

To: Faculty for 10.11.17 Faculty Meeting

From: PPC; Ankita Dekka, Jeanine Gregoire, Matthew Haines (chair), Merilee Klemp, Joan Kunz, Marc McIntosh (Senate Rep)

Re: First reading of Section 4 proposed revisions of Faculty Handbook

Date: 10.06.2017

Format of Document - First comes the suggested changes (marked up) of Section 4 with brief rationale and then comes the original text:

Highlight of Suggested Changes:

- a) (throughout) College to University
- b) (section 4.3) Eliminate “or staff members” from General Policy Statement on Political Activity then keep in handbook. Delete the reference to the outdated law and replace with a general statement of compliance with law. Potentially eventually move this entire statement to another portion of the handbook (compensation and benefits) .
- c) (section 4.4) Delete section because it is copied nearly verbatim from section 2.5.8
- d) (section 4.5) Delete Copyright policy – faculty do not control copyright laws and old language is outdated
- e) (section 2.5.8) Student workers: some suggested language addition, but will return to when reviewing section 2.

Suggested Revisions: (original text below)

SECTION 4: COMMUNITY RESPONSIBILITIES AND PROCEDURES

4.1 Spiritual Life

Augsburg is a university of the Evangelical Lutheran Church in America. Consequently, it is entirely appropriate that members of the faculty actively participate in the life and work of a local congregation. Recognizing that some members of the faculty may belong to other denominations or faiths, the University encourages them to take an active part in the spiritual life of their own communities. An active spiritual life encourages meditation, devotion, prayer, and concern about common tasks and responsibilities, all of which are important to the life of the individual and to the life of the University. University offices are closed during chapel. Faculty are encouraged to attend chapel. Faculty should not hold office hours or make appointments with students during this time.

4.2. Community Life

It is essential to the vitality of the University’s programs that its people take an interest and an active part in community affairs. Therefore, the University strongly encourages activity in organizations related to the city government, the school system, the church, and other social and community agencies provided the faculty member abides by provision of Section 3.4.2 of this Handbook which discusses outside employment. Faculty will have the opportunity to share their community contributions in the annual Report to the Dean.

4.3 Political Activity

10/2/17 PPC COMMENT: This section might be better placed in 7.5 Other Personal Leaves of Absence. Political Activity primarily addresses leaves from teaching due to political office, and return to teaching...

Augsburg University specifically endorses participation by members of the faculty in the political life of the community, state, and nation. The University's specific policy, adopted in 1968, follows:

General Policy Statement on Political Activity

It is natural for the administration of Augsburg University to suppose that, in the interest of the University, full-time faculty ~~or staff members~~ should consider their responsibilities to the University as of first importance. However, faculty ~~or staff members~~ are citizens and like other citizens should be free to engage in political activities insofar as they are able to do so consistently with their obligations to the educational program of the University. Therefore, the University looks with favor upon active participation of faculty ~~and staff members~~ in political affairs, and, when feasible, encourages such participation.

In this matter the principles of academic freedom will apply. It is understood that political statements made by faculty ~~or staff members~~ of the University should appear to the public as expressions of their own political opinions or position rather than those of the University. Although the faculty ~~or staff persons~~ may, on the one hand, identify their position at the University in the course of their campaign literature or statements, on the other hand, when they speak or write as citizens engaged in political activity, they will be free from institutional censorship or discipline.

Given the legitimacy and social importance of political activity by faculty ~~and staff members~~, the University will provide institutional arrangements to permit it, similar to those applicable to other public or private extramural service. Such arrangements may include the reduction of the faculty ~~or staff member's~~ workload, or a leave of absence for the duration of an election campaign or term of office, accompanied by equitable adjustment of compensation, when necessary.

Campaign and Post-election Arrangements

When faculty ~~or staff members~~ of the University indicate to the administration a desire and intent to campaign for political office, the following policies will apply:

- 1) Faculty members engaging in a campaign or holding office must conform to Section 3.4.2 which discusses outside employment. If the faculty ~~or staff members~~ are able to adjust their schedules to permit campaigning without detriment to the University program (see 3.4.2), they will continue to receive full compensation. In the event their political activities significantly

impinge upon service to the University, equitable adjustments of workloads and compensation should be mutually agreed upon by the faculty ~~or staff member~~ and the administration, including a leave of absence if necessary.

