

Faculty Handbook

Wheaton College

Norton, Massachusetts

Office of the Provost

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Contents

A. ACADEMIC FREEDOM AND RESPONSIBILITY.....	1
ACADEMIC RESPONSIBILITY	1
Introduction	1
The Statement	2
ACADEMIC FREEDOM.....	3
Introduction	3
Academic Freedom	3
1970 Interpretive Comments.....	3
B. ACADEMIC POLICIES AND PROCEDURES.....	5
ACADEMIC AND SOCIAL HONOR SYSTEM.....	5
Honor Code	5
Sanctions.....	6
Honor Code History	6
Academic Responsibility	6
Wheaton College Statement on Plagiarism	6
Acceptable Use of Campus Network and Computing Systems	8
INTELLECTUAL PROPERTY POLICY.....	10
Goals	10
Definitions.....	10
External Sponsorship	10
College Sponsorship.....	11
Work for Hire	11
Public Domain	11
College License.....	12
In General.....	12
Discoveries and Inventions	12
Credit	12
Trademarks	12
Institutional Responsibility	12
ADMINISTRATION OF COURSES	13
Examinations.....	13
Grades	13
WiSe, Early Notification System.....	14
Absences—Students	15
Absences—Faculty	15
Class Cancellations	15
Field Trips	15
Faculty Services.....	16
ADVANCED DEGREES	16

C. RESOURCE CENTERS FOR FACULTY AND STUDENTS	17
LIBRARY AND INFORMATION SERVICES (LIS).....	17
Technology Support Mission Statement.....	17
Learning Management System - onCourse Support	17
Online Course Readings	18
Electronic Reserve Readings	18
Course Readings Posted to onCourse or Websites	18
Library Reserve Copyright Policy.....	18
Exempt Materials.....	19
Material Requiring Permission of Copyright Owner	19
Exceptions.....	19
Availability.....	19
Notices	19
Disclaimers	20
FILENE CENTER FOR ACADEMIC ADVISING & CAREER SERVICES	20
OFFICE OF THE REGISTRAR	20
COUNSELING CENTER.....	21
Location/Hours of Service.....	21
How Faculty Members Can Help.....	21
Identifying Students in Distress	22
RESIDENTIAL LIFE AND SAIL.....	22
OFFICE OF SERVICE, SPIRITUALITY, AND SOCIAL RESPONSIBILITY	22
ATHLETIC FACILITIES AND FITNESS CENTER	23
OLD TOWN HALL BOOKSTORE AT WHEATON COLLEGE	23
Faculty Privileges.....	23
Textbooks and Course Materials.....	23
General Reading Books and Special Orders	24
ELISABETH W. AMEN LABORATORY NURSERY SCHOOL.....	24
Children of Faculty	25
D. SUPPORT SERVICES	25
Faculty Assistant Services	25
Campus Mail Services	25
College Switchboard	25
Identification Cards.....	25
Personal Property	26
FAX Machines and Multi-function Printers (MFP)	26
E. WHEATON COLLEGE AFFIRMATIVE ACTION POLICY	26
F. WHEATON COLLEGE SEXUAL HARASSMENT POLICY	27
STATEMENT ON SEXUAL HARASSMENT	27

Policy	27
Grievance Procedures	27
Interpretive Comments	28
Sexual Harassment by Visitors	29
STATEMENT OF NON-DISCRIMINATION	29
G. LIABILITY INSURANCE	30
H. FACULTY BENEFITS, LEAVES, SALARY PAYMENTS, HOUSING.....	30
HUMAN RESOURCES	30
BENEFITS SUMMARY.....	30
Benefits Eligibility for Members of the Faculty	31
Domestic Partner Benefits	31
SUMMARY OF INSURANCE PLANS.....	31
MEDICAL PLANS.....	31
DENTAL PLAN.....	32
GROUP LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE	33
Basic Coverage	33
Optional Coverage	33
LONG-TERM DISABILITY INSURANCE (LTD).....	33
TIAA-CREF RETIREMENT PLAN.....	34
College Contribution	34
Employee Contribution	34
DEPENDENT CARE REIMBURSEMENT PLAN AND MEDICAL SPENDING ACCOUNT	34
TRAVEL INSURANCE	34
FACULTY ABSENCES/LEAVES	35
Absences of less than two weeks.....	35
Sick Leave	35
PARENTAL LEAVE POLICY FOR FACULTY MEMBERS	35
Guidelines	35
FAMILY AND MEDICAL LEAVE ACT (FMLA)	37
Employer Coverage	37
Employee Eligibility	37
Leave Entitlement	38
Maintenance of Health Benefits	39
Job Restoration	39
Notice and Certification	40
Unlawful Acts	40
Enforcement	41

Other Provisions.....	41
Further Information	41
FACULTY SABBATICAL LEAVE POLICIES	41
UNPAID LEAVES, BENEFITS FOR TENURED AND TENURE-TRACK FACULTY MEMBERS	42
SALARY PAYMENTS	42
SOCIAL SECURITY	42
VOLUNTARY PHASED RETIREMENT PLAN FOR TENURED MEMBERS OF THE FACULTY (Effective July 1, 2012)	43
TUITION PROGRAMS.....	45
ON-CAMPUS HOUSING PROGRAM.....	47
Goals of Faculty and Staff Housing	47
Policy.....	47
Housing Priorities.....	48
Establishing Rental Rates	48
Leases.....	48
Subleasing	48
Maintenance	48
Questions	48
Application Procedure	49
FACILITIES OPERATIONS.....	49
Keys.....	49
Renovations	50
Parking	50
Handicap Parking	50
I. POLICIES.....	50
SMOKING POLICY.....	50
POLICY AGAINST ABUSE OF DRUGS AND ALCOHOL	51
Prohibitions.....	51
Definitions.....	52
Sanctions for Noncompliance	52
Additional Employee Responsibilities	53
Rehabilitation.....	53
CONFIDENTIALITY	53
CONFLICT OF INTEREST	53
COPYRIGHT OWNERSHIP.....	54
ELECTRONIC MAIL.....	54
VEHICLE TRANSPORTATION POLICY	54

VEHICLE RESERVATIONS.....	55
STUDENT EMPLOYMENT	55
Hiring Preference	55
70/30 Policy	55
Employing a Student	55
Getting Student Employees Paid	56
J. GUIDELINES.....	56
GUIDELINES FOR WHEATON FACULTY SCHOLARSHIP GRANTS	56
Procedures	57
Definitions.....	57
PROCEDURAL GUIDELINES GOVERNING PROMOTION FOR THE COMMITTEE ON FACULTY SCHOLARSHIP AND PROMOTION	58
I. General Policy and Procedures	58
II. Timing of Procedures	59
III. Assembly of Materials.....	59
IV. The Meeting.....	60
V. Notification	61
VI. Preservation of Promotions Materials	61
PROCEDURAL GUIDELINES OF THE COMMITTEE ON TENURE.....	61
I. General Policy and Procedures	62
II. Notification of Tenure Candidacy or Possible Candidacy.....	62
III. Spring Meeting of Candidates.....	62
IV. Solicitation of Letters from Outside Referees.....	63
V. Solicitation of Other Letters of Recommendation and Appraisal	63
VI. The Dossier	64
VII. The Meeting.....	65
VIII. Notification of the Candidate concerning the Decision	66
ANNUAL EVALUATIONS OF UNTENURED FACULTY	67
Guidelines	67
Deadlines	67
Meetings with Untenured Faculty to Review Student Evaluations and Annual Evaluations.....	67
The Optional Response Section	68
Length Limits.....	68
Adjunct Faculty	68
Students' Complaints about a Faculty Member	68

A. ACADEMIC FREEDOM AND RESPONSIBILITY

The Statutes of the College, enacted by the Board of Trustees, state that the faculty determines the academic policy of the College, sets the requirements for admission and for degrees, and decides upon the courses of instruction offered. To implement these responsibilities faculty members are expected to serve on standing committees and attend regular faculty meetings.

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 Universities](#) and the [American Association of University Professors](#), and as modified by the 1970 Interpretive Comments developed by representatives of these same two bodies. All members of the Faculty are expected to conduct themselves in accordance with the statement that follows, a revision of a statement originally adopted in 1966, approved by Committee B on [Professional Ethics](#), adopted by the Council as Association policy, and endorsed by the Seventy-third Annual Meeting in June 1987 by the American Association of University Professors.

ACADEMIC RESPONSIBILITY

Introduction

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research. The Statement of Professional Ethics that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by members of the profession.

“In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to assure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and Committee B, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 Statement of Principles on Academic Freedom and Tenure, the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings, or the applicable provisions of the Association’s Recommended Institutional Regulations on Academic Freedom and Tenure.”¹

¹ This and the following statements were written before the 1971 decision by the AAUP to eliminate sexist language in their publications.

The Statement

I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibility placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and implementing their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution in determining the amount and character of work done outside it.

IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.²

² For additional interpretive comments on the above statement and other AAUP documents see AAUP Policy Documents & Reports, 1984 (The Red Book).

ACADEMIC FREEDOM

The following is excerpted from the 1940 Statement of Principles on Academic Freedom and Tenure, formulated by the Association of American Colleges and Universities, and the American Association of University Professors, and the 1970 Interpretive Comments developed by representatives of the same two bodies.

Introduction

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to ensure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights. [1]

Academic Freedom

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

B. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. [2] Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment. [3]

C. The college or university teacher is a citizen, a member of a learned profession, and officers of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he 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 he is not an institutional spokesman. [4]

1970 Interpretive Comments

The numbers refer to the designated portion of the 1940 Statement on which interpretive comment is made.

[1] The Association of American Colleges and Universities, and the American Association of University Professors have long recognized that membership in the academic profession carries with it special responsibilities. Both Associations either separately or jointly have consistently affirmed these responsibilities in major policy statements, providing guidance to the professor in

his utterances as a citizen, in the exercise of his responsibilities to the institution and students, and in his conduct when resigning from his institution or when undertaking government-sponsored research. Of particular relevance is the Statement on Professional Ethics, adopted by the Fifty-Second Annual Meeting of the AAUP as Association policy and published in the AAUP Bulletin (Autumn, 1966, pp. 290-291).

[2] The intent of this statement is not to discourage what is “controversial.” Controversy is at the heart of the free academic inquiry which the entire statement is designed to foster. The passage serves to underscore the need for the teacher to avoid persistently intruding material which has no relation to his subject.

[3] Most church-related institutions no longer need or desire the departure from the principle of academic freedom implied in the 1940 Statement, and we do not now endorse such a departure.

[4] This paragraph is subject to an interpretation adopted by the sponsors of the 1940 Statement immediately following its endorsement which reads as follows:

If the administration of a college or university feels that a teacher has not observed the admonitions of Paragraph (C.) of the section on Academic Freedom and believes that the extramural utterances of the teacher have been such as to raise grave doubts concerning his fitness for his position, it may proceed to file charges under Paragraph (A.) (4) of the section on Academic Tenure. In pressing such charges the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility and the American Association of University Professors and the Association of American Colleges are free to make an investigation.

Paragraph (C.) of the 1940 Statement should also be interpreted in keeping with the 1964 “Committee A Statement on Extramural Utterances” (AAUP Bulletin, Spring, 1965, p. 29) which states inter alia: “The controlling principle is that a faculty member’s expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member’s unfitness for his position. Moreover, a final decision should take into account the faculty member’s entire record as a teacher and scholar.”

Paragraph V of the Statement on Professional Ethics also deals with the nature of the “special obligation” of the teacher. The paragraph reads as follows:

As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person, he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Both the protection of academic freedom and the requirements of academic responsibility apply not only to the full-time probationary as well as to the tenured teacher, but also to all others, such as part-time and teaching assistants, who exercise teaching responsibilities.

B. ACADEMIC POLICIES AND PROCEDURES

ACADEMIC AND SOCIAL HONOR SYSTEM

Honor Code

Wheaton has in place an academic and social Honor System. The following paragraphs provide the statement of the [Honor Code](#) and of the [Policy for Acceptable Use of the Campus Network](#) and discuss the responsibilities of faculty members for enforcing these policies. The description of [plagiarism](#) is also contained in the [Student Handbook](#).

Wheaton accepts and encourages individuality while also affirming the community dimensions of college life. The Honor Code describes each individual's responsibility as a member of the Wheaton Community:

As members of the Wheaton Community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. We are accountable for all we say and write. We are responsible for the academic integrity of our work. We pledge that we will not misrepresent our work nor give or receive unauthorized aid. We commit ourselves to behave in a manner which demonstrates concern for the personal dignity, rights and freedoms of all members of the community. We are respectful of college property and the property of others. We will not tolerate a lack of respect of these values.

I accept responsibility to maintain the Honor Code at all times.

Signature

A student's continued enrollment at Wheaton College is contingent upon the student's willingness to uphold and live within the Honor Code.

There are specific requirements of academic and social integrity that are to be followed by community members. The College Hearing Board is the vehicle used in order to maintain the education, application, and protection of these standards set forth by the Honor Code Commission.

Students who have violated the requirements of the Honor Code, or students who have reason to believe that others have violated the academic or social provisions of the Code, should report themselves, confront others and encourage them to report themselves, or report violations or alleged violations either to the Chair of the College Hearing Board or to the Dean of Students.

It is very important for faculty members to bring cases of plagiarism or academic dishonesty before the Board, or in cases in which the student, when confronted, has admitted responsibility, ensure that a letter indicating the violation and the sanction is placed in the student's academic file in the Advising Center until the student graduates. Faculty members who have questions about honor code violations are encouraged to review the [Judicial Procedures section](#) of the [Wheaton College Honor Code](#) web pages, and consult with the Faculty/Staff Advisor for the Hearing Board or the Dean of Students.

Sanctions

Traditionally the Hearing Board has asked faculty members bringing cases before the Board to recommend an appropriate sanction. Faculty recommendations are taken seriously by the Board in determining an appropriate sanction for academic violations. In determining a sanction, however, the Board also considers precedent within the College, and prior violations of the Honor Code by the accused student.

Honor Code History

The Honor System for social responsibility at Wheaton College was established in 1921. This system was created to replace the system of demerits that Wheaton had practiced since its founding in 1834. In 1925, the Wheaton College Honor System was expanded to encompass all academic work. This was the beginning of a self-governance system at Wheaton that required not only academic and social integrity of students but the responsibility of all community members to uphold the Honor System. Over the past decades, the Honor Code has evolved to meet the changing needs of students and this institution, but it has continued to maintain unquestionable integrity and purpose. For a complete set of guidelines for our current system, please refer to the [Student Government Constitution](#).

Academic Responsibility

The rights and responsibilities that accompany academic freedom are at the heart of the intellectual integrity of the College. Academic integrity requires that all work for which students receive credit be entirely the result of their own effort. Plagiarism, which is the passing off as one's own the words or ideas of another, will not be tolerated in any form. Since what constitutes plagiarism may vary from one academic project to another, students should be sure to check with their instructors whenever they have questions about their responsibility for the integrity of their work.

Examinations at Wheaton College are not proctored. While faculty may make themselves available outside of the classroom to answer questions or provide clarifications, they may not remain in an examination room for the purpose of monitoring students. All students are responsible for the integrity of their examination papers and for the integrity of the work of others taking examinations.

Wheaton College Statement on Plagiarism

The long history of the Honor Code at Wheaton College is indicative of the uniqueness of its faculty and students who have worked hard to maintain high standards of academic integrity. In

order to ensure that these standards are upheld, we must remind ourselves of the academic responsibilities that we all inherit by virtue of being part of the Wheaton community.

We should all be aware that we are part of a wider community of scholars, and it is the exchange of ideas, information, concepts, and data that make the advancement of knowledge possible. However, just as we expect others to acknowledge the ideas that we have worked hard to develop, so we must also be careful to recognize those people from whom we borrow ideas. There are several reasons why we should acknowledge our borrowing from the work of others. We do this certainly to show our gratitude, but also in order to provide our readers with the opportunity to consult our sources if they wish to review the evidence, consider other interpretations, or determine the basis for the cited material. Moreover, we can estimate the author's own originality and insight only in the context of appropriately identified sources. The citation of relevant background material is also evidence that the author has made an appropriate effort to become familiar with the views developed by others in the field.

Plagiarism (from the Latin for "kidnapper") in its most general form is the taking of ideas from another and passing them off as one's own. Authors who fail to acknowledge their sources are, at the very least, guilty of being ignorant about the ethics governing the wider community of scholars; at the worst, they are guilty of blatant dishonesty. In any case, plagiarism in any form constitutes a serious violation of the most basic principles of scholarship and cannot be tolerated.

Plagiarism can take many forms, from the inadvertent passing off as one's own the work of another due to ignorance or carelessness, to the hiring of someone else to write a paper or take an examination. The following examples serve to illustrate the most common forms of plagiarism:

1. Submitting papers, examinations, or assignments written by others;
2. Word-for-word copying of portions of another's writing without enclosing a copied passage in quotation marks and acknowledging the source by means of the appropriate scholarly convention;
3. The use of a unique or uniquely used term or concept without acknowledging the author or source;
4. The paraphrasing or abbreviated restatement of someone else's ideas without acknowledging that another person's text has been the basis for the paraphrasing
5. Attributing material to a source from which it was not obtained.

