Albright College

Interim Faculty Handbook

Effective November 2, 2026

Permanent Faculty Handbook targeted for Board of Trustees approval in July 2027.

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Preface

Albright faculty and administration share responsibility for an education that serves students, supports honest inquiry, and sustains the College's mission. This Interim Faculty Handbook states faculty-specific academic responsibilities, privileges, appointment terms, and procedures.

The Employee Handbook is the primary employment-policy document for staff and faculty. This supplement creates only the faculty-specific provisions expressly stated here. General conduct, discipline, grievances, safety reporting, training, information security, confidentiality, accommodations for employees, and general benefits are governed by the Employee Handbook and are not duplicated here. Faculty-specific appointment, suspension, dismissal, tenure, and appeal procedures supplement that shared framework. Applicable law, the College's Bylaws, and Board policy statements prevail over both Handbooks. No provision retroactively extinguishes enforceable contractual rights or overrides governing benefit plans.

This Interim Faculty Handbook takes effect November 2, 2026 upon Board approval for immediate use. Faculty review and consultation will inform a permanent Handbook targeted for Board approval in July 2027. The interim designation does not itself postpone the effective date or automatically terminate this Handbook before a replacement is approved.

Changes require faculty consultation and approval by the President and Board. Faculty input is considered through established channels; disagreement between faculty and the President is presented to the Board for final decision. The ordinary written response period is 20 business days after distribution unless the Board specifies a different deadline. The Board may proceed after that period despite disagreement or nonresponse; silence is not agreement or consent. The Board's interim adoption is distinct from the review toward the permanent Handbook. General approval, notice, and acknowledgment requirements are stated in the Employee Handbook.

All current faculty must acknowledge receipt within 30 calendar days of the email distributing the revised Handbooks and summary. New faculty acknowledge at hire, and renewed acknowledgment is required after major changes. Failure to sign does not excuse compliance with properly adopted applicable policies; unjustified refusal may result in discipline under the applicable procedures. The acknowledgment confirms receipt rather than agreement or waiver of rights.

Equal Opportunity

The Employee Handbook's equal opportunity, accommodation, nondiscrimination, harassment, reporting, and nonretaliation policies apply to faculty. Sexual misconduct concerns follow the College's governing Title IX policy and reporting channels on its website, not a substituted general disciplinary process. Consult Human Resources and the Title IX Coordinator as appropriate. See https://www.albright.edu/about/human-resources and https://www.albright.edu/title-ix-notification2.

Structure and Governance of the College

Institutional Structure

The Board of Trustees is a self-perpetuating body with ultimate authority over and ultimate responsibility for all acts of the corporation. The Board of Trustees is governed under the laws of Pennsylvania and follows its Bylaws.

The President

The President is the chief executive and administrative officer of the College and reports to the Board of Trustees. He/she is responsible for the general direction, management and control of the educational activities, business operations and other affairs of the College. For the efficient conduct of her/his office, he/she has all necessary and convenient powers as granted by the Board of Trustees.

President's Cabinet

The President will appoint members to the President's Cabinet as she/he sees fit. The Cabinet is the senior leadership team of Albright. The President's Cabinet normally includes the following representation: Academic Affairs, Advancement, Administration and Finance, Athletics, Enrollment, Informational Technology, and Student and Campus Life.

Office of the Chief Academic Officer

The Chief Academic Officer (CAO) will normally oversee academic affairs and is selected by the President and reports directly to the President. Duties of the CAO include:

- Participate in the general administration of the College, as a member of President's Cabinet.
- Be responsible for undergraduate academic programs not specifically assigned to another academic officer.
- Assist the Board's academic committee as designated by the President and authorized under the Bylaws or Board policy. Administrative participation is nonvoting unless the Bylaws expressly provide otherwise; this Handbook does not create automatic committee membership.
- Maintain appropriate academic policies.
- Recommend the hiring, evaluation, development, retention, notification of non-reappointment, recommendation for promotion or tenure of faculty members.
- Oversee a curriculum appropriate to the needs of the students and the goals of the College.
- Propose the instructional budget.
- Administer some academic support programs, such as the library.
- Coordinate assessment and accreditation activities in the College.
- In consultation with academic departments/divisions (referred to as academic units or units in this Handbook), develop and implement class schedules.
- Organize an academic structure to carry out academic unit responsibilities.
- Review and approve revisions of the academic Catalog.
- Oversee the academic certification of all students, including probation, suspension, dismissal, honors, and graduation.
- Arrange annual academic events each year, like Convocation.

Academic Unit Chairpersons

Academic unit Chairpersons are faculty members with additional administrative duties. They report to the CAO. They are appointed by the CAO annually. Compensation in the form of overload pay or course release is dependent upon workload and is at the discretion of the CAO in consultation with the President. Chairpersons are responsible to the CAO for the administration and coordination of the work of their respective academic areas and/or programs. They are the communicative link between faculty and administration. Examples of responsibilities include recommendations establishing academic unit goals, coordinating program reviews and assessments, maintaining accreditation, updating curricula, and recommending course schedules. Other examples include supporting faculty recruitment, development, and performance; conducting unit meetings; and overseeing student advising, transfer credit reviews, and

career opportunities. Additional examples include managing budgets and equipment inventories, supporting admissions and recruitment events, recommending academic policies, representing the unit to College leadership, and remaining available throughout the year to address administrative needs and other assigned duties.

The School of Professional Studies Administrator

The School of Professional Studies (SPS) Administrator is responsible for all aspects of the educational programs of SPS including undergraduate, graduate, completion programs, continuing education, and/or summer sessions. SPS is led by an academic administrator selected by the President. This position may be filled by a staff member or faculty member. Examples of responsibilities include setting goals for SPS; overseeing its degree and non-degree programs, employees, and student services; and coordinating recruitment, marketing, and program development. Additional examples include planning course offerings and faculty assignments with the CAO, certifying graduation eligibility, managing a balanced budget, maintaining required accreditation, and assessing program effectiveness.

The SPS Academic Council, appointed by the SPS Administrator, assists in developing and recommending SPS academic policies, procedures, and curriculum. Recommendations proceed through the CAO and President, with Board approval where required by the Bylaws or Board policy. Routine matters may follow expressly delegated authority. The Council consists of SPS employees, the CAO, other academic administrators, and full- and part-time faculty teaching in SPS.

Faculty

Within the policies established by the Board of Trustees, faculty are responsible for teaching, professional development and scholarship, and service to the College. Albright is primarily a teaching institution, and faculty must provide the best learning opportunities for their students. Students learn in many ways, and faculty should tailor their classes to include multiple ways of learning and evaluation. Faculty are responsible for remaining current in their fields, including using technology the students will find in the field. Faculty may make recommendations on academic policies and procedures and curriculum to the CAO and/or the President.

Faculty and academic committees provide academic recommendations. The CAO and President oversee review and implementation; final authority rests with the Board where required by the Bylaws and Board policy. Faculty expertise and recommendations, including differing views, are considered through the established process. Routine matters may be handled under expressly delegated authority.

Academic and Artistic Freedom

Academic freedom applies to all faculty, including adjuncts. Faculty may pursue relevant teaching, research, publication, creative expression, and academic discussion without discipline merely because an idea is controversial, challenges prevailing views, or causes offense. They should distinguish personal views from official College statements and exercise professional care in factual representations. Faculty are expected to be respectful of the mission of the College and the Methodist affiliation when expressing their views.

Faculty remain responsible for relevant course content, fair academic assessment, student welfare, accurate communication, and fulfillment of legitimate assigned duties. Disagreement does not excuse refusing lawful, reasonable operational requirements. Academic freedom does not excuse coercion, fabrication, unlawful harassment, retaliation, exploitation, or improper disclosure of protected records.

Human Resources coordinates a claim that proposed discipline involves protected academic expression with the CAO and the Cabinet member overseeing Human Resources. Formal faculty dismissal, suspension, and tenure procedures apply where specified; the general workplace grievance route is in the Employee Handbook.

Academic and artistic productions contribute to inquiry and learning. Faculty and sponsoring groups should provide accurate descriptions, identify sponsorship, and coordinate scheduling, safety, and operational requirements with the appropriate administrators. Administrative review of operations does not authorize discipline merely for controversial academic content. Outside work, resource use, and conflicts of interest are governed by the Employee Handbook.

Political Activity

Albright College encourages student participation in partisan activities. In order that the commitment of the College to its many constituents may be combined with its dedication to the educational development of students, the following areas of concern are enumerated:

- Student political activity must be voluntary. Relevant academic assignments may require analysis or observation of civic processes but may not require support for a particular cause or position. Grading and academic advantages may not be conditioned on participation or nonparticipation in advocacy. Academic evaluation must be based on demonstrated learning and stated academic standards.
- In any situation, the student has complete freedom of choice of candidate, committees, or party.
- Student participation in election-day activities coordinated with course requirements will be treated as field trips and, provided they are relevant to the course work and have the approval of the instructor, they will be considered a legitimate excuse for absence from that course.
- Every instructor may feel free to invite any candidate or spokesman of any political party or committee to appear as a guest on the campus to present that party or committee's viewpoint on the political situation, event or campaign. In each instance, a similar opportunity will be available to representatives of opposing or differing viewpoints.
- No individual will appear for any political address or activity on the Albright campus unless (a) in response to a written request by a properly constituted student group through usual calendar procedure and with the approval of the advisor to the group, or (b) on the specific invitation of a faculty member in keeping with number 5, immediately above.
- College resources and institutional endorsements in partisan political activity must comply with applicable law and College authorization requirements. Personal expression must be distinguished from speaking for the College. Faculty should consult the appropriate office about proposed institutional participation without restricting protected personal or academic expression.

Additional Political Activity

Albright College desires that students develop into politically informed and socially minded citizens who are aware of the needs of society and who will fulfill individual responsibilities of citizenship. The College aims to provide an academic climate conducive to teaching and learning so that students may achieve maximum intellectual development. While achieving these objectives we encourage members of the student body, faculty and administration to participate individually in responsible political activity and social welfare action so as to fulfill duties of citizenship and contribute to political, social and economic policies and programs at the local, state, and national levels. Such participation is to be supplementary to the academic

program. It is, however, the declared policy of Albright College to adhere to the College calendar of regularly scheduled classes for courses of study, including the prescribed academic program of lectures, work assignments, laboratories and examinations as applicable, with no moratorium, postponement or elimination of or deviation from such classes or prescribed program, either collectively or individually, for students enrolled in the respective courses of study. Participation in political activity or social welfare action is to be in addition to, and not as a substitute for, performance of the regularly scheduled academic program of Albright College.

The Faculty Member and the College

Any person who teaches one or more courses for credit in any academic unit of Albright College is defined to be a faculty member and pertinent sections of the Handbook apply as indicated. This chapter contains policies, obligations, and responsibilities pertaining to the individual faculty member. Since many sections of this Handbook apply to anyone who teaches even one course, all members of the teaching faculty are required to be familiar with and abide by the terms and provisions of this chapter as a condition of their employment with the College.

The academic year is from two weeks preceding the start of the fall semester to four weeks after the spring semester. The fiscal year is June 1 to May 31 of the following year. The calendar year is January 1 to December 31 in the same year. Business days are considered the five (5) days of Monday to Friday. Calendar days are considered the seven days of Sunday through Saturday.

The Teaching Faculty

A faculty member is a professional, working to promote honest inquiry and to communicate knowledge and enthusiasm to others. The needs of the students must always be central, and the individual instructor should strive constantly for excellence in the role of teacher. In the context of Albright, the primary emphasis must be on classroom instruction, and on those activities which contribute to its improvement, always with the awareness that effective teaching is by no means restricted to the classroom. Moreover, the individual faculty member is expected to engage in scholarly activity and/or professional development – as defined in the Boyer Model – to remain reasonably current in their discipline, to provide service to the College, and to adhere to professional ethics.

