adjunct Instructor. Adjuncts who previously earned faculty rank at Nebraska Methodist College may retain their rank, and use “adjunct” before their earned rank to indicate part-time status. Adjunct faculty duties include instructing students in the classroom, lab, and/or clinical settings, making course preparations, grading student work, providing student consultation, and those additional duties specified by their division. They do not accrue time towards promotion, nor are they voting members of the faculty. Adjunct faculty members are not eligible for benefits other than the Nebraska Methodist Health System Defined Contribution Retirement Plan and the Employee Assistance Program (EAP). Retirement plan participation, benefits accruals and vesting rights under the retirement plan are subject to plan provisions.

Administrators with Faculty Rank.

Administrators with faculty rank are those full-time or part-time personnel who support instructional activities outside the classroom and who are awarded faculty rank by virtue of their unique contribution to instructional efforts. The President and the VPAA hold faculty rank automatically. All other faculty rank is granted through the VPAA. With regard to the non-academic aspects of their duties, they are governed by the provisions of the Nebraska Methodist Health System’s personnel policies. They do not accrue time towards promotion, nor are they voting members of the faculty. Changes in rank are granted by the VPAA or in the case of a change in rank for the VPAA, by the President.

Special Appointment Faculty.

Visiting Faculty/Invited Guest Lecturers. The title of Visiting Faculty/Invited Guest Lecturer is reserved for faculty members of other institutions, professor emeriti, or others who hold an academic degree and/or possess an advanced level of expertise in their field. All such faculty members are hired on term appointments for a limited period of time with no intent of on-going employment. Visiting Faculty/Invited Guest Lecturers appointments may be held for no more than three academic years.

Rights and duties will be dependent upon whether they are appointed on a full-time or part-time basis.

Faculty will submit the completed Nominating Form to the Advancement in Rank Committee.

Recommendations are forwarded to the VPAA and the President for approval.

1. The nominating form shall include the visiting faculty/guest lecturer name, address, rank/title, areas

of expertise, scholarly activity or curriculum vitae, and a description of the contribution made to the College and/or students.

2. The following titles will be used to recognize the nominees:
 - a. An invited guest lecturer who holds no academic rank: Visiting Lecturer.
 - b. An invited guest lecturer who holds academic rank at an institution:
 - i) Visiting Instructor.
 - ii) Visiting Assistant Professor.
 - iii) Visiting Associate Professor.
 - iv) Visiting Professor.

A letter and a certificate will be sent to the approved nominees. A copy of the letter will be sent to the VPAA, the committee, and the nominator.

Replacement Faculty. The College may appoint a temporary replacement faculty member for a faculty member who is on leave or who has retired or resigned. Temporary replacement faculty members are appointed by the VPAA after consultation with the appropriate Dean. The replacement faculty member may be appointed on a full-time or part-time basis until such time as the regular faculty member returns or a permanent replacement is found. Their rights and duties will be dependent upon whether they are appointed on a full-time or part-time basis. Time served under a temporary full-time appointment will count towards advancement in rank if a subsequent full-time or part-time position is taken.

Emeritus Faculty. The honorary rank of Professor Emeritus or Professor Emerita may be bestowed on the initiative of the College administration and/or the Board of Directors. The rank of Professor Emeritus/Emerita is usually reserved for individuals who have retired after a minimum of ten years of exemplary teaching, scholarship, and service to the College.

Professor Emeritus/Emerita are not eligible to hold office at the College and do not participate in Faculty Senate governance.

Considerations for Emeritus Status. The Emeritus designation is an extraordinary designation granted to those individuals who have made significant contributions to NMC. There are two purposes for bestowal of Emeritus status. First, it is meant to formally recognize retiring faculty members and/or administrative personnel for their remarkable service, academic instruction, and scholarly endeavors. Second, it is meant to enable these individuals to maintain their professional identity by remaining a part of NMC while continuing to be productive members of the broader community.

The process for application for Emeritus Status will involve:

1. Submission of a letter of intent to apply for Emeritus Status:
 - a. The letter of intent may be a self-nomination or a letter of nomination submitted by a colleague.
 - b. The letter of intent will address and describe in detail the nominee's contributions in the areas of service, academic instruction, and scholarly endeavor.
 - c. The letter of intent is submitted to the appropriate Dean and to the Advancement in Rank Committee.
2. Submission of current curriculum vitae.

Emeritus Nomination/Appointment Process. The process for nomination/appointment to

Emeritus Status will involve:

1. Review and endorsement by a majority of members of the nominee's department(s).
2. Endorsement by the nominee's Program Director(s) and/or Dean(s), if appropriate.
3. Endorsement by the Advancement in Rank Committee.
4. Endorsement by the Vice President of Academic Affairs, if appropriate.
5. Formal approval by the College President.
6. Formal approval by the NMC Board of Directors.

Benefits of Emeritus Status. Retiring faculty and/or administrative personnel are eligible for the following designated privileges:

1. Continued use of NMC email account
2. Library privileges
3. Identification badge
4. Access to faculty workroom, classrooms, meeting rooms and other common areas
5. Inclusion on mailing lists for performances, lecture series and other NMC events, if appropriate
6. Use of NMC letterhead for approved purpose.

7.2 Faculty Titles; Criteria and Policies for Advancement in Rank.

The purpose of this policy is to provide a process for the advancement in rank and recognition of qualified faculty members. Credit toward promotion for previous time served at the College is determined on a case-by-case basis and granted by the VPAA. The College's faculty appointment criteria and responsibilities by rank are as follows:

Instructor.

The rank of Instructor is given to a faculty member to whom is entrusted the independent teaching of courses under the direction of individuals of higher rank and/or program director(s).

Position Requirements:

1. Appointment to rank of instructor is made at the time of initial appointment. The position requires a college degree, obtained from a regionally accredited institution that is appropriate to credentialing in the instructional field. Preference for appointment will be given to those individuals pursuing a master's degree from a regionally accredited institution. Individuals pursuing a master's degree in a related field may be appointed where a master's degree in the primary area of teaching is extremely limited or impossible to attain.
2. A minimum of two years of professional experience is required in an area relevant to the program assignment within the College.
3. No prior teaching, scholarship or service activity is required.
4. Where appropriate, Nebraska licensure and national certifications are required.

Faculty Responsibilities:

The responsibilities and duties of an Instructor outlined below may vary in accordance with specific division and educational areas.

1. Supervises instruction to facilitate students' successful achievement of course objectives by using

clinical expertise, resources, and activities.

2. Organizes classroom or online instruction to deliver content related to course objectives by using expertise, appropriate resources and activities.
3. Participates in planning, preparation, evaluation, and revision of assigned course(s) to ensure curriculum integrity.
4. Evaluates student performance to appraise achievement of course objectives by using course evaluation tools in adherence to College policies related to student evaluation.
5. Actively participates in division governance to influence division goals, policies, curriculum issues, admission of students, etc.
6. Participates in Faculty Senate, college wide committees or other College related activities to support College mission, goals, policies, and planning.
7. Provides community service to support the College mission and goals by participating with community or professional organizations and activities.
8. Demonstrates a scholarly attitude of continual inquiry that enhances teaching, education, and/or professional practice.
9. Works collaboratively with colleagues and students to provide expertise and guidance as appropriate.
10. Performs all other duties as assigned.

Assistant Professor.

The rank of Assistant Professor may be given to a faculty member at the time of initial appointment or by means of advancement from the rank of Instructor.

Position Requirements:

1. The rank of Assistant Professor requires a master's degree in the field, obtained from a regionally accredited institution. Individuals with a master's degree in a related field may be appointed where a master's degree in the primary area of teaching is extremely limited or impossible to attain.
2. Faculty holding the rank of Instructor at NMC and who subsequently complete a master's degree will automatically advance to the rank of Assistant Professor beginning the next academic year.
3. Previous teaching experience is preferred but not required.
4. No prior scholarship or service activity is required.
5. Where appropriate, Nebraska licensure and national certifications are required.

Faculty Responsibilities:

The responsibilities and duties of an Assistant Professor outlined below may vary in accordance with specific division and educational areas.

1. Supervises students to facilitate their successful achievement of course objectives by using clinical expertise, resources, and activities.
2. Organizes classroom or online instruction to deliver content related to course objectives by using expertise, appropriate resources, and activities.
3. Assists in planning, preparation, evaluation, and revision of assigned course(s) to ensure curriculum integrity.

4. Evaluates student performance to appraise achievement of course objectives by using course evaluation tools, designing assessments in adherence to College policies related to student evaluation.
5. Actively participates in division governance to influence division goals, policies, curriculum issues, etc.
6. Actively participates in Faculty Senate, college wide committees, or other College related activities to support College mission, goals, policies, and planning.
7. Provides community service to support the College mission and goals by participating with community or professional organizations and activities.
8. Engages in scholarly activities that enhance teaching, education, and/or professional practice.
9. Serves as a student/faculty resource person to provide expertise/guidance through collaboration with colleagues.
10. Performs all other duties as assigned.

Associate Professor.

The rank of Associate Professor may be given to a faculty member at the time of initial appointment or by means of advancement from the rank of Assistant Professor.

Position Requirements:

1. The rank of Associate Professor requires **one** of the following:
 - a. A doctoral degree in a relevant field obtained from a regionally accredited program. When rank is sought through internal advancement, the application process may be initiated in the fall (September) after completion of three (3) years of experience at the rank of Assistant Professor.
 - b. A master's degree, enrollment in a doctoral degree program, completion of at least one year of full-time study in this program, and demonstrated current progress in this program. When rank is sought through internal advancement, the application process may be initiated in the fall (September) after completion of four (4) years of experience at the rank of Assistant Professor.
 - c. A master's degree and completion of ten years of experience at the rank of Assistant Professor. When rank is sought through internal advancement, the application process may be initiated in the fall (September) after completion of ten (10) years at the rank of Assistant Professor.
2. Evidence of teaching, scholarship, and service (see subsection 7.5) for the rank is expected.
3. When rank is sought at the time of hire, the candidate must already hold the rank of Assistant or Associate Professor at a regionally accredited institution and have at least four (4) years at the rank of Assistant or Associate Professor. Evidence of teaching, scholarship and service (or comparable credentials and experience; see subsection 7.5) appropriate to the rank must be provided at time of hire. Appointment to rank of Associate Professor at time of hire is made at the discretion of the VPAA. Where appropriate, Nebraska licensure, and national certifications are required.

Faculty Responsibilities:

The responsibilities and duties of an Associate Professor outlined below may vary in accordance with specific division and educational areas.

1. Engages students to facilitate their successful achievement of course objectives by using expertise, resources, and activities.

2. Organizes classroom or online instruction to deliver content related to course objectives by using expertise, resources, and activities.
3. Plans, prepares, evaluates, and revises assigned course(s) to ensure curricular integrity.
4. Evaluates student performance to appraise achievement of course objectives by designing student assessments and using course evaluation tools in adherence to College policies related to student evaluation.
5. Actively participates in division governance to influence division goals, policies, curriculum issues, etc.
6. Participates in College governance to support the College mission, goals, policies, and planning through active engagement and service on Faculty Senate, College-wide committees, and in other College related activities.
7. Demonstrates evidence of ongoing community service to support the College mission and goals by actively providing service to community and/or professional organizations.
8. Engages in and shares scholarly activities that enhance teaching, education, and/or practice.
9. Serves as student/faculty resource person to provide expertise/guidance through collaboration with colleagues.
10. Performs all other duties as assigned.

