

Faculty Handbook (Excerpt from Employee Handbook)

VIII

MATTERS SPECIFICALLY RELATED TO FACULTY

8.1 Chapter Introduction

- 23. This chapter of the JOHN PAUL THE GREAT CATHOLIC UNIVERSITY employee handbook is specifically applicable to employees working as faculty. As such, this chapter contains a variety of policy statements, descriptions of benefits and services available to faculty members, and a basic outline of faculty responsibilities and obligations.
- 24. All faculty members are responsible to be familiar with the contents of the other chapters of the JOHN PAUL THE GREAT CATHOLIC UNIVERSITY employee handbook as well.
- 25. This chapter may be amended from time to time with the goal of assisting the faculty in their service to the Catholic mission of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY.

8.2 Definition of Faculty

- A. The following classifications of employees at JOHN PAUL THE GREAT CATHOLIC UNIVERSITY are defined as faculty for the purposes of this chapter:
 - 1. President
 - 2. Provost
 - 3. CFO
 - 4. Full-time teaching faculty.
- B. JOHN PAUL THE GREAT CATHOLIC UNIVERSITY employees designated as full-time faculty shall have full voting privileges at faculty meetings.

8.3 Agreement of full-time and adjunct faculty –

- A. All faculty at JOHN PAUL THE GREAT CATHOLIC UNIVERSITY, whether full-time or adjunct (limited term) employee, must agree to meet the following minimum standards in addition to any academic requirements that may be required:
 - 1. An acceptance of the JP Catholic academic freedom policy;
 - 2. A willingness to subscribe in writing to the faculty agreement of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY.

8.4 Faculty Grievance Procedure

- A. If a complaint is brought against a member of the faculty by a member of the university community, every effort should be made to resolve that complaint informally, immediately and satisfactorily to all parties involved.

- B. The person bringing the complaint should discuss the complaint directly with the party or parties involved. If the complaint is not resolved satisfactorily, either party may take the issue to the department chair or Provost for resolution.
- C. If the complaint is not resolved informally and a grievance develops, the faculty member shall use this grievance procedure, as an employee of John Paul the Great Catholic University, to process and resolve any grievances, which may arise from his/her employment with JOHN PAUL THE GREAT CATHOLIC UNIVERSITY, including matters related to academic freedom. The goal of this procedure is that issues that arise can be resolved informally. If not, and a grievance develops, it is the goal and hope of the university that the grievance can be resolved at the lowest level possible.
1. A grievance is a dispute involving one or more employees of the university involving a law, the JOHN PAUL THE GREAT CATHOLIC UNIVERSITY Articles of Incorporation, the Bylaws, the employee handbook, or any other written or unwritten procedure, or precedent concerning employment related matters.
 2. At each step of the grievance procedure the employee shall have the right to appear either individually, or with a representative of his/her choice, and will be allowed to present the grievance either verbally, in writing, or both.
- D. Duty to Participate in Informal Resolution Process:
1. The employee must initially discuss his/her grievance with his/her immediate supervisor promptly within ten (10) workdays of the alleged violation or after knowledge of the alleged violation reasonably should have been acquired. The employee's supervisor is expected to give a verbal response within five (5) working days. This paragraph does not apply if the grievance is alleged discrimination or harassment by your immediate supervisor.
 2. If the grievance is not resolved informally to the satisfaction of the employee and his/her immediate supervisor, the employee must discuss the grievance with his/her department head within ten (10) work days after the discussion of the grievance with his/her immediate supervisor. The department head is expected to give a verbal response within five (5) work days. If the employee is grieving alleged discrimination or harassment by his/her department head, the step described in this paragraph does not apply.
 3. At the request of the party or parties involved within five (5) work days after the department head has given his/her verbal response, the Provost may convene a faculty review committee to review the grievance and the process by which a resolution of the grievance has been attempted. The faculty review committee will include two members of the faculty in departments other than the department of the party or parties involved, and the Provost. The committee will hear the party or parties involved and give their response to the party or parties involved.
- E. Level one Appeal in the formal Grievance Process:
1. If the grievance is not informally resolved to the satisfaction of the party or parties involved, a formal written grievance may be filed with the President of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY no later than five (5) working days after the department head has given his/her response to the parties involved.

