

ROSTERED AND IN-RESIDENCE FACULTY HANDBOOK

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TABLE OF CONTENTS

I. Categories of GTU Faculty.....	1
A. Definitions.....	1
B. Rostered and In-Residence Faculty Meetings.....	2
II. Academic Calendar	2
A. Extended Calendar	2
B. Basic Structure of the Academic Year	2
C. Agreement on Consortial Times	3
D. Major Consortial Events	3
1. Surjit Singh Lecture of Religion and Culture	3
2. Distinguished Faculty Lecture	3
3. GTU Commencement	3
III. Resources for GTU Rostered and In-Residence Faculty	4
A. Dean's Office and Student Affairs Office	4
B. Dean's Office Assistance.....	7
C. Dean's Faculty Research Fund	8
1. Requesting a Research Assistant or Teaching Assistant.....	8
2. Purchasing Computers or Equipment	8
3. Cost for Travel, Books, etc	8
4. Newhall Awards.....	8
IV. GTU Faculty Policies and Procedures.....	9
A. Policies and Procedure for Appointment of GTU Faculty.....	9

1. Appointments and Promotions of GTU Rostered Faculty	9
2. Terminations and Resignations	10
3. Dismissal or Discharge for Cause	10
4. Retirement	10
5. Leaves of Absence	10
6. Benefits	11
 B. Procedures for Review of GTU Rostered and In-Residence Faculty	11
1. Annual Review	11
2. Expectations/Loads of Rostered/In-Residence Faculty	11
3. Promotion and Tenure Review	13
4. Five-Year Review	13
5. Course Evaluations	14
 V. Policies on Faculty Status	14
A. In-Residence Faculty Policy	14
1. Standard Academic Ranks	14
a. Regular or Tenure Track Ranks (Assistant, Associate, and Full)	14
b. Visiting Professorships (All Ranks)	15
c. Adjunct Professorships (All Ranks)	15
d. Emeritus Professorships	15
2. GTU Policy	16
 B. Academic Policy for Endowed Chairs in the GTU	16

1. Permanent Professorships	17
2. Distinguished Professorships	17
C. Visiting Scholars	17
D. Adjunct Faculty	18

Please refer to the Doctoral Program Handbook for GTU Academic Policies.

I. Categories of GTU Faculty

A. Definitions

Rostered Faculty are those faculty in regular academic appointments who are appointed, reviewed, and paid by GTU.

In-Residence Faculty appointments offer non-tenure-track faculty status and privilege to a person with appropriate academic requirements who is connected with the GTU through a Center, Affiliate, program, or special project. In-residence faculty need to request faculty status and be willing to teach and be active as faculty as their other responsibilities allow. In-residence policy is described in section V; appointments are reviewed by the appropriate Area, the GTU Dean, the Academic Committee and the Board. They are either for a specified limited term appointment, or are reviewed every five years. In-residence faculty are not compensated by the GTU, but are eligible for application to the Core Doctoral Faculty if that is their wish. (See Section V for more detailed information.)

Area Adjuncts: Some Areas of the GTU have developed close working relationships with faculty at other institutions in the Bay Area, or eminent and active emeritus faculty who have settled in the area. These persons may be appointed as Area Adjuncts and listed in the GTU Catalog. This listing designates the close relationships and the availability of such faculty to serve as outside readers for dissertations in the Area. Area nominated Adjuncts do not teach courses, but may serve on committees, and may participate from time to time in Area colloquies or special projects.

Appointment of an Area Adjunct is initiated by Area faculty, who obtain a c.v. of the nominee and write a paragraph to the GTU Dean in support of the nomination. The nomination must be reviewed by the full Area faculty, by the Faculty Advisory Committee, and by the GTU Dean and President. Appointment is considered ongoing, but the active status of the Area Adjunct will be reconfirmed as the Catalog is reissued.

Consortial Faculty is a term that designates all of the "regular" faculty in all schools of the GTU who have the privilege of attending faculty meetings.

Core Doctoral Faculty apply and, on review by the Appointments and Review Committee, are appointed by the Doctoral Faculty and the GTU Board of Trustees to establish and maintain the standards of the GTU Doctoral programs.

Adjunct Faculty are appointed by the GTU Dean to teach a single course, either with compensation by the GTU or from a designated source. Adjuncts are not invited to faculty meetings.

Visiting Faculty are appointed by the GTU Dean for a limited term (normally a semester or an academic year) to teach a specific set of courses. Normally, they are compensated for this service by specially designated funds. Visiting faculty are not normally invited to faculty meetings, but could attend upon request.