Professor.

The rank of Professor may be given to a faculty member at the time of initial appointment or by means of advancement from the rank of Associate Professor.

Position Requirements:

1. The rank of Professor requires a doctoral degree in a related field from a regionally accredited institution.
2. Evidence of teaching, scholarship, and service (see subsection 7.5) for the rank is expected.
3. When rank is sought through internal advancement, the application process may be initiated in the fall (September) after completion of four (4) years of experience at the rank of Associate Professor.
4. When rank is sought at the time of hire, the candidate must already hold the rank of Associate Professor or Professor at a regionally accredited institution and have at least six (6) years at the rank of Associate Professor or Professor. Evidence of teaching, scholarship and service (see subsection 7.5) appropriate to the rank must be provided at time of hire. Appointment to rank of Professor at time of hire is made at the discretion of the VPAA.
5. Where appropriate, Nebraska licensure and national certifications are required.

Faculty Responsibilities:

The responsibilities and duties of a Professor outlined below may vary in accordance with specific divisions and educational areas.

1. Engages students to facilitate their successful achievement of course objectives by using expertise, resources, and activities.
2. Designs innovative pedagogies to deliver content related to course objectives by using expertise, resources and activities.
3. Plans, prepares, evaluates, and revises assigned course(s) to ensure curricular integrity.

4. Evaluates student performance to appraise achievement of course objectives by designing student assessments and using course evaluation tools in adherence to College policies related to student evaluation.
5. Assumes leadership and/or mentoring role(s) in division governance to influence division goals, policies, curriculum issues, etc.
6. Actively participates in College governance to support the College mission, goals, policies, and planning by assuming leadership roles such as officer or committee chairs in Faculty Senate, on College-wide committees, and in other College-related activities.
7. Demonstrates evidence of ongoing community service to support the College mission and goals by actively providing service to community and professional organizations.
8. Engages in and disseminates scholarly work that enhances teaching, education, and/or professional practice both within and outside the institution.
9. Serves as student/faculty resource person to provide expertise/guidance through collaboration with colleagues.
10. Demonstrates professional commitment that contributes to the advancement of the profession, and/or results in community, regional or national involvement.
11. Performs all other duties as assigned.

Advancement in Rank Policies.

Eligibility for advancement in rank shall be determined according to the specifications outlined in subsection 7.2 *Faculty Titles; Criteria and Policies for Advancement in Rank* and the General Evaluation Criteria in subsection 7.5 *Faculty Evaluation*.

Advancement in Rank Committee.

The purpose of the Advancement in Rank Committee is to consider requests for advancement in rank and to make recommendations to the VPAA. The Advancement in Rank Committee:

1. Recommends criteria for the process of advancement in rank.
2. Reviews division or individual recommendations for advancement in rank.
3. Makes a recommendation regarding advancement in rank to the VPAA.
4. Provides information to the faculty requesting advice concerning development toward advancement in rank.
5. Provides recommendations to the VPAA regarding the appointment of visiting faculty/guest lecturers.

The committee shall consist of five (5) full-time or part-time faculty members who have taught at Nebraska Methodist College for a minimum of three (3) years and have attained the rank of Assistant Professor or higher. The five (5) faculty members shall be elected by the Faculty Senate to no more than two, two-year terms. Members shall be replaced alternately to ensure staggered terms.

Additionally, the Faculty Senate will annually elect an alternative committee member to serve if a faculty member leaves the College, must recuse themselves from portfolio review or resigns from the committee. Any member of the Advancement in Rank Committee who applies for his or her own advancement in rank must resign from the Advancement in Rank Committee. All decisions and documentation of advancement in rank procedures shall be kept confidential. No

Deans may serve on the committee. The committee shall elect the Chair. Meetings shall be on the call of the Chair.

Advancement in Rank Timetable with Evaluation Process.

The Advancement in Rank process functions according to the following annual timetable and evaluation processes.

<i>First Wednesday after Labor Day:</i>	Deadline for notifying the VPAA (VPAA) and the Division Dean of intent to seek advancement in rank by submitting an Application for Advancement in Rank.
<i>Second Friday after Labor Day:</i>	The VPAA will verify candidate eligibility. VPAA will notify the Chair(s) of the Advancement in Rank Committee and the Division Dean. Each eligible candidate will be provided a three-ring notebook with labeled dividers for submitting his or her Promotion Portfolio.
<i>Second Monday in November:</i>	Deadline for submission of promotion portfolio to the Office of the VPAA. The VPAA will provide the portfolio to the Advancement in Rank Committee in a secured location in the Library. The Advancement in Rank Committee will review the promotion portfolio in relation to the General Evaluation Criteria (subsection 7.5) and the criteria for the rank sought, and then will develop a written recommendation with justification.

<p><i>Second Monday in January:</i></p>	<p>The Advancement in Rank Committee will communicate this recommendation to the candidate. If the recommendation is:</p> <p>a. Positive: the Advancement in Rank Committee will provide the promotion portfolio with the recommendation for advancement to the VPAA.</p> <p>b. Negative: the Advancement in Rank Committee will communicate a detailed listing of reasons for the denial. The denial letter shall address the roles and responsibilities for the pursuant rank that were not met through narrative and evidentiary proof.</p> <p>Any faculty member who receives a negative recommendation for advancement in rank by the Advancement in Rank Committee may respond to that decision. The candidate shall be informed of this right in the denial letter. The candidate may respond to this decision by submitting a response letter to the Advancement in Rank Committee within seven business days of being notified. The response letter should address the deficiencies identified in the denial letter, including the location in the portfolio where evidence and/or explanatory narrative of roles and responsibilities of the pursued rank resides.</p> <p>Failure of the candidate to submit a response letter will result in termination of the advancement in rank process.</p> <p>Upon receipt of the response letter, the Advancement in Rank Committee will review the candidate’s response letter and portfolio. The committee shall render a final recommendation after the second review of the promotion portfolio, with response letter. The Advancement in Rank Committee shall provide the promotion portfolio with the final recommendation to the VPAA.</p>
<p><i>First Monday in January:</i></p>	<p>Deadline for Advancement in Rank Committee to deliver the portfolio to the office of the VPAA.</p> <p>The VPAA shall review the promotion portfolio in relation to the General Evaluation Criteria (subsection 7.5) and the criteria for the rank sought, and then will develop a written recommendation with justification.</p>

<p><i>Third Monday in February:</i></p>	<p>The VPAA will communicate this recommendation to the candidate. If the recommendation is:</p> <p>a. Positive: the VPAA will provide the promotion portfolio with the recommendation for advancement to the President.</p> <p>b. Negative: the VPAA will communicate a detailed listing of reasons for the denial. The denial letter shall address the roles and responsibilities for the pursuant rank that were not met through narrative and evidentiary proof.</p> <p>Any faculty member who receives a negative recommendation for advancement in rank by the VPAA may respond to that decision. The candidate shall be informed of this right in the denial letter. The candidate may respond to this decision by submitting a response letter to the VPAA within seven business days of being notified. The response letter should address the deficiencies identified in the denial letter, including the location in the portfolio where evidence and/or explanatory narrative of roles and responsibilities of the pursued rank resides.</p> <p>Upon receipt of the response letter, the VPAA will review the candidate’s response letter and portfolio. The VPAA shall render a final recommendation after the second review of the promotion portfolio, with response letter.</p> <p>If the candidate's portfolio does not receive at least one positive final recommendation from the AIR Committee or the VPAA, the advancement in rank process will be terminated for the current AIR cycle.</p>
<p><i>Second Monday in March:</i></p>	<p>Deadline for VPAA to provide the promotion portfolio to the President.</p> <p>The President shall review the promotion portfolio in relation to the General Evaluation Criteria (subsection 7.5) and the criteria for the rank sought.</p>
<p><i>Last Monday in March:</i></p>	<p>Announcement by President of decision on advancement in rank. The President will make a final decision on advancement in rank, and will communicate the decision to the candidate. Copies of the decision shall be sent to VPAA, the Division Dean, the Faculty Senate President, and the Chair of the Advancement in Rank Committee.</p>
<p><i>May:</i></p>	<p>Each May the VPAA will post the specific dates on the Advancement in Rank calendar for the coming year. Advancement in rank is contingent upon completion of</p>

	all criteria and is effective on the first day of the next academic year. If the individual seeking advancement in rank is not satisfied with the outcome, grievance procedures are available.
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Promotion Portfolio for Advancement in Rank.

Candidates seeking advancement in rank shall develop and submit to the VPAA a Promotion Portfolio. The Promotion Portfolios shall summarize and document performance in teaching, scholarship, and service that is appropriate to the desired rank. The Promotion Portfolio will be evaluated based on evidence of teaching, scholarship, and service since the date of previous application for Advancement in Rank or the date of appointment to the previous rank. However, faculty may include evidence from across the candidate’s professional career.

The following items will comprise the promotion portfolio for a candidate seeking advancement:

1. An Application for Advancement in Rank

2. A current curriculum vitae

3. Section 1: Evidence of Effective Overall Performance

- a. Respective Division Dean’s summary of yearly performance evaluations during the faculty member’s current rank at NMC.
- b. Self-evaluations that demonstrate reflective consideration of teaching, scholarship and service.

4. Section 2: Evidence of Effective Teaching

- a. In a one-to-five page summary (supported by appropriate documentation in Appendix A), the candidate shares philosophy, goals, achievements, significance, and impact of his or her teaching at the College. The candidate should highlight his or her teaching effectiveness as consistent with the responsibilities of the pursued rank.

Items required in the summary shall include but may not be limited to the following:

- i. Discussion of the most significant teaching accomplishment(s) attained during the promotion period, an explanation of why the accomplishment(s) was significant, and what the impact of the accomplishment(s) has been or will be.
- ii. Teaching philosophy appropriate for pursued rank.
- iii. Teaching goals appropriate for pursued rank.
- b. Reflection on, and summary of, peer evaluations. The faculty member requests two peer faculty members to observe teaching in the classroom or the online setting utilizing the approved NMC Peer Evaluation of Faculty form(s). The two faculty members shall be chosen as follows: one from the faculty member’s area of expertise, and one from outside the faculty member’s area of expertise. It is recommended that peer reviews be done by faculty more senior than the faculty member being reviewed, when possible. The faculty member then incorporates the evaluative data from the two peer evaluations into the reflection on, and summary of, peer evaluations. The raw evaluative data is documented in Appendix A.
- c. Summary of data from student evaluations of teaching (e.g., IDEA evaluations, Qualtrics data)
- d. A reverse chronological listing of courses taught for the College.
- e. Examples of additional items that may be highlighted in the summaries and/or reflections and

documented in Appendix A include: (i) innovations in pedagogy or examples of effective teaching techniques; (ii) descriptions and evidence of curricular revision and updating; (iii) evidence of attendance and/or active participation at faculty development events; (iv) teaching awards received; (v) evidence of recognition of teaching effectiveness by students; (vi) evidence of efforts to support students participating in professional meetings, exhibitions, performances, or other professional activities outside the classroom setting; (vii) evidence of one's role in the success of alumni; (viii) evidence of the creation of learning materials and aids; (ix) evidence of the supervision of student research; (xi) qualitative feedback from students; and (xii) raw evaluative data from NMC Peer Evaluation of Faculty form(s).