Other forms of academic dishonesty include the following:

6. Fabricating or altering of data in a laboratory experiment:
7. Unacknowledged multiple submission of a paper for several purposes without prior approval from the parties involved:
8. Unacknowledged multiple authors or collaboration: while collaboration is entirely appropriate in many instances, the contributions of each author or collaborator should be made

clear. In cases where collaboration is not permitted, such collaboration is a form of academic fraud.

Whereas students and the faculty alike are expected to avoid any form of plagiarism or other academic dishonesty, it is the responsibility of the faculty to clarify for students what these responsibilities are. Although the most general forms of plagiarism are clear, Wheaton recognizes that the precise manner in which the guidelines pertaining to plagiarism are implemented may vary across disciplines. For this reason, it is extremely important that individual faculty members and departments make explicit what their expectations are about academic honesty and integrity. Faculty members also have the responsibility of following Honor Code procedures, reporting violations when it is necessary to do so. We can ensure that our system of academic values is upheld consistently and equitably only when both students and faculty members recognize their respective responsibilities and have a shared understanding of them.

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, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution.

Because electronic information is easily accessed and 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 members of the academic community.

Acceptable Use of Campus Network and Computing Systems

This policy applies to the faculty and the staff. The [Student Handbook](#) contains the corresponding policy for students. For information on computer and software purchases, [click here](#).

It is the responsibility of each member of the community to use the services provided by the college's campus network and computing systems appropriately and in compliance with all college, city, county, state, and federal laws and regulations. This policy covers all persons accessing, whether on campus or at home a computer or telecommunications or network resource at Wheaton College, including the campus data network, electronic mail, file sharing, printing, world-wide web services, telephone services, and cable television. College computing systems are college resources and may be provided to employees for business purposes. Computers and the information contained on them are the property of the College and may be accessed by College officials at any time.

College policy and relevant laws apply to use of the College's network and computing services. Actions that are unacceptable in the College community are also unacceptable on the network, computing systems, and other electronic services. Such actions include:

- Harassment in any form;
- Failure to respect the rights and property of others;

- Forgery or other misrepresentation of one's identity;
- Downloading and distributing of copyrighted materials without the permission of the copyright owner;

In addition, the following policies specific to Wheaton's network and electronic services apply:

- College systems, networks, and electronic services may only be used for legal purposes and to access only those systems, software, and data for which the user is authorized.
- College systems, networks, and electronic services are provided only for uses consistent with the academic mission of the institution. They may not be used for private commercial or partisan political purposes, for personal gain, or in any way that jeopardizes the College's tax-exempt status. College facilities may not be used to provide Wheaton network, Internet access, cable TV or telephone service to anyone outside of the Wheaton community for any purpose. The College's conflict of interest and consulting/outside employment policies also apply.
- College facilities may not be used in ways that violate the privacy rights of individuals, the college's confidentiality policy, or related laws.
- Information resources licensed by the college for the use of its students, faculty or staff may not be retransmitted outside of the College community. Examples include Project Muse, Encyclopedia Britannica (On-Line), JSTOR, ScienceDirect, site-licensed software, and commercial cable television service. For the college's acceptable use policy for faculty and staff, [click here](#).
- Network, cable TV, and telephone services and wiring may not be modified or extended beyond the area of their intended use. This policy applies to all wiring, hardware, and in-room jacks.
- Computer users may not assign an IP number to their machines. IP numbers are ordinarily assigned dynamically; manually assigning an IP number to one's machine may disrupt the network access of another user. Users with special needs may request a permanent IP number from the Director of LIS, Technical Support.
- Electronic mail is a College resource and is provided as a College-related communications tool. Employees with legitimate business purposes may have the need, and the College reserves the right, to view your electronic mail messages. It is also possible that others may view your messages inadvertently, thus there is no guarantee of privacy for an electronic mail message.
- The campus network is a shared resource. Therefore, network uses or applications that inhibit or interfere with the use of the network by others are not permitted. For example, applications that use an unusually high portion of network bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted.
- Users are required to know and obey the specific policies established for the systems and networks they access. They have a responsibility to stay informed of changes and adapt as needed.
- Administrators of the network, computer systems, and other electronic services have the responsibility to protect the rights of users, to set policies consistent with those rights, and to publicize those policies to their users. They have authority to control or refuse access to the network or other services to anyone who violates these policies or threatens the rights of other users.

- Employee violations of the Acceptable Use Policy will be treated as violations of College policy and may result in disciplinary action. Prosecution under state and federal laws may also apply.

INTELLECTUAL PROPERTY POLICY

Goals

The College's intellectual property policy, integral to our mission as a not-for-profit, educational institution, is implemented to

- Motivate the development and dissemination of intellectual property by providing appropriate incentives to creators and the College;
- Facilitate the wide transfer of useful inventions, writings and works of art to society;
- Protect the rights of the creator and the College with respect to intellectual property created at the College;
- Protect the College's name and trademarks.

Definitions

Intellectual property includes works eligible or potentially eligible for copyright protection and ideas and inventions eligible or potentially eligible for patent and/or trade secret protection under U.S. or international law.

Creator is a generic term meant to include the originator of a trade secret protectable idea, the author of a copyrightable work, or the inventor of a patentable invention.

A work for hire is a work prepared by an employee within the scope of his or her employment or a work specially ordered or commissioned.

Educational courseware is computer software or hardware or a database or some combination of these that is used in teaching students. This does not include documents, such as syllabi, which may exist as computer files.

Disclosure of a potentially patentable discovery or invention occurs, as the term is used in this policy, when the discovery or invention is described in writing to the Provost by its creator.

External Sponsorship

- When intellectual property is created as part of work done under an agreement between the college and an external sponsor, ownership of that intellectual property will be governed by the terms of that agreement.
- In cases where a sponsorship agreement does not specify the ownership of any intellectual property created, the college will assume that the external sponsor has no claim to that intellectual property.
- For the protection of the creator and the College, representatives of the College should ensure that external sponsorship agreements are explicit about these ownership issues.

- The college must inform members of the College community who are doing sponsored work of the terms of any intellectual property agreements relevant to that work.

College Sponsorship

- The College may sponsor or commission the creation of intellectual property. In this case, the College and the creator must have a specific agreement about the ownership of the particular intellectual property and the sharing of any costs and income. It is the College's responsibility to create such an agreement.
- Even in the absence of an explicit commission or sponsorship, when the College makes unusual commitments of resources to a project, the College may be entitled to ownership of any works created. The Provost will determine whether such commitments exist in a particular case. In such a case, the College and the creator will create a specific agreement about the ownership of the particular intellectual property and the sharing of any costs and income.
- It is expected that such an agreement will be made in advance of the beginning of any intellectual property development project that will involve substantial use of college facilities, resources, or staff.

Work for Hire

- In the absence of a relevant agreement, intellectual property created by college employees who were specifically assigned to produce that particular intellectual property within the scope of their employment will be owned by the College. Except as in college sponsorship, described above, the College does not consider intellectual property produced by faculty members to be a work-for-hire.
- When a college-sponsored intellectual property development project includes staff members who make substantial creative contributions, the College may choose to share ownership with the staff members involved. In such a case, the College and the staff member should create a specific agreement clarifying ownership of the intellectual property in question.
- Staff should seek a determination from the college if they are engaged in the creation of intellectual property that they believe is not a work-for-hire. If there is any doubt, the College and the staff member should create a specific agreement clarifying ownership of the intellectual property in question.

Public Domain

- Except as limited by the rules for external sponsorship, College sponsorship, or work for hire, as described above, the creator of any intellectual property may choose to place this intellectual property in the public domain. In this case, both the College and the creator waive any ownership rights to the intellectual property.
- Creators who wish to place their intellectual property in the public domain are responsible for ascertaining that their right to do so is not limited by a sponsorship agreement or their terms of employment.
- When intellectual property is placed in the public domain, the creator must provide the College with a copy of the intellectual property, to be made available to the public through the College library or other appropriate method of distribution.

College License

- In the absence of a specific agreement to the contrary, the creator of educational courseware agrees to grant the College a perpetual, non-exclusive license to make copies of the work and to incorporate the work in its other projects for use in teaching, scholarship, and research in support of its educational mission.
- A similar requirement should be considered when creating any specific agreement between a College employee and the College about particular intellectual property.

In General

Except as limited by the rules above, the creator retains all rights to intellectual property, including works eligible for copyright protection and inventions eligible for patent protection under U.S. or international law.

Discoveries and Inventions

- Patentable discoveries and inventions must be disclosed to the College promptly.
- The inventor will have the right to pursue the patenting or commercialization of the invention. If this is done without substantial College support, the inventor will be entitled to any income.
- Alternatively, the College and the inventor will make a project plan for the shared development and protection of the invention and a specific agreement describing the allocation of any net income in a way that reflects the contributions of each to the project.
- If the inventor does not pursue a patent or the introduction of the invention into public use, the College may choose to do so, and the inventor will cooperate with the College and assign ownership rights to the College.

Credit

Notwithstanding any of the above, at the College's request the creator of any intellectual property created at the College or by a College employee using College resources will give the College appropriate credit on every copy of the work.

Trademarks

The College retains all rights to control the use of its name and trademarks in association with any work, regardless of the ownership of the work.

Institutional Responsibility

The Provost will be primarily responsible for this policy and for fulfilling the College's obligations under it.

ADMINISTRATION OF COURSES

Examinations

Examinations are administered under the Honor System and are unproctored (see above, [Honor Code, Academic Responsibility](#)). Faculty members may choose other means to evaluate students at the end of the semester (e.g., take-home exams). During the semester, examinations are administered by faculty members according to their own course schedule. Bluebooks are provided through the [Registrar's Office](#). Final examinations may be offered at the pre-scheduled times determined by the Registrar according to when the course is scheduled. Consult the semester's [Course Schedule](#) of Classes. Alternatively, rooms assigned for final examinations may be found by clicking on the letter for the final examination time period assigned to each course. Or, they may be self-scheduled by the students during one of the final examinations times. Faculty members are responsible for distribution and collection of pre-scheduled examinations at the scheduled time during finals week. Again, the Honor System is in effect. For self-scheduled examinations, faculty members must provide the Registrar's Office with examinations copies ahead of finals week (see faculty assistants for the timing) so examinations can be individually packaged for the students in the course. Students report to the assigned building at the examinations period of their choosing to take their examinations. Students may take examinations only in designated rooms. Examinations are either open-book or closed-book; faculty members must designate this ahead of time. Staff members with assistance from faculty members distribute and collect examinations. [Final examinations](#), whether pre- or self-scheduled, may be two or three hours in length.

Grades

[Mid-semester notices](#) must be reported for first year students. Both [mid-semester notices](#) and [final grades](#) are submitted via [WINDOW](#). Guidelines for submission of grades are available at the online links.

Faculty who wish to alert Academic Advising at the Filene Center about Sophomores, Juniors, and Seniors who are in academic difficulty are encouraged to do so. A dean from the Academic Advising Office will ask these students to discuss their academic performance with the faculty member as soon as possible.

The deadline for submission of final grades each semester is available on the web page of the Office of the Registrar under [Important Dates](#).

The grade of [Incomplete](#) may only be granted by one of the deans in the Advising Office, and will only be granted when circumstances beyond a student's control have made completing work within the semester impossible. Normally faculty members will be consulted before an [incomplete](#) is authorized for one of their students, and they will be notified of the new deadline by which work must be finished. Please refer all students requesting incompletes to the [Academic Advising Center](#).

WISe, Early Notification System

The [Wheaton Identification Service \(WISe\)](#) allows faculty members to identify students of concern and students with exceptional potential in a simple and efficient manner at any point of the semester. By logging into their class rosters in WINDOW, faculty members can access WISe which simultaneously generates email messages to the student of concern; the student's advisor and the Academic Advising staff through use of either a standard comment from a drop down menu or special notices which allows faculty members to write individualized comments. Faculty members identifying students of exceptional promise will notify only the Academic Advising staff. WISe also provides a system for advisors and advising staff to track the progress of our most at-risk and our most exceptional students from course to course and semester to semester.

Goal

To develop an easy to use early identification system for faculty and advisors with two distinct purposes:

- to identify students at potential risk in order to provide assistance and suggest resources
- to identify students with potential for becoming national scholars

Key Features of WISe

- User interface seamlessly integrated into existing class lists/advisee lists available via WINDOW
- System is available for use throughout the semester.
- Emails to notify appropriate individuals via automated process
- Two types of notices:
 - Standard Message (email sent to student)
 - Pull down menu of codes, comments are optional
 - Email (standard message) sent directly to the student, with copies to all faculty advisors, academic advising staff and the sender. Scheduled to be sent once per day.
 - Faculty members may view their entries from their class lists.
 - Faculty advisors may view all entries regarding their advisees.
 - Advising Deans' Message (email not sent to student)
 - Once selected, comments are required
 - Email (comments from the faculty or advisor) sent directly to Academic Advising staff who will determine the appropriate course of action or outreach.
 - Faculty members may view their entries only.
 - Faculty advisors may view all entries.

What to Include in the COMMENTS Section

Standardized WISe messages are very useful in identifying and notifying students of concern regarding the most common issues that affect students' success. Faculty members who choose to make additional comments while using the standardized message and who are sending individualized messages may want to be mindful of some suggestions. While specific and detailed information regarding a student's status is most helpful and appreciated, please be thoughtful in your choice of language regarding sensitive information that will be

delivered via email. In certain instances, it may be appropriate to speak directly with students and/or advisors about particularly sensitive or difficult situations.

Absences—Students

Students who, because of illness or other individual problems, miss classes or deadlines for assignments may ask faculty members about make-up opportunities or deadline extensions. During the semester (i.e. before the last day of classes), faculty members may make whatever arrangements they deem appropriate. Please do not ask the Academic Advising Center to authorize extensions during the semester. Faculty should note that all course work, other than final examinations or work in lieu of finals must be submitted by the last day of classes and cannot be assigned for completion at any later date. Refer any student requesting an extension after classes end to the [Academic Advising Center](#).

Absences—Faculty

Faculty members who are absent because of illness or other emergency should call their faculty assistant or, if necessary, their department chair. Students will be notified by the posting of class cancellation notices on the classroom doors and on onCourse as well as on the instructor's office door. Faculty members who will be away at a conference or on other business should notify their department chair and indicate how classes will be covered.

Class Cancellations

If a faculty member has to cancel scheduled classes for a certain day, he/she should call the faculty assistant in the building at 8:30 a.m. with all appropriate information. The assistant will post the class cancellation on the door of the classroom and on the office door of the faculty member. The faculty assistant will also notify the Provost's Office.

Field Trips

Applications for Field Trip subsidies must be approved by the Provost's Office prior to the trip. Subsidies are intended to underwrite transportation costs and other expenses connected with getting students to and from educational field trip sites. Faculty members will be notified when the trip has been approved.

Once the trip has been approved, faculty may arrange to use the College van by completing a Vehicle Registration Form at the Buildings and Grounds Office in the Power Plant, x3880. Please also note that faculty or any other drivers must have a current Van License, issued by Public Safety, before the vehicle can be checked out. Van charges will be billed to the Provost's Office upon completion of the trip; faculty members booking the van are responsible for having the gas and mileage read before and after the trip.

Faculty members wishing to use their own cars must report round trip mileage to the Provost's Office upon completion of the trip before reimbursement can be made.

Other transportation options can be found on the Business Services web site under [Travel Services](#).

Graders

Faculty members who have 60 students in one class and an overall enrollment of 100 or more for the semester are entitled to a grader. Graders are requested through the Office of the Provost and require the Provost's approval.

The amount to be paid to a grader is based on the number of students and is calculated at one and one-half hours per student per semester. Graders may be paid either in two payments (half after mid-terms and half after finals) or in a lump sum at the end of the semester. The name of the grader, home address, and social security number are required in order to generate payment.

Faculty Services

[Current Term Important Dates](#)

[Instructions for Running an Advisee's CAPP \(Degree\) Audit](#)

[Instructions for Submitting Final Grades](#)

[Instructions for Submitting Mid-Semester Notices](#)

[Classroom Reservations](#) for Teaching Purposes

ADVANCED DEGREES

The College has the authority to award an earned degree of Master of Arts and has awarded it on rare occasions in the past. A committee of the faculty was appointed to study this question in 1966. This committee recommended that no formal arrangements be made for the awarding of graduate degrees and that no faculty legislation be enacted on this question. They did recommend a department be encouraged to consider a candidate for the Master of Arts degree when such a candidate comes to the attention of the department. The committee recommended as well that each candidate for a graduate degree be considered separately and that the requirements for each candidate be voted separately by the faculty upon recommendation of the appropriate faculty committee.