B. Rostered and In-Residence Faculty Meetings

The GTU Rostered and In-Residence Faculty meets regularly on the second Wednesday of September, November, February, and April, 1:30-3:00 pm, in the GTU Dean's office. In-Residence Faculty are invited to these meetings in order to give them a voice in the governance and policy discussions of the GTU consortium. If an In-Residence faculty person already has regular membership in the faculty meetings of one of the schools, he or she may opt to attend that meeting rather than the GTU Rostered and In-Residence meetings.

II. Academic Calendar

A. Extended Calendar

The Extended Calendar is available on the GTU website. This document is a vital piece of official information about the academic calendar for the year, meeting dates, dates for major events and lectureships, deadlines, major committees, etc. Please consult it often.

B. Basic Structure of the Academic Year

Like all institutions, the GTU has refined and altered its academic calendar over time; these changes are discussed and reviewed by the Council of Deans in consultation with the faculties.

The agreement about the basic structure of the year is as follows:

- Orientation week is the week before Labor Day.
- The first day of classes in the Fall semester is the Tuesday after Labor Day.
- Reading week is usually the eighth week in the semester. By policy, Reading Week is a study week and not an academic holiday, so regular meetings should be held.
- Thanksgiving Thursday and the Friday after are Academic holidays.
- The last day of the Fall semester is the fifteenth Friday after the beginning of the semester.
- The first day of Intersession is the first or second weekday after New Year (depending on the timing of the New Year holiday).
- Martin Luther King Day is an academic holiday.
- The last day of Intersession falls at the end of four weeks of class.
- The first day of Second Semester is the first Monday after the end of Intersession (normally the first Monday of February).
- Presidents Day is an academic holiday.
- Spring Break falls in Holy Week if Holy Week is also UCB Spring Break; or in mid-term.
- Good Friday is an academic holiday.
- The last day of the semester is the Friday of the sixteenth week after the beginning of the semester.

By consortial agreement, no consortium-wide meetings or events are held on Jewish high holy days. This may mean moving some meetings. When in doubt, consult the extended calendar.

C. Agreement on Consortial Times

Because the GTU is made up of eight member schools, each with their own schedules, there are some agreements about consortial times which are meant to lessen scheduling difficulties. First and third Wednesday afternoons and evenings are reserved for consortial activities and events: Area meetings, Doctoral Council, GTU Academic Events.

Second and fourth Wednesday afternoons and evenings are reserved for member school faculty meetings and events.

Wednesday mornings are reserved for “in-house” classes: member school in-house, or doctoral courses taught by GTU Rostered faculty.

Occasional exceptions to these agreements are noted on the Extended Calendar, approved by the Deans in consultation with many groups in the consortium.

D. Major Consortial Events

1. Surjit Singh Lecture on Religion and Culture

This endowed lectureship brings to the GTU a distinguished scholar/religious leader to address religion and culture from a cross-cultural perspective. This is one of the major inter-religious or “broader ecumenical” events of the GTU year.

2. GTU Distinguished Faculty Lecture

Each year the member school faculties and the Rostered/In-Residence Faculty nominate faculty from outside their schools to be the GTU Distinguished Faculty Lecturer. Nominees are to represent the quality of scholarship and teaching which represents the GTU, including a commitment to ecumenism and interreligious dialogue.

The Council of Deans receives the nominations and chooses a lecturer each year.

The lecture is normally the first Tuesday in November, but may be moved to avoid election day. Please check the extended calendar or the Dean’s Newsletter. The lecture is followed by a faculty response, a question-and-answer period, and a brief reception to honor the lecturer.

3. GTU Commencement

GTU commencement is held the second Thursday in May to coincide with the Annual Meeting of the GTU Board of Trustees.

GTU Doctoral Students and students in the M.A. program may attend the GTU commencement, the commencement of their school of affiliation, or both.

At commencement, it is traditional for advisors to hood their advisees during the ceremony. The Dean will fill in if you cannot attend.

Attendance at these events means a great deal to students, so the presence of faculty is important.

III. Resources for GTU Rostered and In-Residence Faculty

A. Dean's Office and Student Affairs Office

The GTU Dean's Office and Student Affairs Office have as a major purpose providing support for the doctoral and Common M.A. programs of the GTU. **You will be helped more quickly if you understand the organization of the Dean's Office and Student Affairs Office staff.**

Dean of Students and Vice President for Student Affairs (649-2464)