The responsibilities of full-time faculty members usually include teaching; academic advising; service on committees; professional development/research; full participation in departmental activities; attendance at Faculty Meetings with vote; and attendance at honors ceremonies, convocation, commencement, Baccalaureate, admissions functions, opening weekend, and other College functions, as requested.

Hierarchy of Responsibility

All faculty members are responsible to their respective unit chairs and to the CAO or the SPS Administrator for the performance of the assigned duties.

The Academic Community

Faculty contribute to an academic community committed to student learning, honest inquiry, and professional responsibility. No faculty member is required to endorse the formal teachings of the United Methodist Church. Conduct and performance concerns follow the Employee Handbook, with the academic-freedom and faculty-specific procedural protections in this supplement.

Definition of a Faculty Member

A faculty member is a person who teaches one or more courses at Albright for credit under the ultimate supervision of the CAO or the SPS administrator and assigns grades for that course.

Full-Time Ranked Academic Faculty

Full-time faculty members are appointed as such by the CAO and approved by the President. Their position as educators is their main occupation and chief interest. They hold academic rank, vote in Faculty Meetings, and may be employed on probationary, tenure, or one-year or multi-year appointments.

Faculty Categories

The categories of faculty are as follows:

- Tenured Faculty: Those full-time faculty who have been awarded tenure.
- Tenure-Track Faculty: Those full-time faculty appointed and serving in the required probationary period, typically during years one through six (1-6) of service to the College and who are candidates for tenure.
- Non-Tenured or Non-Tenure-Track Faculty: Those full-time faculty hired on an annual or multi-year appointment, normally for a stated one-year, three-year, or five-year period. Non-tenure-track faculty members are eligible for reappointment and promotion but are not in the tenure-track.
- Visiting Faculty: Full-time faculty hired for an interim teaching assignment usually of one or two semesters, without a scholarship or service requirement unless the appointment states otherwise. They are ineligible for tenure or promotion in visiting status. If employed beyond one year, they are evaluated by the Chair or designee in the second semester and annually thereafter. Full-time nonrenewal notice and applicable faculty dismissal procedures apply as stated in this Handbook.
- Part-Time Adjunct Faculty: Faculty appointed for specified course assignments. Human Resources staff issue the authorized appointment letter following academic approval. The appointment ends on the date stated in that letter and makes no promise of employment or renewal for another semester. The full-time three- and six-month nonrenewal notice rules do not apply. Ending an appointment early remains subject to applicable terms, procedures, and law. Adjuncts receive academic freedom and applicable conduct and instructional protections, but not tenure, promotion eligibility, sabbaticals, phased retirement, staff PTO, or the five-day full-time faculty sick allowance. Other benefit rights are determined by law and governing plans. Adjuncts are evaluated by the appropriate chair, CAO, or SPS administrator and may attend faculty meetings without voting rights.
- Academic Associates: Academic Associates serve in academic support positions within academic units but do not have faculty rank or eligibility for promotion, sabbatical leave, or tenure. They are ordinarily employed full time to teach only developmental courses, entry-level courses or laboratory sections. Any exception to these teaching limitations requires the approval of the CAO. Full-time Academic Associates vote in Faculty Meetings and may serve on appointed committees. Academic Associates are employed only on an annual appointment, renewable annually. Full-time Academic Associates receive the five-day faculty sick arrangement, subject to its teaching-day use, proration, and expiration rules, and do not receive staff PTO. This does not confer faculty rank, tenure eligibility, or other privileges expressly limited to ranked faculty.
- Faculty with Administrative Responsibilities: Some faculty, such as academic unit Chairpersons, perform academic administrative functions and usually teach as part of their appointment. They are considered full-time faculty.

- Administrators Who Teach: Some full-time administrators may teach courses at irregular intervals or as a regular part of their job. This teaching must be consistent with the needs of the College and is assigned by the Chair and must be approved by the CAO and the person's supervisor. Teaching performed by an administrator does not lead to tenure. As teachers, they are evaluated in the same way as all other adjunct faculty members under the direction of the unit Chair, CAO, or SPS administrator. They may participate in faculty governance or academic committees through their role as administrator and are encouraged to attend Faculty Meetings (without vote). Administrators who teach must still complete the time and duty requirements of their administrative positions. Their staff status and benefits remain controlling; they do not receive an additional faculty sick-day allowance.

Types of Faculty Appointments and Reappointments

Probationary Faculty Appointment in a Tenure-Track (or Pre-Tenure Track)

Faculty members holding probationary, tenure-track appointments will have the right to apply for a tenured appointment, and it will be the obligation of the College to consider, grant or deny such applications, in complete good faith accordance with the provisions (including the period of probationary service at Albright required prior to such consideration) set forth in this Faculty Handbook.

These appointments will be for one year, subject to renewal annually, up to the point of application for tenure. The length of a probationary appointment from three to six years, the salary to be paid during the annual appointment, and the rank at which the faculty member will be appointed will be stated in the faculty member's initial, and each annual faculty appointment letter.

Time of Service in a Probationary Appointment

The probationary period is normally six years and may not exceed six years, excluding approved tenure-clock stoppages. The written appointment identifies tenure-track status and any agreed prior-service credit; service alone does not confer tenure.

However, a full-time faculty member who comes to the College after having been a full-time faculty member in one or more other colleges may, upon agreement in writing at the time of the initial appointment to the College, receive credit for up to three probationary years. In such cases, the probationary period at the College will be at least three years.

Notification of Reappointment

The CAO, with presidential approval, provides written reappointment terms under the appointment process. Any nonrenewal must meet the notice requirements in Procedures for Nonrenewal of Faculty Appointments, measured backward from the appointment end date in the appointment letter; an annual communication date does not shorten that notice.

Notification of Non-Renewal

Full-time probationary faculty receive at least three months' written nonrenewal notice in years one through three of College service and at least six months after three years, measured before the appointment end date stated in the appointment letter. See Procedures for Nonrenewal of Faculty Appointments for scope and late-notice treatment.

Evaluation standards and procedures are available from the CAO and/or the ACRT.

Appointments with Tenure

Tenure may be conferred only by affirmative Board action through the tenure process in this Handbook. Under this interim policy, a tenured appointment may be nonrenewed at the end of its stated appointment period under the full-time nonrenewal provisions, subject to applicable law and enforceable existing contractual obligations. Ending an appointment before its expiration requires adequate cause and the applicable dismissal procedures. Changes to compensation, assignments, workload, and other employment terms may be made through authorized College policies without a separate adequate-cause determination, subject to law, agreements, required approvals, and academic-freedom protections. No annual appointment notice or Handbook acknowledgment alone extinguishes a vested contractual right.

Annual Notification of Terms of Tenured Appointments

The CAO and or Human Resources staff, with presidential approval, communicate annual terms for tenured faculty in writing. Nonrenewal follows Procedures for Nonrenewal of Faculty Appointments and its three- or six-month notice measured from the appointment end date, subject to law and enforceable agreements.

Evaluation standards and procedures are available from the CAO and/or the ACRT.

Full-time Faculty Appointments Not in a Tenure-track or with Tenure

Faculty in this category are full-time faculty on one-, three-, or five-year appointments. Faculty on multi-year appointments are eligible for promotion to Associate or Full Professor. Faculty also have the same responsibilities of faculty in tenured or pre-tenure status. These responsibilities include, but are not limited to, teaching, service, and professional development and research. These faculty are also expected to participate in the life of the College as other full-time faculty in ranks of Assistant Professor or higher.

Notification of Reappointment

Faculty in this category will be given one-, three-, or five-year appointments progressively as follows:

- The first three years will normally be a one-year appointment at the College.
- The fourth year at the College will normally be a three-year appointment.
- The seventh year at the College will normally be a five-year appointment.
- Based on the needs of the College, the time in each appointment may vary.

Notice of Non-Reappointment

At the end of any appointment, the College has the right to terminate the appointment without cause or to offer a one-year subsequent appointment.

Nonrenewal of a full-time non-tenure-track appointment requires at least three months' written notice in years one through three and at least six months after three years, measured before the appointment end date in the letter. Procedures for Nonrenewal of Faculty Appointments governs late notice and scope.

Evaluation standards and procedures are available from the CAO and/or the ACRT.

Visiting Faculty

The College will have the right to offer, and a faculty member will have the right to hold, a full-time, non-tenure-track Visiting Faculty appointment as an Instructor or Lecturer. Instructor and Lecturer appointments will be for one year subject to an annual review.

Visiting Faculty members will have an annual appointment. These appointments are non-tenure track, one-year-only appointments. A Visiting Faculty member is subject to all teaching responsibilities of full-time faculty in a multi-year, tenure-track, or tenured appointment.

Reappointment of visiting faculty depends on performance and College needs and is at the discretion of the CAO and President under their delegated authority. Full-time nonrenewal notice follows Procedures for Nonrenewal of Faculty Appointments.

Evaluation standards and procedures are available from the CAO and/or the ACRT.

Full-Time Administrative Appointments

A faculty member accepting a full-time administrative appointment relinquishes faculty rank and any tenure held and assumes staff status and staff benefits only, with no automatic right to return to a faculty position. These terms must be expressly stated and acknowledged in the administrative appointment letter, subject to applicable law and enforceable agreements. A later faculty appointment requires separate authorization; administrative service does not itself establish faculty rank or tenure.

Department chairs and faculty with limited administrative assignments remain faculty and retain their faculty status and benefits. Staff or full-time administrators who teach retain staff status and benefits and receive no additional faculty sick allowance. This section does not retroactively alter an earlier written administrative arrangement.

Faculty Ranks

The following requirements for appointment to specific ranks are understood to be minimal requirements and their achievement does not, by itself, entitle the individual to appointment to that rank. Promotion in rank during the faculty member's employment at Albright will be accompanied by a monetary increase, as recommended by the CAO. Such amount will be the same for all faculty members achieving promotion in rank, regardless of individual circumstances or level of rank. The following ranks are only awarded to full-time faculty.

Lecturer

Only people holding at least a bachelor's degree in their field of major teaching assignment or related field or who have substantial experience in the field will be eligible for appointment to the faculty with the rank of Lecturer. This is a non-tenure-track, annual appointment.

Instructor

Only persons holding a master's degree in their field of major teaching assignment or related field will be eligible for appointment to the faculty with the rank of Instructor. This is a non-tenure-track, annual appointment.

Assistant Professor

Only people holding at least a master's or earned doctorate or some other qualifier such as years of relevant work experience in their field of major teaching assignment or related field will be eligible for appointment to the faculty with the rank of Assistant Professor (or with any higher rank). For example, in the creative arts, the Master of Fine Arts (M.F.A) degree is appropriate for appointment to the rank of Assistant Professor and above. In the field of accounting, certification as a Certified Public Accountant (C.P.A) plus a master's degree in economics, business, accounting, tax, or information technology-related

fields will be considered sufficient for appointment to the rank of Assistant Professor and above. In the field of fashion, a Master of Arts/Science will be sufficient if there is demonstration of significant scholarship and professional work in that field. This list does not exclude other disciplines from a similar evaluation. A person is usually in the rank of Assistant Professor for six years before applying for promotion to Associate Professor.

Associate Professor

Only persons holding a master's degree or earned doctorate or such other terminal degree as is granted in their field of major teaching assignment or related field, will be eligible for appointment to the faculty with the rank of Associate Professor (or with any higher rank). A faculty member whose initial appointment at the College is at the rank of Assistant Professor and who serves for three to six consecutive years at the College in the rank of Assistant Professor, may be eligible to apply for promotion to the rank of Associate Professor. Faculty awarded the rank of Associate Professor will gain the rank of Associate Professor at the conclusion of the academic year in which the promotion was awarded.