5. Section 3: Evidence of Scholarly, Creative, and Professional Activity

- a.** In a one-to-five page summary (supported by appropriate documentation in Appendix B), the candidate shares philosophy, goals, achievements, significance, and impact of his or her scholarship as consistent with the responsibilities of the pursued rank. Scholarship can take many forms.

Items required in the summary shall include but may not be limited to:

Discussion of the most significant scholarship accomplishment(s) attained during the promotion period, an explanation of why the accomplishment(s) was significant, and what the impact of the accomplishment(s) has been or will be.

- b.** Examples of additional items that may be highlighted in the summary and documented in Appendix B include:
- i.** list of published articles, books, book chapters, and other publications along with a single, supporting copy of each publication to be made accessible by placement in the college library;
 - ii.** evidence of one's scholarly work in progress, which may be substantiated with a letter of interest from the editor or publisher;
 - iii.** research/scholarly awards, prizes, commendations, and/or other recognition;
 - iv.** summary of citations of one's research in other works;
 - v.** applications for and receipt of grants;
 - vi.** external reviews of one's work;
 - vii.** evidence of participation in refereeing/reviewing articles;
 - viii.** research accomplishments of graduate students' work that was supervised by the candidate;
 - ix.** evidence of involvement with SoTL (Scholarship of Teaching and Learning);
 - x.** provision of expert commentary locally, nationally, or internationally; and
 - xi.** demonstration of artistic, creative, and/or technical skill, scholarship, and/or teaching techniques that are associated with one's discipline.
- c.** Reverse chronological listing of publications (books, articles, papers, reports, chapters/sections, case studies, instructional materials, software) – labeled by type of publication.
- d.** Reverse chronological listing of presentations (professional, invited talks, in-service, poster) – labeled by type of presentation.

6. Section 4: Evidence of Professional and Community Service

- a.** In a one-to-five page summary (supported by appropriate documentation in Appendix C), the candidate shares philosophy, goals, achievements, significance, and impact of his or her service in support of the College and community through College service, community/professional service, and community service generally, as consistent with the responsibilities of the pursued rank. Service includes activities that contribute to the maintenance and enhancement of the operations of the College and its constituent units as well as to the greater community.

Activities related to one's profession and/or performed as a representative of the College are especially noteworthy.

Items required in the summary shall include but may not be limited to:

Discussion of the most significant service accomplishment(s) attained during the promotion period, an explanation of why the accomplishment(s) was significant, and what the impact of the accomplishment(s) has been or will be.

- b.** Examples of additional items that may be highlighted in the summary and documented in Appendix C include:
- i.** service awards and professional recognition;
 - ii.** evidence of recognition of service by students;
 - iii.** development of community partnerships;
 - iv.** leadership in professional organizations;
 - v.** editorships;
 - vi.** evidence of involvement in the organization of a conference;
 - vii.** participation in non-profit organizations which serve the general public;
 - viii.** consultation with governmental/community agencies and/or private organizations; and
 - ix.** service as member of accreditation team, credentialing organization, and/or licensing board.
- c.** Reverse chronological listing and description of College service efforts and participation.
- d.** Reverse chronological listing and description of community/professional service efforts and participation.

7. Section 5: Reference Letters

The names of at least three individuals who will be submitting reference letter shall be included. In addition, the candidate should provide a brief summary of his or her relationship with each person.

A letter of recommendation should address a candidate's professional abilities relative to the academic rank sought. Any candidate who is seeking rank above Assistant Professor must obtain at least one letter from an individual at a rank above their current rank and one letter from an individual not associated with the College. Letters addressing accomplishments since appointment at current rank are particularly important. The candidates must instruct those individuals who will provide letters of recommendation that these are to be submitted directly to the VPAA.

All letters received by the second Monday in November will be included in the Promotion Portfolio.

Applicants are encouraged, but not required, to refrain from having current members of the Advancement in Rank committee or fellow candidate(s) pursuing rank and promotion to provide letters of reference.

8. Appendix A: Teaching Appendix.

As appropriate, provide documentation supporting the summary from Section 2. Include only information that is significant, relevant, and referred to in Section 2.

9. Appendix B: Scholarship Appendix.

As appropriate, provide documentation supporting the summary from Section 3. Include only information that is significant, relevant, and referred to in Section 3.

10. Appendix C: Service Appendix.

As appropriate, provide documentation supporting the summary from Section 4. Include only information that is significant, relevant, and referred to in Section 4.

7.3 Faculty Appointments.

Guidelines for Faculty Search, Appointment and Orientation

Faculty Search. Faculty are recruited based on their qualifications and fit with the academic mission of the College. For **full-time faculty positions**, hiring is conducted through regional or national searches as deemed necessary by the VPAA. A search committee will have a minimum of three members. Members of the committee are selected by the Deans and approved by the VPAA. There is no legal requirement on the composition of the committee.

However, members of the same family may not serve on the search committee. One member shall be from outside of the hiring program. The committee for a full-time or part-time teaching faculty vacancy shall be comprised of full-time or part-time teaching faculty. An attempt shall be made to assure that the diverse interests of the College community be represented on the committee. The search committee is charged with reviewing and offering feedback on the most qualified candidates for the position. Finalists may be invited to meet with the College community and usually present a seminar to the students. All of the recruitment advertisements state that the College is an Equal Opportunity Employer.

New Faculty Orientation. In addition to the NMHS and NMC new employee orientation, orientation for new faculty is conducted within 3 weeks of start of employment and will be individualized according to the faculty member's needs and may include the following components:

1. Introductions and tour of facilities.
2. A review of the College's mission, philosophy, program conceptual framework, and program objectives.
3. A review of the College's curriculum structures and specific courses.
4. A review of the College's support services (library, audiovisual production center, computer laboratory, assessment center, secretarial support, etc.).
5. A review of the position's description.
6. An introduction to the procedures and policies of the College.
7. An introduction to other programs.
8. A review and explanation of SEP documents.
9. Orientation to the Faculty Development Plan.

10. An explanation of the College's reappointment and advancement in rank policies and procedures.
11. An explanation of the College's Faculty Evaluation Policy.
12. Orientation to Faculty Senate structure and function.

Academic Appointments.

The purpose of this policy is to provide a systematic process for the selection of qualified academic faculty members. Academic appointments are made based on the education, experience, and scholarly activities of the individual applicants (See subsection 7.2 *Faculty Titles; Criteria and Policies for Advancement in Rank.*).

The academic faculty is composed of individuals representing diversity with respect to demographic characteristics, professional experience, and the academic institutions at which they earned their degrees.

1. Academic appointments are made by the President, in consultation with the VPAA.
2. Additional teaching loads are negotiated based on College needs.
3. Academic reappointment will be based on faculty performance and needs of the College.

Types of Appointments.

Term Appointments. Term appointments are issued for a clearly defined, limited period to part-time, per-course and special appointment faculty members and have no right or expectation of appointment renewal. Term appointment agreements may also be issued to full-time faculty in special circumstances with the approval of the VPAA for short-term curricular needs of the College. Term appointment agreements are also used for additional teaching if not a part of the academic year load.

Locus of Appointments.

All faculty appointments have as the locus of their appointment the program(s) of Nebraska Methodist College that is (are) stated in the appointment agreement.

Issuance and Receipt of Appointment Agreement.

All notice appointment offers for any academic year shall be issued on or before April 15th, and shall be returned within two weeks. If the appointment offer is not accepted within two weeks, or a special arrangement is not made with the President, the offer shall expire.

All term appointments are issued on an individual basis as the necessity arises.

The appointment becomes official when the agreement offered by the President to the prospective faculty member is signed by both parties. A copy is retained on file with the VPAA.

Tenure.

Nebraska Methodist College does not offer tenure, but does provide faculty members appropriate grievance procedures as outlined in subsection 7.11.

7.4 Faculty Personnel Records

Because appointment as a ranked faculty member may lead to an ongoing relationship with the College, it is essential that there be adequate and detailed documentation to support those actions pertaining to appointment, advancement in rank, layoff, and dismissal. These official records will be kept in confidence to the extent required by law. The material set forth below constitutes the official file of each faculty member.

Official Faculty File.

A faculty member's file is comprised of two types of documents: human resource documents and faculty-specific documents. Basic documents to be found in each faculty member's file are:

1. The Human Resources Department will maintain the following documents:
 - a. Personal data information (race, gender, date of birth, marital status, religion, etc.);
 - b. Personnel form (including emergency contact information);
 - c. Hiring transaction documents (payroll notices, etc.);
 - d. Payroll change documents (salary increases or changes, changes in status);
 - e. Salary and fringe benefit data;
 - f. Self-Evaluations (see subsection 7.5);
 - g. Administrative Evaluations (see subsection 7.5); and
 - h. Other documents required by law.
2. The VPAA will maintain the following documents:
 - a. Official transcripts (and/or copy of diploma) for the highest degree held.
 - b. Current Appointment Agreement.
 - c. The faculty member's dossier which includes:
 - i. Peer Evaluations (see subsection 7.5);
 - ii. Faculty vitae (current); and
 - iii. Developmental Plans
 - d. Correspondence material.
 - e. Conference Attendance worksheets.
 - f. Verification of current licensure/registration as appropriate.
 - g. Records of commendations and awards.
 - h. Records of grievance and disciplinary actions.

Faculty members are required to cooperate in keeping their records up to date; specifically, information regarding degrees, publications, professional background, accomplishments, addresses and telephone numbers shall be kept current.

Access to File.

Faculty members have the right to review their individual records upon request. In addition to information maintained by the Human Resources Department and the VPAA, the faculty member may place information in the faculty member's individual file upon request. The faculty member has the right of response to any information in the file.

The official file is also available on a need-to-know basis to the Board of Directors, President, VPAA, appropriate financial officer(s), legal counsel, Corporate Vice President of Human Resources, appropriate Dean, appropriate Program Director and others specifically designated by the President and/or faculty member in writing.

The appropriate Dean/Program Director is responsible for reviewing and updating records in the file of

faculty yearly at the time of faculty evaluations.

The College may permit copying from such files pursuant to lawful requests and identification of federal or state agencies relevant to investigations, hearings, or other proceedings pending before such agencies or the courts to the extent permitted by law.

The faculty member may appeal the inclusion of material in their official faculty file following the NMHS Employee Grievance policy.

Faculty Qualifications and Vitae Policy.

Faculty members are required by state, regional, and national accrediting bodies to provide documentation of qualifications. Each faculty member's vitae will be updated annually. The previous year's vitae will be distributed by the appropriate Dean/Program Director for update. The forms will be returned to the appropriate Dean/Program Director by the close of the academic year. The current vitae of all faculty members will be on file in the Office of the VPAA.

NMC ensures its faculty have the academic credentials, certification, licensure, and/or professional experience necessary to provide a high quality education for its students. This policy pertains to all faculty who teach at NMC.