- Supervises all offices and programs relating to doctoral program, common MA, and consortium-wide academic activities (Financial Aid, Consortial Registrar, Doctoral Student Professional Development)
- Answers questions about policies and protocols of the doctoral program
- Oversees implementation of area protocols and procedures
- Grants student leaves, program and comp exams extensions, part-time status
- Oversees language certification procedures, certifies MA and doctoral language proficiency
- Oversees administration of research readiness review process
- Ascertains Satisfactory Academic Progress
- Manages Human Subjects Protocol review process
- Certifies graduation for MA and doctoral candidates
- Collects copies of Area minutes for official record
- Receives and maintains historical files of Area protocols and minutes
- Helps with Area initiatives, projects
- Plans and coordinates annual MA and doctoral student and consortial faculty summer mailings
- Maintains Doctoral Program Handbook
- Publishes Extended Calendar
- Attends Doctoral Council, CDF, Faculty Council meetings
- Assist in planning and implementing new doctoral student orientation
- Organizes GTU Commencement
- Works with Student Advisory Committee on institutional issues relating to students
- Advises GTU-wide student organizations
- Oversees management of doctoral student support and professional development workshops
- Oversees elections to determine doctoral student committee assignments
- Responds to student problems and manages probation process
- Manages international doctoral student issues, produces I-20s for F visas

- Serve as GTU doctoral program ADA compliance officer
- Manages the health insurance program for students (HIPS)

Academic Secretary (649-2461)

- Answers questions about procedures of the doctoral program
- Maintains paper and computer files on students
- Communicates with students about status of student leaves, program and comp exams extensions, part-time status
- Maintains lists of advisors
- Implements language certification procedures, communicates with students about certification of MA and doctoral language proficiency
- Administers research readiness review process
- Distributes and collects doctoral student forms
- Schedules oral and written examinations and oral defenses
- Receives written comprehensive questions
- Collects proposals to be presented to the Doctoral Council
- Receives completed dissertations for filing
- Receives and processes graduation paperwork

Receptionist/Student Affairs Office Manager (649-2400)

- Answers switchboard and directs traffic
- Takes messages
- Distributes student I.D. cards
- Manages doctoral and Common MA student address changes
- Takes transcript requests
- Distributes information and routes questions regarding financial aid, graduation, language certification, etc.
- Maintains housing book
- Keeps items to be picked up by students
- Maintains bulletin board in student lounge
- Manages sign-up for biblical and modern language exams
- Updates student address list and GTU mailbox list
- Helps receive and process graduation paperwork

When going to the Student Affairs Office, it is good to check in with the Receptionist first to determine who can help quickly and effectively.

Director of Admissions (649-2465)

- Answers questions regarding admissions policies and procedures
- Arranges visits for prospective students (may ask current students to meet them)
- Implements recruitment strategies for the M.A. and doctoral programs
- Coordinates doctoral and master's admissions process and follow-up
- Coordinates new student orientation

- Handles new international student I-20 status issues
- Contact for information on GTU Admissions web page

Director of Financial Aid (649-2463)

- Manages the development of and answers questions related to financial aid policies and procedures
- Ensures institutional compliance with the U.S. Department of Education's Federal Student Aid regulations
- Plans and coordinates the annual financial aid application and awarding process
- Determines annual cost of attendance (student budget)
- Determines student eligibility for federal and institutional aid
- Oversees federal student loan processing
- Oversees the administration of the Federal Work-Study program
- Manages the development institutions' default prevention policies and procedures
- Responsible for the administration, oversight and coordination of scholarship resources
- Counsels students on financial aid eligibility and planning
- Assists students with the completion of financial aid requirements
- Maintains student financial aid files and records

Assistant Director of Financial Aid (649-2463)

- Assists in the development of and answers questions related to financial aid policies and procedures
- Examines changes to current regulations to maintain institutional compliance with the U.S. Department of Education's Federal Student Aid program requirements.
- Determines student eligibility for federal and institutional aid
- Assists with the federal student loan processing
- Assists in overseeing institutions' default prevention programs
- Assists in the administration of the Federal Work-Study programs
- Counsels students on financial aid programs and eligibility
- Assists students with the completion of financial aid requirements
- Provides student loan debt management and repayment counseling
- Maintains student financial aid files and records

Financial Aid Advisor (649-2469)

- Counsels students on financial aid programs and eligibility
- Ensures the completion of student financial aid files
- Determines student eligibility for federal and institutional aid
- Assists students with the completion of financial aid requirements
- Assists with the federal student loan processing
- Assists in the administration of the Federal Work-Study programs
- Provides student loan debt management and repayment counseling
- Coordinates on-campus financial aid events

- Publishes the Financial Aid E-Newsletter
- Maintains student financial aid files and records

Consortial Registrar (649-2462)

- Designs and implements the registration process
- Assists with technical cross-registration problems and certifies cross-registration applications with UCB, Holy Names and Mills College
- Handles difficult registration issues
- Processes student loan deferment certification; resolves requests for incompletes and late registration, and changes in enrollment (pass/fail; drop-add; withdrawal; etc.)
- Produces schedule of classes
- Assigns and reassigns classroom spaces
- Issues transcripts, I.D. cards
- Complies and maintains GTU Directory of Faculty, Staff, and Students
- Certifies students who qualify for VA benefits

B. Dean's Office Assistance

The office of the Dean stands ready to provide support for the Areas and the Conveners to the limits of our capabilities. You will be helped more quickly if you understand the organization of the staff.