Full Professor

Normally, Associate Professors will be eligible to apply for promotion to the rank of Professor after their tenth consecutive year of service at the College, six of which will have been in the rank of Associate Professor; such faculty who are awarded promotion to the rank of Professor will gain the rank of Professor at the conclusion of the academic year in which such promotion was awarded. Only persons who have achieved outstanding performance with respect to teaching, scholarship, and service to the College will be eligible for promotion to the rank of Full Professor.

Initial Appointments with the Rank of Associate or Full Professor

Normally, initial faculty appointments are made as Lecturer, Instructor, or Assistant Professor; however, the Trustees, administration and faculty of the College recognize that in some circumstances the best interests of the College may be served by making an initial appointment to the faculty at the rank of Associate or Full Professor. No such appointment will be made without the approval of the CAO and President and in consultation with the unit Chair within which the appointed faculty member would serve.

Part-Time (Adjunct) Faculty Appointments

Conditions of the appointments for part-time faculty are determined through individual negotiation between the prospective faculty member and the CAO or SPS administrator, in consultation with the appropriate academic unit Chairpersons. The appointments may not be for more than one semester, subject to renewal. Adjunct faculty are not eligible for College benefits and are only required to teach.

Criteria And Procedures For Tenure And/Or Promotion

Applicants for promotion or tenure will be judged with respect to the three categories of performance: a) teaching excellence, b) scholarship, creative achievement, and/or professional activity, and c) service to the College. Albright College is considered a "teaching college." As such, faculty members must strike a balance between scholarship and service to the College according to her/his interests and abilities and, while both are important to the College, neither should be done at the expense of teaching excellence nor can either serve as a substitute for teaching excellence.

Teaching

The single most important criterion and a necessary requisite, for the granting of tenure and/or promotion is demonstrated teaching excellence. Teaching evaluations will be based upon the assessment of: (a) the written evaluations of the applicant's teaching submitted by the applicant's unit Chair and peers (such evaluations will be based upon, and will refer with specificity to classroom visitations); (b) all course syllabi and assignments; (c) written evaluations submitted from alumni and/or students; and e) all student teaching evaluations. The candidate faculty member is encouraged to submit any additional evidence of teaching excellence that he or she wishes. In judging the extent to which an applicant has achieved "teaching excellence," the ACRT and all others participating in the review of an application for tenure will apply the following standards:

The Classroom

An excellent teacher demonstrates thorough and current knowledge of the subject matter and uses that knowledge to effectively engage and challenge students. An excellent teacher is an effective communicator, using clear and organized presentations that are appropriate to the level of the course and making effective use of the class time. Creativity and innovation in the design and presentation of course material, where such creativity or innovation improves interest in the class assignments and aids in the students' grasp of the material presented, is one manifestation of excellent teaching. Excellent teachers personally demonstrate the qualities of active, enthusiastic seekers in their disciplines. Setting academic standards for students and creating an environment where students are motivated to do their best work are important to the excellent teacher. Use of multiple methods of pedagogy and student evaluation are necessary to reach all student learning styles. Excellent teachers teach and use current technology in their discipline so that students are prepared for work in their fields of study. An excellent teacher teaches at a variety of curriculum levels. Fairness and impartiality in evaluation and grading are essential.

Attitude Toward Students

An excellent teacher enjoys teaching and shows care and respect for students and the student experience and promotes a positive learning environment. An excellent teacher is enthusiastic and conveys that enthusiasm to students. While maintaining high expectations and demanding student effort, an excellent teacher recognizes when students have difficulty mastering the material presented, offers help to individual students who seek help, and privately suggests the value of such help to students who appear to be struggling with the course but have not sought help. Providing positive feedback and constructive criticism and not being threatened by student questions and disagreement are important characteristics of an excellent teacher. An excellent teacher creates an environment where students are encouraged to think for themselves and develop their critical and analytical abilities.

Scholarship and Professional Activity

Albright College recognizes the importance of scholarship and/or professional development not only to the general advancement of its mission but also to the faculty members performing such activities. All faculty should remain students through their careers, seriously and continuously engaged in their fields, seeking improvement in teaching, and in intellectual and cultural life more generally. Effective teaching requires active engagement with evolving literature and major developments in your disciplines and in the study of teaching and learning.

The College recognizes that the precise nature of scholarly work and/or professional development varies by discipline and uses the Boyer Model of Scholarship developed by Ernest L. Boyer. The Boyer Model recognizes four areas of scholarship/professional development, as follows:

- Discovering of new knowledge through research
- Integrating and synthesizing knowledge across disciplines
- Applying knowledge to real-world situations and issues
- Teaching with new pedagogies and tools to be an effective teacher.

Service to the College Community

The College recognizes an array of ways in which faculty contribute to the College, some of which are noted as follows:

- Involvement in College activities and events (e.g., admission and recruitment activities, convocation, Baccalaureate, commencement, welcome week, etc.)
- Participation in faculty and unit meetings, committee membership, etc.
- Student advising on requirements for graduation and helping students achieve their career and intellectual goals
- Contributions to the intellectual life of the campus (e.g. through sponsoring speakers, experience events, or other public events)
- Activity in civic affairs as a representative of the College to the community.

Attitude toward Administration and Peers

Faculty must meet the shared standards of conduct and professional performance in the Employee Handbook. Concerns are addressed under that policy and the applicable faculty procedures. Good-faith criticism, academic disagreement, or controversial expression is not misconduct by itself. Institutional authority, instructional time, and academic assessment must serve legitimate educational purposes and student interests.

Probationary, Pre-Tenure Appointments

Introduction

The precise terms and conditions of the probationary, pre-tenure appointment should be stated in an appointment letter signed by the CAO or the Human Resources manager and the faculty member.

Probationary appointments may be nonrenewed at the appointment end date with the notice specified in Procedures for Nonrenewal of Faculty Appointments. Dismissal before that date is a separate action requiring the applicable adequate-cause procedure.

Beginning with a probationary, pre-tenure appointment to the rank of full-time Assistant Professor or higher rank, the probationary period should not exceed six years. The probationary period may be less than six years if negotiated at the time of hire.

Procedures for probation, Pre-Tenure Reviews

Probationary, pre-tenure faculty members will be evaluated during their second and fourth year of service at Albright College, but these years may be adjusted if the faculty member has credit for prior years of teaching elsewhere or may occur with greater frequency at the initiation of either the faculty member, the ACRT, or the CAO.

At each point of evaluation, the ACRT will meet with the candidate to discuss their impressions of the candidate’s file with respect to the criteria as described above. Following this meeting but no later than the

first Friday in May, the ACRT will submit a written letter to the candidate informing the candidate of the ACRT's evaluation of the candidate's file.

To make the policies relative to tenure more definitive, the following additional principles were adopted:

In no case will an individual holding the rank of Lecturer or Instructor be eligible for tenure.

The holding of a faculty rank of Assistant Professor or above does not in itself carry with it pre-tenure status or tenure.

Albright College may continue to employ a faculty member on a year-to-year or multi-year appointment without awarding that individual tenure even when the number of years normally considered as a maximum probationary period are reached. In such instances Albright College will state this fact at the time that the individual is notified of her/his employment for each year.

Under no condition will any person be considered to have attained tenure automatically. At such time that an individual is awarded tenure by the Board of Trustees of Albright College, he or she will be officially informed of this action in writing in accordance with the procedures in the tenure, promotion, and appeal provisions of this Handbook.

"Tenure" applies to teaching status only and does not apply to administrative positions whether full or part time.

No more than fifty (50) percent of the full-time faculty should be tenured.

One-Year and Multi-Year Appointments

Introduction

The precise terms and conditions of a one-year or multi-year appointment should be stated in an appointment letter signed by the board designated administrator at the college. The faculty member must sign this letter to continue employment.

A faculty member may stay on one-year appointments indefinitely. However, faculty may be offered a three (3)-year appointment or a five (5)-year appointment after at least a one (1)-year appointment with a strong evaluation of performance.

These appointments are not tenure-track or tenure-eligible appointments.

These appointments may carry any rank as designated in the "Faculty Ranks' section of this Handbook.

A one-year or multi-year appointment may be nonrenewed at the end of its term under Procedures for Nonrenewal of Faculty Appointments. It may not be treated as an at-will staff appointment or ended early merely by invoking the nonrenewal notice rule.

Faculty on a one-year or multi-year appointment at the rank of full-time Assistant Professor or higher rank are expected to perform the duties and responsibilities of all full-time faculty members.

The faculty member is eligible for promotion as described in the promotion section of this Handbook.

Faculty in one-year appointments should be evaluated minimally by the unit Chair and another faculty member or academic administrator in the spring of the first year and the fall of the third year.

Faculty in three-year appointments should be evaluated by the unit Chair and at least one other faculty member or academic administrator in the spring of the second year of the appointment.

Faculty in a five-year appointment should be evaluated in the spring of the second year and fall of the fifth year of the appointment.

Unless specifically stated in the appointment letter, faculty are ineligible for tenure or tenure-track. However, faculty in one-year appointments at the rank of Assistant Professor or higher are eligible for promotions in rank and for multi-year appointments as described in other sections of this Handbook.

Tenure

Eligibility

Only faculty members who hold the academic rank of Assistant Professor, Associate Professor, or (Full) Professor pursuant to a full-time tenure-track appointment AND have completed the period of continuous, full-time faculty service at Albright College as stated in this Handbook and/or in a faculty member's appointment letter will be eligible to apply for, and only such faculty members will be eligible to be granted, or to hold, a tenured appointment at Albright College. In no case will an individual holding the rank of Lecturer or Instructor receive tenure. Time in service also does not result in tenure.

Board Action Required for Tenure

No person will gain, obtain, hold or be granted a tenured faculty appointment at Albright College except by the affirmative action of the Board of Trustees of Albright College.

Procedures for Consideration for Tenure and Promotion

Initiation of Consideration

This section addresses tenure (for those on pre-tenure track) and promotion from Assistant to Associate or to Full Professor. (Note that a pre-tenure faculty member applying for tenure and at the rank of Assistant Professor is eligible to apply for promotion to Associate Professor at the same time as applying for tenure.) Tenure is only available to those faculty as noted in the appointment letters. The process and timeline for promotion and tenure is outlined below. Usually a faculty member must remain in the rank of Associate Professor for six years before being eligible for promotion to Full Professor.

Timing of Evaluations

For full-time faculty at the rank of Assistant Professor or higher, the ACRT evaluates faculty members during the second and fourth years of service at Albright, but these may occur with greater frequency at the initiation of either the faculty member, the ACRT, or the CAO.

Faculty members who have years of credit toward tenure negotiated at the time of hire will be evaluated according to the following schedule unless they inform the CAO in writing no later than six months prior to a review that they plan to decrease the years of credit towards tenure.

Faculty with one year of credit will receive their second-year review in the fall of their second year of employment at Albright, and their fourth-year review will be in the spring of their third year at Albright. Tenure review will be the fall of the fifth year.

Faculty with two years of credit will receive their fourth-year review in the spring of their second year at Albright. These faculty will be reviewed for tenure in the fall of their fourth year at Albright.

Faculty with three years of credit will receive their fourth-year review in the fall of their second year at Albright and will be evaluated for tenure in the fall of their third year of employment at Albright.

Stopping the Clock

A faculty member may request one tenure or promotion clock stoppage of up to two consecutive semesters. The written request is reviewed by the CAO and Human Resources; their decision is final within delegated authority, subject to applicable law and required accommodations. A clock stoppage delays the review timeline only. It does not itself grant leave, reduce duties, or determine pay or benefits; those matters are addressed separately under applicable policies and written approvals.

Approved clock stoppages are excluded when applying the six-year probationary maximum. Acceptance of a full-time administrative appointment is governed by Full Time Administrative Appointments rather than an automatic right to pause tenure and return to faculty.

Evaluation of Tenured Faculty

All tenured faculty should be evaluated by their unit Chair and at least one other faculty member or academic administrator at least every three years.