Qualification by Credentials. Evaluation by credentials from a regionally accredited institution of higher education is the primary method utilized to determine faculty qualifications. Credentials refer to the awarded academic degree(s) or certificate(s) that faculty have successfully earned that provides evidence of knowledge in specific disciplines or subfields of study. The awarded degree and/or certificate forms the basis of faculty knowledge that students of the discipline should learn and/or be able to do as a graduate in the discipline or subfield.

To teach in **undergraduate and/or general education courses:** Faculty must possess an academic degree relevant to the discipline or subfield they are teaching and at least one level above the level at which they teach unless equivalent experience is established by factors other than credentials (see below). If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

To teach in **graduate courses:** Faculty must hold the terminal degree determined by the discipline or subfield in which they will teach and/or develop curricula, and have a record of research, scholarship, or achievement appropriate for the graduate program.

To teach in **doctoral courses:** Faculty must hold the terminal degree determined by the discipline or subfield in which they will teach and/or develop curricula, and have a record of scholarship and preparation to teach at the doctoral level.

Qualification by Factors other than Credentials. Earned credentials are the primary evaluation mechanism for determining faculty qualifications; however, other credentials may be considered in addition for specific disciplines or courses that are practice-oriented, interdisciplinary, or related to language instruction. Examples of these alternative credentials include, but not limited to:

1. Undergraduate and graduate degrees and coursework (in addition to the highest degree earned) closely related to the teaching field;
2. Tested experience in practice-oriented disciplines, such as board or licensure exams;
3. Professional licensure and certifications applicable to the teaching field;
4. Recognition of language competence a nationally recognized rating of proficiency in the language.

Miscellaneous Requirements. Certain health care related disciplines may also require certification and/or licensure by federal, state, or professional authorizing/accrediting entities in order to teach courses within the discipline.

Documentation. Official documentation of any and all credentials must be provided upon acceptance of offer and reviewed by the Dean and VPAA. An appointment agreement will not be issued without official documentation.

1. Obtaining official documentation is the responsibility of the applicant.
2. All credentials will be verified via official documentation (transcripts, certifications, licensure, etc.) from issuing entity.
3. Experience will be verified.
4. Faculty are expected to maintain, and submit documentation of, appropriate credentials throughout the duration of their teaching appointment at NMC.
5. Faculty are expected to maintain, and submit documentation of, appropriate licensure throughout the duration of their teaching appointment at NMC.

7.5 Faculty Evaluation.

Faculty will be reviewed on the basis of the following criteria: 1) Teaching; 2) Scholarship; and 3) Service.

In the evaluation process, the categories of teaching, scholarship and service are weighted in a fashion that is consistent with the faculty member's rank, taking into account teaching load, and administrative duties. Teaching, scholarship and service are described below, and the representative activities that are used to demonstrate or assess competency in faculty performance in these areas are listed.

Teaching.

Teaching activities are related to developing the kinds of knowledge, skills, attitudes and behaviors of students that are necessary components of healthcare education. Teaching may include, but is not limited to: 1) design, implementation and evaluation of classroom, laboratory, clinical and other teaching/learning activities; and 2) student advisement.

The College recognizes that excellence in teaching is one of the most important attributes of a faculty member. An excellent teacher is one who demonstrates:

1. Command of the subject and use of effective teaching/learning methods;
2. Skill in communicating with students and challenging them to go beyond what is required;
3. Integrity, open-mindedness and objectivity in presenting material;
4. Ability to relate the subject to other areas of knowledge;
5. Collaboration with other faculty in the development of curriculum; and
6. Systematic assessment of student learning and provision of constructive feedback to students to foster professional development.

Assessment of Teaching. Data from student evaluations (formative and summative), and from in-class peer/program director/dean/expert evaluations are used both by faculty in improving their teaching, and by supervisors in evaluating faculty performance. Assessment of teaching includes, but is not limited to, evaluation of faculty performance in the areas of teaching proficiency, course preparation, course implementation, and assessment of student performance, as defined and illustrated below:

1. Teaching Proficiency.

- a.** Scholarly competence in the discipline, including familiarity with current developments. Representative activities include attendance at conferences or other discipline-specific continuing education; support of students participating in professional meetings, exhibitions, performances, or other professional activities outside the classroom setting; reading books and articles pertaining to the discipline; modifying and/or developing course materials that reflect current advances in the discipline; authoring publications pertinent to discipline; supervision of student research; conference presentations; consulting/practice in discipline; performances/exhibits given; grants written/received in discipline.
- b.** Knowledge of teaching methods that are appropriate for presenting subject matter in one's course. Representative activities include attendance at conferences that emphasize teaching; attendance at or participation in faculty development events; reading articles and books on teaching; development, implementation, and evaluation of teaching methods/materials; authoring publications on teaching methods; writing/receiving grants in teaching/curriculum development.

2. Teaching Preparation.

- a.** Clear formulation of learning objectives/outcomes. Representative activities include creating and/or revising syllabi, tests, assignments, and/or lab/clinical/practical examinations that are aligned with learning objectives.
- b.** Thorough course planning, paying attention to substance and organization of individual classroom, laboratory, and clinical sessions. Representative activities include creating and/or revising syllabi, lecture notes, teaching materials, instructions for assignments, and/or lab setup/preparation.
- c.** Thorough preparation for individual classroom, laboratory, and clinical sessions. Representative activities include creating and/or revising lecture notes, teaching materials, instructions for assignments, and lab setup/preparation.

3. Course Implementation.

- a.** Effective use of a variety of instructional methods as appropriate. Representative activities include creating and/or revising teaching materials.
- b.** Fostering an environment which stimulates students' pursuit of learning. Representative activities include creating and/or revising instructions for assignments.
- c.** Encouraging students to become active learners and problem solvers. Representative activities include modifying or developing student papers, projects, tests, and/or lab/clinical/practical evaluations.
- d.** Punctuality and reliability in conduct of classes. Representative activities include being physically present in classroom-based courses; communicating regularly with students; fostering interaction with students in online courses.

4. Evaluation of Student Performance.

- a.** Timely review and fair evaluation of students' work. Representative activities include using data from assignment rubrics, student evaluations (formative and summative), and from peer/program director/dean/expert evaluations.
- b.** Routine evaluation of courses with respect to student achievement and learning of stated objectives. Representative activities include using data from student evaluations (formative

and summative), clinical evaluations, and peer/program director/dean/expert evaluations.

- c. Course revision as needed to increase effectiveness. Representative activities include developing and implementing teaching materials/methods to target specific area(s) of need, evaluating teaching materials/methods, and implementing process improvement techniques.

5. Student Advising (if required).

The college recognizes that not all departments require student advising as a responsibility of faculty members. Advising responsibilities may include, but are not limited to:

- a. Maintaining accessibility for advising outside of class time;
- b. Assisting students in selecting courses that will lead to fulfillment of degree requirements;
- c. Providing students with information on policies, procedures and programs of the College;
- d. Assisting students in exploring possible career choices;
- e. Referring students to other resource persons as appropriate to assist in meeting educational objectives.

Scholarship.

A faculty member must be a productive scholar, for scholarship is an intrinsic element of academic life at the College. To acknowledge that scholarly productivity is an essential component of a faculty member's duties is not to diminish the importance of excellent teaching, but rather to ensure that teaching, which lies at the heart of the College's responsibility to its students, is able to draw upon the intellectual richness that typically characterizes a community of scholars. The specific form and intensity of scholarly activity appropriately varies due to inherent differences among the disciplines. Examples may include but are not limited to:

1. Scholarly books and treatises.
2. Research reports and monographs.
3. Chapters and sections.
4. Articles in professional journals.
5. Paper and/or poster presentations at professional conferences.
6. Reviews of books, journals, and other educational materials.
7. Research grants.
8. Published instructional materials.
9. Research awards.
10. Learning programs, artistic creations, and educational hardware and software related to the field/profession.
11. Other evidence of scholarly or creative activity includes:
 - a. Mentoring; and
 - b. Professional Development.

In addition to traditional written works, scholarship may encompass, in particular disciplines, such types of intellectual expression as mathematical and scientific formulas and software creation. Despite their myriad forms, works of scholarship share common characteristics which make it possible both to

identify basic types of scholarship and to assess the value of works within those categories.

Types of Scholarship. The four basic types of scholarship are defined by Ernest L. Boyer in *Scholarship Reconsidered* (1990). Among the four basic types of scholarship, the scholarship of teaching is emphasized the most in the evaluation and advancement processes at the College, but the College affirms all four types of scholarship. The following descriptions of the four types of scholarship are the College's adaptations of Boyer's four categories:

1. The Scholarship of Teaching encompasses scholarly activities which are directly related to pedagogical practices. Such scholarship seeks to improve the teaching and advising of students through discovery, evaluation, and transmission of information about the learning process.

The Scholarship of Teaching must be distinguished from teaching itself. The Scholarship of Teaching involves the disciplined discovery, evaluation, and transmission of information about the learning process. Teaching, in contrast, involves the application of that information through actual instruction.

Examples of the Scholarship of Teaching include, but are not limited to publications about pedagogy and methodology, development and publication of instructional materials, conducting workshops on innovative teaching methods, and the creation of computer exercises in areas relating to one's discipline.

2. The Scholarship of Application encompasses scholarly activities which seek to relate the knowledge in one's field to the affairs of society. Such scholarship moves toward engagement with the community beyond academia in a variety of ways, such as by using social problems as the agenda for scholarly investigation, drawing upon existing knowledge for the purpose of crafting solutions to social problems, or making information or ideas accessible to the public.

The Scholarship of Application partially overlaps with the requirement of service. For example, in cases where public service involves the direct application of knowledge in one's field to the affairs of society, the work counts toward satisfaction of both the service and scholarship requirements for retention, advancement, and salary increases. However, the same is not true of all forms of service.

There is a difference, for example, between carrying one's share of the administrative burdens of the College and participating in projects that require the application of knowledge from one's field. To be considered scholarship, service activities must be tied directly to one's discipline and require the use of knowledge of the discipline in the service of the College or outside community.

Examples of the Scholarship of Application include, but are not limited to such diverse forms of scholarship as drafts of model legislation; articles, books and web pages examining the legal, economic, or ethical implications of new social phenomena; editorials and opinion pieces involving issues in one's discipline; participating on the editorial board of refereed publications; and certain types of research in the applied sciences.

3. The Scholarship of Integration encompasses scholarly activities which are primarily interdisciplinary or interpretive in nature. Such scholarship seeks to better understand existing knowledge by making connections across disciplines, illuminating data in a revealing manner, drawing together isolated factors, or placing known information into broader contexts. It synthesizes, interprets, and connects the endings in a way that brings new meaning to those facts.

Interdisciplinary works, such as those that use economic and/or psychological analysis, may qualify as Scholarship of Integration. The same is true of evaluative and interpretive works, such as review essays, which probe the merits of another's work from a particular viewpoint, such as a religious, political, or gender-based perspective.

