

**TEMPLE UNIVERSITY FACULTY HANDBOOK**

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## FACULTY HANDBOOK

All contracts of appointment made by Temple University with the full-time members of its faculty in all schools of collegiate standing shall be subject to the following statement of policy:

### I. ACADEMIC FREEDOM

All members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the *1940 Statement of Principles on Academic Freedom and Tenure\**, formulated by the Association of American Colleges and the American Association of University Professors, as follows:

“(a) Teachers are entitled to full freedom in research and in the publication of the 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.

(b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) 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.”

### II. LETTERS OF APPOINTMENT

All full-time members of the faculty with the rank of Professor, Associate Professor, Assistant Professor and Instructor shall be appointed for such terms of office as shall be provided in this statement of policy, subject to the provisions contained herein with respect to the termination of their appointments. All such appointments shall be

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\* *The American Association of University Professors and the Association of American Colleges met in November 1989 and January 1990 and revised the original 1940 Statement to make it gender neutral. The statement which follows is the gender neutral version.*

made by the President of the University who will normally be guided by the recommendations of the appropriate faculty bodies, with the approval of the Board of Trustees, or such other manner as shall be set forth in the Bylaws of the University. The precise terms and conditions of every appointment shall be stated in writing and shall be in the possession of both the University and the faculty member before the appointment becomes effective.

Written renewals of contracts of employment will not be necessary between the University and those members of the faculty entitled to life tenure except when a change is made in such person's rank..

### **III. NON-RENEWAL OF CONTRACT FOR UNTENURED FACULTY**

Written notice that an initial appointment or reappointment is not to be renewed will be given to faculty members in advance of the expiration of their current terms of appointment, as follows:

1. Not later than March 15 of the first academic year of service if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year.
3. At least twelve months before the expiration of an appointment after three or more years of service at the University.

### **IV. TENURE\***

#### **A. TENURE STANDARDS**

1. With due consideration for accepted standards of academic freedom, and in light of the long term structural academic needs of the departments, a decision to grant tenure shall be based on the judgment that an individual meets the accepted standards for (1) teaching; (2) scholarship, research or creative work; and (3) service within and outside the University appropriate to rank.

Faculty members who show evidence of outstanding performance with respect to two of the above standards may be considered for tenure.

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\* *Policies governing tenure procedures and standards for faculty in schools and colleges covered by the Temple-TA UP Agreement are included in that Agreement.*

2. Contributions to the general evaluation processes regarding tenure shall involve the administration, faculty and students, with the understanding that faculty status and related matters are a primary faculty responsibility.

3. Tenure standards, considerations regarding tenure eligibility, and procedures for granting of tenure are matters of importance in their own right and can be considered apart from provisions regarding promotion.

4. The length of service required for eligibility for tenure shall vary to accommodate both the experienced professor who is already established and the person at the beginning of an academic career.

5. All matters related to tenure shall be applicable to the entire University in a manner which preserves the autonomy of the individual college or school in administering them, providing other provisions of this section are duly observed.

#### B. TENURE ELIGIBILITY\*

1. Presidential faculty members may be appointed at the rank of Professor, Associate Professor, Assistant Professor, or Instructor depending upon their credentials and their prior experience in faculty positions or other pursuits that qualify them for initial faculty appointment. After consultation with the appropriate faculty body in the department and/or school/college and the department chair, where pertinent, the Dean shall recommend appointment at a suitable rank based upon the credentials and experience of the proposed appointee.

2. By mutual consent between a presidential appointee at any rank and the University, a specified number of years of prior experience, but not to exceed three years, may be credited toward the six-year period during which a faculty member shall be considered for tenure. The determination of the amount of such credit, if any, will be made in writing at the time of initial appointment. The number of prior years of experience that shall be credited toward the six-year period shall be recommended by the Dean to the President after consultation with appropriate faculty bodies and administrators as provided in paragraph 1 above.

3. Presidential faculty members in any rank may be given an initial appointment of up to three years and additional appointments of one year or more. There is no right to reappointment at the end of any initial or additional appointment, but a person who is not reappointed shall be given written notice in advance pursuant to the terms of paragraph III.