Administrative Assistant to the Dean (649-2440)

- Organizes the GTU Fall Welcome Reception
- Organizes Distinguished Faculty Lecture
- Publishes the Dean's Newsletter
- Schedules appointments with the Dean
- Supervises Newhall Award Competition, Essay Contests, Student Travel Awards
- Oversees Dossier Services
- Manages J visa process (for Visiting Scholars)

Academic Dean and Vice President for Academic Affairs (649-2440)

- Handles governance issues of Core Doctoral Faculty
- Coordinates Council of Deans
- Represents GTU in academic relations with UCB and other institutions
- Serves as Accreditation Officer
- Appoints and reviews Core Doctoral Faculty
- Works with Student Advisory Committee on institutional issues relating to students
- Chairs Admissions process
- Authors Dean's Newsletter
- Approves comprehensive examinations and dissertation committees
- Supervises Core Doctoral Faculty, Areas, and Doctoral Council

C. Dean's Faculty Research Fund

Each year the GTU Dean awards small research grants to members of the GTU Core Doctoral Faculty. Applications for grants are accepted throughout the academic year and are for a maximum amount of about \$750. Grant funds may be used for any purpose related to scholarly research including, but not limited to, research assistance, editorial assistance and travel.

To apply for a grant you must address a letter to the GTU Dean which describes the following: the goals and objectives of the research project, how this project benefits your teaching and/or research, what the funds will be used for and an itemized budget summary. The funds are distributed on a first come first served basis so that more money is available earlier in the fiscal year. Grant requests should be submitted to the Dean.

1. Requesting a Research Assistant or Teaching Assistant (outside of Newhalls)

If you need a research assistant or teaching assistant, these may be applied for through the Newhalls (described below) or through the Dean's Faculty Research Funds. The major difference is in the size of the grant: the Newhalls are much more generous, and thus you can have more hours of student assistance. Thus, if you have a short-term need for a research assistant, or a not too demanding Teaching Assistant position, you can request such a grant from the GTU Dean (since the funding is really too sparse for the Teaching Assistant positions, these will be granted only in special circumstances and as funds allow, but do ask, and we will see what can be done).

2. Purchasing Computers or Equipment

If your research grant includes the purchase of a computer or any other equipment, the funds allocated to this must by law be reported to the IRS by the GTU as taxable income. You are then responsible for documenting any deductions or depreciation with the IRS.

3. Costs for Travel, Books, etc.

When your grant includes costs such as travel, lodging, meals, or books you must submit the original receipt --- photocopies are not sufficient. For airline tickets you must submit the actual ticket receipt. The Business Office is required to document expenses to prove that the restricted research fund was expended for its appropriate purpose.

4. Newhall Awards

The Newhall Awards are designed to provide teaching and research opportunities for our doctoral students in close collaboration with members of the consortial faculty. The intent is for both parties to benefit maximally from this award. This is the only budget line the GTU Dean's Office currently has to support Teaching Assistants, and it is more generous in Research Assistant support than the limited Faculty Grants line. Faculty are encouraged to seek out appropriate students and apply for Newhalls regularly. The competition is judged by the Faculty Awards Committee, following the published guidelines. The Award deadline falls once a year in late fall. Watch the Dean's Newsletter for the announcement of this year's competition, and the deadline for application.

The Newhall guidelines and procedures for application are listed in detail in the Student Section of the Doctoral Program Handbook.

IV. GTU Faculty Policies and Procedures

A. Policies and Procedure for Appointment of GTU Faculty

Approved by GTU Board of Trustees, February 24, 1982

The following statements of policy and procedure are intended to supplement the policy statements adopted by the Association of Theological Schools in the United States and Canada.

1. Appointments and Promotions of GTU Rostered Faculty

Appointments to the GTU faculty roster are made by the GTU Board of Trustees, on recommendation of a duly constituted Search Committee, the Faculty Council, the Council of Deans, the Academic Committee of the Board, and the GTU Dean and President. Promotions are made by the GTU Board of Trustees, on recommendation of a duly constituted Review Committee, the Faculty Council, the Council of Deans, the Academic Committee of the Board, and the GTU Dean and President.