2. The President of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY, or his/her designee, will investigate the grievance and provide a written response to the party or parties involved no later than ten (10) work days from the date on which the President received the formal written grievance. If the employee is grieving alleged discrimination or harassment by the President of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY, the employee may, if he/she chooses, go directly to the level two appeal.

F. Level Two Appeal in the formal Grievance Process

1. If the Level one response is not satisfactory to the party or parties involved, the grievance may be appealed to the Chairman of the Board of Trustees. You must file your grievance to level two no later than five (5) work days after the Level one response has been provided.
2. The Chairman of the Board of Trustees will then refer the Level Two Appeal to an ad hoc Board Grievance Committee. The Grievance Committee will consist of three members of the JOHN PAUL THE GREAT CATHOLIC UNIVERSITY Board of Directors. The Board of Trustees of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY, pursuant to the Bylaws of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY, appoints the Appeal and Grievance Committee.
3. The Grievance Committee will meet together to hear the grievance either in person or via telephone conference.
4. The Grievance Committee may or may not choose to tape record the proceedings. If the proceeding is tape recorded, the employee will be given the opportunity to tape record the proceedings independently as well.
5. As a grievant, the employee will have opportunity to state his/her position verbally and produce documents to the Grievance Committee. The grievant does not have the right to produce witnesses or to cross examine witnesses at this conference.
6. The Grievance Committee will render a written response to the parties involved in the grievance within fifteen (15) workdays after the grievance conference. The President of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY will also be provided a copy of the written response.

8.6 Teaching Load for Full-time Faculty

- A. Full-time faculty teaching load should be considered to be 48-quarter units per year with a base of 24-quarter units of teaching with the remaining 24 units to be determined as needed by the department chair or Provost. Ordinarily the 48 units will be divided evenly between every quarter. The 24 units beyond teaching could include one or more of the following:
1. Student Advising or LaunchPad.
 2. Courses beyond the base-teaching units.
 3. Assigned administrative responsibilities (i.e., WASC liaison, Director of Digital Media Production, etc.).
 4. Significant research or other academic projects (i.e., Extensive Conference Participation, Visiting Faculty Roles, etc).

- B. Faculty would be compensated for teaching and other duties beyond the expected 48-units. The rate of compensation will be determined in consultation with the Provost and approved by the Board of Directors of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY.
- C. Adjustments may need to be made in consultation with the Provost to account for multiple sections of the same course to equalize student load.

8.7 Faculty Expectations

- A. Prepare an initial syllabus for each course to be taught during the succeeding academic year. Each syllabus is to follow the prescribed format and is to include the following:
 - 1. Learning Outcomes for the Course, including those of the program the course is a part of that are introduced, developed or mastered in the course.
 - 2. JP Catholic Mission, Academic Help and Grading Policies.
 - 3. Beginning Fall 2010, all syllabi should include a curriculum map that identifies each course outcome and the lecture, assignment and exams that develop each outcome.
 - 4. Course syllabi should be sent to the Provost a minimum of 30 days before the start of the course. This will allow time to post schedules, assigned readings and required texts.
- B. Arrange academic field experiences for students. Certain courses are more conducive to field experiences than others. Faculty should arrange for at least one field experience per department per year;
- C. Attend regular faculty meetings;
- D. Attend annual faculty orientation and university graduation exercises;
- E. Lead one faculty forum discussion each year;
- F. Serve on faculty committees;
- G. Attend professional meetings within one's discipline;
- H. Serve as academic advisor to students who are majoring in one's discipline, but also as a mentor concerned about the whole student, personally and professionally;
- I. Host students in one's home. Expenses can be reimbursed according to budget restraints;
- J. Work with student organizations (i.e., club), particularly those related to the faculty member's academic discipline and/or professional interest;
- K. Work with the Dean of Student Life on creating co-curricular events or organizations related to one's discipline when appropriate;
- L. Faculty members must be on campus to meet with their classes. In case of illness or other emergency, they should timely notify the Provost of their absence and the reason for the absence. It is the responsibility of the faculty member to reschedule missed classes at a time that works for the students. In cases of extended illness and in consultation with the Provost, a substitute may be found to teach classes;
- M. Faculty members must post and keep regular office hours on campus as to when students may meet with the faculty member;
- N. Faculty members are expected to be on campus to meet their obligations when JOHN PAUL THE GREAT CATHOLIC UNIVERSITY is in session. When classes are not in session, it is expected that faculty members will use their time for professional