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\* *Tenure eligibility provisions were modified in Spring 1993. The Faculty Senate approved the changes on March 18, 1993 and the Board of Trustees approved the changes on May 11, 1993. Further modifications were adopted by the Board of Trustees on May 14, 2002 after endorsement by the Faculty Senate on March 21, 2002.*

4. The total number of years of appointment and reappointment for a presidential faculty member shall not exceed six years, including the years credited for prior experience at the time of initial appointment, and will be followed by either: (1) a termination of contract provided at least one year's notice of termination has been given in writing; (2) a one-year terminal contract; or (3) tenure as hereinafter stated. In no event may the service at Temple, combined with tenure track service at comparable institutions of higher education exceed ten years.

5. Nothing in these provisions shall preclude a faculty member from applying for consideration for tenure before completion of the maximum six-year period of service for consideration for tenure.

6. Persons appointed at the rank of Professor or Associate Professor may, under exceptional circumstances, be granted tenure upon initial appointment. Where the person so appointed does not hold tenure at a comparable institution, the appointment may be made only after due consideration by an appropriate faculty body through a procedure (expedited, if necessary) substantially in compliance with Paragraph IV.C, numbers 3-5.

7. Rules Applicable to All Eligible Faculty

- a. If an individual has not been formally informed of being considered for tenure during the year in which such consideration is mandatory, it shall be the responsibility of the individual to inform, in writing, by December 1 of that year, the Department Chairperson, Dean, and Provost that such tenure consideration is necessary. If both the University and the individual miscount the individual's years of service that qualify for tenure eligibility so that a tenure review inadvertently does not take place during the individual's last year of eligibility for tenure consideration as set forth above, then the individual shall be considered for tenure as soon as possible following the discovery of such circumstance; and, in the event of a negative decision in such a case, a terminal contract for a final year will be granted.
- b. Except when on terminal contract, Professors, Associate Professors, Assistant Professors and Instructors who have held office in the University for more than the number of years provided for above, shall have tenure for life, or until retirement under a general retirement plan, or for mental or physical disability, or until the termination of their service in accordance with the provisions hereinafter stated.
- c. All full-time faculty members shall be eligible for consideration for tenure. Excluded, in addition to part-time personnel, are all individuals serving on an agreed upon limited period of service (Dean's appointments) such as visiting faculty or faculty serving limited terms related to the consummation of specific research programs. Except for appointees on

clinical educator tracks in the Schools of Medicine, Allied Health, Pharmacy, Podiatry, and Dentistry, Legal Writing Professors in the Law School, and Special Appointment Faculty, in no case will the service of a faculty member ineligible for tenure exceed seven years. Specifically, the only full-time faculty ranks eligible for tenure consideration shall be Professors, Associate Professors, Assistant Professors and Instructors.

### C. TENURE PROCEDURE

1. Consideration for tenure shall be automatic, appropriate to the rank and years of service of the individual as prescribed above.
2. Consideration for tenure may be initiated at the appropriate time by any or all of the following five University agencies:
  - a. The chair or appropriate committee of the faculty member's department.
  - b. The Dean of the school or college in which the faculty member serves.
  - c. Any full professor in the relevant department.
  - d. The faculty member.
  - e. An appropriate committee of the relevant school or college.
3. Initial consideration of tenure cases shall be at the departmental level through a departmental faculty vehicle to be defined by the tenured members of the department or, where there are no tenured faculty, by those who are full-time Presidential appointments.
4. Following action by the department, the chair has these responsibilities:
  - a. To make an independent recommendation on each tenure case and to communicate this recommendation to the appropriate committee of the department.
  - b. To inform the individual faculty member of the departmental recommendation.
  - c. To transmit all of the recommendations of the departmental committee and the chair to the college level for consideration.
5. Tenure decisions are next considered by an appropriate college committee having responsibility for tenure matters, where such a committee exists, and by the Dean of the college. Procedures at this level should be established by the individual college. Only presidential faculty will serve on the collegial tenure committee and only presidential faculty may select the faculty to serve on the tenure committee.\*

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\* The last sentence of paragraph 5 in Section IV.C. was added as part of the revisions to the Faculty Handbook approved by the Board of Trustees on June 29, 1995. These revisions were approved after endorsement by the Faculty Senate on May 5, 1995.