Process for Promotion and/or Tenure

CAO Responsibility

The CAO is responsible for the administrative work, including the communications of the ACRT. All forms for evaluation and directions for their implementation, except for student evaluations, will be made available through the office of the CAO.

For external evaluations of scholarship, the candidate's Chairperson, in consultation with the candidate, will provide the CAO with names of at least six objective external reviewers who can evaluate the candidate's scholarship. Potential reviewers should be unbiased and independent (e.g., they should not be a former dissertation advisor or member of a doctoral committee, a former departmental colleague, or a close research/professional collaborator within the review period). The candidate will declare any relationship with each potential reviewer at the time the six names are submitted to the CAO. This declaration will be included in the tenure file. The CAO will inform the reviewer of the pending review; will transmit a copy of the Handbook sections setting forth the criteria by which decisions are made; and will ask the person to describe any relationship with the candidate and send their evaluation to the CAO.

Confidentiality

ACRT discussions are confidential, with conclusions and a detailed rationale for recommendations made available to the candidate. Access required by this Handbook, a governing appeal, or law is preserved. Protected reporting and obtaining authorized advice are not prohibited.

Rank and Tenure File

Reviews are based on information properly included in the rank and tenure file. Material new information arising or becoming available during the review, including significant professional achievements, documented performance concerns, or substantiated misconduct, may be submitted through the CAO. The candidate must be informed and given a reasonable opportunity to respond in writing before reviewers rely on it. The submission and response become part of the record available to the authorized reviewers.

A pending investigation or unproven allegation is not treated as established misconduct. It remains separate until findings are available; the tenure review may be paused where necessary. Any pause must be

documented and coordinated with appointment deadlines, required notices, and applicable rights. New information may not be used to bypass the candidate's opportunity to respond.

The candidate may submit a response within one week of being apprised of the new material. This response will be included in the file.

Creation and Closing of Rank and Tenure File

When a faculty member is being considered for tenure and/or promotion, the ACRT establishes a candidate Rank and Tenure File to be maintained in the Academic Affairs Office. Once completed by the candidate, the academic unit Chairperson will make the materials available to all members of the academic unit. After all members have reviewed the material, the Chairperson will write a letter summarizing the information around the criteria for promotion and/or tenure. Following review of the Chairperson's letter, all tenured and non-tenure track faculty who have been teaching full-time in the unit for at least six years who reviewed the file will review the letter and sign a form stating they have reviewed the letter. The Chairperson will then add the letter to the file and submit the entire Tenure File to the Academic Affairs Office. The unit faculty can also submit independent letters to the Rank and Tenure File through the Academic Affairs Office.

The Rank and Tenure File must contain the following materials. Failure to provide all specified materials will result in termination of consideration for promotion and/or tenure. At the conclusion of the process, including any appeal proceedings, the materials, except as noted below, will be returned to the candidate.

Curriculum vitae.

Candidate statement including self-assessment of teaching effectiveness and philosophy, scholarly and professional-development activity and growth, campus and community service, and overall contribution to the College.

All course syllabi and related materials; for promotion to Full Professor, at least the past five years of syllabi.

All student teaching evaluations, including objective summaries and subjective forms; for promotion to Full Professor, at least the past five years of evaluations.

All periodic reviews, annual faculty activity reports, and personal self-reflections submitted since the last ACRT evaluation.

Any additional supporting material, including items from the candidate's personnel file, relevant to the criteria for tenure and promotion. Documentation of any disciplinary action, reprimands, performance counseling, substantiated investigation findings and other records reflecting any performance or misconduct findings.

Evidence of scholarship under the Boyer Model criteria in this Handbook.

Evidence of service, per the criteria set forth in this Handbook.

The following additional materials are obtained by the CAO and ACRT and maintained in the Academic Affairs Office after completion of the process, including appeals. Candidate access is governed by the applicable review and appeal provisions and law; confidentiality does not override access expressly required in an appeal.

Academic unit Chairperson letter addressing such topics as: teaching effectiveness, relationship with students, professional accomplishments, commitments to the unit and the College. The Chairperson's evaluation of teaching must be based partly on recent classroom observations. This letter will be reviewed

by all tenured and non-tenure track faculty who have been teaching full-time in the unit for at least six years, who will sign a form supplied by the Office of the CAO stating that they have reviewed the letter.

Narrative evaluations based on two announced classroom visitations by colleagues designated by the ACRT. ACRT will select several tenured faculty members to provide the evaluations. ACRT requires that the peer observers provide feedback to the candidate following the classroom observations associated with second- and fourth-year reviews. Peer observers are strongly encouraged to provide feedback to the candidate following the classroom visits in other years.

List of proposed reviewers, the candidate's declaration of professional and personal interactions with said reviewers, and external reviews of scholarship by colleagues judged to be objective by the ACRT and CAO. Such evaluations will not be solicited for two- and four-year evaluations, or any other evaluations occurring before tenure consideration.

Evaluations from alumni who, and only who, were students or advisees of the candidate will be solicited in whole or in random fashion by the CAO. At least fifty (50) such alumni will be solicited by the CAO. Such evaluations will not be solicited for two- and four-year evaluations, or any other evaluations, except prior to tenure and promotion. Materials should be relevant to the criteria for tenure and promotion and reasonably judged by the ACRT to be factually reliable statements based on direct observation of the candidate by the person making the statement.

At least one letter from a committee chair and/or other campus service activity external to the unit solicited by the CAO's office to provide additional evidence regarding the candidate's quality of service to the College.

Consideration by ACRT and the CAO

When all appropriate material has been placed in the candidate's Rank and Tenure File, the ACRT and the CAO will separately begin an evaluation of the candidate's record with respect to teaching, scholarship/professional development, and service, based on the material included in the candidate's Rank and Tenure File. Decisions with respect to the credence and importance of the material in the Rank and Tenure File will be made at the discretion of the ACRT and the CAO, using their best professional judgment and consideration of the criteria and standards set forth in this Handbook.

The ACRT will respond to all questions raised by any member of the ACRT Committee. The sole aim of the Committee's deliberations will be the thorough consideration of the record.

The recommendation of the CAO with respect to any candidacy or application presented to him or her for review will fully comply with the provisions set forth for the conduct and reporting of the ACRT's review and recommendation.

When the ACRT and the CAO have completed their review and written their recommendation, including both the recommendation itself and the explanation of the recommendation, the ACRT and the CAO will simultaneously receive each other's written statement.

When the ACRT and the CAO review the other's statement, the ACRT and the CAO will meet to discuss both statements.

A final written joint statement from the ACRT and the CAO will be produced by their joint deliberation, which will include the written account of the ACRT's initial recommendation and the explanation of the recommendation followed by any revised recommendation and the explanation thereof resulting from deliberation with the CAO. This document is then transmitted to the President over the joint signatures of the CAO and the chair of the ACRT.

Presidential Consideration

After receipt of the record consisting of the file and joint written statement from the ACRT and the CAO, the President will review the entire record, and only such record, thus transmitted to him/her. If the President's intended recommendation differs from that of the ACRT, the President and the ACRT will meet in an attempt to resolve their differences. The President will set forth both his or her written recommendation and the grounds thereof and transmit this written statement to the candidate, the ACRT and the CAO.

If the recommendation is to deny the candidate either promotion or tenure, the candidate will have ten (10) business days from the date of his or her receipt of the President's recommendation to submit notice that he or she will appeal the denial as outlined in this Handbook. Should the candidate appeal, the candidate will have complete access to his/her file, including materials collected or composed by the ACRT, the CAO and the President. However, such materials may not be copied or removed from the Academic Affairs Office. A candidate's notice that he or she will appeal a recommendation by the President that his or her application be denied will be submitted to the Chair of the Faculty Appeals Committee, with copies to the President, the CAO, and the Chair of the ACRT.

If no timely appeal or request for clarification is filed within ten business days after receipt of the President's adverse recommendation, the President forwards the recommendation and record through the Board consideration process. A timely appeal is transmitted with the full record to the Faculty Appeals Committee (FAC).

Board of Trustees Consideration

After receipt of the President's recommendation and after thorough consideration of the President's recommendation and the record, the Academic Affairs Committee of the Board of Trustees will submit its recommendation to the Board of Trustees.

Should the Academic Affairs Committee's recommendation differ from that of the President, the Academic Affairs Committee and the President will attempt to resolve such difference prior to the Academic Affairs Committee's submission to the Board of Trustees.

The Board of Trustees makes its decision and communicates it to the candidate and the President. There is no appeal of the decision made by the Board of Trustees; the decision will be final.

If tenure is denied and employment will end, the College will provide nonrenewal notice under Procedures for Nonrenewal of Faculty Appointments, subject to any greater enforceable appointment entitlement. Any necessary bridge appointment extends only long enough to satisfy that notice; no additional automatic appointment or severance entitlement is created.

Guideline Dates

Faculty will be notified by the CAO in the spring of the preceding academic year if the faculty member is eligible for tenure and/or promotion. The faculty member must complete her/his portion of the Rank and Tenure File by the close of business on the last Friday of September. The unit Chair and unit faculty may then review the file; write the unit response; and sign (see process above) by the close of business on the second Friday in October. The Rank and Tenure File should then be complete for the ACRT and CAO to review.

The CAO and ACRT should exchange their written recommendations by November 1 and meet by December 1 on the candidates for tenure. The President should get the joint letter from the CAO and the ACRT on candidates for tenure by December 5. The President will review the recommendation and file and

submit a written recommendation to the candidate by December 15. The candidate will have ten (10) business days to appeal the President's recommendation if the recommendation is a denial of tenure. See below for the process on appeal.

If the President's recommendation is positive (or negative, if the candidate has not filed an appeal with the FAC), the President will submit his/her recommendation and the candidates' tenure file to the Academic Affairs Committee of the Board. The Board Committee will make a recommendation to the full Board at its winter meeting. The candidate will be notified after the winter Board meeting. Tenure does not begin until the following year.

For promotion, the file should be complete by the second Friday of October. The ACRT and CAO should review the file and exchange recommendation letters by December 15. The CAO and ACRT should then meet to discuss the recommendation by January 15. A joint written recommendation should be submitted to the President by February 1. The President's recommendation should be submitted by the end of business on the last day of February to the candidate, the CAO, and the ACRT. If the recommendation is positive, it will be submitted to the Academic Affairs Committee of the Board for consideration and vote and then to the Board of Trustees for consideration and vote at their spring meeting. The candidate will be informed of the Board's decision after the meeting.

If the President's recommendation is negative, the candidate has ten (10) business days to appeal to the FAC. The appeal process is outlined below.

Procedural Provisions For An Appeal Of An Adverse Tenure And/Or Promotion Recommendation By The President

This process covers an adverse tenure or promotion recommendation by the President. Routine nonrenewal is governed separately and does not create an internal appeal under this section, subject to law and enforceable agreements. A legally protected complaint or applicable Title IX process remains available under its own terms.

Grounds for Appeal

If a faculty member alleges that an adverse tenure and/or promotion recommendation by the President (1) was based in whole or in part on considerations violative of academic freedom or discrimination on the basis of race, religion, sex, age, national origin, sexual orientation, veteran status, marital status or disability; (2) violated the procedures set forth in the Handbook for ACRT and/or CAO deliberation; or (3) failed to support his or her recommendation, and/or the ACRT and/or the CAO, failed to support their recommendation, then, the Faculty Appeals Committee (FAC) will have jurisdiction to review the appeal as outlined below.