Although the committee did not want to recommend legislation fixing a set of standards to fit all cases, they did suggest guidelines for departments to use in developing a candidate's program for approval by the appropriate faculty committee and the whole faculty. It was the committee's view that the following requirements should normally be met:

1. Demonstration of a reading knowledge of a foreign language appropriate to the candidate's subject area;
2. Completion of eight courses at an advanced level, half of which should be designed especially for work at the master's level;
3. Completion of a thesis shows originality, knowledge of the literature of the field, and training and ability in individual research.

Individuals interested in becoming candidates for the degree of Master of Arts should be directed to the chair of the appropriate department. If the department decides that the individual is a suitable candidate, a detailed program of requirements to be met by that individual should be drawn up by the department and presented by the department chair to the Committee on

Academic Standing for consideration and action. The Committee on Academic Standing will present this set of requirements to the faculty for its approval. The degree will be awarded to the candidate as soon as the requirements have been completed. As noted above, the requirements voted by the faculty are expected to meet the educational needs of the individual candidates and will probably differ for each candidate, even within the same department.

C. RESOURCE CENTERS FOR FACULTY AND STUDENTS

LIBRARY AND INFORMATION SERVICES (LIS)

[Academic Computing](#) supports the Wheaton College faculty towards the goal of graduating technologically knowledgeable and confident individuals. The staff members are active in campus conversations about definitions of technology literacy and the ways that students can achieve this goal. Academic Computing is active in the day-to-day support of faculty members as they use computers and technology, both standard productivity tools and cutting edge applications. Academic Computing also offers workshops to increase the awareness, capability and confidence of the faculty, to keep pace with the rapid pace of technological advancement.

The following is a subset of the responsibilities of LIS:

- To research and interpret applications of new technologies for the faculty;
- To work with faculty members and students on special projects and pilots, including prototyping solutions to faculty requests for innovation;
- To work to increase technical competency of students by providing technology training and collaborating with faculty members to increase the effectiveness of computers in coursework
- To design and deliver workshops for the faculty to promote professional development in instructional technology pedagogy;
- To serve as [liaisons](#) between the faculty and other information technology departments;
- To develop, configure, and maintain laboratories on campus dedicated to specific academic functions: departmental laboratories, astronomy laboratories, imaging laboratories, digital video studio, music laboratories, graphic design studio, language laboratories, and the GIS laboratory.

Technology Support Mission Statement

The mission of the Technology Support Department is to support, encourage, and empower Wheaton College faculty, staff and students in their use of computer technology; the Department is committed to providing a reliable single-point-of-contact for its users.

Learning Management System - onCourse Support

Wheaton uses the Learning Management System (LMS) Moodle, or, as we have branded it at Wheaton, "[onCourse](#)."

Materials from the older Blackboard courses have been archived should anyone need access to them, but faculty members will not be able to view the Blackboard courses on their own. Questions regarding onCourse should be addressed to the support staff:

Jeanne Farrell (jfarrell@wheatoncollege.edu or x3629) or
Peter Kirlew (kirlew_peter@wheatoncollege.edu or x3927).

Online Course Readings

There are three means for placing course readings online:

[Electronic Reserve](#) [onCourse Courseware](#) Course or Departmental Website

Electronic Reserve Readings

If e-reserves are to be used, the library will obtain permission to place the requested copyrighted material online. [Policies, procedures and guidelines](#) for use of the electronic reserve system are posted on the Library Website.

[Electronic Reserves \(ERES\)](#) may be processed and submitted to the Wheaton College Library through the Knapton Faculty Assistants Office. All copyright laws/policy apply to material submitted for reserve. Please note that overall workload may determine how long it takes to process your request. When submitting material to faculty assistants to be placed on ERES, please follow the procedures and guidelines provided by the [Wheaton College Library](#). You do not need to make photocopies of your material, for we scan directly from your copy and place it on the server for the library to download.

Course Readings Posted to onCourse or Websites

When class readings are placed on onCourse or a course Website, faculty members should first determine whether the use of the material falls within the fair use guidelines. Consult the [Copyright Decision Map](#) and the [Checklist for Fair Use](#) before seeking and required permission. If, in the analysis, the item does not fall within the allowed usage, then it is the instructor's responsibility to [seek permission](#). The library offers suggestions for this procedure on its Website. For additional information, contact Deryl Freeman, Catalog & Metadata Librarian, Wallace Library dfreeman@wheatonma.edu or (x3716), or Mary Savolainen, Circulation Supervisor, Wallace Library msavolai@wheatonma.edu (x3708).

Library Reserve Copyright Policy

The library's reserve-reading service exists to provide Wheaton College students with course materials at the request of a faculty member. The United States Copyright Act provides special, limited exemptions for certain classroom use of copyrighted materials (the "fair use" exemption) and grants libraries limited exemptions to copy materials for library patrons. This policy is designed to preserve the rights of copyright owners while utilizing these exemptions to provide materials to serve the College's non-profit mission.

Photocopies or electronic copies can only be made in accordance with [Section 107 of the United States Copyright Act](#), at the request of a course instructor. All library material purchased by the college is lawfully acquired with the understanding that there will be multiple uses of a limited number of copies. The electronic reserve system will facilitate making multiple copies for classroom use by students in accordance with the law.

Use of material that meets the four-factor fair use test in the Copyright Act will be considered fair use. Material will only be placed on reserve at the request of a faculty member. Material placed on reserve will be for the non-commercial, educational use of students and will be limited to a small part of the total work: single articles or chapters; several charts, graphs or illustrations. The total amount of material included in the reserve system for a specific course as a matter of fair use should be a small proportion of the total assigned reading for a particular course.

Exempt Materials

Works not covered by copyright, government publications, materials for which the professor or instructor owns the copyright, and works in the public domain do not require copyright permission.

Material Requiring Permission of Copyright Owner

Wallace Library will be responsible for seeking and managing copyright permission for materials or uses that do not qualify for the fair use exemption and will pay any reasonable fees charged. All letters of permission received from publishers, evidence of fees paid, and the evidence of permission granted by the publisher will be kept on file at the Wallace Library. Specific publisher requirements will be followed.

Copies of materials that require copyright permissions but for which appropriate permissions cannot be obtained will not be placed on reserve.

Exceptions

If a document is available as electronic full text and the college's license allows it, a hypertext link will be set up in the reserve system to the electronic text. Course packs may not be placed on reserve.

Availability

Materials on reserve will be accessible by faculty name or course name through the online public access catalog, [HELIN](#). Reserve items are also listed by course in the Reserve binders at the Circulation desk. Reserve materials will no longer be available through the reserve system after the end of the courses for which the material was intended.

Notices

Materials included in the reserve system will include appropriate citations or attributions to their sources as well as any copyright notice on the original.

A copyright notice will appear in the online reserve system on documents posted for reserve reading to indicate that copyright law may cover the material. The copyright warning must be accepted before use of electronic reserve materials. The copyright notice will read:

Notice: Warning concerning copyright restrictions. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright material.

Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Disclaimers

Reserve materials not in compliance with copyright law will be removed from the reserve system. The library staff maintains the right to deny placement on reserves of any material it judges to be beyond the boundaries of fair use. Wallace Library retains the right to change the copyright policy as necessary.

For additional information contact Deryl Freeman, Catalog & Metadata Librarian, Wallace Library dfreeman@wheatonma.edu (x3716).

FILENE CENTER FOR ACADEMIC ADVISING & CAREER SERVICES

The vision of the Filene Center for Academic Advising & Career Services is to enrich the Wheaton College educational experience by fostering successful academic, career, and personal development for students. The Filene Center, housed in Kollett Hall, supports both students and faculty.

Peer tutoring offers group learning and individual sessions with trained student tutors. Tutors work collaboratively with students at all levels of achievement to improve general learning skills and to provide support in specific courses. Through its affiliations with Writing Students in the English Department and with Math Students in the Math Department, Kollett Hall also coordinates peer and professional support in writing across the curriculum and in calculus and statistics. Kollett Hall is now the only 24-hour study space on campus. More information about these resources, including schedules and locations for the professional learning associates in each area, is provided through the links indicated here.

OFFICE OF THE REGISTRAR

The Office of the Registrar maintains student records and coordinates information storage and retrieval with The Office of Institutional Research and Assessment. On the basis of these records, the Registrar and his or her staff certify seniors for graduation and prepare the Dean's List; provide information on grades and cumulative averages for students and faculty members; issue official transcripts for students and alumnae/i; certify student status and counsel students on matters pertaining to their status; and implement academic policies set forth in [Faculty Legislation](#).

In addition, the Registrar is responsible for organizing and publishing the master class schedule; conducting course registration and maintaining official class lists; assigning Personal Identification Numbers (PIN's); overseeing the add/drop period; assigning classroom space, scheduling examinations, and administering self-scheduled examinations. The Registrar also coordinates and edits Majors and Minors and course descriptions as found on the web, maintains statistics and conducts institutional research for various administrative offices and academic departments.

COUNSELING CENTER

The [Counseling Center](#) is dedicated to the psychological growth and well being of Wheaton students. We provide a safe, supportive environment in which students can explore the inevitable problems and conflicts they will encounter in their young adult years. In order to meet the developmental needs of an increasingly diverse student body, the Counseling Center provides flexible and varied approaches to helping students on campus and also refers students to off-campus resources as needed.

In addition to providing individual counseling to students, the Counseling Center serves as a professional resource to the Wheaton community. We offer a variety of outreach programs, ranging from mental health screenings to workshops focusing on specific issues. Licensed mental health professionals and graduate interns in advanced training constitute the staff of the Counseling Center. Any concern that a student brings to the Counseling Center is treated with respect, caring, and confidentiality. Counseling services are confidential and free of charge to all Wheaton students.

Location/Hours of Service

The Counseling Center is located on campus at 42 Howard Street. The Center is open from 8:30 - 4:30 p.m., Monday through Friday. Walk-in appointments are available for emergencies.

How Faculty Members Can Help

Most college students experience stress at some point during their undergraduate years. Academic pressure, family conflicts, relationship problems, and mental health issues are some of the factors that can cause significant personal distress. Although some students are able to use their own initiative and resources to cope with the challenges that come their way, others will sometimes feel overwhelmed by the various pressures of life. Too often, these students struggle with their problems alone instead of getting the help they need.

The Wheaton faculty, staff, and residential advisors often encounter distressed students in the course of their work. Consequently, they can play a crucial role in identifying students who are in distress and in referring them to the [Counseling Center](#).

The following guidelines are designed to help you recognize students in distress, communicate with them effectively, and refer them for counseling. For the procedures by which you refer a student to the Counseling Center, [click here](#).

Identifying Students in Distress

Certain behaviors or symptoms often indicate a student is experiencing psychological or emotional distress. Students who exhibit a number of these symptoms or behaviors over an extended period of time should be of particular concern.

- Marked changes in academic performance, including significant deterioration in quality of work, consistently missed assignments, excessive procrastination, or avoidance of classroom participation
- Excessive class absences or tardiness
- Listlessness, lack of energy, or falling asleep in class
- Unusual or bizarre behavior, including unexplained crying, laughing to self, very rapid speech, disorganized thinking, suspiciousness, or hearing voices
- High levels of irritability, including angry outbursts or unruly behavior
- Dramatic weight loss or weight gain
- Psychosomatic symptoms, including nausea, stomach aches, headaches, or problems with eating or sleeping
- Marked changes in personal hygiene or dress
- Direct or indirect references to either suicide or intention to harm another person
- Disturbances in personal relationships
- Visible symptoms of anxiety or depressed mood

RESIDENTIAL LIFE AND SAIL

What was recently known as the Office of Student Life is now divided into the [Office of Residential Life](#) and the [Office of Student Activities, Involvement & Leadership \(SAIL\)](#). Together, these two offices provide students with opportunities for personal growth and development through their experiences outside the classroom. In the course of residential life and student activities, students develop responsibility and a variety of skills (building consensus, leadership, addressing issues of race, class, gender, and culture, fair decision making) all of which are essential for them to become successful in a diverse global community.

OFFICE OF SERVICE, SPIRITUALITY, AND SOCIAL RESPONSIBILITY

Located on the ground floor of the Cole Memorial Chapel, the [Office of Service, Spirituality and Social Responsibility \(SSSR\)](#) supports both curricular and co-curricular programming that encourages students to reflect upon their actions, values, and beliefs and on the ways these affect their own intellectual development, the people around them, and the communities of which they are a part.

The SSSR can help students:

- research local volunteer opportunities
- contact College Conservatives or Democrats
- find a local church, synagogue, or mosque
- learn more about the Alternate Break Program
- create a campus-wide program related to service, spirituality or social justice

- connect with other members of their faith tradition or learn more about how others understand the world and the human condition.

ATHLETIC FACILITIES AND FITNESS CENTER

Employees and their families may use the college athletic facilities and the fitness center during posted recreational hours. Current facilities include a fitness center, indoor and outdoor tennis courts, pool, gym, and indoor track. Family members may obtain passes to use the facilities. Children under the age of 16 must be accompanied by an adult. Hours differ in accord with whether or not the College is in session. Please call the [Haas Athletic Center](#) at ext. 3983 or the [Pappas Fitness Center](#) at ext. 3730 for more information.

OLD TOWN HALL BOOKSTORE AT WHEATON COLLEGE

Jackline Calderone, Store Manager
10 Taunton Avenue, Norton, MA 02766

Phone: (508) 285-6941

Fax: (508) 285-6707

Email: wheaton@bkstr.com

Website: www.wheaton.bkstr.com

Faculty Privileges

- Faculty receive a 20% discount on general reading books and most other merchandise.
- Bookstore charge accounts are available to faculty members upon request. Billing is monthly, net 30 days from statement date.

Textbooks and Course Materials

- The bookstore will make every effort to obtain any books or materials requested by faculty members.
- In accordance with Federal Regulations (the Higher Education Opportunity Act or HEOA), faculty are required to submit their textbook requests well in advance of the start of classes. Requests for books and materials are due in the bookstore by April 15 for Fall Semester courses and by October 15 for Spring Semester courses. Faculty members are asked to meet these federal deadlines, or to place their orders as soon afterwards as possible. For further information on HEOA, follow [this link](#).
- Institutions, bookstores and faculty have additional obligations according to the HEOA law. For instance, faculty are expected to use the materials that they require students to buy, they should work toward lower cost solutions like coursepacks and ebooks, they should break apart “bundles” if they don't require all the materials, etc.
- Problems obtaining textbooks will be communicated to faculty members as the problems arise.

- Textbooks should be on hand, ready for sale, the week before the start of classes. Faculty members are encouraged to check the Bookstores shelves for correct editions and ample quantities before the start of classes.
- Shortfalls discovered after the start of classes will be made up quickly in three to five working days when possible. Faculty members can help by contacting the Bookstore with information about over-enrollments, book shortages, or other problems.
- Copyrighted materials cannot be sold through the Bookstore unless permission has been granted by the copyright holder. Information on permissions and on custom course-packs is available upon request.

General Reading Books and Special Orders

- Our goal is to be an academic bookstore that reflects the intellectual climate of Wheaton College. Faculty members are encouraged to become patrons of our store. Your buying habits will inform our buying decisions. Please make suggestions for improving our selection.
- We will quickly special order any book available to us and at no extra charge.
- Book signings for faculty authors or campus visitors are gladly arranged.

ELISABETH W. AMEN LABORATORY NURSERY SCHOOL

Wheaton College's laboratory nursery school is affiliated with the Department of Psychology and has been a site for child study and research since its beginning in 1931. The primary functions of a laboratory school are:

- to demonstrate good nursery school practices and to provide a sound educational setting for preschool children
- to serve as an active center of child study and research

The nursery school provides a supportive atmosphere for preschoolers, a place where their developing abilities and self-confidence are nurtured. It also provides a wide range of experiences for college students in the fields of Psychology, Education, Family Studies and related areas. In a laboratory nursery school the children benefit from expert guidance by teachers and college professors actively working in the fields of child development and early childhood education.

The nursery school is supported by its tuition revenues and by College support funds. The College funds are given with the understanding that the nursery school fulfills the training and research needs of the college students. Furthermore, Wheaton faculty members are invited to propose course-related observation and research projects to the Nursery School staff. A Research and Ethics Committee will review such proposals. See: [Policy Concerning Use of Human Subjects in Research.](#)

Children of Faculty

For information regarding the attendance by children of Wheaton College faculty members contact Marie O'Malley, Coordinator of the Nursery School, (x8220).

A tuition waiver is available for the children of benefit-eligible faculty and staff members. Contact the [Office of Human Resources](#) for details.

D. SUPPORT SERVICES

Faculty Assistant Services

Faculty Assistant Offices are located in Knapton Hall 007, Mars Center 2100, Watson M-101, and Meneely 214. The offices are open throughout the calendar year.

All support services connected with the professional needs of the faculty will be provided, with priority given to class work. Check with the individual faculty assistants on procedures for:

- Preparation of tenure materials;
- Support services for faculty searches;
- Other services provided.