Appointments and promotions are made on the basis of the following criteria: demonstrated intellectual distinction, excellence in teaching at all levels, contributions to the field of specialization in research and publication, and service to the GTU, the professional community, and the broader community.

The probationary period prior to appointment to indefinite tenure shall not normally exceed two three-year terms of service at the rank of assistant professor, which may include credit for prior service at another institution. Review for reappointment to a second term as assistant professor shall normally take place in the second year of the first term of appointment. A first renewal of appointment may be made on the basis of an internal committee review on the basis of faculty and student judgments.

Promotion to the rank of associate professor shall involve appointment with indefinite tenure, as shall also initial full-time appointments at the rank of associate professor, or professor, except in the case of visiting appointments or appointments for a specified term in which accrual of time for tenure shall explicitly be excluded.

Review for promotion to the rank of associate professor shall normally take place in the fifth year of service. Initial review shall be made by an ad hoc committee of not less than three faculty colleagues, at least one of who shall ordinarily be a member of the University of California, Berkeley, faculty. Review shall include solicitation of judgments from students as well as faculty, and, with respect to quality of scholarship, from colleagues at other institutions. Candidates for appointment to indefinite tenure must show competence in teaching, in research, and in service to the community, and demonstrated excellence in either teaching or research.

Membership of the review committee shall be made known to the candidate under review, and on request, written evaluations may be supplied to the candidate, although without indication of the identity of the authors.

2. Terminations and Resignations

In the case of term appointments, notice of noncontinuation of the appointment shall be given at least 12 months prior to the expiration of the term. In the case of resignations, the minimum length of notice by a professor or an associate professor shall be six months; by an assistant professor or instructor, three months.

3. Dismissal or Discharge for Cause

Recommendations for dismissal or involuntary termination of a faculty member's appointment may be made by the GTU administration on grounds such as: willful failure to discharge the responsibilities of the appointment; demonstrated incompetence; repeated signs of drug use, alcohol use, or intoxication while at work; and gross moral turpitude.

No termination shall occur without prior oral and/or written notice from the administration. In all cases, there shall be the right of appeal to the Board of Trustees.

4. Retirement

Between their fiftieth and fifty-fifth birthdays, each faculty member shall initiate conversations with the GTU Dean and President about their long-term retirement plans. These discussions are designed to be mutually beneficial: a) assisting faculty in planning ahead for all issues related to retirement and b) helping the institution in its long-range projections. The institution and the faculty member shall draw up a retirement agreement that can be reviewed and further specified in the process of annual faculty reviews.

5. Leaves of Absence

Faculty members are encouraged to apply for scholarly leave of absence for the purpose of specific research projects. Ordinarily, a faculty member shall be qualified for one semester's leave of absence, with continuation of a maximum of two-thirds of base salary and benefits, after eight semesters of service; or for a full year of leave of absence, with continuation of a maximum of two-thirds salary and benefits (or one semester at regular salary and benefits), after twelve semesters of service. In addition, unpaid leaves of absence may also be granted, although normally for not more than two years in succession.

Leaves of absence are not automatically granted, but must be applied for on the basis of a specific proposed program of research, and with the expectation that the faculty member will return to the GTU for a period of not less than two years. A written report on the results of the research carried on during the leave of absence is to be made at the conclusion of the period.

Applications for leaves of absence must be submitted in writing, and will be reviewed by the Dean, appropriate faculty colleagues, and the Academic Committee of the Board. Applications should clearly indicate the proposed sabbatical period, research topic(s),

planned activities, external funding sources (if any), anticipated products (publications, new or revised course syllabi, public presentations), outcomes (positive effects on the faculty member's professional development, the academic field, the GTU as an institution, religious communities, or the wider society), and the contribution to the mission of the GTU. The Academic Committee must approve all such applications.

Upon return from the leave, the faculty member is required to submit a written report of work accomplished, which is reviewed by the Dean and the Academic Committee of the Board. The faculty member is strongly encouraged to share the fruit of her or his labor in a faculty lecture or colloquium.

6. Benefits

The GTU provides a contribution of 7% of base salary to the individual's retirement program (usually TIAA/CREF) plus a portion of medical insurance premiums to an approved plan, total disability insurance, and Social Security. For ordained faculty members, the GTU will also, on request, designate an appropriate portion of the base salary as housing allowance. This amount must be approved by the Executive Committee prior to the beginning of the fiscal year in which it applies.