Procedure for Filing/Form of a Notice of intention to Appeal

Where the faculty member disagrees with the recommendation of the President, the faculty member will list the grounds for his or her appeal from the options noted above. This will include a brief but not necessarily comprehensive summary of facts which are seen as supporting the grounds of the appeal. An appeal will be initiated by submission of a notice of intention to appeal to the Chairperson of the Faculty Appeals Committee, with copies to the President, the CAO, and the Chair of the ACRT by no later than ten (10) business days following receipt of written notification from the President of her/his adverse recommendation. The notice of appeal will be in the following form: "To the Chair of the Faculty Appeals Committee: I hereby give timely notice of my intention to appeal the recommendation of the President that

my application for (tenure/promotion/tenure and promotion) be denied. I base my appeal on the following ground(s): .”

If the notice of appeal does not state one or more of the grounds for appeal set forth above, it will be mandatory that the FAC conclude, and so notify the appellant within eight (8) business days of receiving the intention to appeal, with copies of such notification to the President, the CAO, and the Chair of the ACRT, as follows: “The Faculty Appeals Committee has received your notice of intention to appeal the recommendation of the President that your application for (tenure/promotion/tenure and promotion) be denied. Your notice fails to state one or more valid grounds (as such grounds are set forth in this Handbook) for such appeal. The Faculty Appeals Committee is therefore required to, and hereby notifies you that it does, dismiss your appeal.”

If the notice of appeal does state one or more of the grounds for appeal set forth in above, the FAC will notify the appellant within eight (8) business days of receiving the notification of appeal, with copies of such notification to the President, the CAO, and the Chair of the ACRT, as follows: “The Faculty Appeals Committee has received your notice of intention to appeal the recommendation of the President that your application for (tenure/promotion/tenure and promotion) be denied. Your notice states one or more valid grounds (as such grounds are set forth in the Handbook) for such appeal. The Faculty Appeals Committee is therefore notifying you that the Committee will consider your appeal. You are directed to submit one signed original and four copies of your detailed appeal to the Chair of the Faculty Appeals Committee by no later than fifteen (15) calendar days after the Faculty Appeals Committee’s acceptance of the appeal. The required content of an appeal of the President’s recommendation that an application for (tenure/promotion/tenure and promotion) be denied is set forth in the Handbook.”

The FAC will then determine a date for a hearing, as appropriate, within twenty (20) calendar days after receiving the detailed appeal from the faculty member.

The Faculty Appeals Committee will render its findings to the faculty member, the Chair of the ACRT, the CAO, and the President within thirty (30) calendar days after receiving the detailed appeal.

Content of the Appeal

The appeal will be accompanied by the following statement, signed by the faculty member: “I understand that my appeal of the President’s recommendation that my application for tenure/promotion/tenure and promotion tenure be denied requires the Faculty Appeals Committee to receive and examine the entire record of the review of my application to date, including the faculty member’s Rank and Tenure File submitted by the ACRT and the CAO, and the written statement of the President. I hereby consent to the presentation of all such material to, and the examination of all such material by, all members of the Faculty Appeals Committee.”

The appeal will be signed and dated by the faculty member. The appeal will contain the following:

A statement of the grounds upon which the faculty member bases his or her appeal; such statement will include no grounds not set forth in the faculty member’s notice of intent to appeal.

A summary statement of the facts contained in the faculty member’s rank and tenure file, which the faculty member contends support the appeal.

A summary statement of such facts, if any, as are not contained in the faculty member’s Rank and Tenure File, as submitted to the ACRT, which the faculty member contends support the appeal.

A list of such documents or other written material, if any, as the faculty member has included in the appeal and which the faculty member contends contains information that supports the appeal.

A summary of the faculty members' argument in support of the appeal.

The faculty member's argument in support of the appeal.

Content of President's Rebuttal

The Faculty Appeals Committee will send to the President the entire content of the appeal as described above.

The President will submit her/his rebuttal to the Faculty Appeals Committee by the deadline specified by the Faculty Appeals Committee.

Functions and Procedures of the Faculty Appeals Committee

Confidentiality

FAC hearings and deliberations are private. Documents and records are shared only with participants and others authorized to carry out the process, subject to law. Confidentiality does not prohibit protected reporting, obtaining advice, or communications allowed by a governing procedure. Improper disclosure or interference may be addressed under the Employee Handbook with applicable faculty protections.

Burden of Proof

The faculty member will have the burden of proof in presenting to the FAC to prove their appeal.

Basis of an Appeal

As previously noted, the FAC will make a determination if they believe that a faculty member's adverse tenure and/or promotion recommendation by the President (1) was based in whole or in part on considerations violative of academic freedom or discrimination on the basis of race, religion, sex, age, national origin, sexual orientation, veteran status, marital status or disability; (2) violated the procedures set forth in the Handbook for ACRT and/or CAO deliberation; or (3) failed to support his or her recommendation, and/or the ACRT and/or the CAO, failed to support their recommendation

Hearing

The hearing is private. The FAC considers the faculty member's appeal and the ACRT, CAO, and presidential statements, determines the order of presentation, and maintains an appropriate record. No party may unilaterally make the hearing public.

The faculty member may attend and request one faculty support person, identified in advance to the FAC, ACRT, CAO, and President. Other participants attend as needed for the process. Counsel is not ordinarily a participant in this internal hearing unless a governing law or procedure requires otherwise; employees remain free to obtain legal advice outside the hearing. Title IX advisor rights are not limited by this provision.

The Faculty Appeals Committee will determine the order of the hearing, conduct the questioning of each party, and, if necessary, secure the presentation of evidence.

All of the evidence will be available to both parties.

The FAC will make its decision based on a majority vote of the Committee members.

Ruling in Favor of Appellant

If the Faculty Appeals Committee determines that the faculty member has established by a preponderance of the evidence that one or more of the violations alleged has occurred, the Faculty Appeals Committee will prepare a written statement that will include a description of the factual material or analytical statement(s) in the record that the Faculty Appeals Committee finds to be violative of procedures established at the College, as set forth in the Handbook; an explanation of why the Faculty Appeals Committee finds such material or statement(s) violative of such procedures; and instructions with respect to the step or steps to be taken by the ACRT, the CAO, and/or the President, upon reconsideration of the application, to assure that the recommendation of the President following such reconsideration has been arrived at solely on the basis of information and through such analysis as conform(s) to the procedures and criteria of the College, as set forth in the Handbook.

A copy of the Faculty Appeals Committee's statement, signed by all members of the Committee concurring with the statement, will be transmitted to the faculty member, to the Chair of the ACRT, to the CAO, and to the President. FAC members who disagree with majority will be permitted to submit a minority report in accordance with the above as well.

Ruling against the Faculty Member

If the Faculty Appeals Committee determines that the faculty member has not established that one or more of the violations alleged in the appeal has occurred, the Faculty Appeals Committee will write a statement that will be transmitted to the faculty member, to the Chair of the ACRT, to the CAO, and to the President. FAC member who disagree with majority will be permitted to submit a minority report in accordance with the above as well.

Faculty Appeals Committee's deliberations, decision, and explanation

A copy of the Faculty Appeals Committee's statement, signed by all members of the Committee concurring with the statement, will be transmitted to the faculty member, to the Chair of the ACRT, to the CAO and to the President.

Once the FAC sends a written statement the work of the FAC is complete. There will be no appeal of the FAC's decision.

Reconsideration of Adverse Recommendation by the ACRT, the CAO or the President

If the Faculty Appeals Committee instructs that the ACRT, the CAO, and/or the President to reconsider an application, such reconsideration will be given within fifteen (15) business days and will use the original materials and the information from the FAC upon which they based their decision. The ACRT, CAO, and/or the President as noted in the FAC's statement will provide the faculty member a written account of their, his and/or her reconsideration, set forth with sufficient specificity to permit a subsequent determination of the adequacy of the consideration given to the findings of the Faculty Appeals Committee. A reconsidered recommendation by the ACRT or the CAO will be transmitted to the President, who will consider such reconsidered recommendation, as well as to the statement of the Faculty Appeals Committee, in forming his/her own reconsidered recommendation.

After reconsideration, the President forwards the final recommendation and FAC record to the Board's Academic Affairs Committee or Executive Committee for final internal appeal disposition within authority granted by the Board and consistent with the Bylaws. Matters reserved to the full Board, including the affirmative action required to confer tenure, remain with the full Board. The decision is communicated in

writing to the candidate and CAO; no additional internal appeal is created unless required by a governing policy, agreement, or law.

Procedures For Non-Renewal Of Faculty Appointments

Scope and Notice

This section applies to full-time faculty appointments, including probationary tenure track, non-tenure-track, visiting, and tenured appointments to the extent permitted by applicable law and enforceable contractual obligations. It concerns a decision not to continue employment after the appointment end date in the appointment letter. It does not permit early dismissal without the applicable adequate-cause procedure. Adjunct appointments expire on their stated date without a promise of renewal or these full-time notice periods.

Written notice must be received at least three months before the appointment end date for faculty in years one, two, or three of College service, and at least six months before that end date after three years of service. Notice is measured from the appointment letter's end date, not the last class meeting or the academic calendar alone.

If notice is late, the College will extend the appointment only long enough to provide the required notice period, rather than automatically renewing for a full term, subject to law and enforceable agreements. Salary remains payable under the appointment through its effective end date, with duties and coverage documented by the CAO and Human Resources. This is appointment compensation, not medical income replacement or guaranteed severance.

Routine nonrenewal decisions have no internal appeal to the extent permitted by law and enforceable agreements. This does not restrict legally protected complaints, external remedies, or a separately applicable Title IX or other mandatory process. A nonrenewal may not lawfully be used to retaliate for protected activity or discriminate on a prohibited basis.

Termination And Dismissal Of Faculty

This section governs early dismissal from a faculty appointment and faculty terminations under the stated exigency or program-discontinuance grounds. End-of-term nonrenewal is governed by Procedures for Nonrenewal of Faculty Appointments. The shared Employee Handbook governs conduct standards, Human Resources-led review, counseling, and routine grievances; the faculty-specific approvals and appeals below supplement that framework.

Definitions of Termination and Dismissal of Appointments by the College

Termination refers to action that would cause employment to cease at the end of an academic year when a prior commitment had been made to continue employment beyond that year, as in the case of tenure.

Dismissal refers to action which would cause employment to cease prior to the end of a specific appointment year, for instance, at mid-term of a year or during a semester.

Termination and Dismissal for Adequate Cause

Dismissal before expiration of an appointment, including a tenured appointment, requires adequate cause and the applicable procedures in this section, subject to law and enforceable agreements. End-of-term nonrenewal is separately governed. Adequate cause includes the following grounds, interpreted consistently with protected academic freedom, accommodations, and required approval authority:

A state of financial exigency at the College, as described in this Handbook.

The discontinuance of an academic program or major or a faculty member within a program or academic unit based upon the needs of the College when budget deficits exist and/or where College enrollments are declining. Decisions on termination of individual faculty within departments or programs will be based upon the courses taught by the faculty member and the needs of the College.

Clear and convincing medical evidence that the faculty member is unable to discharge her/his required duties pursuant to procedures set forth later in this section.

Professional unfitness or incompetence pursuant to procedures set forth later in this section.

Willful misconduct pursuant to the procedures set forth later in this section.

Serious misconduct, including harassment, retaliation, material dishonesty, abuse of authority, or other grounds under the shared conduct policy, with any required Title IX or other specialized process controlling.

Financial Exigency

The College will have the right, following a valid declaration that the College is in a condition of financial exigency, to terminate certain obligations of the College.

For the 12-month period beginning on the proposed effective date, the Board may determine in good faith that reasonably projected revenue and available financing are insufficient to meet existing obligations and maintain the College's academic and extracurricular programs without material reduction in content or quality, and that continuation would create an unacceptable risk of recurring operating deficits under sound financial and academic judgment. The determination and supporting financial assessment must be documented. Applicable law, enforceable agreements, and Board policy govern any resulting action.

The faculty acknowledges that the valid declaration of the existence of a state of financial exigency is the prerogative solely of the Trustees of Albright College and that applicable law and the College's governing regulations authorize the Trustees to make such a declaration at their sole discretion, provided that such discretion is exercised in good faith compliance.