4. The Scholarship of Discovery encompasses those scholarly activities which extend the stock of human knowledge through the discovery or collection of new information. Such scholarship seeks to confront the unknown and typically exhibits a dedication to free inquiry, disciplined investigation, and the pursuit of knowledge for its own sake. The Scholarship of Discovery includes, but is not limited to, what is sometimes referred to as basic or original research. Research denotes disciplined inquiry in which a problem is investigated by means of an appropriate design and methodology and in which findings are interpreted within an explanatory framework. Studies that are theoretical, experimental, analytical, qualitative, or descriptive are among the standard forms of inquiry. Examples of the Scholarship of Discovery may be drawn from the sciences, such as the development of new materials and drugs, the discovery of unknown physical phenomena, and the identification of laws governing physics or mathematics. Across the disciplines, many types of empirical research, involving the use of quantitative techniques from the social sciences, fall within the Scholarship of Discovery.

The four categories defined above do not embrace the entire range of valuable scholarship.

Furthermore, some works of scholarship have attributes that legitimately fall within more than one of the four stated categories. Consequently, it is often difficult to fairly categorize a work in the absence of full details about its content.

Assessment of Scholarship. The evaluation of scholarship includes, but is not necessarily limited to, whether the work is well expressed, innovative, comprehensive, and visible and whether it has been favorably reviewed by, and has influenced, others, according to the following criteria:

1. **Well Expressed.** Scholarship is well expressed if it effectively communicates the content of the work. At a minimum, the work must be appropriately organized and presented through a suitable medium. The clarity of the work is typically an important consideration.
2. **Innovative.** Scholarship is innovative if it is original in a meaningful sense. The originality of the work may relate to the content of the work, its mode of dissemination, its source, and perhaps to other matters as well. For instance, a written work may be innovative if it addresses a previously uncharted topic or brings a new perspective to bear upon previously identified ideas or issues; because it carries a message to a new audience or employs a new medium; or because it requires scholars to extend a personal range of scholarly competence.
3. **Comprehensive.** Scholarship is comprehensive if its presentation reflects a broad appreciation of existing information, relevant issues, and possible alternatives. Whether the scholar has placed a work into context is a significant consideration. Another important factor is whether the work has an appropriate degree of complexity in light of applicable limitations, such as those relating to space, time, or resources. The comprehensiveness of the work is enhanced to the degree that the work is interdisciplinary.
4. **Visible.** Scholarship is visible if it is communicated to an audience in a manner that is likely to enhance the reputation of the individual scholar and the College. The size and nature of the audience reached by the work is relevant to this determination. In addition, in the case of written works, consideration should be given to the prestige of the publisher and the prominence given to the work. Similar considerations apply to the evaluation of non-written works.
5. **Reviewed.** Scholarship is reviewed when it is subject to scrutiny by others. Review of a work may occur at several stages:
 - a. Pre-dissemination;
 - b. During the dissemination process; and

c. Post-dissemination.

Prior to dissemination, drafts, prototypes and other tentative forms of a work may be evaluated by peers or others within or outside the College, for the purpose of soliciting guidance. During the dissemination process, potential publishers and others may evaluate the merits of a work with a view toward determining whether it deserves a forum. After dissemination, the work may be the subject of reviews which evaluate the final product of the scholarship.

6. Influential. Scholarship is influential if it affects the conduct or work of others. For instance, there is evidence that a work is influential if a book is adopted for use in others' classrooms, where a study or article is invoked as the basis for governmental action, or where a scientific discovery forms the predicate for research by others.

Standards Interpreting the Scholarship Requirement. The faculty members of the College shall define, adopt and periodically revise standards interpreting the College's scholarship requirement.

These standards shall articulate the minimum expectations for scholarly productivity on the part of all faculty members in the College, taking the following into account:

1. The mission of the College;
2. The various constituencies served;
3. The types and qualities of scholarship; and
4. The time and resources available to the faculty members for scholarly activities, both of which vary throughout the College.

The standards adopted should reflect both the importance of demonstrative evidence of continuing scholarly productivity and the fact that rigid timetables for research and scholarship are often unrealistic. In addition, the standards must recognize that the focus of individual research and the direction of one's scholarly activities are subject to seasonal change throughout the faculty member's career. The standards should not so narrowly define acceptable forms of scholarship as to inhibit the pursuit of new forms of scholarship within the College.

Service.

Service is defined as the contribution to the welfare of others through a variety of means at the College and in the community.

Service to the College. Service activities to the College are an expected part of a faculty member's responsibilities.

1. Expected Service Activities:

- a. Faculty Senate General Membership meetings: General membership meetings are the forum for faculty involvement in affairs of the College that directly relate to faculty governance and personnel policy. All faculty are expected to attend.
- b. Division Meetings: Division meetings are held on a scheduled basis to discuss the concerns of the department, to suggest methods of improving the curriculum, and to explore new endeavors and determine progress of students studying within the department.
- c. College Forum: College forum is a gathering of all college personnel that provides the opportunity to share in planning, discussion, and communication related to the affairs of the College.
- d. Graduation Attendance. All full-time and part-time faculty are expected to attend at minimum two graduation ceremonies in an academic year.

- e. Committee meetings and activities: Faculty are expected to actively participate in all meetings and activities of committees to which they are elected or assigned, whether it be related to Faculty Senate or to administrative duties.

2. Encouraged Service Activities:

- a. Extracurricular Faculty/Student Interactions: Engagement with students outside of the classroom and clinical areas enhances the students' learning. Faculty have the responsibility of role modeling positive interaction between faculty and staff through activities such as: sponsoring a student organization or activity, participating in enrichment activities outside of the course offerings, serving in registration and orientation for new students and families, and testing of students.
- b. Extracurricular College Activities: Examples include but are not limited to alumni activities, honors ceremonies, honor societies, and admissions activities.

3. Community/Professional Service: The College strongly encourages faculty members to become involved in service to the community and profession, and values the work of faculty members who are so involved. Such services may include, but are not limited to, the following:

- a. Acting as representative of the College to the larger community or participating in activities outside the College that is of benefit to the College;
- b. Presentations to non-professional community groups, schools, non-credit workshops, and in-service programs;
- c. Participation in non-profit organizations which serve the general public;
- d. Service to community groups in a professional capacity;
- e. Officer or other leadership position in a community/professional association;
- f. Other work for community/professional associations;
- g. Consultation with governmental/community agencies and/or private organizations;
- h. Member of accreditation board, credentialing, and/or licensing board;
- i. Faculty clinical practice;
- j. Service projects with public agencies;
- k. Community education and health screenings.

Faculty Evaluation Procedures.

Performance reviews are stored electronically within the HR management system. The job descriptions for full-time and part-time faculty reflect the areas of evaluation for Teaching, Scholarship and Service at the College as defined in subsection 7.5. The faculty evaluation process is completed in the spring of each academic year prior to appointment for the following academic year.

- Faculty evaluation is the compilation of information used for the purpose of improving faculty effectiveness and in making decisions on reappointment and advancement in rank.
- Faculty evaluation is conducted to provide information regarding faculty effectiveness, and moreover, to provide impetus for growth, self-improvement, and fulfillment of individual and institutional potential.

New faculty are hired subject to a probationary period. At least a week before the end of the probationary period as dictated by NMHS policy, the appropriate Dean/Program Director will review

new faculty and address any employment issues, up to and including termination when warranted. Faculty can request full evaluation of their work at any time.

Self-Evaluation. The faculty member completes the Self-Evaluation of Faculty portion of the annual performance review which shall include:

1. The faculty member's perspective data obtained from two peer evaluations; and
2. A summary of data obtained from student evaluations.

The faculty member shall document evidence of how the evaluative criteria outlined in subsection 7.5, paragraph "*Teaching*" were met. Faculty are encouraged to attach samples of classroom or clinical and research work to support the self-evaluation.

Self-evaluation is designed to:

1. Provide the faculty member with the freedom to analyze strengths and areas for improvement and develop self-insight.
2. Develop positive attitudes and self-confidence in improvement of instruction; and
3. Provide documented improvement over a long period of time.

The faculty member submits the completed self-evaluation as part of the annual performance appraisal and sends optional evaluative data to the appropriate Dean /Program Director on or before the deadline for the annual performance appraisal.

Peer Evaluation. Peer evaluation will be required for faculty members within their first year of teaching at Nebraska Methodist College as well as those members applying for Advancement in Rank. For all other faculty members, the peer evaluation process is optional. The faculty member requests two peer faculty members to observe teaching in the classroom or the online setting utilizing the approved NMC Peer Evaluation of Faculty form(s). It is recommended for faculty requesting peer evaluation to follow the peer selection process that aligns with advancement in rank procedures. It is encouraged, but is optional for faculty not seeking advancement in rank, that the faculty member submit the completed NMC Peer Evaluation of Faculty form(s) as evaluative data.

The peer evaluation is designed to:

1. Provide feedback from a peer perspective to faculty members, identifying useful techniques and actions that would enhance instructional effectiveness; and
2. Promote collaboration and sharing of teaching expertise among faculty.

Student Evaluation. At the end of each semester, the faculty member has students attending the faculty member's classes/clinical experiences complete the approved student evaluation of faculty form as follows:

1. The Student Evaluation of Faculty will be completed electronically by the students after a minimum of 75 percent of the course has been completed. Faculty have the right to request alternative dates for this collection in collaboration with appropriate Program Director and/or Academic Dean.

The student evaluation is designed to:

1. Provide feedback from the student perspective to the faculty members regarding instructional effectiveness; and
2. Enhance students' feelings of value at being able to provide constructive feedback to faculty.

Administrative Evaluation. The appropriate Dean/Program Director completes the annual performance review electronically within the HR management system utilizing the evaluative criteria in

subsection 7.5, paragraph “*Teaching*” and by reviewing the following materials:

1. The appropriate Dean/Program Director’s observations (in classroom and clinical settings, in committees, in day-to-day interactions, etc.).
2. Any administrative teaching evaluations conducted will utilize approved NMC Peer Evaluation of Faculty form(s) to provide a faculty member with consistency in identifying useful techniques and actions that would enhance instructional effectiveness.
3. The faculty member’s self-evaluation, which incorporates student evaluations and optional peer evaluations as determined by faculty member.
4. Student evaluations (computer results and typed student comments).
5. Additional materials in the faculty member’s dossier, including:
 - a. Evidence of advising and other activities that support the teaching role.
 - b. Evidence of College Service and Community and Professional Service.
 - c. Evidence of Scholarly and Professional Activity.

The administrative evaluation is designed to provide the administration with a mechanism to:

1. Recognize faculty strengths and contributions to student learning and to the institution;
2. Identify actions which enhance personal and professional development;
3. Assist faculty in future goal-setting;
4. Compile information for decisions regarding reappointment and advancement in rank; and
5. Identify specific work plan hours for each activity listed in the Faculty Development Plan.

After reviewing the materials listed above, the appropriate Dean/Program Director recommends in writing whether the faculty member is:

1. Recommended for reappointment and/or advancement in rank, or
2. Not recommended for reappointment and/or advancement in rank.

Copies of the faculty member’s self-evaluations included in the annual performance appraisals, Optional Peer Evaluation Forms, faculty developmental plans, and additional supportive data are to be attached to the Annual Performance Review and placed in the appropriate Dean/Program Director’s file, as well as in the faculty member’s dossier located in the Office of the VPAA. A copy of the Annual Performance Review is available to the faculty member.