6. Following consideration at the college level, the Dean has these responsibilities:

- a. To make an independent recommendation on each tenure case and to communicate this recommendation to the appropriate committee of the school or college.
- b. To inform the individual faculty member of the college recommendation.
- c. To transmit all recommendations to the Chair of the Council of Deans.

7. On receipt of the several recommendations on tenure from the Dean, the Chair of the Council of Deans shall:

- a. Submit recommendations on tenure to the Council of Deans for information only where all preceding recommendations are in agreement.
- b. Submit all materials relating to tenure for all cases where there is disagreement among preceding recommendations to the Council of Deans for their advice.

8. At each step during consideration for tenure, a candidate shall receive copies of the memoranda of transmittal when they are forwarded by the Departmental Committee, Department Chair, College Committee, and Dean. In the case of an adverse recommendation by the Council of Deans, the appropriate Dean shall notify the department chair and faculty member of the basis for such action.

9. Any of the agencies of the University involved in these tenure procedures may initiate action for review of a tenure recommendation with the Council of Deans.

10. All such recommendations on tenure shall be forwarded by the Chair of the Council of Deans to the President of the University for transmittal to the Board of Trustees. Rejection of these recommendations by the President or the Board of Trustees should be only for compelling reason, stated in detail to those agencies which made the recommendation.

11. If recommendation for tenure is denied, an appeal on either substantive or procedural grounds may be presented by the faculty member to the Personnel Committee of the Faculty Senate, which shall forward its recommendations to the appropriate officers of the University for transmittal to the Faculty Senate and the Board of Trustees.

## V. PROMOTION<sup>T\*</sup>

### A. BASES FOR PROMOTION

Promotion is based on excellence in teaching, in scholarship and creative work, and in various administrative, professional or academic services. A candidate for promotion should excel in at least one of these bases and be satisfactory in others. Personal and professional integrity are, of course, presumed. Promotion to any rank is a recognition of past achievement and a sign of confidence that the man or woman is capable of greater responsibilities and accomplishments. The ultimate purpose of all promotions is to build the best possible faculty for the University.

#### 1. Teaching

- a. Effective teaching has many manifestations. It comprehends classroom instruction and a broad range of faculty- student relationships. The following are among the traits valued in the teacher: command of subject, familiarity with advances in the field, ability to organize material and to present it with force and logic, capacity to awaken in students an awareness of the relation of the subject to other fields of knowledge, grasp of general objectives, ability to vitalize learning, ability to arouse curiosity toward further and more independent learning, ability to stimulate advanced students to highly creative work, maintaining a sufficiently high standard of achievement, and fairness and judgment in grading. The teacher's personal attributes such as social graciousness and sense of humor are also important.
- b. The extent and skill of the faculty member's participation in the general guidance and advising of students and his or her contribution to student welfare are of importance in the appraisal of the teacher's value to the University.

#### 2. Scholarship and Creative Work

- a. Research and Publication. In most of the fields represented in the program of the University, publications in media of quality are expected as evidence of scholarly interest. Quality of production is more important than quantity. Each of the following is valued according to its quality and significance: scholarly books, textbooks, reviews, reports, articles in scholarly and professional journals, and participation in projects of scholarly interest.

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*\* Policies governing promotion standards and procedures for faculty in schools and colleges covered by the Temple/TAUP Agreement are included in that Agreement which, as of February 15, 1991, incorporates these provisions as Appendix A.*

- b. Works of Art. In certain fields such as art, music, and literature, distinguished creation receives consideration equivalent to distinction attained in research. Public recognition as reflected in professional awards; the assignment of unusual tasks and commissions; the acceptance of the faculty member's work in permanent collections or its publication in leading professional journals; invitations to participate in significant exhibits; and any other public honor on the local, national, or international scene are valued.
  - c. Professional Recognition. Demonstrated professional distinction is recognized as a criterion for promotion. In certain areas as music, drama, and speech, distinguished performance is considered. The faculty member's record is scrutinized for evidence of achievement, leadership, and the development of new ideas.
3. Services Within and Outside the University

Since the faculty plays an important role in the formulation of University policies and in the administration of the University, recognition is given to faculty members who prove themselves to be able administrators and who participate effectively and imaginatively in faculty government and the formulation of departmental, college, and University policies. Services by members of the faculty to the community, the state, and the nation are likewise valued. Services leading to the advancement of a profession, as for example, participation in professional organizations and editorial work on professional publications, are also considered worthy of recognition.