- development, course development, research and writing, and other activities that will benefit students and JOHN PAUL THE GREAT CATHOLIC UNIVERSITY. Two (2) weeks when classes are not in session during each year are reserved for a faculty member's vacation;
- O. Administrative staff will observe stated holidays. Faculty, however, must meet classes according to the academic calendar.
 - P. Faculty members must attend faculty orientation, stated meetings of the Faculty Senate, department meetings, accreditation meetings and other meetings related to their work as members of the faculty and employees of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY;
 - Q. A faculty member will be assigned as a student's advisor in a student's major or field. Faculty members will advise students about their class schedule, career goals, and other concerns. Students who are admitted provisionally or who are on academic probation will require special attention in consultation with the Registrar and the Admissions Department;
 - R. Faculty members are expected to communicate in a timely manner with the Registrar according to stated deadlines regarding student attendance. Every effort should be made to alert the Registrar of a student that might need special attention due to excessive absence or poor performance;
 - S. Grades must be reported to the Registrar on the proper form within 10 days of the conclusion of the last quarter exam;
 - T. Faculty members will administer final examinations in their courses that have examinations or coordinate with the Registrar to find a suitable proctor.

8.8 Academic Appointments – New Faculty

- A. All full-time faculty appointments will be without term. Appointments will be reviewed and renewed quarterly unless cause for termination is given. Adjunct appointments will have a specified term.
- B. Procedure for appointment:
 - 1. Faculty appointments will be made according to the following procedures:
 - a. The department chair will notify the Provost of a vacancy in his or her department
 - b. The Provost notifies the president of faculty vacancies.
 - c. A search committee is formed.
 - d. The Provost advertises for the vacant positions including a position description and the start date.
 - e. Applicants, whose credentials are in order are interviewed by the department chair and the Provost, and a reviewer in the applicant's field, a committee of students chosen by the Dean of Student Life.
 - f. Applicants to be interviewed teach a demonstration lesson for the Academic Affairs Committee or an actual class when students are on campus. Student feedback on teaching competence is reviewed. The committee then interviews the applicant after the teaching demonstration.
 - g. The Provost recommends to the President and CFO whether or not the applicant should be hired.
 - h. This committee then determines whether or not the applicant is to be hired.

- i. A letter of hire spelling out the terms and conditions of employment is given to the applicant to be hired.

8.9 Faculty Evaluations

- A. **Faculty evaluation:** The purpose of faculty evaluations is to promote the faculty member's professional development and teaching effectiveness at JOHN PAUL THE GREAT CATHOLIC UNIVERSITY. Faculty evaluations should be viewed as a useful mutual tool to assess performance and as such, can be relevant for decisions regarding continual employment and/or promotional qualifications. The evaluation process includes at least one classroom observation, student course evaluations, a written evaluation by the evaluator, a discussion of the evaluation between the evaluator and the faculty member. Recommendations for improvement are given including specific actions for the faculty member to take and a timeline to follow to improve his/her teaching.
- B. **Faculty statement of goals:** The Provost, President and/or Department Chair shall meet with each teaching faculty member within his/her first year of employment and review professional goals and a plan for professional development, teaching activities, publication, and contributions to JOHN PAUL THE GREAT CATHOLIC UNIVERSITY and its students.
- C. A written statement of professional goals and objectives resulting from this meeting will be produced by the faculty member and given to the Provost and/or Department Chair.
- D. **Assessment:** The teaching faculty member along with the Provost will assess the achievement of stated objectives annually and revise the written statement of goals and objectives as necessary. Assessment will include various measures of student achievement of institution-wide goals. After the first annual review, evaluations may be scheduled between every 1-5 years depending on experience, length of service and performance.
- E. **Peer Review:** The Provost will also schedule periodic peer review of each faculty member by one or more of his/her colleagues. This should be done on a regular basis and no less than once every three years.
- F. The focus of peer review should be to provide positive suggestions for improvement in teaching and course development, as well as to provide assistance in interpreting student evaluations.
- G. Peer evaluators should consider the faculty member's mastery of his/her subject, rapport with students, clarity and effectiveness of communication, and assessment of student achievement.
- H. Peer review and other measures of educational effectiveness should be discussed with the faculty member, summarized in writing, and filed with the Provost and/or Department Chair. The faculty member will receive a copy of this written summary.
- I. Student evaluations will be conducted at the end of each quarter for each class taught. The Registrar will provide results to faculty members, the Provost, and the Department Chair. The results of these evaluations will be one part of the overall evaluation of the effectiveness of a faculty member.