The following procedure will be followed if the Board of Trustees has decided to declare a state of financial exigency at the College:

The President, CAO, and Vice President of Administration and Finance/CFO will meet with the Faculty Executive Committee (FEC) to explain the decision.

A meeting of the faculty and community will be called to announce financial exigency.

Finally, a press release will be prepared and sent.

If a condition of Financial Exigency has been validly declared by the Board of Trustees, it may lead to the discontinuance of an academic division, department, and/or academic program of study. Changes to the curriculum and faculty staffing will be proposed by the CAO and President in consultation with a group of faculty members or the Academic Unit Chairs Committee. The changes require Board approval.

Termination or Dismissal for Discontinuance of an Academic Unit or Program

Discontinuance of an academic program of study, department, and/or division may occur from budgetary restraints, changes to the academic programs, financial exigency, changes to Federal or State regulations or laws, or a new Board of Trustees direction for the College. Discontinuance may impact all faculty members in a program or individual faculty members in a program.

These discontinuance changes may result in the Termination or Dismissal of either 1) an appointment with tenure, or 2) a probationary appointment before the end of the term of the appointment.

Once any of the above occurs, the CAO and/or President will develop a proposal for the Board of Trustees.

The Board of Trustees will make a final decision on the reports and the faculty terminations and/or dismissals.

In all cases involving the Termination of a faculty position of either a tenured or non-tenured nature, the following guidelines are to be followed:

- The appointment of a faculty member with tenure will not be terminated in favor of a member without tenure except in circumstances in which an academic program of the College would be seriously affected. A non-tenured person may be retained instead of a tenured person if it is demonstrated that the former exhibits professional background and instructional skills essential to a position that one or more of the latter does not possess.
- Before Termination in the case of tenured persons, every effort will be made to place such a person in another position of the College appropriate to his or her abilities or capabilities.
- The written notice periods in Procedures for Nonrenewal of Faculty Appointments apply to termination under this program or exigency section, subject to greater requirements imposed by law or enforceable agreements: three months in years one through three and six months after three years, measured before the appointment end date. Late notice is addressed through only the necessary extension. This provision does not replace the distinct early-dismissal process for misconduct or other adequate cause.

Termination or Dismissal for Program Elimination Appeal Procedures

A faculty member whose appointment ends through program elimination or the financial-exigency procedures in this section has a right to submit a written appeal with supporting information to the President within 15 business days after receiving written notice. The President arranges review by the Board's Academic Affairs Committee or Executive Committee, acting under Board-authorized authority consistent with the Bylaws. The hearing ordinarily occurs within 20 business days after the request, with reasonable notice of any necessary adjustment.

The faculty member may submit pertinent information and request one faculty support person, identified to the President at least five calendar days before the hearing. Hearings are private. Counsel is not ordinarily a participant unless a governing law or procedure requires otherwise; the faculty member may obtain outside legal advice at their expense. The committee must provide a reasonable opportunity to respond to the basis for the action.

The CAO and/or President will be responsible for presentation of all considerations involved in such a decision considered to be appropriate and to review reasons for any actions taken.

The authorized Academic Affairs Committee or Executive Committee makes the final internal appeal decision and reports its findings to the Board. Matters reserved to the full Board remain subject to its authority. Any required legal or contractual process is preserved.

Termination or Dismissal for Medical Reasons

Termination of a tenured appointment or of a non-tenured appointment before the end of the period of appointment, for medical reasons, will be based upon clear and convincing medical evidence that will, if the faculty member so request, be reviewed by the Faculty Executive Committee before a final decision is made by the Board of Trustees on the recommendation of the President of the College.

No action with respect to a faculty member will be taken that is violative of the provisions of the Americans with Disabilities Act, the administrative rules and regulations promulgated under and pursuant to the authority of the Act, or any applicable statute, rule, or regulation of the Commonwealth of Pennsylvania, and nothing set forth in the Handbook will be interpreted to permit, require, call for, or condone any such action.

Termination or Dismissal for Professional Unfitness, Incompetence, or Neglect of Duty

Termination before an appointment expires for professional unfitness, incompetence, or neglect of duty requires a documented determination under the shared conduct policy and these faculty procedures. At the faculty member's request, the Faculty Executive Committee reviews the matter before the President's recommendation proceeds for final action by the Board or its duly authorized committee. Academic-freedom concerns are coordinated with Human Resources, the CAO, and the Cabinet member overseeing Human Resources as stated above.

Adequate cause for termination or dismissal for professional unfitness will be related directly and substantially to the ability and willingness of the faculty member to discharge his or her teaching, advising and service obligations to the College, or his or her scholarly or professional work as such obligations and the expected nature and scope of such scholarly or professional work have been set forth in writing at the time of the faculty member's initial appointment and revised, if at all over the course of time.

Examples may include false credentials, plagiarism, research fabrication or falsification, material academic dishonesty, persistent failure to perform assigned teaching or advising duties, or serious misconduct under the Employee Handbook. Incivility labels, disagreement, institutional criticism, and controversial academic expression are not substitutes for specific evidence of misconduct.

Willful Misconduct

Willful misconduct includes deliberate serious violations of the shared conduct standards, such as theft, coercion, abuse of authority, serious safety violations, or deliberate interference with legitimate operations. The Employee Handbook's serious-misconduct examples and protected-activity limitations apply. No separate faculty rule requires tolerating serious conduct merely because actual institutional harm has not yet occurred; applicable cause, evidence, approval, and procedural requirements remain controlling.

Termination and Dismissal for Conduct Proscribed by the Harassment and Abuse Policy

Conduct, including a single instance of such conduct, of harassment and/or abuse will be identified and resolved as outlined in the Employee Handbook.

Termination and Dismissal for Felonious Conduct

An arrest, charge, or allegation alone does not establish misconduct. The College may independently investigate the underlying conduct and act on substantiated policy violations without waiting for conviction or exhaustion of criminal appeals. A decision to dismiss requires the applicable cause and faculty procedures; paid administrative leave during review is not a disciplinary finding. Unpaid suspension is disciplinary and subject to applicable requirements. An acquittal or withdrawal of charges does not by itself resolve a separate College policy inquiry, and no action may be based on protected status or activity.

Termination and Dismissal Procedures for the Reasons Cited Above, But Not Including Academic Unit or Program Termination or Need of the College

Human Resources leads the conduct review in consultation with the supervisor, CAO, and appropriate leadership. The employee will ordinarily receive the concern and a reasonable opportunity to respond before final action. The College may seek resolution through discussions, counseling, or another appropriate measure; refusal to participate does not prevent completion of an otherwise fair process. The President provides written notice of the grounds and the decision or proposed action, with enough detail to permit a meaningful response. Any required FEC review or governing Title IX procedure remains applicable.

Appeal of Dismissal

A faculty member may submit a written dismissal appeal with supporting information to the President within 15 business days after receiving written notice. The President forwards the appeal and record to the Board's Academic Affairs Committee or Executive Committee within ten business days. The committee reviews the appeal privately and ordinarily considers it within 20 business days after receipt, with notice of a necessary adjustment. It acts under authority granted by the Board and consistent with the Bylaws; its decision is the final internal appeal decision. No provision limits a required legal or contractual process.

Compensation at Separation

Earned appointment compensation and final wages are handled under the appointment terms, applicable law, and the Employee Handbook. This Handbook creates no guaranteed severance or separate terminal salary payment. Compensation during an active notice or bridge appointment is governed by that appointment. The College may not delay earned wages pending property return or other obligations.

Faculty Development

Faculty Annual Report

Full-time faculty are required to complete the Faculty Annual Report after each Spring semester concludes. The Annual Reports get turned into the CAO.

Development Funding

The Employee Handbook's Professional Development and Conference Funding policy applies to faculty requests, including required or externally funded development activities. Funding and paid sabbaticals will generally be considered only under a current projected operating surplus budget; consideration does not guarantee approval. Exceptions require advance written approval by the President or designee.

Sabbatical Leaves

Sabbatical leaves may be available to full-time faculty for scholarship and/or professional development as defined by the Boyer Model of Scholarship that is shown to be of advantage to both the College and the faculty member.

Full-time faculty members are eligible to request sabbatical leave after a minimum of six years of full-time teaching and become eligible for successive sabbaticals upon the completion of at least six additional years of teaching. Sabbatical leaves are not an automatic consequence of years of service but are granted to faculty members to pursue specific programs that are judged to be of benefit to the faculty member and the College.

Sabbaticals provide full salary for one half year or a half salary for a full year of leave. Sabbaticals are recommended to the Academic Affairs Committee of the Board of Trustees by the CAO, following approval by the President. The Board of Trustees has final approval for all sabbaticals.

Applicants must hold the rank of Assistant Professor or higher to be eligible for a sabbatical. Application is made to the CAO no later than November first for the year preceding the requested leave and is reviewed by the Professional Council. It must include a statement of the purpose, scope, and design of the project or program the faculty member intends to undertake. Additionally, the application must include how the faculty member's teaching schedule will be covered during the leave. If the CAO approves the sabbatical, the CAO forwards it to the President for approval before submitting the sabbatical request to the Board of Trustees for final approval.

Following the leave, the faculty member must submit a full and complete report to the CAO and the Professional Council and present his/her sabbatical activities at an on-campus forum.

The availability and number of such grants in any given year will be a function of the nature of the proposals, the ability to cover the class schedule, and the benefit to the College and the faculty members. There may be years when the College does not make sabbaticals available to faculty. Requests are generally considered only under a projected operating surplus budget, as stated in Development Funding. The existing CAO, President, and Board sabbatical approvals remain required. Any exception to the funding condition requires advance written presidential or designee approval and does not waive those sabbatical approvals.

Time spent on sabbatical leave will be counted toward years of service.

As a condition of receiving sabbatical leave, a faculty member is expected to return to the Albright faculty and serve no less than one academic year following the leave.

Activities that interfere with the achievement of sabbatical goals are discouraged.

Professional Development Leaves

Faculty may request unpaid professional-development leave contributing to teaching, scholarship, creative achievement, or professional service. The request requires support from the unit chair and Professional Council, CAO review, and advance approval by the President. Such unpaid leave may be considered during a projected deficit and is not contingent on an operating surplus. The written approval must address leave dates, instructional coverage, return expectations, and benefit continuation. The faculty member bears the full cost of any benefits continued during the leave, subject to governing plan eligibility and applicable law. Unpaid leave does not itself guarantee continued coverage or job protection beyond the approved terms and law.

Teaching Load

Teaching Load Defined

Courses will normally receive either one to four (1-4) academic credits. A lecture course or seminar that meets for 150 minutes per week during the fourteen (14)-weeks of instruction and a final exam time in the final week of a fifteen (15)-week semester will count for three (3) teaching-load hours. Each lecture or seminar classroom credit hour requires fifty (50) minutes of instruction.

The fifteenth (15th) week of the semester is for a final exam period. Faculty must hold class during this final week of the semester for an exam and/or presentations or a regular class period.

Natural science or social science laboratories or studio classes will count for half of a teaching load hour for each 50 minutes of weekly class time. For example, a two-hour lab will count for one credit hour; a three-hour lab will count for 1.5 credit hours; etc.

The minimum standard teaching load for all full-time faculty is 12 credit hours per semester of 24 credit hours per academic year; however, faculty must also teach at least eighty (80) to one hundred (100) students per semester or more and may have to teach additional credit hours per semester (or academic year) to meet this number of students taught requirement. This load is usually allocated over the fall and spring semesters but may include summer teaching to meet the instructional needs of the College. If necessary to achieve a full teaching load in student numbers in a semester, a faculty member may be assigned to teach courses outside the faculty member's field of study and/or an additional three credit course each semester.