B. Procedures for Review of GTU Rostered and In-Residence Faculty

1. Annual Review

GTU Rostered and In-Residence Faculty will be reviewed annually by the GTU Dean. The faculty will submit in writing an annual self-evaluation of their activities in teaching, research, and professional service, and that report will be discussed in person with the GTU Dean, who will summarize the main points of the discussion in a letter to the faculty member.

2. Expectations/Loads of Rostered/In-Residence Faculty

a. General Principles

1.) Recognizing that faculty have different gifts and career paths, each of the areas of expectation are to be defined flexibly, allowing the faculty person to work with colleagues and the Dean to define a contribution in that area that fits her/his strengths and career development. In other words, there is not a rigid definition of load in each category, but each faculty member is expected to contribute appropriately to each category.

2.) The expectations by category create a framework for faculty members to chart out and assess progress along a career path, and for conversation with the institution (faculty peers and the Dean) about that career path.

The GTU seeks to support faculty in development of a career path, but also asks that faculty take into account the needs of the institution as they do so.

3.) Formal administrative responsibilities of a faculty member set a context within which expectations are qualified or redefined. Administrators may not carry a full-time load.

4.) In-Residence faculty need to specify with the Dean how much of a full-time load they can bear.

5.) The institution is committed to imaginative ways to promote faculty development as long as the institution's needs are honored and recognized as well.

b. Full-time Faculty Load/Expectations

1.) Teaching 4 courses a year or their equivalent.

- Attention to courses for different audiences (M.Div., M.A., Doc -- GTU and Joint)
- Flexibility in "equivalencies" that fulfill institutional and/or faculty goals.

2.) Advising

- Common M.A., doctoral programs -- 10 advisees

3.) Involvement in doctoral Areas or Joint Program Committee

- Rostered and In-Residence Faculty are expected to be a significant presence in the doctoral programs, since we have no obligations for professional programs.

4.) Research, writing, and creative work

- Each faculty is expected to prepare a plan for research, writing, and creative work, and to present the plan and progress on it in terms of the annual report.
- Faculty are encouraged to reflect on ALL aspects of writing and creative work, including projects for affiliates and program units -- for what audiences are you writing as a faculty person?

5.) Personal professional development

- Each faculty person is encouraged to learn in new areas or develop new skills (e.g. computer related skills); such work should be included in annual self-assessments.
- This category could also apply to faculty preparation for long-term goals in terms of new aspects of a career path.

6.) Service/Leadership

- GTU standing or ad hoc committees
- Affiliate or program unit service/programs
- Area/Joint Degree Committee leadership
- Grants and Projects
- Community involvement
- Institutional Advancement
- Professional societies or associations
- Joint UCB-GTU ventures/Inter-institutional
- GTU initiatives and projects

All faculty are expected to be active in service, but each will have his/her own combination of the above factors. In-Residence faculty will often offer service primarily through their affiliate or program unit. GTU faculty are expected to exert leadership, but the form of the leadership should fit the gifts and priorities of the faculty member.

GTU Rostered and In-Residence Faculty are expected to teach four courses per year (two each semester) unless they have extraordinary administrative responsibilities.

They are expected to teach courses suited for first-degree students (M.Div. and M.A.) and second degree students in the doctoral programs.

Rostered and In-Residence Faculty are expected to design their courses (and course levels) to serve the special needs of advanced research-oriented students as well as of introductory students in the GTU member schools or at UCB.

Rostered and In-Residence Faculty are expected to be active in both masters and doctoral level work, unless there are strong mitigating reasons why this would not be appropriate in a given case.

In addition to their course teaching, then, they are expected to serve on the thesis committees of M.A. students, and comprehensives and dissertation committees of doctoral students, and to be fully available as advisors by holding clear office hours and honoring appointment requests and the like.

Rostered and In-Residence Faculty are expected to be active in appropriate professional organizations (American Academy of Religion, Association of Jewish Studies, etc.); to share their scholarly work through panels, lectures, and conferences at professional meetings and in academic institutions, and to publish their scholarly work in appropriate journals and through appropriate presses.

Rostered and In-Residence Faculty are also expected to be active in consortial educational activities and panels for the GTU community and the broader community.

Rostered and In-Residence Faculty are expected to provide leadership for the consortium and the academy through committee work and leadership in projects and initiatives.

3. Promotion and Tenure Review

(see section IV.A.1.)

4. Five-Year Review

In addition, full professors will be formally reviewed at five-year intervals by a committee of their peers. For members of the Core Doctoral Faculty, these reviews may be scheduled to coincide with periodic reviews conducted by the Appointments and Review Committee.

The GTU Dean will appoint a committee of three: a member of the GTU Rostered Faculty; an outside member of the Core Doctoral Faculty; a member of the Academic Committee of the GTU Board.