## B. CRITERIA FOR PROMOTION TO THE VARIOUS RANKS

**Promotion to assistant professor** usually is based on the faculty member's having attained the doctor's degree or having done equivalent advanced or creative work, having had successful experience as a teacher, and having shown intellectual and scholarly promise.

**Promotion to associate professor** is based on the candidate's (a) possession of the doctor's degree or equivalent professional experience in areas where the doctor's degree is not normally expected, (b) continued growth as a teacher and scholar and (c) successful assumption of departmental and University responsibilities. Frequently, a major consideration is the faculty member's capacity for advanced and graduate teaching that has developed from his or her own significant contributions to knowledge and promise of continuing independent research. Promotion to this rank for other reasons rests upon proven abilities and exceptional accomplishments.

**Promotion to professor** is based on scholarly and professional achievement beyond that required for the associate professorship. In scholarship the candidate should have achieved professional recognition in the field. In academic, administrative, and

professional services, the candidate should have contributed markedly to the advancement of the University.

### C. PROCEDURE FOR PROMOTIONS

Recommendations for promotion in rank normally originate with the chair (or director) after consultation with those of the highest rank in the department or with the appropriate faculty vehicle of the department. The chair will request those believed to be worthy of consideration to submit a full and complete record of accomplishment to date, together with such evaluation of the significance of these accomplishments as the candidate may wish to make. This, along with the judgment of those of the highest rank, will guide, but not determine, the chair's recommendation to the Dean. In making such recommendations, the chair shall indicate the degree of concurrence on the part of those consulted and list their names. In turn, the Dean will in each case request those who have been consulted to file a confidential evaluation form on the nominee. After receiving and reviewing these evaluations, the Dean will submit them, accompanied by his or her recommendations, to the Council of Deans, which serves as the coordinating body for the University. The Council of Deans makes final recommendations to the President.

A Dean may originate motions for advancement. An individual faculty member may, if he or she feels that his or her case is being overlooked, submit his or her credentials directly to the Dean, and any member of the highest rank in the department may also make nominations directly to the Dean. In all such cases, Deans will request the usual departmental evaluations as well as judgments from other suitable persons, before making their recommendations to the Council of Deans.

Any faculty member who believes that his or her procedural rights under this system have been denied may present a complaint to the Personnel Committee of the Faculty Senate.

All those who have been formally considered will be informed by the President whether they have been promoted or not.

### VI. DISMISSAL FOR CAUSE\*

The University shall have the right to dismiss any member of the faculty for adequate cause. Cause, except as stated in Section VII (below), means incompetence, grave misconduct, or neglect of duty. The following dismissal procedures will be used when dismissal or suspension of any faculty member with tenure is being contemplated.

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\* *Policies and procedures for dismissal for cause for faculty in schools and colleges covered by the Temple/TAUP Agreement are included in that Agreement.*

## A. PRELIMINARY PROCEEDINGS

When reason arises to question the fitness of a faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officers shall ordinarily discuss the matter with the faculty member in personal conference. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, the Personnel Committee of the Faculty Senate shall informally inquire into the situation, to effect an adjustment if possible, and, if none is effected, to determine whether in its view formal proceedings to consider dismissal should be instituted. If the committee recommends that such proceedings should be begun or if the President of the University, even after considering a recommendation of the committee favorable to the faculty member, believes that a proceeding should be undertaken, action should be commenced under the procedures which follow. Except where there is disagreement, a statement with reasonable particularity of the grounds proposed for the dismissal shall then be jointly formulated by the President and the Personnel Committee of the Faculty Senate; if there is disagreement, the President or a representative shall formulate the statement.