7.6 Faculty Rights.

Academic Freedom.

The College is guided by the following excerpt from the 1940 *Statement of Principles on Academic Freedom and Tenure* of the American Association of University Professors:

Teachers are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching material matter which has no relation to their subject.

College and university teachers are citizens, members of a learned profession, and officers of an

educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

This statement shall be interpreted and applied subject to the Mission of the College.

Professional Code of Faculty.

The purpose of this policy is to maximize the professional image of both the faculty and the College. Faculty members are expected to maintain or enhance their own professional image and the image of the College in accordance to the following:

1. Faculty socialization with students is encouraged at College sponsored functions.
2. College sponsored functions hosted by faculty must have the prior approval of VPAA.
3. College sponsored functions must be held on a non-discriminatory basis and comply with College drug and alcohol policies.
4. Faculty dress will maintain or enhance the image of the College.
 - a. Faculty dress for student clinical experiences must adhere to the specific agency's dress code.
 - b. Academic robes will be worn for commencement.

7.7 Professional Development.

Faculty Development Policy.

Professional development refers to a wide variety of opportunities for ongoing education to assist faculty members and professional staff to gain excellence in teaching. As "best practice" in teaching continually evolves, it is necessary to provide continuous professional development in an environment that encourages lifelong learning. The specific form and intensity of professional development varies depending on the needs of the individual faculty member. A professional development plan is designed with each individual faculty member or professional staff member, beginning with orientation and continuing on a yearly basis. Types of professional development may include, but are not limited to:

- Development of discipline-specific content expertise
- Skill development to resolve a specific teaching problem
- Development in use of an effective teaching method
- Research on the scholarship of teaching and learning
- Improvement of student-teacher relationships

Procedure:

1. In promoting lifelong learning, faculty are expected to participate in ongoing professional development activities. Activities will be addressed during yearly performance evaluations. The quantity, level, and type of professional development activities should be individualized and tailored to each faculty member's needs and interests.
2. Attendance at workshops, seminars, and other professional activities is encouraged through educational release time for course work, release time for other professional activities, monetary

support when possible for attendance, and reduced rates for the workshops sponsored by Nebraska Methodist College.

3. The Center for Research, Education, and Teaching Excellence (CREATE) in collaboration with the Faculty Development Committee of the Faculty Senate promote and provide appropriate training to all faculty at the College.

Scholarships Policy.

See *Section IV—Campus Resources* for information regarding educational benefits and tuition assistance programs for Nebraska Methodist College employees.

Awards.

Ruth Berggren Elliott Master Teacher Award. The purpose of the award is to encourage, recognize, and reward excellence in all dimensions of teaching. The Ruth Berggren Elliott Master Teacher Award is an annual award given to a faculty member who demonstrates excellence in teaching as determined by students.

1. Nominees must hold a full-time or part-time academic appointment at the time the award is presented.
2. Nominees are eligible to receive the award after one calendar year of employment.
3. A recipient will not be eligible for a period of two years from the year the recipient received the award.
4. Method of selection: The Student Senate of Nebraska Methodist College will make the selection, using a procedure of their choice.

Faculty Senate Peer Recognition Award. The purpose of this award is to recognize a fellow faculty member for excellence in teaching, service and/or scholarship. The Faculty Senate Peer Recognition Award is an annual award that is facilitated through the Faculty Development Committee and awarded during the May General Assembly meeting.

1. Nominees must hold a full-time or part-time academic appointment at the time the award is presented.
2. Nominees are eligible to receive the award after one calendar year of employment.
3. Nominees for excellence in teaching should demonstrate qualities that reflect NMC's four key areas of teaching and learning; communication, collaboration, active learning, and respect. Nominees for excellence in service and/or scholarship should demonstrate qualities in a non-teaching role that reflect service to community, committee(s), research, and/or peers.
4. A recipient will not be eligible for a period of two years from the year the recipient received the award.
5. Faculty Development Committee will make the selection using a procedure of their choice.

7.8 Workload and Working Conditions.

Faculty Workload Guidelines¹.

The purpose is to provide a systematic process for the equitable distribution of workload that allows academic faculty members the opportunity to contribute to the purposes of the College as defined in the

¹ Faculty Workload Guidelines are not grievable.
NMC Employee Handbook—June 2023

College mission. Within the College, allocation of academic faculty assignments varies according to job duties and responsibilities. The workload of academic faculty is considered in relationship to instruction; service; and scholarly activities. Specific workload appointments vary across divisions. Guidelines for faculty are available in the Office of the appropriate Dean/Program Director and updated by VPAA. Guidelines will be set forth for an academic year and will be made available for faculty prior to an offer for a subsequent appointment agreement.

Faculty Working Condition Policies.

All faculty members share the following general working conditions:

1. Each faculty member has a normal office and classroom environment with little exposure to potentially harmful environmental hazards (e.g., dust, noise, mold, etc.)
2. Clinical agency and community site environments will vary depending upon the institution's purpose, patient population, and building structure.
3. Faculty members may be exposed to normal travel conditions.
4. The potential exists for exposure to blood and body fluids during laboratory/clinical sessions.

Additional Responsibilities for the College.

Faculty potentially can assume additional teaching or course development responsibilities beyond those outlined in their agreement. In such cases, a faculty member must accept a separate Adjunct Agreement before receiving compensation for their work. Specific teaching or course development responsibilities, duties, expectations, and compensation will be outlined and provided to the faculty member before they commence.

Faculty members acknowledge the importance of intellectual property laws when developing courses, including copyright law. Accordingly, when teaching, researching, or developing courses for the College, Faculty members acknowledge and agree to comply with College's *Ownership of Copyrightable Materials and Intellectual Property policy, Copyright policy and guidelines* including, but not limited to, *Audiovisuals, Prohibited Use, Off Air Taping, Photocopying, Prohibited Copying, Software, policy on Copyrightable Materials and Intellectual Property Rights and Plagiarism policy.*

Outside Employment.

NMC encourages employees to engage in professional activities outside NMC as a means of broadening their experience and keeping them abreast of the latest developments in their specialized fields. Employees may be employed by other external organizations or at other institutions provided such activities do not interfere with their regular duties at NMC or create a conflict of interest. (See NMHS Conflict of Interest policy) It is expected that such activities, including outside employment, will not interfere with the faculty member's responsibilities as defined in subsections 7.6 and 7.8.

For full-time faculty, NMC must be considered the employee's primary employer. The first responsibility of full-time faculty members is to their duties at NMC. While the outside employment policy is not intended to restrict an employee's personal rights, NMC employment will take precedence in all matters involving work issues. Outside employment will not be considered a valid reason for absenteeism, tardiness or poor job performance.

Faculty members so engaged will notify their Dean/Program Director in writing of such employment annually at the beginning of the appointment period. Failure to inform the appropriate Dean/Program Director of outside activities or failure to satisfactorily perform the faculty member's duties because of outside activities may result in appropriate disciplinary action, up to and including dismissal for cause in accordance with subsection 7.10 *Separation*. Except for visiting appointments while on leave from

Nebraska Methodist, faculty members may not hold full-time appointments at other institutions of higher learning.

The College assumes no responsibility for the competence or performance of “outside activities” engaged in by a faculty member, nor may any responsibility be implied in any advertising with respect to such activities. Faculty members may not represent themselves as acting on behalf of the College. The appropriate Dean/Program Director and the VPAA shall be available for advance consultation with respect to potential conflicts between a faculty member’s primary responsibility and outside activities. Nebraska Methodist College expects faculty members to seek advice from these sources.

If the appropriate Dean/Program Director is concerned about whether a faculty member is meeting the standards of this policy, they will discuss this with the faculty member. If a satisfactory resolution cannot be reached, the Dean/Program Director will meet with the VPAA and the faculty member to resolve the issue. The decision of the VPAA is final with regard to such matters. See also NMHS’s *Outside Employment (Moonlighting)* policy for further information regarding outside employment activities.

Political Activity.

Faculty members, as citizens, are free to engage in political activities. Any member of the faculty who wishes to engage in direct political activity which will involve a substantial amount of time away from the performance of Nebraska Methodist College responsibilities (e.g., holding or running for political office, managing a campaign, directing group action on behalf of a political candidate or issue) is expected to work out a mutual agreement for leave of absence with the VPAA before undertaking such activity. The terms of such leave of absence will be set forth in writing. See also NMC’s *Partisan Political Activity* policy for further information regarding participation or intervention in political activities.

7.9 Compensation and Benefits.

Faculty Compensation.

Faculty are compensated for their contributions to teaching and advising, scholarship, and service to the institution and community. Total compensation includes annual base salary plus benefits. Initial annual base salary is negotiated at the time of hire. Increases to base salary for faculty are determined thereafter by the VPAA. Contact the VPAA for additional information.

Faculty Benefits.

Please reference the NMHS Employee Handbook for a complete list of benefits, as benefits listed in the NMHS Employee Handbook also apply to full time and part-time College faculty who meet the scheduled hours requirements, unless the benefits are specifically addressed below. The NMHS Employee Handbook can be located on NMHS Intranet. Some of the benefits outlined in the NMHS Employee Handbook include health, dental and vision coverage, reimbursement plans, life insurance, long-term disability and retirement benefits.

The benefits listed below are applicable only to full-time and part-time NMC faculty and are not available to adjunct faculty.

Faculty Sick Leave. In the event that a faculty member becomes ill or is unable to perform expected duties, notification of the faculty member’s immediate supervisor is expected in order to make arrangements to fulfill contractual obligations at another point in the contract period. Most situations can be handled informally without loss of compensation, but if it is determined that the faculty member will not be able to fulfill all contractual obligations, the faculty member should apply for short-term disability benefits as outlined below. It is the responsibility of the supervisor to track the use of sick leave for the purposes of determining short-term disability eligibility should it become necessary to do so.

Faculty Short Term Disability Salary Continuation. Active faculty members scheduled 20 or more hours a week, governed by the agreement for the 9/10 term, are eligible for coverage upon their hire date. NMC pays for the cost of this coverage. In the event of sickness, benefits begin on the eighth consecutive day of sickness. In the event of injury, benefits begin on the first day of disability. Weekly benefits have a maximum duration of 13 weeks and equal to 60% of your weekly income before becoming disabled, up to a maximum of \$700 per week. Only faculty who are disabled due to illness or injury are eligible to receive short-term disability benefits. Disabled means you are unable to do the material duties of your job, are not doing any work for payment and are under the regular care of a physician. Benefits are administered according to the Short Term Disability Salary Continuation Policy for College Faculty. Please contact NMHS Human Resources for additional information.

Faculty Maternity/Adoption Leave. Faculty members are expected to notify the appropriate supervisor well in advance of the baby's due date or adoption date in order to make arrangements to effectively cover contractual obligations during the absence. The supervisor should make every reasonable attempt to plan the faculty member's contract year to accommodate the maternity leave, while leaving the overall contractual obligation (i.e., credit hour load) the same. Up to six weeks are available for maternity/adoption leave, with the understanding that all obligations missed during maternity/adoption leave will be fulfilled at some point during the contract period. If obligations missed during maternity/adoption leave cannot be fulfilled during the contract period, contract load will be adjusted accordingly and the faculty member compensated only for the workload fulfilled. Leave taken under the Faculty Maternity/Adoption Leave policy counts toward the maximum 12 weeks available under the NMHS *Family Medical Leave* policy.