The faculty member under review will submit materials about their research, teaching, and professional service since the previous full review, along with an evaluative statement about

achievements during those years and plans for the future. The materials will include teaching evaluations from at least the past three years. The faculty will also submit a list of names of GTU faculty and students who should be consulted about their contributions.

The review committee will study the materials, consult with GTU faculty and students, and provide an evaluative report in writing to the GTU Dean. They will also meet with the faculty member under review for an informal discussion about their performance and possible priorities for the future.

The Dean will take the report to the Academic Committee of the Board.

The purpose of the report will be to provide feedback on performance and constructive counsel to the faculty in planning career priorities for the future.

5. Course Evaluations

As part of ongoing evaluation by students, Rostered Faculty are expected to use the GTU Rostered Faculty Course Evaluation form in each regularly taught course. The evaluations are collected by the faculty, and submitted to the GTU Dean, who reviews them and returns them to the faculty member, providing them with any appropriate feedback. A copy of the evaluation form is available in the GTU Dean's office.

Please refer to the Doctoral Program Handbook for GTU Academic Policies.

V. POLICIES ON FACULTY STATUS

A. In-Residence Faculty Policy

The GTU Board approved a policy for In-Residence faculty, which had been previously approved by the Doctoral Faculty, on February 25, 1988.

As background to the discussion of the policy on "In-Residence" ranks, it might be useful briefly to review the other standard academic ranks used in our institution, as in all academic institutions.

1. Standard Academic Ranks

a. Regular or Tenure Track Ranks (Assistant, Associate, and Full)

Regular faculty are hired in tenure track lines approved in advance, in accordance with an academic plan, by the Doctoral Faculty, the Dean and President, and the Board of Trustees. Candidates are selected through a national search and screen process that follows institutional guidelines in accordance with acceptable academic procedures. In a tenure track appointment, the institution has made a financial

commitment to fund the line, and to award tenure on the basis of the candidate's academic performance and productivity.

b. Visiting Professorships (All Ranks)

These are temporary appointments, often for only one semester, but sometimes as long as a year or two. They are funded either on soft money or by funds released through sabbaticals or leaves of other faculty. Visiting rank indicates that the faculty member is permanently employed at another institution and has taken temporary leave from his or her normal position to teach at our institution. The title is also sometimes used for foreign scholars, even though they may, because of retirement or some other reason, not currently hold a formal position elsewhere.

c. Adjunct Professorships (All Ranks)

Adjunct status indicates that the individual's primary professional commitment is to another institution or organization, but because of special expertise and interest in some aspect of the GTU doctoral program, they occasionally offer courses for our students. A number of UCB faculty have held adjunct ranks in the GTU. There are two chief distinctions between adjunct and In-Residence appointments:

a) in the former, the GTU is not the primary professional commitment, and b) there is less regularity and predictability in the teaching load and level of participation in GTU academic programs.

Area Adjuncts

Some Areas of the GTU have developed close working relationships with faculty at other institutions in the Bay Area, or eminent and active emeritus faculty who have settled in the Area. Such persons may be appointed as Area Adjuncts and listed in the *GTU Catalog* as such. Such a listing designates the close relationships and the availability of such faculty to serve as outside readers for dissertations in the Area. Area nominated Adjuncts do not teach courses, but are willing to serve on committees, and may participate from time to time in Area colloquies or special projects.

Appointment of such an Adjunct is initiated by Area faculty, who obtain a c.v. of the nominee and write a paragraph to the GTU Dean in support of the nomination. The nomination must be reviewed by the full Area faculty, by the Faculty Council, and by the GTU Dean and President. Appointment is considered ongoing, but the active status of the Area adjunct will be reconfirmed as the *Catalog* is reissued semiannually.

d. Emeritus Professorships

This is a rank held by former, retired faculty of the GTU. Emeritus professors may remain quite active in teaching and advising of students. If funds are available, they may agree to teach courses, and a number serve on doctoral committees of students. Their service is often very valuable, but is entirely dependent on their willingness and

availability. They have no formal responsibilities, but rather an ongoing relationship with the institution.

2. GTU Policy

The category of “In-Residence” faculty is modeled on the “In-Residence” ranks within the UCB system. An “In-Residence” faculty member: 1) is not supported on the general instructional budget of the GTU; 2) does not hold a tenure track line; 3) has a formal relationship with an Area or recognized affiliate of the GTU, which constitutes his or her primary professional commitment; and 4) has in all respects comparable academic qualifications to those who hold the same rank (assistant, associate, or full) in tenure track lines.