Campus Mail Services

The [Office of Campus Mail Services](#) receives mail and packages through various carriers and distributes them to faculty, staff and student mailboxes, and re-routes inter-office mail throughout the day. Outgoing US mail is processed and delivered to the US Post Office at 4:00 p.m. Campus Mail Services is not a facility of the US Post Office. For more complex services and to purchase postage for personal use, please visit the US Post Office located on Taunton Avenue.

College Switchboard

The College Switchboard is located at the Public Safety Department and it is staffed by an operator Monday through Friday from 8:30 a.m. to 4:30 p.m. Calls on evenings and weekends go to the auto-attendant; callers who need immediate assistance may reach the Public Safety dispatcher by pressing "O" or by dialing x8213.

Identification Cards

Wheaton College faculty identification cards may be obtained at the Public Safety Department at no cost. These cards are used for identification purposes on campus as well as for library services. Lost cards should be reported and replaced at once; faculty members who leave the employ of the College are required to return their ID card.

Personal Property

Personal property brought onto college premises is the responsibility of the individual owner. Although the Public Safety Department attempts to safeguard all property on campus, the College's insurance policy protects only property owned by Wheaton College.

FAX Machines and Multi-function Printers (MFP)

There is a Fax machine in each of the buildings where there is a faculty assistant:

Knapton 007 - FAX (508) 286-3640
Meneely 214 - FAX (508) 286-8263
Mars Center 2100 - FAX (508) 286-8278
Watson M-101- FAX (508) 286-3565

MFPs for faculty and student use are located in Knapton, Meneely, Mars Center, and Watson. Please consult the faculty assistant for exact locations. There are also MFPs in Office Services and the Library for student use. Older single-function copiers will remain in use until they break. The College has adopted as part of its green initiatives the use of multi-function printers (MFPs). An explanation of this initiative as well as guides to the use of the new machines may be found by following [this link](#).

Office supplies can be ordered through the faculty assistants from Staples Business Advantage.

E. WHEATON COLLEGE AFFIRMATIVE ACTION POLICY

Given that a diverse Wheaton community is essential to our educational goals, Wheaton College reaffirms its commitment to a more diverse faculty and staff and to a policy of affirmative action directed at increasing the presence of minority group members.

In addition to the principles of non-discrimination embodied in the Wheaton College equal employment opportunity policy, Wheaton College is committed to the principle of affirmative action, which requires that we make positive efforts to overcome the effects of earlier patterns of exclusion or underutilization of minority group members, even if that exclusion or underutilization cannot be traced to particular discriminatory actions on the part of the College.

The principle of affirmative action as it is endorsed at Wheaton College directs members of the College—student, faculty and staff—to make special efforts in all areas of life and work at the College. In each case, the principle requires that we eliminate patterns of affirming discrimination ignorance and work toward achieving a more and just community.

Affirmative action as a principle yields clear directives: to take steps to remedy damaging imbalances, to avoid caricature slurs against members of any group, and to eliminate the deadening effects of ignorance. It does not, however, teach us how to reach these goals in every instance. Therefore, the same principle requires us to be tolerant of a diversity of views as we work together affirmatively in pursuit of our goals.

The commitment to recruiting minority-group members to the faculty and staff must be community-wide. For all categories of employment, especially where minority group members are underrepresented, we will make vigorous efforts to attract minority applicants and to give their applications careful consideration. To ensure the success of these efforts in every department, faculty and staff recruitment and hiring guidelines established and the search have been procedures of each hiring unit will be closely monitored. The Human Resources Department serves as a resource of information useful in the recruitment of minority group members.

The implementation of the affirmative action plan rests with all College community members who have the authority to make faculty or staff employment decisions. Ultimate leadership for affirmative action rests with the President of the College. The Faculty Affirmative Action Officer (FAAO), responsible to the President, monitors the recruitment and hiring process of faculty and summarizes the results of College hiring with an annual report at the close of the fiscal year. The annual report describes the effort and the results of the affirmative action plan and evaluates the effort in light of the results. A description of the responsibilities of the FAAO may be found in Faculty Legislation II. N.

F. WHEATON COLLEGE SEXUAL HARASSMENT POLICY

STATEMENT ON SEXUAL HARASSMENT

Wheaton College is committed to maintaining an academic environment free of discrimination and all forms of coercion that diminish the security, well-being, or academic freedom of any member of the community. Sexual harassment is inimical to such an environment and is unlawful. As part of this commitment, the College shall, on a regular basis, undertake to educate the whole community about sexual harassment.

Policy

It is the policy of Wheaton College that no member of the College community, including faculty members, students, and staff, may sexually harass another. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or,
- such conduct substantially interferes with an individual's academic or professional performance or creates an intimidating educational, employment, or living environment; or implies a discriminatory hostility toward an individual because of her or his sex or sexual orientation.

Grievance Procedures

Complaints of sexual harassment against members of the faculty should be lodged with the Provost or the Provost's designated appointee. Complaints made against members of the staff should be lodged with the Director of Human Resources. Complaints made against students

should be lodged with the Dean of Students or the Dean's designee.³ Insofar as feasible, complaints shall be investigated by the officers of the College or their designees in confidence. Any retaliation against an individual who has lodged a complaint of sexual harassment or retaliation against individuals for cooperating with an investigation of alleged sexual harassment is unlawful. Attempts to resolve complaints of sexual harassment through conciliation and other informal means shall be made, if appropriate, by the Provost, Director of Human Resources, or Dean of Students or their designees.

If the measures fail, the Provost, Director of Human Resources, Dean of Students, or their designees shall initiate any of the following procedures:

- If the subject of the complaint is a member of the faculty, the "Review and Appeals Procedures for Certain Faculty Grievances," (Faculty Legislation, Part I, Article IV, Section E).
- If the subject of the complaint is a staff member, the Employees Grievance Procedure.
- If the subject of the complaint is a student, the procedures set forth in the Honor Code booklet.

Interpretive Comments

Sexual harassment may range from overt acts of sexual coercion, including rape, to subtle indications of sexual hostility that may not be unlawful. It is the intention of these "Interpretive Comments" to provide examples (but not a definitive or exhaustive list) of conduct that constitutes sexual harassment.

Demands for sexual favors in exchange for better grades or job security are examples of the most overt forms of sexual harassment. Milder suggestions that academic or employment conditions may improve if the relationship assumes a sexual character also constitutes sexual harassment. Any negative consequences resulting from an individual's rejection of advances, such as lowered grades, expression of hostility, or more difficult work conditions are also elements of the harassment.

³ In addition to lodging a complaint with an official of the College, a formal complaint of sexual harassment may be filed with either or both of the government agencies listed below. The time period for filing a complaint with either agency is 180 days.

The United States Equal Employment
Opportunity Commission ("EEOC")
1 Congress Street, 10th Floor
Boston, MA 02114
617-565-3200

The Massachusetts Commission Against
Discrimination ("MCAD")
Springfield Office:
424 Dwight Street, Room 220
Springfield, MA 01103
413-739-2145

Boston Office:
One Ashburton Place, Room 601
Boston, MA 02108
617-727-3990

Harassing behavior is not limited to requests for sexual favors. It includes other unwelcome and unreasonable sexual conduct that can, depending on all the circumstances, take the following forms: verbal, such as sexual innuendoes, insults, demeaning comments or jokes about gender-specific traits; non-verbal, such as obscene gestures or whistling; and physical, such as touching, brushing the body or pinching. Such behaviors can interfere with an individual's performance, create an intimidating environment, or indicate discriminatory hostility.

Perhaps the most difficult question related to sexual harassment concerns intimate relationships between two individuals, one of whom is in a position of authority (e.g., between a faculty member and a student, a supervisor and an employee, an administrator and faculty member, senior faculty and junior faculty). It is incumbent upon those with authority not to abuse, or seem to abuse, the power with which they are entrusted.

Amorous relationships that might be appropriate under other circumstances may threaten the integrity of the educational process when they occur between instructor or administrator and any student for whom he or she has direct professional responsibility. Administrators and faculty members should be aware that any romantic involvement with their students or others under their authority makes them liable for official action against them, particularly if a complaint is initiated by the student or employee.

It is neither advisable nor possible to formulate a policy so specific that all conceivable incidents are clearly included or excluded from the definition of sexual harassment. Individual cases will be addressed through proper grievance channels. Decisions about alleged improper conduct and determination of appropriate action by the institution will be made on a case-by-case basis. Such action may range from a reprimand or counseling to termination of employment, and may include such other forms of disciplinary action as the institution may deem necessary under the circumstances.

Sexual Harassment by Visitors

An important area of concern relates to visitors to the campus. The College does not approve of sexual harassment by individuals visiting students or attending Wheaton functions. However, it does not have jurisdiction to enforce this policy beyond members of the community (as defined in the policy). Victims of sexual harassment by visitors should call Public Safety, which will escort the offending visitor off campus and take whatever other appropriate action may be necessary. If visitors' behavior is illegal (e.g., disturbing of the peace, vandalism, sexual assault, etc.) they are subject to arrest. The best way to reduce sexual harassment by visitors is to make it unmistakably clear that such behavior is not acceptable at Wheaton.

STATEMENT OF NON-DISCRIMINATION

Wheaton College is committed to the principles of Equal Opportunity as defined under federal and state law and does not discriminate unlawfully on the basis of race, color, creed, disability, national/ethnic origin, age, religion, sex, sexual orientation, or disabled veteran/Vietnam-era veteran status in its admission policy, programs, or activities, educational policies, scholarship and loan programs, athletic and other College-administered programs, or employment practices and programs.

The following person has been designated to handle inquiries regarding the College's non-discrimination policies:

[Barbara Lema](#)

Director of Human Resources/Staff Affirmative Action Officer
Wheaton College
Human Resources
Norton, Massachusetts 02766
(508) 286-8206

G. LIABILITY INSURANCE

The College's liability insurance includes coverage for its employees. In general, this insurance applies while an employee is performing duties that are within the scope of official College responsibilities. The policy does not cover intentional or criminal acts and is subject to all provisions of the existing policies.

H. FACULTY BENEFITS, LEAVES, SALARY PAYMENTS, HOUSING

HUMAN RESOURCES

The following information provides a general summary of Wheaton's benefits. It is neither an agreement nor an offer to enter into an agreement on the part of Wheaton. Additional information about each benefit is available through the [Office of Human Resources](#).

The Office of Human Resources, located in Hebe, will help employees with questions about medical and dental benefits, life and disability insurance, tuition and retirement plans, and the dependent care reimbursement plan. New members of the faculty will meet with a member of the Human Resources staff to complete payroll and benefits-related information. Please contact Human Resources whenever there is a change of address, phone number, or marital or family status to ensure that records and beneficiary designations are current.

BENEFITS SUMMARY

Benefits offered to eligible employees include the following:

- Medical Insurance
- Dental Insurance
- Group Life Insurance
- Long-Term Disability
- Retirement Plan and Voluntary Retirement Plan
- Dependent Care Reimbursement Plan
- Wheaton Nursery School Discount
- Tuition Plans

Benefits Eligibility for Members of the Faculty

Benefits eligibility for members of the faculty is determined by the number of courses taught as shown below:

<u>Number of Courses Taught</u>	<u>Benefits-eligibility Status</u>
Teaching one semester only:	
3 in one semester	full-time
2 in one semester	part-time
1 in one semester	not eligible
Teaching both semesters (same academic year – fall and spring):	
5 or 6 within the same academic year	full-time
3 or 4 within the same academic year	part-time
2 within the same academic year	not eligible

If a faculty member is initially appointed for one semester and is later asked to teach during a subsequent semester, the total number of courses taught for both semesters will be used to determine benefits eligibility. Changes in benefits eligibility will be effective the first of the month following the date on which the appointment letter for second semester is issued.

A visiting faculty member will be eligible for the benefits status indicated above unless he or she is receiving benefits from another institution.

Domestic Partner Benefits

Domestic partners of employees and their qualified dependents are eligible to participate in the following benefits: Medical, Dental, and Tuition Programs.

Domestic partners are defined as a couple of the same or opposite sex who reside in the same household and are jointly responsible for each other's common welfare and financial obligations. Additional information about domestic partner benefits can be obtained through the Human Resources Department.

SUMMARY OF INSURANCE PLANS

Below are general summaries of some elements of the various insurance and other plans offered by the College. Information describing these plans and comparison of benefits is available from the [Office of Human Resources](#). Whenever the summaries set forth below differ from the terms of the plans themselves, the terms of the plans govern.

MEDICAL PLANS

Wheaton College offers medical insurance through Harvard Pilgrim HMO (HPHMO), Harvard Pilgrim PPO (HPPPO), and United Health Care Open Access HMO (UHC). Three types of medical plans are available: individual, two-person, and family (for coverage of three or more persons). All full- and part-time and temporary benefit-eligible employees may enroll in the plan

of their choice. For new employees, coverage becomes effective the first day of the month concurrent with or following employment. All benefit-eligible employees may switch plans during the open enrollment each year, with changes effective July 1. Outside of open enrollment, employees may change type of coverage within their current medical plan if there is a change in family status (e.g., marriage, divorce, and birth of a child). The change in coverage must be made within 30 days of the qualifying event.

The Benefits Brochure available in Human Resources should be consulted for complete detail. The following illustrates the college's contribution to the premium cost for medical coverage:

- If you are full-time and select HPHMO individual coverage, Wheaton pays 80% and you pay 20%.
- If you are full-time and select HPPPO or UHC individual coverage, Wheaton pays 75% and you pay 25%.
- If you are full-time and select HPHMO two-person or family coverage, Wheaton pays 70% and you pay 30%.
- If you are full-time and select HPPPO or UHC two-person or family coverage, Wheaton pays 60% and you pay 40%.
- If you are part-time and select HPHMO individual coverage, Wheaton pays 40% and you pay 60%.
- If you are part-time and select HPPPO or UHC individual coverage, Wheaton pays 37% and you pay 63%.
- If you are part-time and select HPHMO two-person or family coverage, Wheaton pays 35% and you pay 65%.
- If you are part-time and select HPPPO or UHC two-person or family coverage, Wheaton pays 30% and you pay 70%.

Your contributions will be deducted from your paycheck before taxes are calculated (pre-tax). As a result, you pay lower taxes.

DENTAL PLAN

As part of Wheaton benefits, you have the opportunity to enroll in Blue Cross/Blue Shield Dental Insurance, (Dental Blue). The types of coverage available are the same as noted above for the medical plans (individual, two-person, and family). All full- and part-time and temporary benefit-eligible employees may enroll. The college makes a contribution to the cost of this benefit. As with medical insurance, your contributions will be made on a pre-tax basis. The following illustrates the college's contribution to the premium cost for your dental coverage:

- If you are full-time and select individual, two-person, or family coverage, Wheaton pays 50% and you pay 50%.
- If you are part-time and select individual, two-person, or family coverage, Wheaton pays 25% and you pay 75%.

GROUP LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE

Basic Coverage

You will be provided with group life insurance equal to one times your annual salary, rounded to the next thousand (if not an even thousand). The minimum benefit is \$15,000. The amount of your benefit decreases by 50% when you reach age 70.

The AD&D provision provides payment in the event of a loss (of life, limbs, or vision) resulting from a covered accident.

All full- and part-time and temporary benefit-eligible employees may participate. For new employees in these categories, coverage becomes effective the first day of the month following three months of employment.

If you are full-time, Wheaton pays 100% of the premium cost for your basic coverage. If you are part-time and choose to enroll, Wheaton pays 50% and you pay 50%.

Optional Coverage

You have the opportunity to purchase additional coverage of one, two, or three times your annual earnings. Employees age 60 and over may purchase insurance equal to one-half, one, two or three times annual earnings. The maximum coverage for combined basic and optional insurance is \$400,000.

All full- and part-time and temporary benefit-eligible employees may participate. For new employees in these categories, coverage becomes effective the first day of the month following three months of employment.

Rates are based on your age, and you pay the entire cost of this additional coverage. It is important to note that life insurance may be subject to federal taxes.

There is a guaranteed issue amount of life insurance for which no proof of insurability is required. The guaranteed issue amount is the equivalent of basic and one times salary optional coverage. If you do not elect basic or optional coverage when you are first eligible and later decide to enroll, our insurance company requires you to submit proof of insurability. Acceptance is not automatic.

LONG-TERM DISABILITY INSURANCE (LTD)

LTD insurance provides you with a monthly income in the event you have a disability that extends beyond three months. If you elect this coverage, you will receive 60% of your monthly salary up to a maximum of \$12,000 per month during periods of qualifying disability. How long the benefit continues is determined by the age at which the disability occurs and is subject to review based on on-going medical certification.

All full- and part-time and temporary benefit-eligible employees may enroll. Coverage becomes effective the first day of the month following one year of employment. New employees who had similar coverage within three months from a former employer may be eligible to join immediately.