Faculty Tuition Assistance. See *Section IV—Campus Resources* for information regarding educational benefits and tuition assistance programs for Nebraska Methodist College employees.

Faculty Vacation. Vacation time will be made available to faculty in the form of faculty shutdown days. Faculty members will receive 28 faculty shutdown days as designated in the academic calendar. Major holidays included as part of the 28 shutdown days are Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day. The specific dates for shutdown will be identified yearly by the VPAA working in conjunction with Faculty Senate and will be placed in the academic calendar. If a faculty member is required by the College to work during faculty shutdown days due to an unusual academic schedule, the faculty member and the appropriate supervisor will agree on alternate shutdown days to assure 28 total days during the year.

Faculty Autonomy. In addition to faculty shutdown days, all faculty members have the benefit of a flexible attendance schedule provided that they satisfactorily fulfill obligations of attendance as requested by their supervisors, as outlined in the faculty agreement, and as outlined in these faculty personnel policies.

7.10 Separation.

At times Nebraska Methodist College or individual faculty members may find it necessary to sever their relationship. To protect the interests of both parties, categories of separation are here defined, and the policies and procedures related to each are set forth.

Resignation.

Resignation is a severance action by which a faculty member voluntarily seeks to be released from an appointment with the College. The effective date of a resignation shall coincide with the concluding date of the semester or the academic year, so as to avoid disruption of the work of the College, provided that the faculty member gives at least 60 calendar days' notice in writing to the appropriate Dean/Program Director, the VPAA and the President. Alternatively, an effective date may be mutually

agreed upon by the faculty member and the President.

Retirement.

Any faculty member contemplating retirement shall, to the extent possible, discuss retirement plans with the VPAA at least six months prior to the desired effective date of retirement. Information regarding Social Security provisions is available in the Human Resources Department.

Termination for Medical Reasons.

Termination of a faculty member for medical reasons will be based upon medical evidence that a faculty member is or will not be able to perform the essential functions of the faculty member's position because of ill health with reasonable accommodations. A faculty member or the faculty member's family member or legal representative will present medical evidence of the faculty member's state of health to a NMHS Human Resource representative and VPAA. The decision to terminate will be reached after there has been appropriate consultation, to include reasonable accommodations, and after the faculty member or the faculty member's family member or legal representative has been informed, in writing, of the basis for the proposed action. The faculty member or designated representative must be afforded an opportunity to present their position and to respond to the evidence.

A faculty member may request an unpaid leave of absence for up to twelve months following the procedures set forth by NMHS, until such time as the faculty member will be able to resume teaching duties or a decision to terminate is made by the College President.

For faculty members who are on a notice appointment, the College may not renew the appointment at the end of the appointment period as indicated in the appointment agreement. Termination of such an appointment before the end of the period of appointment will follow the consultative procedures described above. In all cases, the policy for short and long-term disability is to be applied, if applicable. See NMHS Family Medical Leave Act policy.

Non-Reappointment of Notice Faculty.

Legitimate reasons for non-renewal of full-time and part-time faculty employed pursuant to a notice appointment may include but are not limited to the following:

1. Curtailment or discontinuation of a division (see paragraph "*Staff Reductions*" below);
2. Declining enrollment (see paragraph "*Staff Reductions*" below);
3. Need for reduction in staff due to reorganization, such as required by accrediting bodies;
4. Incongruence between the teaching interests of the faculty member and the mission and the educational goals of the College;
5. Unfavorable reviews of the faculty member's major appointment responsibilities of teaching or advising as evaluated according to the procedures of subsection 7.5 *Faculty Evaluation*, as applicable;
6. Inadequate performance of the faculty member's other appointment responsibilities as illustrated throughout subsections 7.6 and 7.8, as evaluated according to the procedures of subsection 7.5, as applicable.

The decision not to reappoint a faculty member is made by the President except that any such decision may not be discriminatory or violate academic freedom. The President shall act after receiving the written recommendation of the VPAA, who shall have consulted with the appropriate Dean. In cases where faculty members believe non-reappointment has been discriminatory or violates academic freedom, they may commence an appeal in accordance with procedures established in subsection 7.11.

Dates of Notice of Non-Renewal of Notice Appointment Faculty.

For faculty employed pursuant to a one year notice appointment agreements, notice of non-renewal of appointment must be given on or before April 15.

Since a notice of non-renewal is not a dismissal for cause, it is not necessary for the College to set forth its reasons. The notice faculty member, however, may wish to know the reasons for non-renewal and upon written request may have a private meeting with the VPAA. The VPAA will respond in writing within 10 business days of the meeting.

Staff Reductions.

Curricular Changes or Academic Program Discontinuation. Staff reductions involving a faculty member may occur as a result of a curricular change, including reorganization or discontinuation of a curricular requirement or an academic program in whole or in part. The VPAA will make decisions regarding such changes after consultation with the appropriate Dean/Program Director.

The decision to reorganize or formally discontinue a division will be based essentially upon educational considerations, as determined primarily by the faculty as a whole or an appropriate committee thereof. “Educational Considerations” do not include cyclical or temporary variations in enrollment. They must reflect long-range judgments that the educational mission of the institution as a whole will be enhanced by the discontinuance or documented evidence or other data evidencing the need for reorganization or termination of appointments.

Individual staff reduction decisions resulting from curricular changes will follow the “general procedures” described in paragraph “*Order of Staff Reduction within a Department*” below.

Faculty affected by a staff reduction through a curricular change will receive notice according to the schedule in paragraph “*Order of Staff Reduction within a Department*”. The College will normally end such programs and the faculty member’s relationship with the College at the end of an academic semester or year.

Faculty affected by a staff reduction under this paragraph have the same rights as those affected by a staff reduction under Enrollment Emergency or Financial Exigency policies as delineated in paragraphs “*Enrollment Emergency*” and “*Financial Exigency*”.

Enrollment Emergency. An enrollment emergency is an unplanned decline in student enrollment, the detrimental financial effects of which are either too great or too rapid to be offset by normal procedures outlined in *Section VII—Faculty Personnel Policies*. When a decline in enrollment, or loss of funding in whole or in part are of such a nature that the College’s projected budget for a given academic year is unable to be balanced and clearly indicates that no other alternatives except program shifts or cuts are available, the President of the College, after consultation with the VPAA, the Dean/Program Directors, and the Faculty Senate, will make the internal declaration that the College is in a state of enrollment emergency. An enrollment emergency is based upon the number of FTE students as calculated by the Office of Institutional Research. The President, in consultation with the VPAA, the appropriate Dean/Program Director, and the Faculty Senate, shall recommend appropriate action in terms of program shifts or cuts. Staff reduction decisions resulting from an enrollment emergency will follow the “*Order of Staff Reduction*” procedures described in paragraph “*General Notice Procedures Regarding Staff Reduction*”.

Financial Exigency. “Financial Exigency” is an urgent need to reorder the nature and magnitude of financial obligations due to an imminent financial crisis in such a way as to restore or preserve the financial ability of the institution and which cannot be alleviated by less drastic means. “Financial ability,” as defined by the College, means the ability to provide from current income, both cash and accrued, the funds necessary to meet current expenses, including current debt payment and reserves,

without invading or depleting capital.

The Board of Directors, upon recommendation of the President of the College, who will previously have consulted with the VPAA, the Dean/Program Directors, and the Faculty Senate, shall advise if a financial crisis that meets the criteria of a financial exigency exists and should be declared. The above groups shall also advise the Board of Directors of suggested options to alleviate this condition.

Once the Board of Directors decides that a financial exigency exists, the President, in consultation with the VPAA, the Dean/Program Directors, and the Faculty Senate, and after receiving approval from the Board of Directors, shall recommend appropriate action in terms of individual layoff decisions. Staff reduction decisions resulting from a financial exigency will follow the “Order of Staff Reduction” procedures described in paragraph “*General Notice Procedures Regarding Staff Reduction*”.

The President and the Board of Directors have final authority in all matters related to financial exigency after following the procedures listed herein.

Order of Staff Reduction within a Department. The President, in consultation with the VPAA and the Faculty Senate, shall determine the staff reduction of specific faculty members in a particular division according to the guidelines outlined below. The President of the College makes the final decision. Such action shall be grounded in educational considerations.

In making a decision about ending the appointment of a faculty member, program integrity is paramount. Rank and seniority will also be considered. When qualifications are equal, time of service from the date of original appointment will determine which faculty members are reduced. The original appointment shall mean the date of the first appointment to College service followed by continuous and uninterrupted service within the College up to the time of reduction and abolishment of positions.

Authorized leave of absence shall not be deemed an interruption of service within the College. In the event a faculty member believes such date has been incorrectly determined, the faculty member shall so advise the College and indicate the appropriate date.

Prior to staff reduction, the institution, with faculty participation, will make a demonstrated and documented effort to place the faculty member concerned in another suitable position within the institution. Further, voluntary measures shall be considered, such as the possibility of voluntary, early, or phased retirements. If the institution terminates appointments pursuant to paragraph “*Staff Reductions*”, it will not at the same time make new appointments except in extraordinary circumstances where a serious distortion in the academic program would otherwise result.

Faculty use will be reduced according to the following guidelines, except as necessary to avoid distortion of program integrity:

1. All administrators with faculty rank shall be eliminated from teaching within the division, except as necessary to avoid distortion of program integrity.
2. All faculty members with term appointments shall then be reduced within the division, except as necessary to avoid distortion of program integrity.
3. Next, notice faculty member positions shall be reduced within the division, except as necessary to avoid distortion of program integrity.
4. The VPAA shall provide the Faculty Senate and interested parties with appropriate documentation supporting program integrity, as well as rank, degrees, and seniority.

General Notice Procedures Regarding Staff Reduction.

Reduction of Notice Faculty. If the College determines to terminate the appointment of a notice faculty member pursuant to paragraph “*Staff Reductions*”, the faculty member shall be notified, to the

extent feasible, not fewer than 180 calendar days after the effective date of the financial exigency, enrollment emergency, reorganization, elimination, or curtailment.

In all cases, faculty members affected will be able to complete the semester in which notice is given.

Content of Notice. The notice shall specify the cause of the reduction, provide a summary description of the facts relied on by the College and reference the faculty member's right to file an exception or exceptions through subsection 7.11. Notice shall be sufficient if placed in the U.S. mail, First Class, postage prepaid and addressed to the faculty member at the last address provided by the faculty member to the Human Resources Department. It shall be the duty of a reduced faculty member to keep the College informed of the faculty member's current address.

Transfer Eligibility. Faculty members whose appointments are eliminated or who are reduced in FTE will be eligible to transfer to any other vacant position at the College for which the faculty member is qualified, subject to the terms and conditions of employment attendant to that position. A faculty member's qualification for a formally advertised position shall be reviewed by the VPAA based on the job description for the position, after consultation with the appropriate Dean/Program Director (if a faculty appointment) or other administrative offices.