2) In all of the above instances, faculty ~~and staff members~~ who have been receiving fringe benefits from the University, for example, health insurance, disability income insurance, retirement benefits, etc., may expect these benefits will continue during the campaign period. If full leave is taken, salary will not be paid during the campaign period and will recommence only when the individual returns to the faculty ~~or staff~~ of the University. Leave of absence for the campaign period will not affect the tenure status of a faculty member, except that the time spent on such leave from academic duties will not count as probationary service.

3) Tenured faculty members will be eligible to return to the faculty of the University in the event their campaign is unsuccessful.

If their campaign is successful, they may hold office and continue full-time employment at Augsburg, provided that they fulfill the conditions of 3.4.2 Outside Employment.

Tenured faculty whose campaigns are successful may arrange for a leave of absence during their term under the following conditions. Tenure will continue, unless they resign from the university, for a period of two years after their entry into public office. Arrangements for their service to the University, if any, and for any salary or other financial benefits during their term of public office, will be made prior to their entry into the campaign and will be contingent upon their election to office. Retirement and fringe benefit payments will be paid by the University according to its current policy governing faculty members on leave without compensation. Beyond that time, retirement and other fringe benefits are subject to negotiation. The University will not pay for benefits duplicated by those which are provided by the body to which they have been elected or appointed. The tenured faculty members serving in political office will have the privilege in all cases of continuing to make individual contributions to their University-associated retirement program and other fringe benefits, subject to the rules and regulations of the insurance companies concerned. If for legitimate reasons they are not able to continue their duties in office during this period, or if their official duties permit, they will be eligible to return to the University during this period unless the University has in the meantime made provision for a full-time replacement for the academic year to the vacancy created on the University faculty. In such a case tenured faculty members may return to the University when the contract with their replacement expires, or at another time mutually agreeable to faculty members and the University.

4) In all other cases not specifically covered in the above statements, agreement will be reached between faculty ~~or staff members~~ and the administration prior to their campaign for political office as to the reasonable and proper course to be followed by the individual and the University in the event the campaign is successful or not successful.

5) All advance agreements and arrangements between faculty ~~or staff members~~ and the

administration regarding their political activities, tenure status, leave of absence, and future at the University, etc., will be set forth in writing and be in the possession of both the faculty or staff members and the administration prior to the political campaign.

Non-tenured personnel are understood to be regular employees of the University unless they are specifically classified a "temporary" in their pre-election agreement. Minnesota Statutes, 1965, Vol. 1, p. 106-7, Par. 3.085, 3.087, refers to the right of employees elected to the Minnesota State Legislature to return to their previous work and is to be applied to non-tenured as well as tenured faculty and staff members of the University. Augsburg complies with all current laws and regulations protecting political activity, including employment protections for those elected to political office. For current relevant statutes contact the Human Resources Office.

4.4. Statement on the Appropriate Use of Student Workers and Assistants

10/2/17 PPC COMMENT: This Statement already appears in 2.5.8 Student Workers, without the qualifier of "upperclass" in the first line. PPC recommends adding "research assistants" to the list of potential student workers. This section can then be deleted from this location in the FHB. See revisions to 2.5.8 below.

Occasionally ~~upperclass~~ students at Augsburg may be employed by faculty as teaching, laboratory, or internship assistants, to function in roles as evaluators, instructors, and tutors. Such uses should be to maximize or enhance the learning of students in the course by, for example, increasing the quantity of material collected and graded, increasing the speed of feedback on assignments and activities, providing additional supervision and more rapid personal responses in the laboratory, and/or giving personalized assistance. They may also serve to develop specific abilities of the individual students who are employed (e.g., in preparation for careers in teaching), and for mentoring.

Use of students for evaluation, instruction, or tutoring should be done carefully and under strict supervision. Student workers serve as assistants, not replacements for faculty members in scheduled courses and laboratories. Professors should grade their own exams and record their own grades, and professors will be responsible for grading additional student work to the degree and in such a way that allows them to assess the knowledge and skills of individual students on an ongoing basis.