The following illustrates the college's contribution to the premium cost for your LTD coverage:

- If you are full-time, Wheaton pays 50% and you pay 50%.
- If you are part-time, Wheaton pays 25% and you pay 75%.

If you do not elect coverage when you are first eligible and later decide to enroll, our insurance company requires you to submit proof of insurability. Acceptance is not automatic.

TIAA-CREF RETIREMENT PLAN

College Contribution

The college begins contributing to your TIAA-CREF 403(b) retirement plan after you have completed one year of benefit-eligible service in which you have worked at least 770 hours (as calculated by Human Resources, this is the equivalent of one year of full-time teaching). New employees who have had one year of benefit-eligible service at another institution of higher learning prior to employment at Wheaton are eligible to receive the college contribution immediately.

- For all employees under age 30, Wheaton contributes 7% of the base pay.
- For all employees over age 30, Wheaton contributes 9% of the base pay.

Employee Contribution

Although not required, all employees are encouraged to contribute to the TIAA-CREF retirement plan. You may participate immediately upon hire in this voluntary plan as long as you are benefit-eligible (see Benefit Eligibility, Staff Handbook, page 35). The plan permits savings for retirement on a federal and state tax-deferred basis.

DEPENDENT CARE REIMBURSEMENT PLAN AND MEDICAL SPENDING ACCOUNT

These plans allow you to pay eligible expenses for the care of eligible dependent children and elders and medical expenses on a pre-tax basis. All full- and part-time and temporary benefit-eligible employees (see Benefit Eligibility, Staff Handbook, page 35) may participate. For new employees, coverage becomes effective on the first day of the month concurrent with or following employment. An annual enrollment period occurs each May and is effective July 1.

TRAVEL INSURANCE

The College does not have insurance to cover any fire, theft, or collision damage to your personal vehicle if such damage occurs when you are using your vehicle to conduct College business. If you are injured while traveling on authorized College Business, any medical expenses and lost wages will be covered by the College Worker's Compensation Plan under the same terms as

other work-related injuries. Persons traveling on authorized College business are covered by Accidental Death and Dismemberment Insurance.

FACULTY ABSENCES/LEAVES

All requests for leave must be approved by the department chair and the Provost's Office.

Absences of less than two weeks

All faculty members who are absent because of illness or other emergency should call the Faculty Assistants, who will notify the Provost's Office. Students will be notified by the posting of class cancellation notices on the classroom doors and onCourse, as well as on the instructor's office door. Since there are no facilities to announce class assignments, changes in class meetings, or other modifications in the academic content of the course, the instructor must contact the department chair or a colleague for such arrangements. If you will be away at a conference or in other business, you must notify your department chair and the Provost's Office and indicate how your classes will be covered.

Sick Leave

Members of the faculty eligible for benefits who become unable to perform their responsibilities because of personal illness, injury, or disability will continue to receive the salary for which they are eligible for up to three months. Adjunct faculty hired on limited-term contracts cannot receive medical benefits beyond the end of the term for which they were hired. (If, for example, an adjunct faculty member receives pay over ten months and becomes ill, injured, or disabled during the last month of the ten-month salary period, he or she would be eligible to receive the remainder of the tenth month's salary, but no more). If the illness, injury, or disability continues beyond three months and the faculty member is enrolled in the College's long-term disability program, the provisions of that plan will apply.

PARENTAL LEAVE POLICY FOR FACULTY MEMBERS

The faculty parental leave policy applies to tenured and tenure-track faculty members and does not extend to full and part-time non-tenure-track faculty members.

- For primary caregivers, in the event of a birth or the adoption of child, a fully paid leave of one semester (two courses, based on a five-course load or its equivalent) will be available.
- For secondary caregivers, in the event of a birth or the adoption of child, a fully paid leave of one course will be available.

Guidelines

- This policy distinguishes between primary and secondary caregivers, not women and men or birth mothers and adoptive parents.
- We define primary caregiver as follows: "A primary caregiver is defined as someone who has primary responsibility for the care of a child immediately following the birth or the coming of

the child into the custody, care, and control of the parent for the first time. This definition applies to both births and adoptions."

- To be eligible for the primary or secondary caregiver benefit, it is sufficient that the faculty member affirm him- or herself, as such, using the Parental Leave Caregiver Affirmation form and writing a brief letter to the Provost detailing when the leave is requested. For Wheaton faculty partners or spouses, only one can be designated primary caregiver. The other is eligible for the secondary caregiver benefit.
- The caregiver should indicate to the Provost his or her interest in exercising the parental leave benefit (and how s/he wishes to exercise) in a timely manner so that the Provost and the department might make appropriate arrangements for staffing courses within the department.
- The Provost, in conjunction with the department, will decide how best to staff the courses vacated by the caregiver. In some cases, it may be best for the department to rearrange the course offerings rather than hiring a person to fill the course(s). Practices of staffing courses vacated under the parental leave policy will accord with those practices governing sabbatical and other leaves.
- Caregivers may choose how the leave is taken, and a primary caregiver can spread the two-course leave over two semesters.
- This benefit applies to all faculty members at the time of employment. For example, if the contract begins July 1, a newly-hired faculty member can exercise the benefit if his or her child arrives on or after that date.

This policy was initiated under the auspices of Wheaton's chapter of AUUP. Accordingly, AAUP requested that the following paragraphs describing limitations of the policy be appended to the guidelines.

- The policy is not flexible in recognizing the possibility of births of multiples or adoption of two or more children within one academic or calendar year. Nor does it recognize the possibility of two birth or adoption events within one calendar or academic year.
- The requirement that newly hired faculty are eligible for the policy only if their child arrives on or after the start of their contract means that a faculty member whose child arrives just before the contract is not covered. The Provost and hiring department are urged to consider flexibility in such cases.
- The policy is centered on newborn infants and adoptive children. It is not a family leave policy that covers the full spectrum of demands that may be placed on faculty members (e.g., illness or injury to relatives and dependents)
- The policy does not automatically add a year to the tenure clock of untenured primary or secondary caregivers. This is a matter to be considered on an individual basis, as it is for other junior leaves.
- This policy does not outline other options for less than fully paid leaves, except those allowed under law. For instance, it does not provide for additional course releases at proportionally reduced salary.
- Insofar as the policy distinguishes between primary and secondary caregivers and treats these as mutually exclusive, it does not acknowledge the possibility of co-parenting families.

As stated above in the Guidelines, the practice of staffing courses vacated under this policy should accord with practices used for sabbaticals and other leaves. Because sabbatical leaves are an entitlement allowed to all, we do not want the fact that caregiver leaves are available in practice only to a smaller number of faculty members to be seen as a reason to regard these

leaves as special, different, or less deserving of resources used for obtaining replacements. In all cases, the needs of the academic mission must come first. Above all, caregivers cannot be placed in a position of refusing to claim the full benefit for which they are eligible (or being pressured to refuse it) out of worries that courses will not be offered.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state, and local government employees and some federal employees. Most Federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.

FMLA became effective on August 5, 1993, for most employers. If a collective bargaining agreement (CBA) was in effect on that date, FMLA became effective on the expiration date of the CBA or February 5, 1994, whichever was earlier. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. The employer may elect to use the calendar year, a fixed 12-month leave or fiscal year, or a 12 month period prior to or after the commencement of leave as the 12 month-period.

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and, protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.

Employer Coverage

FMLA applies to all

- public agencies, including state, local, and federal employers, local education agencies (schools) and
- private-sector employers who employed 50 or more employees in 20 or more work weeks in the current or preceding calendar year and who are engaged in commerce or in any industry or activity affecting commerce -- including joint employers and successors of covered employers.

Employee Eligibility

To be eligible for FMLA benefits, an employee must:

1. work for a covered employer;
2. have worked for the employer for a total of at least 12 months;
3. have worked at least 1,250 hours over the previous 12 months; and
4. work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

Leave Entitlement

A covered employer must grant an eligible employee up to a total of 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer are jointly entitled to a combined total of 12 work-weeks of family leave for the birth and care of a newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently -- which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.
- FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Also, subject to certain conditions, employees or employers may choose to use accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave.

The employer is responsible for designating if an employee's use of paid leave counts as FMLA leave based on information from the employee.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 1. A health condition (including treatment therefore, or recovery therefrom) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - treatment two or more times by or under the supervision of a health care provider; or
 - one treatment by a health care provider with a continuing regimen of treatment

2. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
3. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
4. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
5. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

"Health care provider" means:

- doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or
- podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or
- nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- Any health care provider recognized by the employer or the employer's group healthplan benefits manager.

Maintenance of Health Benefits

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Job Restoration

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions of employment.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly-paid "key" employees after using FMLA leave during which health coverage was maintained. In order to do so, the employer must:

- notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
- notify the employee as soon as the employer decides it will deny job restoration and explain the reasons for this decision;
- offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
- make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

A "key" employee is a salaried "eligible" employee who is among the highest paid 10% of employees within 75 miles of the work site.

Notice and Certification

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Employers may also require employees to provide:

- medical certifications supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- second or third medical opinions and periodic recertifications (at the employer's expense) and periodic recertification; and
- periodic reports during FMLA leave regarding the employee's status and intent to return to work.

When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of up to \$100 for each separate offense.

Also, covered employers must inform employees of their rights and responsibilities under FMLA, including giving specific written information on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA leave.

Unlawful Acts

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any

individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

Enforcement

The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also bring a private civil action against an employer for violations.

Other Provisions

Special rules apply to employees of local education agencies. Generally, these rules provide for FMLA leave to be taken in blocks of time when intermittent leave is needed or the leave is required near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to "eligible" employees' use of leave required by FMLA.

The FMLA does not affect any other federal or state law which prohibits discrimination, nor supersede any state or local law which provides greater family or medical leave protection. Nor does it affect an employer's obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan. The FMLA also encourages employers to provide more generous leave rights.

Further Information

The final rule implementing FMLA is contained in the January 6, 1995, Federal Register. For more information, please contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor, Employment Standards Administration.

FACULTY SABBATICAL LEAVE POLICIES

Full-time tenured faculty are eligible to be considered for sabbatical leave under one of two plans. Under the first plan, a faculty member is eligible for a one-semester leave at three-fourths pay after six semesters of teaching. Under the second plan, after twelve semesters of teaching, a faculty member is eligible for a semester's leave at full pay or an academic year's leave at half pay. (See Faculty Legislation II. L.) The recommendation of the appropriate department chair is required in all cases. During sabbatical leaves, the College continues to provide retirement contributions and current medical and dental employee insurance coverage.

Benefits for those on sabbatical (Medical Coverages, Dental Insurance, Life Insurance, Long-Term Disability, Tuition, Dependent Care Reimbursement, and Retirement) remain as described above.

Junior sabbaticals: as specified in Faculty Legislation II. L., “Non-tenured tenure-track faculty are eligible to be considered for one-semester sabbaticals at full pay or an academic year’s leave at half salary. These sabbaticals are usually taken in their third or fourth year. The same guidelines as those for tenured faculty will apply.”

To assure compliance with the Employee Retirement Income Security Act of 1974, all information about Benefits should be obtained through Human Resources.

UNPAID LEAVES, BENEFITS FOR TENURED AND TENURE-TRACK FACULTY MEMBERS

During the first year of unpaid leave the College will continue to pay its portion of the cost associated with insurance coverage (health, dental, disability, and life).

During the second year of unpaid leave, the faculty member will be eligible to continue membership in the insurance plans but you will pay the entire group cost.

SALARY PAYMENTS

Members of the teaching faculty are employed for the College’s fiscal year, July 1-June 30. Official duties will occasionally require attendance at a committee meeting or participation in administrative matters during the latter part of August or during late May or early June following Commencement exercises.

Salaries for full-time teaching faculty are paid twelve times a year on the 12th of each month beginning in July. All part-time teaching faculty who teach in both semesters will be paid ten times a year beginning September 12th and ending in June; part-time faculty teaching in only one semester will be paid in five installments (September-January or February-June).

Since the College operates on the fiscal year of July 1-June 30, compensation paid equal to 50% of the appointment salary relates to the classroom effort of either the fall or the spring semester, and the College is obligated to pay compensation relating to the semester’s teaching responsibilities. Resignations in the course of an academic year cannot result in a faculty member receiving more than six months pay for one semester’s teaching. In other words, compensation paid in the months of July, August and January may be, depending upon the timing of a resignation, refundable to the College.

The College is unable to grant requests for advance payment of salaries. All fringe benefit deductions are made one month before the College makes its payment. If the faculty member occupies a College house or apartment, the deduction for rent is made concurrently (the July deduction is for the July rent). Questions about deductions may be addressed to Human Resources.

SOCIAL SECURITY

Participation in the provisions of the Federal Social Security Act, which affords old-age and survivors insurance, was made available to Wheaton College employees beginning January 1, 1951. The act requires new employees to be covered under these provisions.

VOLUNTARY PHASED RETIREMENT PLAN FOR TENURED MEMBERS OF THE FACULTY (Effective July 1, 2012)

Wheaton College (“Wheaton” or the “College”) offers this voluntary phased retirement plan (“Plan”) to eligible tenured members of the faculty in recognition of their dedicated service to the College. This plan provides the opportunity for the eligible faculty member to accept, on a voluntary basis, a half-time appointment for a period of one, two, or three years ending in full retirement from the College, and, in addition to receiving half-time salary for the half-time appointment, also receive a salary premium and continuation of benefits during the one, two, or three year half-time appointment, as described below.

Eligibility. Eligible members of the Wheaton faculty are full-time, tenured faculty who have been employed by the College for at least ten (10) consecutive years at the time the half-time appointment begins and who are at least sixty (60) years old at the time the half-time appointment begins.

Half-Time Appointment. Half-time appointment is defined as half the normal teaching load and other responsibilities of the faculty member’s department. “Half time” teaching results in the faculty member teaching three courses during the phased retirement year. Depending upon the needs of the College, all three courses may be taught in one semester or three courses may be taught over two semesters.

Salary. The salary of the faculty member will be one-half of the faculty member’s full-time annual salary using the faculty member’s last year of full-time employment at the College as the base. General salary increases may be awarded during the one, two, or three year appointment period, at the sole discretion of the College.

Salary Premium. In addition to the half-time salary, the faculty member will receive a salary premium during the one, two, or three year half-time appointment period. The amount will depend on the service date of the faculty member on June 30 of the last full-time academic year preceding the commencement of the faculty member’s half-time appointment under this Plan. The salary premium will be determined as follows:

Option A (one year final appointment):

- For those eligible faculty age 60 or older when the half-time appointment under this Plan begins: 1.5% of the faculty member’s last full year’s salary multiplied by the number of years of the faculty member’s full-time service at the College, to a maximum of 25 years of service (maximum is 37.5%).

Option B (two year final appointment):

- For those eligible faculty age 60 or older when the half-time appointment under this Plan begins: 1.25% of the faculty member’s last full year’s salary multiplied by the number of years of the faculty member’s full-time service at the College, to a maximum of 25 years of service (maximum is 31.25%).

Option C (three year final appointment):

- For those eligible faculty ages 60 and older when the half-time appointment under this Plan begins: 1.0% of the faculty member's last full year's salary multiplied by the number of years of the faculty member's full-time service at the College to a maximum of 25 years of service (maximum is 25%).

The salary premium will be paid on a monthly basis from July 1 through June 30, as long as the faculty member continues teaching for the one, two, or three year period, and will cease if the faculty member does not continue teaching for any reason.

For the purposes of the Plan, calculation of service years includes faculty service prior to the start of the half-time appointment under this Plan. Also, if a faculty member moves into an administrative role (for example, Associate Provost), calculation of service will include years of service in the administrative role following the faculty role. If an individual starts in an administrative role and then moves to a faculty role, then prior administrative service will be included in the calculation of service if the individual has been in the faculty role for a minimum of four (4) years prior to the start of the half-time appointment under the Plan.

Appropriate weighted credit will be given for **part-time faculty** service prior to the start of the half-time appointment under this Plan in calculating the faculty member's years of full-time service. Also, if a faculty member moves into an administrative role, appropriate weighted credit will be given for that service in the administrative role. If an individual starts in an administrative role and then moves to a faculty role, appropriate weighted credit will be given for that service in the prior administrative role if that individual has been in the faculty role for a minimum of four (4) years prior to the start of the half-time employment under the Plan. However, part-time service elected under this Plan will not be taken into account in determining years of full-time service.

Effective Date. The part-time appointment under this Plan becomes effective at the beginning of the fall semester.

Benefits. Benefits will continue during the one, two, or three year period on the following terms:

TIAA-CREF. College contributions are based on one-half of the full-time salary only (and not on contributions on salary premium payments).

Medical Insurance. College contributions and eligibility are the same as for full-time members of the faculty.

Long-Term Disability Insurance. College contributions and eligibility are the same as for full-time members of the faculty, and are based on the half-time salary.

Life Insurance. College contributions and eligibility are the same as for full-time members of the faculty, but contributions and coverage are based on the half-time salary.

Social Security (FICA). Paid on the half-time salary plus premium payments.