Appointment to “In-Residence” status is made by the Dean through a formal letter of appointment. 1) Such an appointment is initiated by a letter to the Dean from the Area Convener or the Director of the academic unit recommending the appointment. 2) The teaching load will be specified by the Dean after discussions with the candidate and the Area. 3) Letters of appointment are for a limited term, renewable, but the appointment to “In-Residence rank” is not to a tenure track line. Should a tenure track position open in the area of appointment, the “In-Residence” faculty could be a candidate in the national search. 4) The letter will stipulate the source of the funding for the appointment. The appointment is always to be made explicitly contingent on the availability of funding; the GTU instructional budget and general fund are not liable for these appointments. 5) “In residence” faculty will be reviewed annually by the GTU Dean, as are all GTU rostered faculty. “In residence” faculty will also be reviewed by the Appointments and Review Committee at the time of initial appointment, and at regular intervals, normally of three years. 6) “In residence” faculty proceed through ranks of assistant, associate, and full, on the same schedule, and under the same conditions as regular tenure track faculty.

“In residence” status is a device for recognizing and utilizing the contributions of scholars who are formally affiliated with the GTU through some means other than search and appointment to a faculty line. It is not a substitute for regular faculty appointments. Faculty lines designated by the GTU administration and Board as part of the GTU academic plan will be tenure track appointments.

B. Academic Policy for Endowed Chairs in the GTU

On February 23, 1989, the GTU Board passed a policy on the endowment of chairs in the GTU. This policy had been previously reviewed and passed by the Doctoral Faculty.

GTU fund-raising priorities are established in the Strategic Plan. Contacts with donors are guided and orchestrated by the Office of Institutional Advancement. This document affirms these procedures and establishes academic policies to be followed in the administration of chair endowments.

There are two models of endowed chairs: 1) a permanent faculty position in a specified area of study; and 2) a “distinguished professorship” which is filled for a limited time by a visiting scholar or a member of the existing faculty.

1. Permanent Professorships

The disciplinary area covered by a prospective endowed chair should be consistent both with the academic mission and the long-range academic plan of the institution. Commitments to raise endowments for a particular professorship would be made in a consortial strategic planning process, endorsed by the Doctoral Faculty, the Council of Deans, the Council of Presidents, and the Board of Trustees.

If a donor or constituency approaches the GTU with an offer to endow a chair in a specific field, that proposal will be entertained under the following conditions: 1) that it meets the general outlines of the academic plan and mission of the GTU; 2) that the donor(s) agree that the GTU would have full control over hiring, promotion, and tenure of the professorship; and 3) that the proposal win the approval of the Doctoral Faculty, the Council of Deans, the Council of Presidents and the Board.

The endowment of a permanent chair requires a full financial base for the support of a faculty member, including a salary at or above the normal range of the professorial level, benefits normal to the institution's policy, and, in addition, perquisites for research assistance, travel, and/or secretarial assistance as well as funding for appropriate overhead. No professor will be appointed until the endowment is complete.

All appointments to endowed chairs must be made in accordance with "GTU Faculty Appointments and Procedures" (February, 1982), which specifies a national or international search. Under no circumstances can a donor or donor group stipulate the occupant of the chair, or the precise content of courses to be taught. Holders of endowed chairs will be on the GTU instructional budget and under the supervision of the GTU Dean, the Academic Committee, and the Board.

2. Distinguished Professorships

The Consortium, in the process of strategic planning, might also commit to endow a distinguished professorship, designed to recognize and honor GTU faculty or visiting scholars for a finite time period (a year or two). Such professorships may or may not match full salary, but they would in all cases provide a panoply of perquisites to support the research life of the scholar so honored. At the end of each appointment, the use of the endowment would be reconsidered in accordance with needs for faculty employment and deployment, in consultation with the Doctoral Faculty, the Council of Deans, the Council of Presidents, and the Board.

C. Visiting Scholars

Faculty members who have a doctorate and an appointment at an accredited academic institution may apply to be a visiting scholar at the GTU by contacting the Dean's Administrative Assistant. They will be sent an application form that requests all needed information.

When a Visiting Scholar arrives at the GTU, he or she should check in with the Dean's Administrative Assistant to learn how to get his or her Library I.D. card.

D. Adjunct Faculty

The GTU Dean's office has no budget line for Adjunct Faculty appointments. Occasionally, an Area has made an urgent case that there is a need for an adjunct to teach a particular course, crucial for the Area's program, which cannot be taught by faculty available that year. Such requests have to be made by October of the year prior to become part of the GTU's budgetary planning. A request competes with many other such requests in a tight budget situation, so that funding is by no means assured. However, without lead time for planning funding is nearly impossible. Please notify the Dean as soon as possible about any extraordinary needs.