## B. FORMAL PROCEEDINGS

### 1. Commencement of Formal Proceedings

Formal proceedings shall be commenced by a communication addressed to the faculty member by the President of the University containing the statement of grounds and informing the faculty member that, if the faculty member so requests, a hearing to determine whether he or she should be removed from his or her faculty position on the grounds stated will be conducted by a Faculty Hearing Committee at a specified time and place. In setting the date of the hearing, sufficient time shall be allowed the faculty member to prepare a defense. The faculty member shall be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded to him or her. The faculty member should state in reply whether he or she wishes a hearing and, if so, should answer in writing, not less than one week before the date set for the hearing, the statements in the President's letter.

### 2. Suspension of the Faculty Member

Suspension of the faculty member during the proceedings is justified only if immediate harm to the faculty member or others is threatened by the faculty member's continuance. Unless legal considerations forbid, any such suspension will be with pay.

### 3. Hearing Committee

The committee of faculty members to conduct the hearing and reach a decision shall be established by the Faculty Senate Personnel Committee as soon as possible after the President's letter to the faculty member has been sent. The choice of members of the Hearing Committee shall be on the basis of their objectivity and competence and of the regard in which they are held in the academic community. The Committee will elect its own chair.

### 4. Committee Procedures

The Hearing Committee shall proceed by considering the statement of grounds for dismissal already formulated and the faculty member's response written before the time of the hearing. If the faculty member has not requested a hearing, the Committee will consider the case on the basis of the obtainable information and decide whether he or she should be removed; otherwise, the hearing shall go forward. The Committee, in consultation with the President and the faculty member, will exercise its judgment as to whether the hearing shall be public or private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the President's letter to the faculty member will be received.

The President shall have the option of attendance during the hearing, or may designate an appropriate representative to assist in developing the case; but the Committee shall determine the order of proof, will normally conduct the questioning of witnesses, and, if necessary, will secure the presentation of evidence important to the case.

The faculty member shall have the option of assistance by counsel. The faculty member shall have the additional procedural rights set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, and shall have the aid of the Committee, when needed, in securing the attendance of witnesses. The faculty member or his or her counsel and the representatives designated by the President shall have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member shall have the opportunity to be confronted by all adverse witnesses. Where unusual and urgent reasons move the Hearing Committee to withhold this right or where the witness cannot appear, the identity of the witness, as well as his or her statements, shall nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may when necessary be taken outside the hearing and reported to it. All of the evidence will be duly recorded. Unless special circumstances warrant, it will not be necessary to follow formal rules of court procedure.

5. Consideration by Hearing Committee

The Committee shall reach its decision in conference on the basis of the hearing. Before doing so, it shall give opportunity to the faculty member or his or her counsel and the representative designated by the President to argue orally before it. If written briefs would be helpful, the Committee may request them. The Committee may proceed to decision promptly, without having the record of the hearing transcribed where it feels that a just decision can be reached by this means, or it may await the availability of a transcript of the hearing if its decision would be aided thereby. It will make explicit findings with respect to each of the grounds of removal presented, and a reasoned opinion may be desirable. Publicity concerning the Committee's decision may properly be withheld until consideration has been given to the case by the Board of Trustees of the University. The President and the faculty member shall be notified of the decision in writing and shall be given a copy of the record of the hearing. Any release to the public shall be made through the President's office.

6. Consideration by Board of Trustees

The President shall transmit to the Board of Trustees the full report of the Hearing Committee, stating its action. Acceptance of the Committee's decision would normally be expected. If the Board of Trustees chooses to review the case, its review shall be based on the record of the previous *hearing*, accompanied by opportunity for argument, oral or written or both, by the principals at the *hearing* or their representatives. The decision of the Hearing Committee shall be sustained or the proceeding be returned to the Committee with objections specified. In such a case the Committee shall reconsider, taking account of the stated objections and receiving new evidence if necessary. It shall frame its decision and communicate it in the same manner as before. Only after study of the Committee's reconsideration shall the Board of Trustees make a final decision overruling the Committee.

7. Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statement about the case by either the faculty member or administrative officers shall be avoided so far as possible until the proceedings have been completed. Announcement of the final decision shall include a statement of the Hearing Committee's original action if this has not previously been made known.