The following guidelines should be employed:

1. Use of students in a department as teaching, laboratory, or internship assistants should be discussed in consultation with, and approved by, the department. Fair compensation, either in terms of payment or course credit, should be given for such activities.
2. Student assistants should be selected carefully on the basis of courses taken, academic performance, overall competence, and personal integrity. They should be trained and supervised

~~in all aspects of their experience; evaluation of assignments should be monitored by the supervising faculty member; student classroom presentations should be given only in the presence of the instructor; and student assistants are not to be considered the responsible parties in a scheduled laboratory course or any examination. Students should be instructed about confidentiality and privacy matters and be expected to adhere to professional standards. Inadequate performance of assigned duties and violation of these standards are both adequate causes for dismissal of the student worker from this position.~~

~~3. Students who have their materials evaluated by student assistants should be informed that this is so.~~

4.5. Library Reserves and Copyright

10/2/17 PPC COMMENT: PPC recommends that this section be removed. Faculty do not control copyright laws or “fair use” legal regulations. IT and the Librarians have been making this policy for the University; guidelines can be found on the Library website and IT’s webpage – perhaps the Academic Advising resource page for faculty can include links to these policies:

<http://inside.augsburg.edu/academicaffairs/resources/> .

~~If you plan to use more than one photocopy of protected material for reserve reading assignments, you must submit one of the following with each title:~~

- ~~1. A copy of the permission statement from the article or the publication in which it appears.~~
- ~~2. A copy of the completed request for permission for the specific use, including repeated use, that you intend, signed by the holder of copyright. Forms for obtaining permission are available at the reserve desk.~~
- ~~3. A copy of the order for reprints.~~
- ~~4. Information necessary to report fee required copying to the Copyright Clearance Center. This is an option only if the publication from which you wish to copy is registered with the Center. The information usually appears in the masthead of the publication. It includes these six items:~~

- ~~(1) The name of the publication~~
- ~~(2) Its standard number (ISSN)~~
- ~~(3) The article fee code~~
- ~~(4) Year of publication~~
- ~~(5) Number of pages~~
- ~~(6) Number of copies.~~

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~~The Library retains the right to decline to place copies on reserve if in its judgment they do not meet the criteria established by the copyright law.~~

~~Copies of the "Model Policy Concerning University and University Photocopying for Classroom, Research and Library Reserve Use" have been distributed to the faculty, and have been placed in the Library for reference.~~

2.5.8 Student Workers

Occasionally, students at Augsburg may be employed by faculty as teaching, laboratory, research, or internship assistants, to function in roles as evaluators, instructors, and tutors. Such practices are to maximize or enhance the learning of students in the course by, for example, increasing the quantity of material collected and graded, increasing the speed of feedback on assignments and activities, providing additional supervision and more rapid personal responses in the laboratory, and/or giving personalized assistance. They may also serve to develop specific abilities of the individual students who are employed (e.g., in preparation for careers in teaching, research, or professional service), and for mentoring.

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Faculty use the following guidelines:

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- (b) Student assistants are selected carefully on the basis of courses taken, academic performance, overall competence, and personal integrity, and any other selection criteria required by the funding agency (if not Augsburg University). They are trained and supervised in all aspects of their experience: evaluation of assignments is monitored by the supervising faculty member; student classroom presentations are given only in the presence of the instructor; and student assistants are not to be considered the responsible parties in a scheduled laboratory course or any examination. Students must be instructed about confidentiality and privacy matters and be expected to adhere to professional standards. Inadequate performance of assigned duties and violation of these standards are both adequate causes for dismissal of the student worker from this position.
- (c) Students who have their materials evaluated by student assistants are informed that this is so.

Current language:

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4. Information necessary to report fee-required copying to the Copyright Clearance Center. This is an option only if the publication from which you wish to copy is registered with the Center. The information usually appears in the masthead of the publication. It includes these six items:
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 2. Its standard number (ISSN)
 3. The article fee-code
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