The College may assign in-person, hybrid, or online instruction as needed through academic scheduling. A faculty member assigned to teach in person may not move a class or individual meeting online without advance CAO approval. Faculty must promptly inform the CAO of inability to teach and coordinate with the chair on approved coverage or makeup arrangements. In an emergency, notice must be given as soon as reasonably possible.

Faculty teaching assignments are recommended by the academic unit Chair to the CAO and the Registrar. Final teaching loads and schedules are determined by the CAO and the Registrar.

The CAO determines if the course will run based upon enrollments prior to the start of each semester or term or other course needs of the College.

Full-time faculty may, by agreement with the CAO or President, perform administrative or other College work in lieu of teaching load hours.

Faculty may be able to teach an overload during a semester that will be determined based on need by the CAO. Faculty teaching an overload will receive overload pay, which is determined annually by the CAO and Human Resources Manager, at the end of each semester.

Outside employment, consulting, or other outside work involving financial gain or a potential conflict requires advance written Human Resources approval under the Employee Handbook. CAO coordination does not replace that approval.

Special circumstances may occur that may require faculty members to exceed their normal semester load. In all cases, every attempt should be made to incorporate this temporary imbalance into the annual full-time teaching load hours requirement. In cases in which this is not possible, arrangements will be made for compensation or a course release with the CAO in a subsequent semester.

Guidelines for Teaching Assignments

Teaching Hours for Independent Study and Internships

Faculty members may be asked to teach independent studies, internships, or student teacher supervision beyond the normal teaching hour load in any one semester. All independent study and internship courses must be approved by the unit Chair and then the CAO.

Teaching Load Credit for Courses Taught By Two or More Faculty.

Occasionally, faculty will be asked to team teach a course. A team-taught course with two or more faculty members must be approved by the CAO.

For purposes of determination of teaching load credit, when two or more faculty teach a course, all faculty are expected to be present at all sessions of the course to receive full teaching load hours credit.

The normal expectation is that classes taught by two or more faculty will have no fewer than fifteen (15) students per faculty member; i.e. thirty (30) students in a class for a course team taught by two faculty. Faculty teaching load credit for teaching courses meeting these minimums will be three (3) teaching load hours.

Class Size

The optimum size of a standard lecture class is twenty-five (25) to thirty (30) students, but in certain circumstances, there may be larger lectures in lecture halls on campus.

Class sizes are determined by the CAO in consultation with the unit Chair and faculty member.

Full-time faculty are expected to normally teach one hundred (100) students minimum each semester.

Faculty with a course release are expected to teach a minimum of eighty (80) students per semester.

Overload teaching

Normally, there is a limit of one overload course per semester for full-time faculty. All overloads must be approved in advance by the CAO.

Normally four courses during the summer are considered a maximum teaching load. To teach more than four courses or twelve (12) credits in the summer, the CAO must give permission.

Faculty teaching at another institution must obtain advance written Human Resources approval under the Employee Handbook and coordinate the proposed assignment with the CAO before accepting it. This approval must be obtained each semester and is not automatically renewed.

Summer teaching at the College may be available through the School of Professional Studies.

Office Hours

Faculty are expected to hold one hour of office hours each week for every class taught. If a faculty member is teaching four classes, the faculty member must hold four office hours weekly. Office hours must be posted on the faculty members' doors and listed in the syllabus. If a faculty member has an online class, this office hour may be virtual, or if hybrid, half the hour may be virtual; otherwise, office hours must be held in the office.

Employment of Part-time Faculty

Hiring

Unit Chairs should work closely with the CAO and the Human Resources Manager during the hiring process.

The hiring process for part-time faculty is as follows:

- Determine need in a timely manner (CAO and unit Chair).
- Place ads (Human Resources).
- Review applicants/interview (unit Chair).
- Decide on applicants to recommend to CAO (unit Chair).
- Hire (unit Chair may inform the candidate, but the official hiring comes from Human Resources).

- The unit Chair will discuss textbook and ordering, course syllabus, mail pickup/delivery, office space/hours, and administrative support at the time of the hire.

Orientation

There will be an initial orientation to the Department, its program(s), personnel and office procedures, for all new part-time faculty. The orientation program should consist of the following:

- Review book selection and ordering.
- Share course plan/syllabus.
- Provide the Faculty Handbook, as well as any departmental policies and expectations.
- Review grading system, graduation requirements, other academic policies; and advising procedures.
- Supervisory/support for part-time faculty will include:
- Faculty liaison assigned to each part-time faculty member.
- Classroom observations and opportunity for part-time faculty to observe classes held by full-time faculty.
- Opportunity for informal collegial interactions, such as student-faculty department social functions.
- Participation in course evaluation, with results available to the unit chairperson.
- Yearly feedback with constructive suggestions from the unit Chair.
- Invitation to part-time faculty to attend unit meetings.
- Distribution of unit meeting minutes.
- Dissemination of information about participation in college-wide programs such as Fall and Spring admissions programs.
- Sharing of all academic unit publications, such as mission statements, academic program materials, and student organization information to all part-time faculty on a continuing basis.
- Requirement for part-time faculty teaching one course to schedule one office hour per week and those teaching two courses to schedule two such hours.
- All part-time faculty should have a designated mailbox and should have their own desk space assigned, as well as an area in which to hold private consultations with students.
- Part-time faculty may order and march for academic processions according to traditional academic protocol.
- The participation of part-time faculty in interdisciplinary programs will be encouraged.
- Part-time faculty are not obligated to serve on appointed committees but are not excluded from participation.
- Part-time faculty are welcome to participate in all College programs generally open to faculty members.

Salary, Benefits, And Leaves For Full-Time Faculty

Salary

A faculty member’s base salary will be specified in her/his initial appointment letter and annually thereafter in the reappointment letter.

Full-time faculty receive appointment salary semimonthly, twice per month, over the payment period stated in the appointment letter, normally September through August, under the published payroll calendar. The Employee Handbook governs payroll administration.

General Benefits and Faculty Leave

The Employee Handbook is the primary source for general benefit summaries, including College-paid third-party STD and LTD for eligible full-time faculty. Governing plan documents, law, and approved arrangements control eligibility and coverage. Faculty do not receive staff PTO, separate staff personal days, or substitute staff holiday days; they follow the academic calendar and assigned duties. Generally applicable bereavement, jury-duty, and legally protected leave provisions apply as eligible. Leave approval, job protection, and payment are separate determinations.

Faculty Sick Days

Eligible full-time faculty and full-time Academic Associates receive five paid sick days each fiscal year, June 1 through May 31. Days may be used for personal illness, medical appointments, or care of an ill family member. A day is charged only when the absence causes the employee to miss a scheduled teaching day. The allowance is used in whole days only, not partial days; other absences and statutory intermittent leave are recorded separately under applicable law and Human Resources procedures.

If the faculty member is sick, she/he should inform the CAO and Unit Chairperson before the first class, so that students may be informed. The unit Chair will attempt to find coverage for the class and/or give the class an extra assignment for the day. If the faculty member has pre-planned a sick day, the faculty member must inform the CAO and Unit Chairperson ahead of time and inform them how the class will be covered. Other faculty will try to assist a faculty member with a sick day by covering her/his class or meeting with his/her class with an extra assignment.

The allowance is prorated for a partial-year appointment and rounded up to the next whole day, using the portion of the fiscal year covered by the eligible appointment. The initial allowance is prorated from November 2, 2026 through May 31, 2027 on the same basis. Unused days expire at fiscal year-end, do not carry over, and are not paid at separation. Human Resources maintains records; the CAO must be promptly informed of a teaching absence and approves coverage or makeup arrangements.

After available faculty sick days are exhausted, additional medical absence is unpaid unless approved STD, LTD, workers' compensation, or another applicable benefit provides payment. Insurance claims are subject to plan terms and approval. Exhaustion does not eliminate legally protected leave or accommodation rights. Adjuncts, staff who also teach, full-time administrators, and phased-retirement participants do not receive this allowance. Staff benefits are governed by the Employee Handbook; full-time administrators do not retain a faculty benefit bank.

Retirement

Retired-faculty privileges under this section are available to faculty who retire after at least ten years of full-time College service and have reached age 60. These conditions define the institutional privileges below, not eligibility to stop working or statutory retirement-plan distribution rights.

The College extends the following to faculty retired from full-time status:

Library, athletic facilities, and a College email account will continue to be available to the retired faculty member upon request and attainment of proper identification card. Spouse's access privileges remain the same as before retirement.

Phased Retirement

The College may approve voluntary phased retirement for a full-time faculty member who has completed at least 20 years of College service and is at least age 60 before September 1 of the first phased-retirement

year. There is no upper age limit. Participation is not automatic: the President must approve it following CAO and Human Resources review of instructional, operational, and transition needs. It is not subject to the projected-surplus restriction.

The new arrangement lasts two years, followed by full retirement. Teaching, advising, service, office hours, and other faculty responsibilities are reduced to 50 percent as documented in the written plan. Salary is fixed for both years at 50 percent of the faculty member's base salary immediately before entry; no annual increases are provided under the plan.

Each semimonthly paycheck also includes a cash payment equal to the applicable per-pay share of the College's health-insurance contribution immediately before phased retirement begins. The amount is fixed for both years without annual increases and does not include retirement, life, disability, or other benefit contributions. The cash payment is processed through payroll with applicable withholding and is not health-insurance coverage.

Participants do not receive employer-funded College benefits, staff PTO, or faculty paid sick days under the new arrangement. They remain entitled to any employee-funded retirement participation, continuation-coverage elections, or other rights required by law or governing plans. Human Resources determines eligibility and required notices with the plan administrators; the Handbook does not cancel statutory rights or permit a plan exclusion contrary to governing terms.

Faculty should request participation before February 1 preceding the proposed start. Before March 15, the CAO, chair, Human Resources, and faculty member develop a written plan for presidential approval. It addresses the two-year dates, salary and health-payment amounts, teaching and other assignments, reduced duties, transition or mentoring needs, benefit treatment, and full-retirement date. Participants retain faculty meeting and committee voting rights where otherwise eligible, with participation and assignments consistent with the reduced commitment.

The two phased-retirement years count as service under this faculty program, subject to separate plan definitions. Office space will be addressed as available without a guarantee of equivalent space. The College may modify or discontinue future availability through the required approval process. Faculty already participating in or approved for phased retirement retain their existing written terms; the new arrangement applies only to new approvals effective under this Handbook.

Emeritus Status

Full-time faculty are eligible for Emeritus status upon retirement from service who have completed at least twenty (20) years of full-time service at Albright College prior to retirement.

Emeritus status is an honor only awarded to faculty with meritorious performance in teaching, scholarship and/or professional development, and service. To be considered for Emeritus status, the unit Chair must make a recommendation with supporting evidence to the ACRT after consultation and approval of the unit faculty members. Then, ACRT must make a recommendation to the CAO and President to grant Emeritus status. If the CAO and President agree, the recommendation will be taken to the Board of Trustees for final approval.

Special cases not in accordance with the above provisions may be considered by the ACRT in consultation with the CAO.

The faculty rank accompanying Emeritus status will be that held at the time the Emeritus status is granted.

Compensation For Overload And Part-Time Faculty Teaching In The Day, Undergraduate Program

Undergraduate Regular Day Program

Teaching Load Assignment

When specific teaching loads have been determined, a letter will be given to part-time day faculty or day faculty teaching an overload offering the minimum teaching responsibilities and related compensation that the College is then willing to offer for the ensuing semester.

Summer Compensation

Summer programming is offered through the School of Professional Studies. Full-time, day faculty may teach in the summer session in consultation with the SPS.

Guideline Compensation Categories

Overload and part-time pay are determined by Human Resources in consultation with the CAO and SPS administrator under applicable approval authority. Overload teaching does not create additional benefit eligibility, and adjunct benefit rights are determined by governing plans and law. See the Employee Handbook for general benefits and this Handbook for faculty-specific eligibility.