## **VII. FACULTY REDUCTIONS CAUSED BY FINANCIAL EXIGENCIES OR CHANGES IN PROGRAM\***

The University shall have the right, upon such notice as may be reasonable, to dismiss any member of the faculty under the two following circumstances.

1. During any period of emergency caused by financial exigencies; or
2. If such member's services are no longer required by reason of changes in the educational program of the University.

A member of the faculty so dismissed shall have the right to present his or her case to the Personnel Committee of the Faculty Senate in accordance with the procedure outlined in Section VI above.

Upon dismissal of any member of the faculty under the provisions of this section, the University shall make a conscientious effort to use the services of such member in some other department or capacity for which he or she has the necessary qualifications. If the services of the member of the faculty so dismissed cannot be used in any other department at the time of the dismissal, the University shall make a conscientious effort to give the faculty member first consideration for any new position to be filled in the future for which he or she may have the necessary qualifications at the rank held when dismissed.

## **VIII. CONDITIONS OF EMPLOYMENT**

Temple University is committed to a policy of salaries adequate for the just compensation of full-time faculty services. It is assumed that faculty efforts shall be directed along paths consistent with the concept of the University as an institution dedicated to both the creation and transmission of knowledge.

The University aims for continuing growth and development as an outstanding center of excellence in the areas of education, research, and community service. Because its growth and its achievements depend primarily upon its faculty, the University encourages its professional staff members to devote as much of their time and resources as possible to developing and contributing to their special fields of knowledge, to strengthening their course presentations and to self-development activities.

### **A. GENERAL OBLIGATIONS OF FACULTY MEMBERS**

Members of the full-time faculty serve on appointments either for the academic year or the entire fiscal year. The academic year begins with Registration in the fall

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\* *Policies and procedures for faculty reduction in schools and colleges covered by the Temple/TAUP Agreement are included in that Agreement. See also relevant provisions in the Faculty Senate Constitution and Bylaws.*

semester and ends with Commencement in the spring semester. The fiscal year begins on July 1 and ends on June 30 following.

During the terms of their appointments, all full-time faculty members are at the disposition of University authorities for teaching and research programs and assignments as determined by the appropriate school or department as well as for other services consonant with their positions.

Full-time faculty members who are on an academic year status will make themselves available to serve the University beginning on the day before Registration begins in the fall semester and ending the day after the Commencement in the spring semester of the following calendar year. Full-time faculty members who are on a twelve-month status will make themselves available to serve the University during the entire year, subject to the enjoyment of prescribed vacations.

The services to be rendered by full-time members of the faculty include, in addition to teaching and research, such other professional services as, in the judgment of the President or the Dean, the needs of the University or the School or College require. These faculty members are expected to be familiar with and to comply with such additional requirements or conditions as may apply to or be established in their respective Schools and Colleges, and for the observance thereof they are directly responsible to the Deans of their Schools or Colleges or to such other officers as their Deans may direct.

A faculty member may terminate his or her appointment effective at the end of an academic year provided that the faculty member gives notice in writing at the earliest possible opportunity, but not later than May 15 or 30 days after receiving notification of the terms of his or her appointment for the coming year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where the faculty member would otherwise be denied substantial professional advancement or other opportunity.

## B. DEFINITION OF ACADEMIC YEAR AND FISCAL YEAR

Ranked faculty members holding Presidential appointments for the academic year are assumed to have professorial responsibilities to the University for the period commencing the day preceding Fall Registration and ending on the day following Commencement exercises.

Ranked faculty members holding Presidential appointments for the fiscal year are assumed to have professorial responsibilities to the University for the period commencing July 1 and ending June 30, with the understanding that such faculty member is entitled to one month's vacation during the period, to be taken at time(s) consistent with his or her assigned responsibilities.

### C. EXTRA COMPENSATION

During the period of their contracts, faculty members may carry additional responsibilities either internally or externally for extra compensation, provided that: (1) such activities may not exceed an average of one day per calendar week during the contract period, (2) do not interfere with their assigned University responsibilities, and (3) payment for the extra responsibilities is compatible with the policies of their college and University policy as stated elsewhere. In all cases, such activities are subject to the approval of the cognizant Dean.