8.10 Criteria for Appointments—Continuing Faculty

- A. Appointments made to full-time teaching positions at John Paul the Great Catholic

University shall be made in writing.

- B. Appointment as a visiting professor, adjunct professor, or lecturer will automatically expire without prior notice at the conclusion of the specified term.
- C. Assistant Professors, associate professors, and professors shall ordinarily be notified of termination at least three months before the appointment expires. The Provost shall give reasons for the notice of termination to the faculty member. Otherwise the appointment is automatically renewed each quarter.
- D. **Instructor.** Ordinarily to be appointed as an instructor, a faculty member must hold a recognized industry certification with at least 5 years of experience in the field in which he or she is teaching. No previous university teaching experience is necessary. An instructor will be hired at the appropriate category of the salary schedule.
- E. **Professor.** Ordinarily to be appointed Professor a faculty member must have one of the following: an earned academic doctorate, or a Master's Degree with exceptional industry qualifications or its equivalent, the highest professional degree in one's field (J.D., M.D.) and at least three years industry experience or its equivalent, In addition faculty members must show promise as a teacher and a scholar. A Professor will be hired at the appropriate category of the salary schedule.
- F. **Visiting Professor.** Ordinarily a visiting professor is a teacher of high academic and professional achievement, who teaches at John Paul the Great Catholic University for a specified period of time, but whose usual employment is at another institution. Salary is determined by the professor's experience and assignment.
- G. **Adjunct Professor.** An adjunct professor designates a part-time teacher of high academic and professional achievement who teaches in a field of special expertise.
- H. **Salary.** Salary reflects level of education, years of service and professional experience. The Provost in consideration of internal and external economic realities, including cost of living and budget constraints, will adjust salaries.

8.11 Benefits and Services

- A. Faculty travel and professional development. A comprehensive faculty development program administered through the Provost will allocate a specified annual amount for degree programs, course work, professional meetings and conferences directly beneficial to the program of the university. (See section 8.15)
- B. Full-time faculty will be assigned on campus office space and provided with equipment necessary for their work.

8.12 Faculty Organization

- A. The Faculty Senate (in formation) will be composed of all full-time faculty shall be responsible to the JOHN PAUL THE GREAT CATHOLIC UNIVERSITY Board of Trustees through the Provost.
- B. The Faculty Senate shall recommend and implement academic policies, subject to review by the Provost, such as, entrance and graduation requirements, curriculum, major and minor requirements, library operation, and grading policies, etc.
- C. The Faculty Senate shall have general oversight of matters of academic standing, academic discipline, and order among students.
- D. The Faculty Senate shall meet at least quarterly, beginning Fall 2010, and shall annually elect its own chair and secretary.

- E. Structures for governance included in the responsibilities of the Faculty Senate are to serve as the Curriculum Committee to review the general education core, majors and minors, courses, to recommend changes as needed, to develop academic policies, and to supervise the development of the library. In addition the Faculty Senate will serve as an Institutional Review Board to review research proposals for research to be conducted on campus. Members of the Faculty Senate will also participate in the Academic Appeals Committee, the WASC Steering Committee and the Admissions Committee. The Faculty Senate in consultation with the Provost will select department chair.
- F. Each department chair shall be responsible to the Faculty Senate and the Provost for the conduct of his/her department consistent with the academic policies of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY and the position description of the department chair.
- G. Any full-time teaching faculty who intends to resign from JOHN PAUL THE GREAT CATHOLIC UNIVERSITY shall give at least three month's written notice to the Provost and the President of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY.

