

FOREWORD

The Doane University Faculty Handbook is designed to supply information to faculty and staff concerning faculty structure and general operating procedures of the university. It is supplemented by Doane's catalog for academic information, the Student Handbook for student information, and the Employee Handbook.

Changes to the Faculty Handbook may be proposed by the Faculty Affairs Committee, any duly constituted faculty or institutional committee, an individual faculty member or University administrator, the President, or the Board of Trustees. All proposed changes, except those pertaining to structure, functions, and functioning of standing committees, shall be submitted to and reviewed by the Faculty Affairs Committee for its consideration and recommendation before being forwarded to the faculty for action. Matters concerning structure, functions, and functioning of standing committees shall be sent to the Steering Committee.

Upon approval by a majority vote of the faculty, amendments shall be presented to the president for prompt transmission, with his or her recommendation, to the Board of Trustees for its consideration and possible final action. If, after such transmission, the board has no objection to any such proposed amendment, it will be deemed adopted at the end of the Board's next regular meeting. Notice of any objection or the deemed adoption will be given by the Chair of the Board to the President and the Vice President for Academic Affairs, who will communicate the result to the faculty.

The Faculty Handbook is intended as a codification of existing legislation and administrative policy ratified by the faculty and approved by the Board of Trustees. The Faculty Handbook, while dealing with employment and procedures, is not intended to provide any assurance of continued employment and should in no way be construed as an employment contract.

This edition of the Handbook contains revisions adopted by the faculty during the 2015-2016 academic year.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment or professional agreements with the University are hereby notified that this institution does not discriminate on the basis of race, color, religion, sex, genetic information, national origin, disability, age, marital status, sexual orientation or any other protected class recognized by state or federal law in admission or access to, or treatment, or employment in its programs and activities. Sexual Harassment and sexual violence are prohibited forms of sex discrimination.

Any person having inquiries concerning the University's compliance with the regulations implementing Title VI, of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973, is directed to contact Laura Sears, Director of Human Resources at laura.sears@doane.edu or 1014 Boswell Ave. Crete, NE 68333; (402) 826-6773. Laura Sears has been designated by the College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the Regulations implementing Title VI, Title IX, or Section 504.