College Tuition Plans. Benefits are the same as for full-time members of the faculty.

Other benefits and privileges are described below:

Sabbatical Leaves are not available for faculty during the course of their half-time appointment under this Plan. Time toward sabbatical no longer accrues once the faculty member begins the half-time appointment.

Library Privileges are available to all present and retired faculty members.

Faculty Offices will be available to the faculty member during the course of his/her part-time appointment under the Plan.

Recreational and Athletic Facilities are available to all present and retired faculty.

Research and Travel awards are the same as for part-time members of the faculty.

Application Process. To apply for the Plan, faculty members should generally begin conversations with the Provost one year before the phased retirement is requested to begin. The application forms should be completed and submitted to the Provost no later than 180 days before the change to part-time appointment under the Plan is to begin. Participation is contingent upon completion of all required forms and is subject to review by the Provost for eligibility and the faculty member signing an agreement to participate in the Plan. The agreement will include a general release of claims and will be prepared by the College.

Amendment or Termination of Plan. The Board of Trustees may modify or terminate this Plan at any time, except that any faculty member already participating in the Plan or any faculty member who has signed the necessary forms to participate will not be affected by such modification or termination.

TUITION PROGRAMS

The College encourages and supports continuing education for its employees and their families by offering the following tuition programs. The eligibility rules for these programs have changed frequently over the last few years. What follows is intended only as a guide. Faculty should consult Human Resources for the most up-to-date information regarding these benefits.

Effective July 1, 2011 new employees will need to have six full-time years of service to be eligible for these programs. Those hired before July 1, 2011 will need only four years of full-time service to be eligible.

Effective July 1, 2011 all tuition programs will have a per family maximum of 16 semesters. Each dependent may receive no more than eight semesters of the tuition benefit. The family maximum is effective from July 1, 2011, going forward, and will not include tuition benefits received prior to July 1, 2011.

Tuition Remission:

Provides tuition benefits for attending Wheaton for full– and part-time benefit eligible staff and their eligible spouse, domestic partner and/or dependent children. The benefits differ depending on time of hire as follows. For full-time benefit-eligible employees hired on or after July 1, 2009, dependents, spouses, or domestic partners receive 50% of the cost of Wheaton tuition. For full-time faculty hired before July 1, 2009, the benefit effective July 1, 2012 is 90% of Wheaton tuition. Effective July 1, 2013, it is 80%. Dependents and spouses or domestic partners of part-time benefit eligible employees receive 25% of the cost of tuition regardless of date of hire. Employees themselves are eligible after the end of the second semester following date of hire. Dependents and spouses or domestic partners are eligible after the employee has served the equivalent of six continuous full-time benefit-eligible years.

Tuition Grant:

Provides tuition grants to eligible dependent children of full-time benefit-eligible faculty to attend colleges and universities, including technical colleges, other than Wheaton. The benefit is 100% of the school's tuition and academic fees, to a maximum of \$5,000. Eligibility begins once the employee has served the equivalent of six continuous full-time, benefit-eligible years. A special phase-in applies for those who had already been receiving this benefit during the academic year 2011-2012; this is a function of the dollar amount of the grant in the 2011-2012 year.

Year Beginning	Grant > \$5,000	Grant < \$5,000
July 1, 2012	50% to a max. of \$15,000	100% to a max. of \$5,000
July 1, 2013	50% to a max. of \$10,000	100% to a max. of \$5,000
July 1, 2014	100% to a max. of \$5,000	100% to a max. of \$5,000

Tuition Reimbursement:

Provides tuition reimbursement for full-time benefit eligible employees who wish to take job-related courses at accredited institutions other than Wheaton. The program reimburses eligible employees for 75% of the cost of tuition to an overall maximum of \$1,000 per fiscal year. Eligibility begins after the end of the second semester following date of hire or change to an eligible status.

SACHEM (Southern Association for Cooperation in Higher Education in Massachusetts):

Provides 100% tuition for full-time benefit-eligible employees to take courses at participating institutions. Eligibility begins after the end of the second semester following date of hire or change to an eligible status.

Tuition Exchange:

Wheaton's affiliation with this program has been phased out. The last students in the Tuition Exchange program will need to finish by the end of spring semester 2013.

ON-CAMPUS HOUSING PROGRAM

Wheaton College owns several single- and multiple-occupancy residences that are available for lease to members of the faculty and staff. The purpose, policy, and procedures that govern these leasing arrangements are defined within this document.

Goals of Faculty and Staff Housing

- Aid in the recruitment of new members of the faculty and staff.
- Provide housing for those members of the faculty, staff, and administration whose positions require proximity to campus.
- Enhance the sense of College community by facilitating participation of the faculty and staff in the student experience.
- Enable flexibility of residences to meet existing and future space needs for students, members of faculty, staff, and other College uses.
- Optimize the use of available resources to support the College mission and priorities, including diversity, academic excellence, the student experience, and financial well being.

Policy

Eligibility/Duration

Members of the faculty, staff, and administration are eligible to apply for campus housing. Priority status will be given to full-time employees according to the below-listed criteria. All lease arrangements are reviewed annually in accord with the College fiscal year (July 1-June 30), and their continuation is not guaranteed.

Members of the faculty, staff, and administration whose employment with the College is ending will have to vacate the premises within twenty one (21) days from the end of employment. The time allowance will be reviewed on a case-by-case basis and adjusted to meet the needs of the institution and, when possible, to accommodate the departing employee.

Members of the faculty who apply for and are accepted to lease campus housing are eligible to stay and rent campus housing up to a period of one year beyond the year in which tenure is granted. Year-to-year extensions beyond the one-year period may be granted after consideration of housing demand and institutional priorities.

Members of the staff who apply for and are accepted to lease campus housing may rent for a period of no more than five years. Year-to-year extensions beyond this period may be granted after consideration of housing demand and institutional priorities.

Housing Priorities

1. College Officers. The President, Provost, Dean of Students, Vice President for Finance and Operations, Vice President for College Advancement, Dean of Admission and Student Financial Services.
2. Member of the Dean's Staff whose positions require or are facilitated by campus proximity.
3. Faculty. Tenure-track faculty members, visiting scholars who have an agreement longer than one semester.
4. Staff. Members of the staff who seek campus housing will be evaluated on their ability to contribute to campus life (as summarized in their application).

Establishing Rental Rates

The fair market value of each rental unit will be assessed by an independent rental expert every ten years or more often if warranted by special considerations. Rental rate increases take effect at lease renewal time each year. The basis of rent increases will generally be the consumer price index (CPI), but may be modified if warranted by special considerations or through the periodic market value appraisal.

Leases

Leases are issued and signed annually based on the College fiscal year. Terms and conditions contained in the lease document further define the responsibilities of the lessee and the College. Business Services must be notified if changes in tenancy occur: e.g., marriage, birth or adoption of a child.

Subleasing

Subleasing without the Provost's approval will not be permitted. Unauthorized subleasing will result in eviction (loss of housing without penalty or liability to the College). Requests for exceptions must be made in writing to the College Business Services Office and approved by the Housing Committee (Provost, Vice President for Finance and Operations, and the Dean of Students).

Maintenance

The College views faculty and staff housing as an institutional priority and, as such, will devote resources to the upkeep and maintenance of these units. The units will be assessed on an annual basis and prioritized for inside and outside maintenance projects; these projects may be conducted at any point during the year.

Questions

Any question or concern an applicant or tenant may have concerning their application for housing, lease terms or the housing policy should be brought to the attention of the [Business Services Office](#).

Application Procedure

1. Eligible members of the faculty, staff and administration or their hiring supervisors interested in obtaining campus housing must complete an application form and submit it to the Business Services Office. This application procedure must be followed annually until either housing is acquired or the applicant is no longer interested. The applications will be sent to the Housing Committee for review and decision (see # 3 below).
2. Faculty, staff and administration currently renting campus housing are notified by the Business Services Office of the annual status of their lease. If eligible, lessees will be asked their intentions to renew their lease and/or request relocation to a more preferred rental unit (but without guarantee, and subject to Committee decision based on institutional need).
3. A summary of new applicants and requests for relocation (the applicant pool) with preliminary recommendations will be submitted by the Business Services Office to the Housing Committee (Provost, VP Finance and Operations, Dean of Students) for decision. The decision is based on institutional priorities and available resources with special consideration on applicant need and what the applicant may offer to the student experience.
4. The Vice President for Finance and Operations approves the yearly rental rates recommended by the Business Services Office. Rental rates vary according to size and other characteristics of the specific apartment or housing unit.
5. The Business Services Office will verify the applicant's employment status with Human Resources. The Business Services Office then offers lease renewals and new rentals to eligible college members. Upon acceptance, leases are written, signed and returned to the Business Services Office.
6. The Business Services Office notifies Human Resources of the rental assignments, security deposits received and rental amounts for payroll deduction. All lease payments are payroll deductions unless special circumstances prevail and prior arrangements are made.
7. Physical Plant is notified of the housing assignments and the new lessee is allowed to sign for keys to their housing assignment. Public Safety is provided with a tenancy update.
8. The tenant must complete a "state of the premises" walk through with a representative of the Business Services Office prior to move in. Both parties will agree and document existing conditions and sign a statement to that affect.
9. When moving out, the tenant must complete a post-tenancy walk through to re-document the "state of the premises" noting any conditions beyond reasonable wear and tear. Conditions found to be beyond normal wear and tear may be subject to charge against the security deposit.

FACILITIES OPERATIONS

Keys

Keys for doors and other locks in faculty member office(s) will be issued by the Locksmith in the Physical Plant Office located in the Power Plant, upon presentation of a letter of authorization from a department chair. Keys for doors in the Library will be issued upon presentation of authorization from the Library. Keys for door locks in rental housing units will be issued upon notification from the Office of Human Resources.

When a faculty member ceases employment at the College, all keys shall be returned to the Locksmith's Office.

Renovations

Academic departments planning for changes in physical plant which will require major renovations, structural changes, or additions to teaching, office or research facilities should submit proposals, on a “Special Project Request” form, together with the annual budgetary estimates to the Provost. Included in the approval process will be a concurrent review of a proposal by the Office of Physical Plant to determine approximate costs, structural or mechanical implications and relationship of such a project to other planned building modifications. Approval by the Provost and the Vice President for Finance and Operations will be required before funding is committed or obligations are made to result in the undertaking of such a project.

Parking

All faculty/staff members who want to park a motor vehicle on campus must register their vehicle(s) with [Wheaton College Public Safety Department](#). Applications can be obtained there; once completed, a free parking permit will be issued for each registered vehicle. The Public Safety Department should be notified promptly of any changes to vehicle registration information.

[Campus parking](#) areas have been designated for faculty/staff parking, 7:00 A.M.-5:30 P.M., Monday-Friday and are identified on the [parking map](#) as lots 1, 2, 3, 6, 7, 8 and 9.

Faculty and staff are required to drive and park legally while on campus. Illegally parked vehicles are subject to being ticketed and/or towed at the owner’s expense.

From November 1 through April 30, annually, the Town of Norton bans overnight parking on all town streets, some of which are adjacent to campus. Further, a parking ban on these streets is in effect 24 hours each day during snow emergencies.

Emergency telephones are located strategically around campus, and they can be used to automatically contact the Public Safety Department in an emergency or to request an on-campus safety escort.

Contact the Public Safety Department (x8213) if you have any questions or concerns regarding parking or safety on campus.

Handicap Parking

Handicap parking is available in all lots and along Howard Street. Visitors with required vehicle plates are encouraged to park in lots 1 or 2 as shown on the [parking map](#).

I. POLICIES

SMOKING POLICY

Wheaton created a smoking policy in response to studies demonstrating the health hazards

associated with tobacco smoke, including the effects of passive or second-hand smoke. The policy is designed to ensure that Wheaton's indoor air is safe to breathe and free of known health hazards.

Smoking is prohibited in all administrative and academic College buildings, facilities, and residence halls, with the exception of college-owned rental properties. Smoking in these residences is at the discretion of the occupants unless otherwise mandated by state or federal legislation.

It is the responsibility of all members of the Wheaton community, and of all guests and visitors, to comply with this policy. Smoking is no longer permitted in individual offices.

In addition, smoking is not allowed in College-owned vehicles whenever there is more than one person in the vehicle. If there is no passenger, the driver may smoke as long as the window is fully or partially open to ensure adequate ventilation.

If you observe someone smoking in an academic or administrative building, please remind him or her of the policy. If you are not comfortable with bringing up the policy directly, please mention it to the person's department chair or head, so she or he can remind the person of the policy. In the event of a second occurrence, a progressive series of steps may be implemented by the department chair or head, beginning with a written reminder.

POLICY AGAINST ABUSE OF DRUGS AND ALCOHOL

The federal Drug-Free Workplace Act of 1988 requires employers who contract with or receive grants from the federal government to maintain a drug-free workplace. In addition, the federal Drug-Free Schools and Communities Act of 1989, as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program, requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

In compliance with the requirements of these Acts and in order to provide a safe and healthy environment in which staff and students may work and study, Wheaton College has established a program on drugs and alcohol. That program is described in the policy statement included here. Students and employees of the College are reminded annually of the requirements of this policy.

Prohibitions

Wheaton College prohibits the illegal use, possession, manufacture, distribution, dispensing, or other transfer of any drug, in any amount, by any employee or student while (1) on College premises, (2) performing any job-related activity, on or off College premises, or (3) otherwise participating in any College activity, on or off College premises.

Also prohibited is the use or possession of alcohol (1) on College premises, (2) while engaged in any job-related activity, on or off College premises, or (3) while otherwise participating in any College activity, on or off College premises. An exception is made for the moderate consumption of alcohol by individuals of legal age at functions at which College authorization to

serve alcoholic beverages has been obtained in accordance with College policies, and at other functions that are primarily social in nature, provided that consumption at such functions is limited so as not to pose a risk to the safety of the individual or others. A further exception is made for faculty and staff members residing on College premises in on-campus property, or at their private residences, while working on job-related activities, who shall be permitted to possess and consume alcoholic beverages with reasonable discretion and judgment.

In addition, employees are prohibited from reporting to work or performing job-related activities, on or off College premises, while impaired under the influence of alcohol or illicit drugs. Employees and students are likewise prohibited from participating in any College activity, on or off College premises, while impaired under the influence of alcohol or illegal drugs.

The policy does not prohibit use by an employee or student of prescription drugs prescribed for the employee or student by a licensed physician, or his/her legally authorized designee, provided that the drug is used in accordance with the physician's instructions and in a therapeutic dosage.

Definitions

A "drug" is any controlled substance listed on Schedules I through V of the Federal Controlled Substances Act. Controlled substances include, by way of example and without limitation, narcotics such as codeine and heroin, depressants such as barbiturates, stimulants such as cocaine and amphetamines, hallucinogens such as LSD and phencyclidine or "PCP" and cannabis (marijuana).

The term "illegal drugs" means any drug that cannot be obtained legally or which, although available legally, have been obtained illegally. The term "illegal drugs" includes not only "street" drugs, but also prescription drugs that have not been lawfully prescribed for the individual.

For purposes of this policy, "distribution" of alcohol or an illegal drug includes the purchase, sale or other transfer of the substance in any amount and any attempt to distribute so defined.

Sanctions for Noncompliance

Employees and students are required to abide by all requirements of the Drug-Free Schools and Communities Act, and this policy is a condition of continued employment or enrollment at the College.

An employee who violates any provision of this policy is subject to disciplinary action, up to and including termination of employment. A student who violates any provision of this policy is also subject to disciplinary action, up to and including expulsion from the College.

Also, in appropriate circumstances, as determined by the College, law enforcement may be notified. Unlawful possession, use or distribution of drugs or alcohol may subject an employee or student to criminal penalties, under federal law, for drug trafficking. A summary of sanctions under federal, state, and local laws for illegal drug and alcohol activities is available through [Human Resources](#).

An employee or student who has been determined by the College to have used or been under the influence of alcohol or an illicit drug in violation of this policy may, at the College's discretion, be permitted to participate in a rehabilitation program approved by the College as an alternative to dismissal. Generally, only an employee or student who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the College will be considered for discipline short of termination or expulsion. Such an employee or student will be placed on disciplinary probation and will be required to successfully complete an approved rehabilitation program as a condition of continued employment or enrollment. The cost of the program is the responsibility of the employee or student, but may be covered, in whole or in part, by the individual's health insurance, depending on the terms of the insurance policy.

Additional Employee Responsibilities

Any employee who is found guilty, or pleads "no contest," to a charge of violating a criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance in the workplace must inform the Director of Human Resources within five (5) days of such conviction or plea. Appropriate disciplinary action will be taken.

Rehabilitation

The use of illicit drugs and the abuse of alcohol may have serious effects on the health and safety of an employee or student. It can also seriously interfere with the individual's judgment and with his or her job or academic performance. A summary of the uses and effects of some of the more common drugs of abuse and alcohol is available through the Human Resources Department. The College strongly encourages employees and students to seek assistance for problems of drug and alcohol abuse before the individual's relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling and coordination with available community resources to address drug and alcohol abuse problems. Contact the [Counseling Center](#) for further information.