8.13 Outside Employment

- A. JOHN PAUL THE GREAT CATHOLIC UNIVERSITY recognizes that important professional benefits to both the faculty member and the University can result from outside employment and/or professional activities. As an example, a faculty member may desire to be involved in speaking engagements, consultant services, instructional activities, and tutorial instruction etc. The following guidelines for such professional activities apply:
 - 1, Professional activities requiring absence from campus for more than three school days must receive prior approval in writing from the Provost at least two weeks in advance of the absence.
 - 2. The activity shall be directly related to the professional growth of the faculty member.
 - 3. The involvement in outside professional activities shall not diminish the faculty member's fulfillment of his/her responsibilities to JOHN PAUL THE GREAT CATHOLIC UNIVERSITY.

8.15 Professional Development

- A. A sabbatical leave policy is currently not possible because of the university's size.
- B. Professional Development for full-time faculty:
 - 1. JOHN PAUL THE GREAT CATHOLIC UNIVERSITY encourages professional development, growth and improvement among its faculty through such activities as advanced course work, advanced degrees, attendance at conferences, and meetings of professional societies, fellowships at other colleges or universities with the purpose of addressing needs of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY.
 - 2. An annual allotment is provided for each full-time faculty member to cover educational costs related to continuing professional development.

3. Professional development should be related to the area of the faculty member's academic responsibility, to the specific courses that are part of the degree programs approved by JOHN PAUL THE GREAT CATHOLIC UNIVERSITY, and to its educational goals as well as the faculty member's responsibility to JOHN PAUL THE GREAT CATHOLIC UNIVERSITY.
4. Professional development funds may also be used for conferences and non-credit workshops, direct educational and research costs such as tuition, academic fees, travel expenses to professional conferences, cost of conference housing, required textbooks and materials, and enrollment fees for conferences and meetings.
5. Requests for reimbursement of expenses must be submitted in writing and in advance. The Provost must approve this request.
6. Professional development funds may also be used to support scholarly endeavors by the faculty. Requests for such use of funds must be accompanied with a detailed written research proposal which includes what is to be accomplished, the timeline for completion of the project, the amount of money requested, and the purpose for which it will be used. The Provost must approve such requests in advance.
7. Other educational costs not normally associated with course or conference enrollment such as computer programming, computer time costs, production of a dissertation or scholarly manuscript, fieldwork expenses, other research costs may be covered if approved in advance by the Provost.
8. All approved requests and disbursements for a faculty member will count against the annual professional development funds allotted to that faculty member.
9. Professional development fund allotments extend from July 1 to June 30 of each fiscal year. Professional development funds unused by a faculty member from one fiscal year do not carry over to the next fiscal year.

10. Professional development benefits are available only to full-time faculty.
11. Full-time faculty members are eligible for such benefits on the date of service that begins their full-time employment with JOHN PAUL THE GREAT CATHOLIC UNIVERSITY.
12. Professional development funds may be available to a faculty member on professional leave during the academic year on a case-by-case basis.
13. A faculty member concluding his employment with JOHN PAUL THE GREAT CATHOLIC UNIVERSITY is not eligible for assistance during the summer following the conclusion of service to JOHN PAUL THE GREAT CATHOLIC UNIVERSITY.
14. Faculty receiving professional development funds to complete a degree program must remain at the university for at least one academic year following the completion of the degree. If a faculty member fails to do so, the faculty member will be obligated to reimburse JOHN PAUL THE GREAT CATHOLIC UNIVERSITY for any and all professional development funds provided to that faculty member to complete a degree program.

8.16 Faculty Leave Policy

- A. Vacation Policy: Full-time faculty members are expected to adhere to the academic calendar. This means they are to meet classes, post and keep office hours, meet their obligations as academic advisors, fulfill responsibilities as members of the Faculty Senate and members of committees. Faculty members are expected to utilize time when classes are not in session for course and curriculum planning and professional development. Two weeks during the year are considered vacation time for the faculty.
- B. Unpaid Leave of Absence Policy- See Employee Handbook.
- C. Personal Leave-See the broad outlines of the personal leave policy in Employee Handbook.
 1. In light of the relative flexibility of a faculty members schedule, it is expected that each faculty member will make a great effort to arrange personal obligations, such as medical appointments, jury duty (this civic duty can be difficult to coordinate), business obligations, school visits etc. at such times that do not conflict, or minimize conflict with, on campus obligations.
- D. Emergency Leave-See Employee Handbook.