A faculty member who exercises the rights accorded under this paragraph and who is determined by the VPAA to be qualified, shall be eligible to the position over any other applicant except another faculty member exercising eligibility accorded under this paragraph who is also qualified and has greater length of service with the College. Length of service will be equivalent to the years of service credited to the faculty member by the VPAA.

Re-employment. If a ranked faculty member's position is to be reduced for reasons described in paragraph "*Staff Reductions*", the place of the faculty member concerned will not be filled by a replacement within a period of three years, unless the released faculty member has been offered reappointment under conditions comparable to those held at the time of staff reduction. Faculty members whose positions were eliminated shall be offered re-employment in the same or similar position provided that the opening occurs within a three- year period and that the faculty member is qualified by fitness and ability. The faculty member must accept such offer, which shall be sent by Certified Mail, within fifteen days after such offer is extended or the College can revoke the offer.

Appeals on Staff Reduction. If the College issues notice to a particular faculty member of an intention to non-renew or terminate a faculty member because of the reasons discussed in paragraphs "*Curricular Changes or Academic Program Discontinuation*," "*Enrollment Emergency*," and "*Financial Exigency*" above, the faculty member will have the right to an appeal pursuant to the grievance procedures set forth in subsection 7.11.

Dismissal for Cause.

Dismissal for cause is a severance action by which Nebraska Methodist College terminates its appointment with the faculty member for just cause. Any faculty member is subject to action under this section. Dismissal for cause must be directly and substantially related to the "fitness" of a faculty member to continue in the faculty member's professional capacity. Dismissal shall not be used to restrain a faculty member's academic freedom.

Dismissal for cause prior to the expiration of a faculty member's appointment may be effected by the institution only for adequate cause. "Adequate Cause" may include but is not limited to:

1. Consistent failure to discharge responsibilities, including but not limited to professional incompetence.
2. Violations of academic freedom.

3. Obvious and repeated misconduct in the performance of academic duties, in spite of oral and written warnings.
4. Holding a non-approved academic appointment at another academic institution.
5. Serious personal misconduct; including harassment and discriminatory behavior.
6. Academic misconduct; including but not limited to plagiarism or theft of intellectual property.
7. Deliberate and serious violation of the rights and freedom of fellow faculty members, administrators, or students.
8. Conviction of a crime directly related to the faculty member's fitness to practice the faculty member's profession.
9. Serious failure to follow the professional ethics of the individual's academic discipline;
10. Falsification of credentials and experience;
11. Failure, after oral and written warnings, to follow standards of Nebraska Methodist College as designated in *Section VII—Faculty Personnel Policies*.
12. Engaging in activities which undermine the mission of the College.
13. Release of confidential information to unauthorized persons.

Procedures for Dismissal for Cause. In every instance, dismissal procedures shall include the following:

1. The VPAA shall notify the faculty member in writing of the intent to recommend dismissal for cause and the President. This notice shall contain a written statement of the grounds upon which the recommendations are to be made, and a brief summary of information supporting such grounds;
2. An opportunity for the faculty member to meet with the VPAA and appropriate Dean to present their defense to the dismissal recommendation prior to the recommendation being made to the President;
3. If there is not a resolution, an opportunity for the faculty member to meet with the President to present their defense to the dismissal recommendation prior to the President's final decision.

In any case involving dismissal for cause, the burden of proof that just cause exists shall be on the College. The proof shall be by a preponderance of the evidence in the record considered as a whole. The decision to terminate a faculty member for cause may be the basis of an action in accordance with procedures established in Section 7.11.

Action Short of Dismissal.

Instead of a dismissal, the President of the College may elect to impose a disciplinary action short of dismissal, for causes listed in paragraph "*Dismissal for Cause*," such as suspension for a period of time without pay, withdrawal of faculty privileges, or other lesser sanctions. Suspension may also be the temporary separation of a faculty member from the College, when it is determined by the President of the College that there is a strong likelihood that the faculty member's continued presence at the College poses an immediate threat or harm to the College, or to individual members of the College community. Such suspension shall be with pay and shall last only so long as the threat of harm continues or until dismissal for cause occurs. Such action will be preceded by consultation with the VPAA.

In view of the past merits of a faculty member, final action by the President of the College may take a milder form of temporary suspension rather than outright dismissal. Such suspension may not last

beyond a full year, but may entail the total or partial discontinuance of all salaries and benefits, the suspension of all advancement in rank and salary increments, and temporary suspension or withdrawal of all faculty privileges. The VPAA shall serve in an advisory capacity to the President of the College on such matters.

Progressive Discipline of Faculty Members.

Discharge for cause should, except in extraordinary circumstances, be preceded by a written admonition by the appropriate administrative officer describing the alleged problem and warning that the faculty member's contract status is in jeopardy. The warning must also stipulate a period of time within which correction of the alleged problem is expected. If the faculty member does not contest the allegation and fulfills the faculty member's duties, the matter is settled. If the faculty member fails to correct the problem, dismissal procedures or a lesser sanction may apply.

Disciplinary actions described in paragraphs "*Action Short of Dismissal*" and "*Progressive Discipline of Faculty Members*" may be appealed through the grievance procedures in subsection 7.11. The decision of the President of the College after such a review shall be final.

7.11 Faculty Grievance.

The NMHS Employee Grievance policy provides a means by which faculty can resolve problems. As in all work settings, problems or complaints affecting a faculty member's working conditions will occasionally arise. In most cases, the matter will be informally resolved through discussion between the faculty member and the appropriate Dean/Program Director. In the rare case where the matter cannot be informally resolved, the NMHS grievance procedure is available so that the affected parties can be heard and a prompt, fair resolution can be reached.

No faculty member or other employee will be subject to any adverse action or retaliation for requesting or assisting with a grievance in good faith. Any such retaliation will be cause of serious corrective action.

Grievance files and the information presented during a grievance will be confidential, subject to the College's need to retain a permanent record and subject to the need to inform those involved in the process so that an informed decision will be made.

No more than one grievance procedure will be available for the same or substantially the same grievance. The filing or pendency of any grievance shall not prevent the College from taking the action complained of, subject, however, to a final decision regarding the grievance.

President of the College as Party to Action.

If a grievance is against the President of the College, as in dismissal for cause or layoffs (see subsection 7.10, paragraphs "*Staff Reductions*" and "*Dismissal for Cause*"), faculty member may appeal through the grievance procedures in subsection 7.11. NMHS Human Resource personnel administering the grievance process will work with the Board of Directors for a final decision.

7.12 Review of Section VII-Faculty Personnel Policies.

The College and the Faculty Welfare Committee of the Faculty Senate commit their good faith efforts to the process of achieving agreement on policy issues affecting faculty employment as provided in this *Section VII—Faculty Personnel Policies* and within the Faculty Senate Bylaws. That commitment shall not prejudice the responsibility and authority of the President of the College and the Board of Directors to exercise their prerogatives to govern and administer the College.

While recognizing that the adoption of policy, however formulated or proposed, is a power reserved to the Board of Directors, the procedure outlined below is designed to satisfy the need for an orderly

procedure allowing all segments of the College to contribute, each in its appropriate capacity, to the formulation or alteration of policy statements.

Proposing Amendments to Section VII—Faculty Personnel Policies.

Anyone in the College community, including but not limited to, the Board of Directors, College President, faculty and staff members, the Faculty Senate, or any committee or council established pursuant to College policy, may propose revisions to *Section VII—Faculty Personnel Policies*.

Submit proposals to the Faculty Welfare Committee in the following format:

1. Proposals shall be made in the form of text intended to replace, in whole or part, some current provision of *Section VII* accompanied by an explanation for the revision; and
2. A particular proposal shall contain no more than one alteration of substance in the structure, function, or operations that are related to *Section VII*.

Proposals for alterations that are deemed editorial in nature (i.e. spelling, style, grammar) shall be reviewed by the Faculty Welfare committee but do not warrant a vote by the Representative Group.

Processing Revision Proposals through Faculty Senate.

The Faculty Welfare Committee shall consider the proposal and pursue one of the following courses of action:

1. The Committee may receive and transmit the proposal to the Faculty Senate’s Representative Group without change or comment;
2. The Committee may endorse the proposal, attach its endorsement to the original proposal, and transmit the proposal to the Representative Group;
3. With the submitter’s consent, the Committee may amend the proposal before transmitting it to the Representative Group; or
4. If the submitter does not agree to the Committee’s amendment(s), the Committee may object to the original proposal, attach its objection(s) or amendment(s), and transmit the proposal with objection(s) or amendment(s) to the Representative Group.

The Representative Group may accept the proposal by a vote of at least 8 of 13 members; may modify the proposal and accept the modification by a vote of at least 8 of 13 members, or may reject the proposal and/or return the proposal to the Faculty Welfare Committee for further work.

Presidential Approval.

After the Representative Group has accepted a proposal for change to *Section VII*, the Representative Group submits the proposal to the President and VPAA.

If the proposal is approved by the President and the VPAA, the President shall present the proposal to the Board of Directors for consideration.

If the President disagrees with the proposal, the President shall provide reasons for the disagreements and meet with the Faculty Senate’s Executive Group to discuss the next steps, which may include, but are not limited to, further study, modification, and/or resubmission of the proposal. The President may also appoint the VPAA in this role.

Board of Directors Approval.

1. Before definitive action on revision proposals, the Board of Directors may commission a Subcommittee of its members to meet with the President, the VPAA, and Faculty Welfare Committee to discuss final adjustments in the revised provisions;

2. The Board of Directors, or the President as its agent, shall either approve or reject the proposed revision; and
3. The Board of Directors, or the President as its agent, retains the right, in the best interest of the College community as a whole, and in their fiduciary capacity, to alter the provisions of *Section VII* after following the aforementioned procedures.

Emergency Procedure.

When the President, after consultation with the Faculty Welfare Committee, determines that in the best interests of the College, a modification of any part of *Section VII* or the Faculty Bylaws is necessary, the President may petition the Chair of the Board of Directors for review of a specific change at the next Board meeting. The Board of Directors may accept or reject such a petition. The President shall communicate the decision of the Board of Directors to the Faculty Welfare Committee.

If any provision of *Section VII* is in conflict with federal, state, or local law or ordinance or is otherwise illegal, invalid or unenforceable to any extent, the remainder of *Section VII—Faculty* and the application of the provision in question to persons or circumstances other than those to which the provision is improper, shall not be affected. In addition, the Board of Directors shall act to bring the College into compliance with such law, ordinance, or invalidity, and *Section VII* will be amended as soon as possible, providing none of these laws are in conflict with the mission of the College.

General Rules of Implementation.

1. New faculty members shall receive access to the most current version of the NMC Employee Handbook, including *Section VII—Faculty Personnel Policies* and the Faculty Senate Bylaws at the time of their initial appointment. Previous versions of the NMC Employee Handbook will be archived electronically. Continuing faculty members will receive notice and access to approved amendments with their annual reappointments during the Spring semester;
2. A hard copy of the most current revision of the NMC Employee Handbook, including *Section VII*, and the Faculty Senate Bylaws, shall be available for inspection during regular hours at the offices of the VPAA and HR.

Proposed amendments to any part of *Section VII—Faculty Personnel Policies* under discussion by the Board of Directors shall have no status, not even a promissory one, until final action by the Board of Directors has been taken.