CONFIDENTIALITY

The College is committed to protecting the privacy of individuals (employees and students) and the confidentiality of records. Employees have the responsibility for ensuring that this commitment is upheld. Respect for the rights to confidentiality and privacy of information of the members of our community is critical. Failure to maintain this confidentiality may have a direct impact on the interest of Wheaton College and may result in disciplinary action including termination of employment.

If you have questions about access to information that may be sensitive or that may violate the privacy rights of individuals, you should talk with your immediate supervisor.

CONFLICT OF INTEREST

It is the College's intent to avoid conflicts between the personal interests of employees and the interests of the College. A conflict of interest exists in any situation in which a person having responsibilities for the College is empowered to make decisions on behalf of the College from which authority he or she can potentially benefit personally, directly or indirectly, from an entity

or person conducting business with the College. Therefore, when any College business transaction under consideration presents the potential for a conflict of interest, the employee concerned will not be involved in either the decision or in processing the transaction.

Examples of the potential for a conflict of interest include, but are not limited to, the following: if you, a family member or friend has an existing or potential financial or other interest which impairs, or might appear to impair, independent, unbiased judgment in the discharge of responsibilities to the College; if you are employed by both the College and an organization that supplies products or services to the College and if you might influence the use or purchase of those products or services; if a College employee, friend or family member stands to benefit from the transaction or vendor relationship; if College materials, supplies or services are used for anything other than College-related activities; or when confidential or privileged information acquired at the College is used by an employee in an outside activity.

Any gifts or services from vendors with values exceeding \$100 must be approved by the Division Officer prior to acceptance. Also, (i) if you own more than one percent of the stock of a publicly-owned corporation or if the stock is valued at more than \$5,000, and (ii) if that corporation has a relationship with the College, you must disclose this ownership to your Division Officer for the College's consideration as to appropriate action.

The College's Conflict of Interest/Financial Disclosure Policy may be found on the Provost's web page under [Research Compliance Policies](#).

COPYRIGHT OWNERSHIP

Federal law states that the employer or other person for whom a work-for-hire is prepared will be considered the author for copyright purposes. Works-for-hire are works created by employees within the scope of their employment. This does not apply to faculty publications (see above, Intellectual Property Policy).

ELECTRONIC MAIL

Electronic mail is a college resource and is provided as a college-related communications tool. Employees with legitimate business purposes may have the need to view your electronic mail messages. It is also possible that others may view your messages inadvertently, since there is no guarantee of privacy for an electronic mail message. Please use your good judgment as you use the electronic mail system (see above, Academic and Social Honor System, Acceptable Use of Campus Network and Computing Systems).

For information on Cyber Security, [click here](#).

VEHICLE TRANSPORTATION POLICY

Vehicles are provided to facilitate academic and athletic department group transportation needs. When available, Wheaton College vehicles may be used by administrative departments and official student groups.

For information on how you or a student may become an authorized driver, consult the [Authorized Driver License](#) page on the Business Services' web page.

VEHICLE RESERVATIONS

Van reservations are scheduled by the [Physical Plant Office](#), in the Power Plant (Ext. 3879) during the hours of 8:30 a.m.-12:30 p.m. and 1:30 p.m.-4:30 p.m., Monday through Friday. Academic and athletic departments must make van reservations at least 30 days prior to required date. Administrative departments and official student groups may make van reservations no earlier than 30 days prior to required date. If Wheaton College vehicles are unavailable, you will be responsible to arrange your own transportation. Wheaton College vehicles are intended for group use and should not be used to transport one, or a few, individuals. Wheaton College vehicles are not available for private use.

STUDENT EMPLOYMENT

The student employment [policy](#) of Wheaton College has been shaped in large measure by the growing demands for student employment at Wheaton. [The Student Employment Office](#), located in the same building as the Admission Office, coordinates all aspects of the Student Employment Program both for financially-aided students (through Federal Work Study or FWS) and for non-aided students (through Wheaton Work or WW). Both groups receive work allotments, awarded by Student Financial Services: freshmen to a maximum of \$1,500; all others to a maximum of \$2,000. Faculty submit to Student Financial Services a Request for Work Authorization Form (RWAf). The amount of each student's total work allotment can be found on the RWAf after it is returned by the Student Employment Office. Once students have earned their full work allotments, they are no longer eligible to work on campus. Note: money earned through the Wheaton Research Program (WRP; the maximum is \$800) is considered part of the total allowed in the RWAf.

Hiring Preference

Faculty and staff are asked to give job preference to FWS students. Aid recipients have a campus earnings expectation built into their financial aid awards, and therefore, all other things being equal, should have priority for campus jobs.

70/30 Policy

The College has a primary obligation to ensure that positions are available for all FWS students who wish to utilize this part of their aid awards. Individual departments, therefore, are requested to expend at least 70% of their base student employment budget for FWS student wages. A maximum of 30% is then available for WW student employee wages.

Employing a Student

To employ a student, one should consult with the department chair to assess the position you wish to fill by hiring a student. Each department is allocated a budget for student employment for the academic year, and student earnings should not exceed the department's total allocation.⁴

⁴ If a department wishes to increase its student employment budget, it should submit a request for additional funds during the College's annual budget process.

Departments should monitor student earnings, keeping in mind the limits of the department's wage allocation. Confirm that the position is registered in the Student Employment Office. If the position is not registered, complete a Job Classification Form and submit it to the Student Employment Office. This form is used to determine the position's level and rate of pay.

Getting Student Employees Paid

All Wheaton students must be paid through the Student Employment Program for work performed on campus. The Student Employment Office authorizes students to work once they have completed the appropriate work forms. To ensure that students are employed and paid in a timely manner, one should:

- Direct prospective student employees to the [Student Employment Office](#) to complete work forms (i.e., W4, I-9 Form, and Work Authorization Form). The Work Authorization Form is the document used by the Student Employment Office to establish the student as an employee and to place the student on the Student Payroll System. A Work Authorization Form should be completed for each job held by a student employee. No student should work until authorized by the Student Employment Office.
- Submit hours worked online via WINDOW to the College Payroll Office. Review and approve student time sheets promptly by scheduled deadline; i.e., biweekly, between 2:00 p.m. on Friday and 10:00 a.m. on Monday. Failure to do so will delay payment of earned wages to students, and hours will have to be resubmitted, which causes further delay.

Please feel free to contact Jennifer Heller, Student Employment Coordinator (x3862), or e-mail heller_jennifer@wheatoncollege.edu, if you have questions.

J. GUIDELINES

GUIDELINES FOR WHEATON FACULTY SCHOLARSHIP GRANTS

The College allocates funds each year to assist faculty members in their scholarship. These funds are intended to provide support for short-term scholarly projects, partial support of larger projects, and support for attendance at and participation in professional meetings. Faculty members are also encouraged to seek outside support for larger projects through the Provost's Office and/or with the assistance of Wendy Faxon or Molly Deschenes in Corporate & Foundation Relations.

Funding requests to the Committee on Faculty Scholarship and Promotion are considered in two categories: 1) active scholarship; and 2) attendance at professional meetings (see below). In addition to traditional research leading to publication, active scholarship includes: delivering papers, speaking on panels, and serving as chair at professional meetings; professional, public engagements and presentations, such as plays, concerts, art shows, and literary readings; attendance at meetings of editorial boards; etc.

The Committee reviews requests on a rolling basis throughout the academic year. To ensure reimbursement, faculty are strongly encouraged to submit requests for travel well in advance of

the dates on which the travel is to occur. The Committee will review faculty reports of prior awards in considering all current applications.

Within the limits of the academic year budget, faculty members may be granted up to \$1,200 for active scholarship and up to \$800 per year for attendance at professional meetings without participation, but the combined total may not exceed \$1,200. Applications for July and August research and travel activities will be funded out of the budget for the following fiscal year. Faculty should submit applications for scholarship grants and/or travel funds to the Provost's Office in a timely fashion for action by the Committee. The Provost's Office keeps records of awards and prepares requisitions for the Business Office.

Procedures

- A. Requests must be submitted on the Application for Faculty Scholarship Funds form, which is available on the Provost's website.
- B. Travel costs for meetings will be reimbursed at 100% of expenses up to \$1,200 for active scholarship and up to \$800 per year for attendance at professional meetings.
- C. Final reports with accompanying original receipts must be filed in the Provost's Office as soon as projects or trips are completed. In the case of travel, a report must be filed within one week of returning from the trip. Funds on which reports are not filed in a timely fashion will be deducted from the faculty member's allocation for the following fiscal year.

Definitions

1) Active Scholarship

A. Eligibility

- 1. On-going, full-time faculty members, including those on sabbatical leave, will be given priority. (Faculty members with appointments that combine teaching and administration will be considered full-time.) Visiting full-time faculty should apply to the Provost for funding directly.
- 2. Part-time faculty members who teach half time or more are eligible for scholarship grants; normally, support will be pro-rated, based on teaching load. The Committee will consider additional support if funds are available.
- 3. Faculty on leave of absence will be eligible whenever they are pursuing full-time scholarship.

B. Scholarship and Travel

Scholarship and travel in connection with scholarship may be funded up to the maximum amount allowed for each faculty member (\$1,200 per year). Travel for the purpose of giving papers, speaking on panels, or chairing meetings will be considered as scholarship. Travel funds expended for conference attendance only reduce the funding available for scholarship under the \$1,200 limit.

Grants may be requested for a variety of expenses: travel, living, supplies, student research assistants, library cards, page charges, reprints, etc.

1. Applications shall include a description of the research project, a statement concerning present and future possibility of outside funding, and a detailed budget.
2. Any equipment purchased with college scholarship funds becomes the property of the college and is on loan to the faculty member. Requests for the purchase of books or computer software should indicate that these cannot be made available from the Library or the Computer Center or through the relevant departmental budget. Requests for equipment or supplies should indicate that these are not available from departmental budgets or grant funds.
3. Requests combining research with travel to attend a meeting must distinguish clearly between the two.
4. All recipients of grants must document expenditures and they must report as well on the results of the projects in terms of publication or improvement of teaching.

2) Attendance at Professional Meetings

Full-time faculty members are eligible for all expenses up to \$800 per year for attendance when not giving papers, speaking on panels, or chairing meetings.

Part-time faculty members are eligible to receive support based on teaching load (e.g., half of \$800 for a half-time teaching load). Faculty members are required to apply for travel expenses in advance of the meeting and to submit their final accounting with original receipts within one week after the trip.

PROCEDURAL GUIDELINES GOVERNING PROMOTION FOR THE COMMITTEE ON FACULTY SCHOLARSHIP AND PROMOTION

I. General Policy and Procedures

- A. The Promotion Committee shall consist of the President, the Provost, and the three teaching members of the faculty who sit on the Committee on Faculty Scholarship and Promotion. The determination of eligibility for promotion review falls outside the purview of the Committee. Rules for eligibility for promotion to full professor are given in Faculty Legislation III. C. Its task consists in evaluating eligible faculty members who apply to be considered for promotion and establishing procedures for carrying out that evaluation.
- B. The criterion for recommending promotion shall be a continuing high level of performance in teaching, scholarly activity, and service to the college community. With the advice of the department or the candidate's representative, the Committee shall decide in each case what balance of merits warrants recommendation for promotion.
- C. The contents of the candidates' dossiers and the deliberations of the Committee shall be treated with complete confidentiality.
- D. The term of the chair of the Committee is normally one academic year, beginning in July of the third year of service on the Committee. The term of the secretary is normally one academic year, beginning in July of the second year of service on the Committee.
- E. Ordinarily, an associate professor who is denied promotion may be considered again after three years. Reconsideration may occur sooner, however, if the Committee judges that circumstances warrant such a recommendation.

II. Timing of Procedures

- A. All materials provided by the candidate and his or her department must normally be turned over to the Provost's Office by the beginning of the spring vacation. The Committee may set an earlier date at its discretion.
- B. There should usually be no more than six weeks between the filing of materials needed for considering promotion and the Committee's decision regarding whether or not to recommend promotion.
- C. If deliberations concerning a given faculty member extend beyond June 30, the membership of the Committee will remain unchanged for that case until the Committee's recommendation has been made.

III. Assembly of Materials

- A. Ordinarily, the department chair shall oversee the gathering of materials from the candidate and the department and subsequently represent the candidate at the formal promotion meeting. If, however, the chair is the candidate or is not a full professor, the materials may be assembled either by the senior full professor in the department or, if there is no such person, by a full professor in another department, selected by the candidate in consultation with the Provost. Yet even when the chair is a full professor, another colleague at that rank—normally a member of the candidate's department and selected as above—may collect the material and present the candidate if circumstances warrant it and the candidate or the department requests it.
- B. The candidate shall furnish the following materials to the person assembling his or her dossier:
 - 1. a curriculum vitae that clearly identifies the year of promotion to Associate Professor and highlights (e.g., by underlining or italicizing) publications, service, and all other pertinent activities since tenure;
 - 2. course syllabi for the past three years as well as any others that demonstrate the candidate's range of teaching;
 - 3. a list of all publications appearing since the tenure hearing and not considered for the tenure case, and at least one copy of each publication;
 - 4. any unpublished material considered relevant (e.g., manuscripts under review; works in progress; grant proposals; a list of lectures given; summaries of extracurricular activities, including organization of lecture series, exhibits, colloquia; reports of scholarly activities both on and off campus);
 - 5. a statement written by the candidate that includes a description and evaluation of his or her teaching and philosophy of teaching; an account of scholarly and community service activities, and future plans in regard to teaching and scholarship. Particular attention should be given to the evolution that has occurred in these areas since the receiving of tenure.
- C. The candidate shall furnish the following items to the Committee via the Provost's Office:
 - 1. names and addresses of twelve alumnae/i from the past three years who were majors in the candidate's department or took courses from the candidate. A list of six alumnae/i is sufficient if the candidate is part-time;

2. names and addresses of any other persons, including current students, from whom the candidate wishes the Committee to solicit comments;
3. names and addresses of three colleagues outside the college who are in a position to provide a critical evaluation of the quality and quantity of the candidate's scholarly activity in the contexts of the relevant field and of a liberal arts college that places high emphasis on teaching. The candidate shall provide the Committee with each colleague's name, rank, and affiliation as well as a brief bio and a statement specifying the colleague's relationship to the candidate. Normally, at least two of these outside colleagues shall be at the rank of full professor or its equivalent, and none shall be below the rank of associate professor or its equivalent. To facilitate the Committee's solicitation of these evaluations, the candidate shall provide the Provost's Office with three additional copies of his or her own CV, pertinent publications, and any other scholarly materials deemed likely to be helpful to the reviewers.

D. In preparing the dossier, the candidate's advocate shall:

1. collect and summarize student evaluations for the most recent six semesters of teaching. If for one reason or another these evaluations are considered insufficiently representative of the candidate's current teaching, evaluations from earlier courses taught since tenure may be included as well. The dossier shall include both the summaries and the original student evaluations;
2. make the dossier available to all full professors in the department in advance of a meeting with these professors;
3. call a meeting of all full professors in the department to discuss the candidate's dossier and to formulate a detailed, written recommendation to forward to the Committee on Faculty Scholarship and Promotion;
4. write the recommendation if there are no tenured full professors in the department better positioned to do it;
5. request individual letters from all full professors in the candidate's department if the departmental recommendation is not unanimous. Even when the decision is unanimous, however, letters from all members of the department, tenured or not, are welcome;
6. invite a separate letter from the department chair if the advocate does not hold that position him- or herself;
7. forward to the Committee the candidate's dossier along with the recommendation signed by all tenured full professors in the department.
8. The Committee shall solicit letters from the twelve alumnae/i (six for part-time candidates) suggested by the candidate, and from all other persons likewise proposed, including current students.
9. The Committee shall also invite letters from all faculty members of the College.

IV. The Meeting

A. The date for a meeting to consider a candidate shall be set far enough in advance to allow each member of the Committee and the candidate's representative sufficient time to study the dossier. A copy of the dossier, excluding course evaluations and publications, should be made available to each member at least one week prior to the meeting. The remaining materials shall be made accessible in the Provost's Office. A notice of the time and place of the meeting, and a specific reminder that the contents of the dossier are completely confidential, shall be sent to each member and the candidate's representative.

- B. The chair of the Committee will determine the procedural details of the meeting. Ordinarily the following procedures will be followed:
 - 1. The chair will begin by reading the criterion for promotion and reminding those present that all are bound to preserve the confidentiality of the deliberations.
 - 2. The chair will then invite the candidate's advocate to make an opening statement. Informal general discussion among all those present will follow.
 - 3. When there is a consensus that further discussion is unnecessary, the chair shall call for a formal vote by signed ballot. A recommendation of promotion requires that at least four of the six participating in the deliberations vote in its favor.
 - 4. Confidential minutes will be taken.