Full-time faculty who intend to become engaged in an outside supported research project should clear their acceptance with their Dean and with the Provost.

The purpose of the above clearances is to determine whether the type and volume of work proposed is consistent with the University's best interests, whether it will interfere with the faculty member's capacity to serve the University effectively and whether there is a specific conflict of interest, or contract violation, between the proposed undertaking and his or her present program at the University, including work for an outside agency or agencies which support the various parts of his or her time.

### D. INTERNAL COMPENSATION

Except to the extent that internal compensation is directly related to an external funding source (such as a practice plan or non-university grant), no faculty member on academic year contract may receive additional compensation from University sources during the academic year in an amount exceeding 20% of base salary for the academic year. In computing this limit, time-travel differentials paid in connection with extension teaching shall not be included.

Except to the extent that internal compensation is directly related to an external funding source (such as a practice plan or non-university grant), no faculty member on fiscal year contract (12 months) may receive additional compensation from University sources during the fiscal year (internal or external funds) in an amount exceeding 20% of his or her contractual salary for the fiscal year.

### E. SUMMER RESEARCH AND INSTRUCTION\*

Summer instructional compensation for faculty members on academic year contracts shall ordinarily be limited to 18% of the academic year salary for the preceding year. Where circumstances warrant, with the approval of the Dean and the Provost, a maximum of 27% for instruction will be awarded. Teaching assignments depend upon the

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\* *Compensation or summer instruction in schools and colleges covered by the Temple/ TAUP Agreement is included in that Agreement.*

needs of the summer enrollment, and not all members of the faculty will be requested to teach during the summer. If enrollment warrants, however, some department members may be required to teach every summer. Staff selections are made by the Department Chair, the Dean of the respective College or School, and the Director of Summer Sessions. Since teaching appointments depend entirely upon actual summer enrollment, no contracts are issued.

F. TEACHING LOAD\*\*

Definition of a full-time teaching load varies between departments and schools and may include courses taught either during day or evening. Faculty members may be asked to teach at different campuses on certain days.

Extra compensation is granted for teaching schedules beyond the full-time load. The Dean of the College or School in which the instructor teaches should be consulted concerning extra compensation rates.

G. OVERLOAD\*\*

It shall be the policy of the University to keep overload teaching and other responsibilities assigned on an overload basis to a minimum. Where overload assignments become necessary, payment therefore shall be based on internal scales established for this purpose and shall be limited to a maximum of 3 credits of teaching, or the equivalent thereof, in any given semester.

Overload assignments for individual faculty members shall be construed to fall within the policy governing extra compensation for consulting activities on an average of one day per calendar week and shall be counted toward such allowable days, i.e., a faculty member teaching 3 credits of instruction as overload for extra compensation would not be permitted to engage in other consulting activities during the semester in which overload is carried.

H. MERIT INCREASES\*\*\*

The University recognizes meritorious performance in teaching, scholarship, and service through supplementary increases where deserved and when resources permit. The criterion employed will be special accomplishment in one or more of the areas listed under "Bases for Promotion." Recommendations for merit increases are made by the Dean after consultation with the appropriate persons in the department concerned. Nominations for merit increases may be made to the Dean by the Department Chair or through the Department Chair by anyone in the department, accompanied in either case

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\*\* Teaching load and extra compensation for full-time faculty in schools and colleges covered by the Temple/TAUP Agreement are included in that Agreement.

\*\*\* Procedures for merit increases for full-time faculty in schools and colleges covered by the Temple/TAUP Agreement are included in that Agreement.

by relevant evidence. The final responsibility for application of the merit principle rests with the Dean, subject to review by the Council of Deans and the Provost.

**I. FACULTY MEMBERS IN ARMED FORCES**

The University observes all pertinent legislative provisions for position rights of faculty members entering military service. The University does not pay the difference between the military pay and the contract salary of the University.