8.17 Academic Policies

- A. All faculty will be bound by the academic policies and programs outlined in the JOHN PAUL THE GREAT CATHOLIC UNIVERSITY catalog, library

policies, Registrar's policies, guidelines for advisors and the academic calendar.

- B. Academic Program Review: Academic Review shall proceed regularly in accord with the schedule maintained by the office of institutional research:

8.18 Adjunct Faculty

- A. An adjunct professor is considered a limited term JOHN PAUL THE GREAT CATHOLIC UNIVERSITY employee whose role is to teach a specific course or courses as determined by JOHN PAUL THE GREAT CATHOLIC UNIVERSITY. Adjunct faculty members are employed for a specific period of time. Adjunct professors are not considered permanent employees because at the end of the specific term, employment at JOHN PAUL THE GREAT CATHOLIC UNIVERSITY expires. In other words, there should be no expectancy of employment at JOHN PAUL THE GREAT CATHOLIC UNIVERSITY beyond the expiration of the limited term.
- B. Adjunct faculty may not vote in faculty or department meetings.
- C. Time spent employed, as an adjunct faculty member does not result in credit toward full-time employment, or salary increases.
- D. An adjunct professor is a teacher of high academic and professional achievement who teaches in a field of special expertise. An adjunct faculty member ordinarily must have a Master's degree with at least 5 years of industrial experience in the subject area to be taught. In exceptional circumstances, adjunct faculty may have a Bachelor's degree and appropriate professional experience or other exceptional qualifications in lieu of a graduate degree.
- E. A "Letter of Agreement" confirming the specific terms and conditions of employment with JOHN PAUL THE GREAT CATHOLIC UNIVERSITY will be signed by the adjunct faculty member before employment at begins.
- F. Adjunct faculty members are expected to be familiar with the university catalog and with the departmental course offerings in which they have teaching responsibility. In addition, adjunct faculty should be familiar with the broad program core and/or major within which their course fits.
- G. Adjunct faculty members are expected to develop a syllabus for each course to be taught in accord with the template listing the required elements of a syllabus.
- H. Adjunct faculty are expected to be familiar with the Vision and Mission Statement of JOHN PAUL THE GREAT CATHOLIC UNIVERSITY, faculty expectations, and principles of personal conduct laid out in the JOHN PAUL THE GREAT CATHOLIC UNIVERSITY Employee Handbook.
- I. Adjunct faculty members are expected to meet all classes promptly at the scheduled time in the scheduled places. If unable to meet the class for important and unavoidable reasons, the faculty member must notify the Provost and reschedule the class or find a suitable substitute in consultation with the Provost.

- J. Adjunct faculty may attend university events on the same terms as fulltime faculty. They are encouraged to but are not required to attend Mass.
- K. Adjunct faculty will be assigned mailboxes. They are expected to check periodically for announcements related to the academic schedule and other areas related to their responsibilities. They will also be instructed on how to submit syllabi and other class information.
- L. Classrooms must be left in good physical condition after class.
- M. Adjunct faculty should find the means to assist students having difficulty in their classes. Being available to consult with students before or after class is strongly encouraged.
- N. Adjunct faculty should be familiar with resources available to help students who struggle (faculty advisors, etc).
- O. Adjunct faculty will be expected to be familiar with and follow all established procedures regarding student registration, drop/adds, assigned classrooms, final examinations, and deadlines for submission of grades. This information is available from the Registrar and/or the Provost.
- P. Adjunct faculty should be aware of the grievance and evaluation procedures outlined in the employee handbook.

8.19 Visiting Faculty

- A. Ordinarily a visiting professor is a teacher of high academic and professional achievement who teaches at John Paul the Great Catholic University for a specified period of time but whose usual employment is at another institution. Salary is determined by the professor's experience and assignment.
- B. Appointment of a visiting professor shall automatically terminate without prior notice at the conclusion of the specified term.
- C. A visiting professor could be a teacher of an elective, a modular course, a unit of an existing course, or a temporary (one quarter) replacement for a faculty member on leave.