

TABLE OF CONTENTS

Foreword

I.	University Organization and Governance	I-1
A.	History and Purpose of Doane University.....	I-1
B.	Mission Statement	I-1
C.	Organizational Chart	I-3
D.	The Faculty.....	I-4
1.	Faculty Categories.....	I-4
2.	Membership.....	I-5
3.	Academic Divisions and Departments	I-5
4.	Division Chairperson	I-5
5.	Academic Departments	I-7
E.	Committee Organization	I-7
1.	Faculty Standing Committees	I-8
2.	Faculty Liaison to Board of Trustees	I-17
3.	Faculty Marshals	I-17
F.	Faculty Meetings	I-18
G.	Legislation.....	I-18
H.	Faculty Forum	I-18
II.	Faculty Policies and Procedures.....	II-1
A.	Recruitment and Appointment	II-1
B.	Rank and Promotion.....	II-1
C.	Endowed Chairs and Emeritus Faculty	II-4
D.	Academic Freedom and Tenure Statement.....	II-5
E.	Academic Freedom and Tenure Policy	II-6
F.	Evaluation Procedures.....	II-13
G.	Mentoring Process for Undergraduate Adjunct Faculty.....	II-26
H.	Faculty Duties, Responsibilities and Policies.....	II-27
1.	Teaching Load	II-27
2.	Advising and Committee Service	II-27
3.	Office Hours	II-28
4.	Class Attendance.....	II-28
5.	University-Sponsored Trips and Activities.....	II-29
6.	Examinations and Report of Grades	II-29
7.	Copyright Legislation	II-29
8.	Academic Integrity	II-30
9.	FERPA Policy.....	II-35
10.	Intellectual Property Ownership Policy	II-36
III.	Support Services for Faculty and Students.....	III-1
A.	Faculty Office.....	III-1
B.	Service Bureau	III-1
C.	Supplies and Equipment.....	III-1
D.	Academic Advising and Retention.....	III-1
E.	Student Workers.....	III-2
F.	Bookstore	III-2
G.	Perkins Library	III-2
H.	Technology.....	III-5
I.	Registrar's Office.....	III-6
J.	All-University Calendar	III-6

K.	Student Affairs.....	III-6
L.	Communication and Marketing	III-9
M.	Academic Success Center	III-9
N.	Safety Committee	III-9
IV.	Employment Policies/Leave and Benefits.....	IV-1
A.	Paid Leaves of Absence	IV-1
B.	Unpaid Leaves of Absence	IV-3
C.	Fringe Benefits.....	IV-5
1.	Early Retirement Incentive Program	IV-5
2.	Travel Allowance	IV-7
3.	International Programs Travel Funds	IV-7
4.	Faculty Development Travel Funds	IV-8
5.	Student Travel Allowance	IV-8
6.	Professional Dues.....	IV-8
7.	Student Entertainment.....	IV-8
D.	Employment Policies/Procedures	
1.	Anti-Harassment Policy	IV-8
V.	Appendices.....	V-1
A.	Faculty Self-Assessment of Overall Performance	V-1
1.	Professional Activity Summary.....	V-1
B.	Interview Procedures for Review, Tenure & Promotion	V-1
C.	Year One Checklist and Forms	V-4
D.	Year Two Checklist and Forms	V-7
E.	Year Three Checklist and Forms	V-15
F.	Years Four and Five Checklist and Forms.....	V-33
G.	Promotion & Tenure Checklist and Forms	V-35
H.	End-of-Semester Evaluation Form	V-57
I.	Application for Faculty Development Leave.....	V-59
J.	Faculty Development Grant Guidelines and Form	V-61
K.	Research Ethics Guidelines.....	V-67
L.	Institutional Review Board	V-68
M.	Procedures for Nomination of Honorary Degrees	V-70
N.	Procedures for Nomination of Faculty Award for Distinctive Scholarship.....	V-71
O.	Disposition of a Charge of Academic Integrity Violation	V-73
P.	Annual Faculty Roster and Committee Membership.....	V-77
1.	Faculty Marshals & Faculty Liaisons.....	V-83
2.	Standing Committee Membership.....	V-85