Guideline Travel Allowance Categories

Part-time faculty are reimbursed for mileage to and from classes at locations other than the Reading Campus on a reasonable basis as established by the CAO and Human Resources.

Appointment Period

All appointments to part-time status will be on a semester basis. The College reserves the right to evaluate the need for part-time instruction and to review the quality of instruction offered prior to the offer of employment and cancel courses due to low enrollment.

Faculty Duties

Teaching Evaluations

All faculty will participate in regular evaluations of teaching. Faculty should follow the College evaluation procedures posted on the College website. Classroom observations by the department chairperson will be done for each full-time faculty member according to the schedule prescribed earlier in this Handbook. Chairpersons will discuss the results of the teaching observations with the faculty member. Part-time faculty will be evaluated by the unit Chair and may include another faculty member or academic administrator.

Academic Advising

All full-time faculty members have responsibilities as advisors of students. As an advisor he/she represents the primary point of contact between the student and College resources and serves as a guide to the students' understanding of the academic program and graduation requirements. In addition to assisting students in registering for classes, the advisor is responsible for planning, reviewing, and discussing all aspects of each student's academic and career program. The advisor should be knowledgeable about

registration procedures, academic policies of the College, career options, and the various avenues for assisting a student when problems occur. A complete description of the responsibilities of advisors is in the Academic Advising portion of the Faculty Resource pages on the Sharepoint and should be studied thoroughly.

Academic Processions

Academic processions are ordered according to the standards of traditional academic protocol. Faculty members are expected to attend all events in which the faculty process (e.g., convocation, Baccalaureate, and commencement exercises).

Syllabi

The CAO establishes and updates syllabus requirements, required institutional statements, submission deadlines, and related instructional directives outside this Handbook. Faculty must comply and keep syllabi and course materials current. Failure to follow applicable directives may result in discipline under the shared policy, subject to academic-freedom protections and applicable procedures.

Student Accommodations

Faculty must implement student accommodations approved by the College's designated accessibility office. Questions or implementation concerns must be promptly referred to that office and coordinated with the CAO as appropriate; faculty may not independently deny or change an approved accommodation. Refusal to implement approved accommodations may result in discipline. Faculty receive information needed to implement accommodations; medical documentation remains with the designated office.

Final Examinations

All instructors are expected to give final examinations in all courses in the last week of the semester, except those that clearly focus upon end-of-term writing requirements or laboratory reports. All final exams must be administered during finals period at their regularly scheduled time. If a final project is required in lieu of the final exam, including in-class presentations (but not lab reports), these must occur during the allotted time during final exam week, e.g., faculty must hold class during finals week as assigned in the final exam schedule, whether or not a faculty member is requiring a final, so that the appropriate semester hours of teaching are met. Any final exams or final projects occurring prior to finals week violate College policy.

Course Grading

Grading criteria should be clearly stated on the course syllabus and every effort should be made to return graded assignments within two weeks of the due date. Grading should provide sufficient feedback for student improvement, especially in writing, and the opportunity should be afforded the student to meet with the faculty member for additional comments. Faculty are encouraged to include a graded assignment in the first two weeks of a course and provide frequent and early feedback. Multiple assignments throughout the course are especially helpful to first- year students and allow faculty to identify problems early on.

Faculty must follow practices of fairness and objectivity when assigning student grades. Course grading should be the result of careful evaluation of a student's academic performance in a class and be consistent with documented assessment criteria. The course syllabus must contain a clear statement of the weighting of each assignment and how a final grade is computed. As the course progresses, the instructor may distribute or post a modified syllabus to achieve the course goals as necessary. Grades are confidential. Use of grades must comply with the Family Educational Rights and Privacy Act.

Midterm grades must be submitted for all first-year students and for students who are performing unsatisfactorily (a grade of D+ or below). Grades of Incomplete should not be awarded at midterm; final grades of Incomplete should follow the policies described on the form available through the Registrar's Office.

Final course grades for all underclass students must be submitted to the Registrar by the posted date (distributed each semester).

At separation, faculty must transfer required student-performance and grading records to the designated College custodian under approved retention procedures. The ordinary one-year retention period for course-performance records is subject to any longer institutional schedule, pending appeal, legal hold, or legal requirement. Records must remain in approved College systems.

Taking Student Attendance

Keeping attendance records is required. Faculty should familiarize themselves with the College's Attendance and Excused Absences policies. All attendance should be recorded daily for each course meeting in the learning management system (LMS).

Faculty must retain appropriate student-performance records for at least one calendar year after course completion, and longer where the College's schedule, a pending appeal, legal hold, or law requires. Such records support grade review and continuity of service to students and must be transferred at departure under approved procedures.

General Policies And Regulations

Faculty should become thoroughly familiar with the Albright College Catalog as that document contains the academic policies under which students enter and are required to function. The policies that follow are in addition to or emendations of those in the catalog.

Faculty should plan instruction with sensitivity to major religious observances and follow the College's student accommodation and excused-absence procedures. General conduct, professional relationships, conflicts of interest, reporting, technology, outside work, photography, and confidentiality are governed by the Employee Handbook. A pre-existing employee-student relationship must be disclosed to Human Resources and the CAO and removed from supervisory or evaluative authority under that shared policy.

Faculty Intellectual Property and College Use

For copyright ownership, the College follows the AAUP approach reflected in its Statement on Copyright and Sample Intellectual Property Policy and Contract Language. Independently created scholarly works and ordinary teaching materials generally belong to their faculty authors. Qualifying assigned institutional works, expressly commissioned works, signed transfers, and qualifying joint works are governed by applicable copyright law and written agreements. Ordinary use of College equipment, library access, or standard support does not alone establish College ownership. Ownership and revenue sharing for joint or specially supported projects must be established in writing in advance.

Albright has defined, nonexclusive, royalty-free rights to use ordinary faculty teaching materials such as syllabi, assignments, and assessments for internal instructional, educational, and administrative purposes, including accreditation and continuity of student services, to the extent authorized by law and applicable agreements. These rights do not authorize sale, external commercialization, or use of third-party content beyond its license. Faculty copyright ownership is distinct from custody of institutional records and authorized access to College systems.

Course Recordings and Instructional Continuity

Reuse of faculty course recordings in another instructor's course requires advance written permission or another applicable written agreement establishing the College's rights. Faculty retain ownership except where a valid ownership arrangement provides otherwise. The agreement must define permitted use and any editing rights. Recordings required for approved student accommodations are handled separately under the applicable accommodation, privacy, and permitted-use rules.

For instructional continuity, the advance written agreement will permit temporary internal use solely to maintain student access to instructional materials during absence, departure, or transition. Use ends when replacement materials are ready or at the end of the following academic year after the transition begins, whichever is earlier. The agreement must identify that outside date. The permission does not authorize public distribution or indefinite substitution for new instruction. Privacy, accessibility, third-party rights, and required consents must be addressed. Handbook acknowledgment is not a substitute for the required recording agreement.

AAUP references in this section identify the specific intellectual-property approach adopted here; they do not incorporate all AAUP governance, tenure, or procedural standards into either Handbook. Official references: https://www.aaup.org/sample-intellectual-property-policy-contract-language and https://www.aaup.org/reports-publications/aaup-policies-reports/topical-reports/statement-copyright.

Research and Instructional Safety

Faculty must obtain applicable institutional approvals before regulated research or instructional activities begin, complete required training, and comply with approved protocols. Human-subjects research requires prior IRB review or the institutionally required determination, including faculty-supervised student research. Laboratory, studio, equipment, and other instructional activities must follow applicable safety authorization and supervision requirements. The CAO and responsible oversight offices maintain detailed procedures outside this Handbook. General hazard reporting and employee training duties remain in the Employee Handbook and apply to everyone.

When Leaving Albright College

Faculty whose appointment with the College is ending should take the following steps:

- When possible, all graded assignments must be returned to the students (if that is the class policy) prior to departure. Any remaining assignments must be made accessible to the unit Chair and students must be informed of the availability of those assignments from the Chair. If there are outstanding Incompletes in any courses, the academic unit Chair must be informed of the remaining assignments due. Please provide assignment guidelines that were not in the syllabus so that the Chair has information needed to answer student questions.
- Faculty must return College property by the last working day or a Human Resources-approved date and transfer institutional records, course information, and required student work to the designated College custodians. The Employee Handbook governs information security, records retention, property recovery, and final pay. Protected records may not be copied to personal devices or accounts. Personal materials and faculty-owned works may be handled only through authorized arrangements that preserve College records, third-party rights, and confidentiality. Earned wages will not be delayed pending property return.
- All faculty members are expected to clean out their office before leaving, including books, papers, food, etc.
- An automatic email message should be placed on your College email indication your separation from the College and providing a new College contact email.
- The faculty member should schedule an exit interview with Human Resources. At this meeting the faculty member must turn in the following items: keys, College ID, and any other College property not remaining in the office.
- The faculty member should provide Human Resources with contact information prior to departure.
- Human Resources and the CAO will identify any applicable retired-faculty access privileges or approved exceptions in writing; no exception waives required record preservation, confidentiality, property return, or legal obligations.

Summary of Changes

Effective November 2, 2026 upon required approval. This summary identifies major changes; the policies and applicable governing documents control.

- Establishes the Employee Handbook as the primary employment-policy document for staff and faculty. Retains faculty-specific provisions in this supplement and revises consultation, approval, and decision-making procedures under the College's Bylaws and Board authority.
- Revises tenure and appointment provisions, permits appointment-end nonrenewal subject to applicable requirements, establishes three- or six-month notice periods based on service, and removes guaranteed terminal salary. Revises dismissal, appeal, financial-exigency, and program-discontinuance procedures.
- Changes teaching-load expectations, overload thresholds, laboratory and studio credit, class-size provisions, and faculty appointment categories. Clarifies the consequences of accepting a full-time administrative appointment.
- Replaces extended College-paid medical leave and the separate paid family-care course reduction with five annual sick days for eligible full-time faculty and applicable third-party disability benefits. Distinguishes payment eligibility from leave approval and job protection.
- Establishes a two-year phased-retirement arrangement at 50% salary and duties, with a fixed health-contribution cash payment instead of employer-funded benefits. Revises eligibility for phased retirement, emeritus status, and retirement privileges while preserving existing approved written phased-retirement agreements.
- Generally, conditions consideration of development funding, conference travel, and paid sabbaticals on a projected operating surplus, with authorized exceptions. Clarifies approval and benefit-cost requirements for unpaid professional-development leave.
- Expressly protects academic expression while clarifying instructional duties, lawful directives, fair assessment, student protections, and applicable conduct procedures.
- Clarifies CAO authority over syllabi and instructional-format changes, implementation of student accommodations, research and instructional safety, intellectual property, and temporary authorized use of course recordings.
- Establishes an interim effective date of November 2, 2026, upon required approval, acknowledgment requirements, and a target of July 2027 for Board approval of a permanent Faculty Handbook following faculty review and consultation.

Acknowledgment of Receipt

I acknowledge receipt of the Albright College Interim Faculty Handbook effective November 2, 2026, upon required approval, and the accompanying summary of changes. I understand my responsibility to review and follow the provisions applicable to my appointment and to ask Human Resources about questions. Faculty must also review the primary Employee Handbook; staff who teach must review faculty provisions applicable to their instructional assignment.

My signature confirms receipt, not agreement with every provision, creation of a contract, or waiver of legal rights. Applicable law, enforceable agreements, governing benefit plans, the Bylaws, and Board policies remain controlling. Failure to sign does not excuse compliance with properly adopted applicable policies. Unjustified refusal to acknowledge receipt may result in discipline, up to and including termination, under applicable procedures.

Acknowledgment is required at hire and after major changes. Current employees must sign within 30 calendar days after the distribution email. Human Resources may use an equivalent electronic acknowledgment.

Employee name _____

Employee signature _____

Date _____

Department or academic unit _____