**IX. FACULTY ETHICS AND RESPONSIBILITY**

A. [FACULTY CONFLICT OF INTEREST POLICY](#)

B. [POLICY PROHIBITING SEXUAL HARASSMENT OF STUDENTS](#)

C. [POLICY ON MISCONDUCT IN RESEARCH AND CREATIVE WORK](#)

D. [TEMPLE UNIVERSITY INVENTION AND PATENT POLICY](#)

**X. EMERITUS STATUS (revised 3/13/07)**

Emeritus status is accorded at the time of retirement:

- All academic Deans
- All Full Professors with tenure

Upon nomination, emeritus status may be accorded at the time of retirement, after approval of the Council of Deans, to:

- Tenured Associate Professors who have served at Temple University for at least 15 years.
- Full-time non-tenure-track faculty who have served at Temple University for at least 15 years, and who have reached Associate, Senior, or Distinguished status in their respective categories.
- Any faculty otherwise eligible for emeritus status, but who had to resign because of illness or some other reason beyond the faculty member's control.

For good and stated reason, on recommendation of a Dean and following consultation with the Faculty Senate Personnel Committee (or with the Chair of that committee if the committee is unable to meet), emeritus status can be revoked.

Emeritus status carries the following privileges, as well as all other privileges of retired faculty:

1. Listing in University catalogs;
2. Unrestricted use of the libraries;
3. An invitation to mark in Commencement processions;
4. Retention on University mailing lists and email accounts so as to receive announcements of University events;
5. Tuition benefits as per the University's current policy applicable to full-time faculty;
6. Access to the University's recreational and social facilities on the same basis as they are enjoyed by the full-time faculty;
7. Admission to cultural and athletic events at the full-time faculty discount; and
8. Office and desk space, and laboratory facilities, if available, on the request of the Dean of the School or College. Such space may be provided, but the applicant is not entitled to such space.

## **XI. DEPARTMENT CHAIRS\***

Department Chairs (or Program Directors) are essential to the effective functioning of the several colleges and special divisions of the University. They are looked upon as positions of educational leadership, important in recruitment and development of personnel, in building and vitalizing curricula, and in interpretation and activation of University and College policy and regulations.

Appointment and termination of a faculty member's service as Chair of a department is at the discretion of the Dean. However, in order to ensure the development of long-range departmental leadership, changes at appropriate intervals should be regarded as University policy. It is the responsibility of the Dean to utilize the resource of such highly qualified persons as give special promise of achieving this stated objective.

Department Chairs are appointed for initial terms not to exceed five years. Beyond this, with due consideration to the value of change, they may be reconsidered for a term not to exceed five years and must be so informed in each case.

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\* *Nomination procedures and term of office for Chairs in schools and colleges covered by the Temple/TAUP Agreement are included in that Agreement.*

## **XII. CLINICIAN EDUCATORS\***

### **A. CLINICIAN EDUCATOR APPOINTMENTS**

Clinician Educators (CE) are persons having primary responsibilities in areas of patient care and teaching, who are appointed in clinical programs to provide clinical instruction by the Deans of the College of Allied Health Professions and the School of Pharmacy. A Clinician Educator serves under the terms of the Dean's letter of appointment and such other terms as specified in each School's Clinician Educator Agreement. No appointment may be made unless a Clinical Educator Agreement conforming to the Clinician Educator Guidelines has been adopted.

### **B. GUIDELINES FOR CLINICIAN EDUCATOR AGREEMENTS**

All Clinician Educator appointments shall be made by the Dean, who will normally be guided by the recommendations of the appropriate faculty bodies, or in such other manner consistent with the Bylaws of the University and the authority vested in the Board of Trustees, acting through the President, Officers, and Deans. Each of the Health Sciences Center Schools that elects to establish a Clinician Educator Track must develop a Clinician Educator Agreement that has been adopted by the Dean of the School or College and the collegial assembly, followed by approval by the Provost.\*\*

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\* *Section XII, Clinician Educators, was added as part of the revisions to the Faculty Handbook approved by the Board of Trustees on June 29, 1995. These revisions were endorsed by the Faculty Senate on May 5, 1995.*

\*\* *The Provost's Clinician Educator Track Guidelines are set forth in his letter to the Faculty Senate dated May 5, 1995.*