V. Notification

- A. As soon as possible after the decision has been reached, it shall be orally communicated to the candidate by the candidate's representative.
- B. The chair of the Committee shall promptly confirm the Committee's decision in a letter to the candidate.
- C. If promotion is not recommended, the candidate may request clarification of the decision. In any case, the chair shall indicate to the candidate if the Committee recommends reconsideration before the usual three-year wait.

VI. Preservation of Promotions Materials

- A. Course evaluations and copies of publications may be returned to the candidate immediately after the Committee has reached its decision.
- B. One copy of the remaining materials shall be kept intact after the Committee's deliberations. However, in order to avoid unnecessary harm to the candidate and to encourage full and frank expression of opinion, all confidential minutes and records shall be sealed and made inaccessible for 30 years, except to members of the Committee that heard the case and to any others provided by the College's then current "Review and Appeals Procedures for Certain Faculty Grievances." After 30 years, these records shall be reviewed by the Provost, who shall decide, depending on the sensitivity of the records, whether they should be opened at that time or should be resealed or otherwise restricted for a further period not to exceed 20 years. Once no longer restricted, the records shall be opened for the use of researchers.

PROCEDURAL GUIDELINES OF THE COMMITTEE ON TENURE

These Guidelines have been prepared by the Committee on Tenure and constitute the Procedural Guidelines referred to in Section D, Subparagraph 3.a, of the Policies and Procedures respecting Recruitment and Appointment, Reappointment, Promotion, Tenure, and Termination of Teaching Faculty. The Provost's website, under Guidelines and Handbooks, may be consulted for the most recent updates of these Procedural Guidelines, of the Appendices to these Guidelines, and of the Checklist for Tenure Candidates and Departmental Representatives.

I. General Policy and Procedures

- A. Confidentiality shall be maintained with respect to the contents of candidates' dossiers and tenurial deliberations of the Committee.
- B. A candidate may be evaluated for tenure only once. If the decision is negative the candidate may remain at Wheaton only one year beyond the academic year in which the decision is made.
- C. The question of eligibility for tenure review is outside the Committee's purview, which is limited to the evaluation of individuals who are eligible and to the establishment of the procedures for evaluation.
- D. Only two copies of the approved Confidential Summary should be kept: one in the Provost's Office and one in the candidate's file.
- E. The term of the chair of the Committee is normally one academic year, beginning in July of the third year of service on the Committee. The term of the secretary is normally one academic year, beginning in July of the second year of service on the Committee. When more than one case is being considered, secretarial duties may be shared.
- F. After the Committee has completed its review of candidates for the year, it may invite comments and suggestions regarding its procedures from all faculty members whose tenure status was reviewed that year, and from departmental representatives who sat as members of the Committee in individual review cases.

II. Notification of Tenure Candidacy or Possible Candidacy

On or before March 10, the Provost shall write to the chairs of all departments with faculty member(s) who must be considered for tenure, naming the candidate(s), pointing to relevant faculty legislation, and asking that the department tentatively decide who will represent the department on the Tenure Committee and communicate that decision to the chair of the Committee by April 10 (Appendix #1a). In addition, the Provost shall write to the chairs of all departments with non-tenured members (Appendix #1b) to inform these chairs that any department wishing to initiate tenure consideration for a faculty member in the fourth year of service (see Faculty Legislation III. D. 1. a.) who, because of previous full-time teaching experience, may be considered for tenure, that they should communicate this fact to the Provost by April 10 and at the same time inform the chair of the Tenure Committee of the department's tentative decision as to who will represent the department on the Committee.

However, a faculty member in the fifth year of service who has received notice specifying the sixth year of service as a terminal year shall be given until September 1 to decide whether to request a tenure evaluation.

III. Spring Meeting of Candidates

On or about April 15 letters shall be sent by the Chair of the Committee on Tenure to all eligible candidates, departmental representatives, and the newly elected members of the Committee, inviting them to an informal meeting with the Committee on Tenure before the end of April (Appendix #2 and #3). At this meeting matters of procedure as well as any other issues that may occur to the candidates or the Committee will be discussed. This shall include reviewing the duties of the department representative. Prior to this meeting all eligible candidates shall be referred to relevant Faculty Legislation and relevant sections of the Statutes of Wheaton College.

They shall also be provided with a copy of these Procedural Guidelines of the Tenure Committee and with copies of the list of materials to be included in their dossiers. Candidates should be informed that the Committee reserves the right to contact any persons it deems necessary in order to obtain an appraisal or information of any type.

IV. Solicitation of Letters from Outside Referees

At the spring meeting each candidate shall be asked to furnish the Committee by June 1 with the names of ten eminent professionals, normally full professors, in his or her field who could be asked by the Committee to evaluate the candidate's scholarly and professional work other than teaching. The candidate should indicate the degree of acquaintanceship with each. The candidate's relationship, if any, should be essentially professional. The candidate should also describe the particular expertise of each evaluator in relation to the candidate's own work. In addition, the candidate will furnish a copy of his/her most recent CV.

In order that the Provost may solicit outside appraisals of his or her work, each candidate shall supply to the Provost by September 1 a list and copies of a CV, reprints, portfolios, etc., to be reviewed. When possible, the candidate will supply seven copies of each piece. All but one copy shall be returned to the candidate when the Committee has completed its consideration of the case. The Provost's office will make any necessary additional copies.

The Chair of the Committee and the Provost shall consult regarding the appraisals to be sought from outside referees. The opinions of at least three scholars, chosen from the list furnished by the candidate and not including the candidate's thesis adviser, shall be sought. If necessary, the Committee may select one or two evaluators not named by the candidate. If the Chair and the Provost are unable to agree they shall refer their disagreement to the entire Committee. The Committee shall not reveal to the candidate which names are selected. After ascertaining by email or telephone the referee's willingness to serve, the Provost shall send a letter to each scholar (Appendix #8), accompanied by the candidate's curriculum vitae as well as copies or reprints of the candidate's scholarly work. The Provost shall acknowledge these appraisals as soon as they are received.

It is the Provost's responsibility to conduct all correspondence with persons suggested by the candidate as possible outside referees. It is not considered appropriate for the candidate to contact any of the potential outside referees, those listed by him/her, regarding his/her tenure case, or to solicit their comments on any materials from the tenure dossier.

V. Solicitation of Other Letters of Recommendation and Appraisal

A. On or about September 15 letters shall be sent by the Chair of the Committee on Tenure to:

1. departmental representatives for candidates who will be considered for tenure during the current academic year (Appendix #3);
2. tenured members of departments in which there is a candidate for tenure (Appendix #4);
3. the faculty, including non-tenured members of departments that have candidates for tenure (Appendix #5).

B. On or about October 1 the Provost's Office shall request letters from all current junior and senior majors, and from all alumnae/i who majored in the candidate's department within three

years prior to the time of consideration. In addition the Committee may decide to solicit letters from all juniors, seniors, and alumnae/i graduating in the preceding three years who took at least two courses from the candidate (Appendix #6a, #6b, #7a, and #7b).

C. The Committee will provide the candidate with a list of those students and alumnae/i it intends to solicit for comments regarding quality of teaching. The candidate may indicate additional names of persons who meet the designated criteria who were inadvertently left off the list. The candidate shall be free to solicit letters of appraisal from other undergraduates, other alumnae/i, or any other persons, on or off campus.

VI. The Dossier

The Committee on Tenure shall compile for each candidate a dossier, with a copy available for each member of the Committee, containing the following:

- A. A curriculum vitae provided by the candidate.
- B. A statement providing the candidate's own perception of his/her teaching, scholarship, and community service, or any aspect of these which the candidate wishes to discuss, should be included in the materials. In this statement the candidate may wish to refer to matters such as: changes, developments, special interests, or circumstances as they relate to the candidate's teaching; the directions of scholarly activities in the past, considered separately and in relation to teaching; future plans in either or both of these areas; the publication status of any unpublished manuscripts submitted to the Committee; the significance of any research grants received or currently sought by the candidate; the character or quality of the candidate's participation in departmental and College activities.
- C. Copies of reprints, books, or any other relevant professional work done by the candidate.
- D. A letter concerning the qualifications of the candidate from each tenured member of the department (see Faculty Legislation III. D. 3a.). In addition to the report submitted by the departmental representative, the departmental representative should write as an individual and not for the department.
- E. Any letters addressed to the Committee from members of the faculty in departments other than that of the candidate.
- F. Written statements from the President and/or the Provost, prepared prior to their examination of the dossier, if there is additional information they intend to introduce.
- G. Any letters solicited from current students.
- H. Any letters solicited from alumnae/i.
- I. Letters solicited from professionals outside the College evaluating the scholarship of the candidate.
- J. Any other letters from alumnae/i or professionals requested by the candidate including letters from the candidate's collaborators.
- K. A report from the departmental representative containing an assessment of the candidate's teaching, scholarship, and community service. This report should reflect the views of all tenured members of the department on the viability of the tenure case and should be read and signed by all tenured members of the department. This statement should outline the candidate's role in the future of the department. The statement also should address thoroughly the teaching, scholarship, and community service of the candidate. The assessment of the candidate's teaching should contain two parts. Part One will be a summary of all the evidence the department has obtained concerning the candidate's teaching, exclusive of student course evaluations. This summary

should include reference to classroom observation, course syllabi, the candidate's participation in the shaping of the curriculum, or whatever other or additional means, aside from student course evaluations, the Department uses to evaluate the performance and progress of its untenured members. Part Two of the departmental representative's report will consist of a historic, analytic, and comparative overview of student evaluations collected during all of the candidate's teaching at Wheaton. The collection and summary of student evaluations is the responsibility of the departmental representative, who shall be asked to report to the Committee on Tenure, explaining how the information was obtained, the nature of the questionnaire used, and how the evaluations compare with those received for other members of the department both tenured and non-tenured.

L. The candidate's student course evaluations including those from the semester preceding the tenure hearing. Copies shall be made of any evaluations examined directly by the Committee during its deliberations, and these shall become a part of the record of the case.

M. Syllabi for courses taught at Wheaton.

N. Electronic copies of all Annual Reviews.

O. The dossier may also include memoranda relating to telephone or personal conversations concerning the candidate undertaken by any member of the Committee. The identity of the individual(s) commenting must be available as part of the record, and permission to use the information must have been obtained.

P. The dossier may also include any other letters, exhibits, comments from reviewers of manuscripts submitted for publication or materials submitted by the candidate, or the candidate's department, or solicited by the Committee, and any other relevant material not covered under the above provisions. Note: All written evaluations must be signed. Anonymously submitted written statements (except for student evaluations) or oral comments in which the commentator is not willing to be identified, will not be accepted by the Committee. All materials supplied by the candidate for the dossier must be in the Provost's Office by November 1.

VII. The Meeting

A. The date for a meeting to consider a candidate should be set far enough in advance to allow each member of the Committee time for study and reflection upon the dossier. A copy of the dossier should be made available to each member of the Committee at least one week prior to the meeting. A notice of the time and place of the meeting, and a specific reminder that the contents of the dossier are completely confidential, shall be sent to each member.

B. If there is no tenured member in the department, the Provost and the Chair of the Tenure Committee shall, after discussion with the candidate, select a tenured member of the faculty who shall, insofar as possible, perform those functions that would otherwise be performed by the departmental representative.

C. The Chair of the Committee, acting within the framework of the Policies and Procedures respecting Tenure (as found in Faculty Legislation), will determine procedural details of the meeting. The Committee has found the following procedures useful:

1. To begin the meeting by reminding the Committee that all members are bound to preserve the confidentiality of the deliberations.

2. To explain to the representative from the candidate's department the procedures that will be followed and to invite him or her to make an opening statement. This statement should take into account plans for the future development of the department. The statement also should

address thoroughly the teaching, scholarship, and community service of the candidate. In this statement the representative of the department is to speak for the department and not as an individual. In subsequent deliberations and discussion, the representative of the department will participate as an individual.

3. To follow the opening statement by a general and relatively informal period of question, discussion, and debate.

4. To call periodically for an unsigned straw vote (by ballot). Such ballots may be taken when there has been enough discussion to give a sense that opinion is beginning to form. However, discussion should always be allowed to continue until all Committee members are agreed that they are ready to cast a final, formal, signed ballot.

D. If, after discussion, the Committee concludes that additional evidence or further consideration is desirable, it may adjourn in order to seek such evidence or to allow time for such consideration.

E. If the Committee wishes, it may take direct testimony from any individual with whom it wishes to meet.

F. The work of the Tenure Committee will be recorded in three ways: (1) extensive minutes taken by a disinterested party who is not on the Tenure Committee; (2) a confidential summary of the proceedings; and (3) a brief public announcement of the results.

VIII. Notification of the Candidate concerning the Decision

A. The decision of the Committee on Tenure should be communicated to the candidate as soon as possible after it has been reached. This initial communication should be made orally by the member of the candidate's department who has sat on the Committee or, if the Reserve Member (see Faculty Legislation III. D. 2. e.) has participated, by the Chair of the Committee.

B. The Chair of the Committee should also communicate the decision to the candidate in writing as soon as possible (Appendix #9a). These communications should be brief and should relay only the decision and not the reasons for it.

C. Once the Chair has informed the members of the Committee that the candidate knows the decision, they may indicate — in response to inquiries — whether the decision was positive or negative.

D. In the case of a positive decision, no further communication with the candidate is required. The numerical vote of the Committee is not made public to anyone, even to the candidate.

Whenever it would be helpful, the Provost may meet with the candidate to convey any constructive criticism that emerged during the tenure review. Care must be taken, however, that the confidentiality of the tenure review process be maintained.

E. In the case of a negative decision, the person notifying the candidate orally should remind the candidate that he or she may within ten days request in writing written clarification of the Committee's decision, including the votes of the individual members of the Committee, giving full reasons for the negative recommendation in accordance with Faculty Legislation (III. D. 3. b.); see Appendix #9b. Such written clarification, if requested, must be approved by the full tenure review committee (the six regular members plus the departmental representative or the Reserve Member); see Appendix #10.

ANNUAL EVALUATIONS OF UNTENURED FACULTY

Guidelines

- All untenured full-time faculty complete the same annual evaluation form at the end of each year. This form can be downloaded from the Provost's website.
- In order to reduce redundancy, Sections A-C (Teaching Performance, Performance as Scholar or Artist, Service to the College) are designed to list information/achievements, etc., while Section D (Self-Evaluation) contains the self-reflection narrative and Section E contains plans and goals for the following year.
- In September new tenure-track faculty will receive a copy of the annual evaluation form along with their department's student evaluation form to promote awareness of:
 1. the evaluative questions being asked of all students;
 2. the type of information faculty should gather throughout the year for eventual inclusion in their annual evaluation (including syllabi).

Deadlines

- The June 15 deadline for submitting annual evaluations with signed written summaries (Section F) to the Provost was chosen to give untenured faculty (and chairs) time to reflect, assess, and comment on their work (or on the work of their colleague).
- The deadline for submission of annual evaluations by untenured faculty to department chairs will be determined by each chair in consultation with the untenured faculty member, while noting the June 15 deadline indicated above.

Meetings with Untenured Faculty to Review Student Evaluations and Annual Evaluations

Although department procedures may be individualized to meet specific needs and timetables, some standardization is needed.

1. A preliminary meeting with new tenure-track faculty and department mentors/chairs occurs in September to review the annual evaluation form and its required content.
2. Faculty chairs meet with untenured members in January/February to discuss the untenured faculty member's first semester.
3. In May (or earlier) a preliminary meeting with an internal mentor is held to review planned content of annual evaluations with untenured faculty.
4. Upon receiving completed annual evaluations from untenured faculty members, tenured faculty meet to discuss this document and formulate Section F, their written summary. (If the untenured faculty member is up for contract renewal, then all tenured faculty, not just the chair, review student evaluations.)
5. All tenured faculty sign Section F, which is meant to accurately reflect the range of views offered by the tenured faculty members during the review discussion.
6. The chair (and other tenured faculty may also be present) meets with each untenured faculty member after the department's written summary is complete for a discussion that promotes give-and-take among/between faculty regarding their *best practices* in the area of teaching, scholarship, and community service.

The Optional Response Section

Departments decide for themselves whether a response from the untenured faculty (in the optional Section G) to their written summary (Section F) would be useful to have or to encourage if one was not already submitted. It is understood, however, that all untenured faculty have a right to respond to the department's written summary.

Length Limits

Since the annual evaluation is an important tool for self-assessment, there are no page limits beyond those imposed by practicality; thus, a useful guideline is “no more than 15 pages in length.”

Adjunct Faculty

Adjunct faculty are not required, but are encouraged, to fill out an annual evaluation form. They should discuss this with their department chair.

Students' Complaints about a Faculty Member

If students have a major and pressing complaint that is brought to the chair about a faculty member, this incident should be documented in the annual evaluation. Care should be taken to document any such incidents; however, it is understood that actual evidence may only rarely be available.

[\(Back to Contents page\)](#)