

Prescott College

FOR THE LIBERAL ARTS, THE ENVIRONMENT,
AND SOCIAL JUSTICE

FACULTY POLICY MANUAL

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Our Mission

Together we create interdisciplinary, experiential, and diverse learning environments that inspire future leaders to create a healthy, just, and sustainable world.

Our Vision

Prescott College will be recognized as the leader in experiential and collaborative education, creating opportunities for students to effect positive change in education, the environment, and society.

Our Values

INCLUSIVE COMMUNITY

We nurture healthy, diverse relationships with respect and support both inside and outside the college.

EXPERIENTIAL AND FIELD-BASED LEARNING

We believe that classrooms extend beyond four walls.

CULTURE OF CREATIVITY

We encourage a culture of creativity, collaborative critical thinking, and innovation by teaching courses that challenge established norms and paradigms.

JUSTICE

Justice is central to our work. A critical justice lens is a key outcome of all programs, employing both equity and environmental literacy.

INDIVIDUALIZED EDUCATION

We educate, inspire, and enact change with respect for the natural world and society. We support students in finding their unique learning pathways whether on-campus or online.

REGENERATIVE SUSTAINABILITY

We have a fundamental respect for the earth and all its interconnected inhabitants and commit to contribute to its healing.

I. Introduction

A. Purpose:

The purpose of this manual is to set forth those personnel policies that apply specifically to the Faculty of Prescott College (the College) and academic administrators in their faculty capacity. If any discrepancies or conflicts occur between the personnel policies set forth in this manual and those in other College personnel policy documents, relevant faculty and administrative representatives will collaboratively resolve the issue.

B. Contractual Agreement:

This manual underlies and is an extension of every Faculty Letter of Agreement, and as such describes the general contractual agreement between the College and any faculty member. No Letter of Agreement shall be written that contains terms in conflict with the policies in this manual. In the event such a conflict occurs, the policies in this manual shall take precedence. By accepting appointment to the Prescott College Faculty, all persons thereby accept and agree to comply with the provisions of this manual.

C. Ratification:

When approved by the Prescott College Faculty Assembly and the administration (Senior Leadership Team) and ratified by the Board of Trustees, this manual becomes binding upon Prescott College and upon every member of the faculty. Subsequent revisions or amendments must also be approved in this manner.

D. Disclaimer:

It is not intended that the provisions of this manual should cover every conceivable circumstance. Whenever possible, further details are provided in the Prescott College Faculty Procedures Manual. If situations arise that the policies in this manual do not adequately or clearly address, administrators shall be guided by the current norms and customs of the College and by any widely accepted professional standards of higher education that are applicable through a collaborative process with the Prescott College Faculty members.

II. Definitions Pertaining to the Prescott College Faculty

A. Full Members of the Prescott College Faculty:

Full Faculty members are full-time, salaried persons whose primary responsibilities are instructing (including core faculty responsibilities) and advising students. Other principal responsibilities include assessment of learning, learning support, mentor support, program development, committee work, scholarship, professional development, and community service. This category of faculty also includes persons who occupy administrative positions at the College but who retain their underlying faculty appointments. The nature and extent

of individual faculty member's duties are described in detail in the Prescott College Faculty Procedures Manual (Section II – F) and in applicable Letters of Agreement.

The details of individual faculty member's workloads, as well as exceptions to and variations in the standard workload (which may require adjustments in compensation), are negotiated by individual faculty members and their respective Deans. This category does not include associate or adjunct faculty members.

The President signs all Full Faculty members' Letters of Agreement and is responsible for assuring internal equity in faculty workload.

B. Faculty Librarians:

Professional Librarians have Full Faculty status. In addition to fully participating in the Prescott College Faculty Assembly, Faculty Librarians participate respectively in other faculty bodies, as stated in their Letters of Agreement.

C. Emeritus/Emeriti Members of the Prescott College Faculty:

Emeritus/Emeriti Faculty designation is an honorary, post-retirement title conferred by the faculty. Prescott College's level of support (non-salary) is negotiable and depends on the needs of the individual and the resources of the College (See Prescott College Faculty Procedures Manual for details).

D. Associate Faculty:

Associate Faculty are part- or full-time contingent faculty with responsibilities for student advising and teaching (including core faculty responsibilities), learning support, mentor supervision, and student recruitment. Other duties may be assigned by the appropriate Dean. Associate Faculty members are hired on a year-to-year basis depending on student enrollment. Associate Faculty are hired to work primarily within a specific degree program, but may also work in other degree programs given the needs of the College and the approval of the appropriate Dean. While Associate Faculty report to the appropriate Dean, they work closely with the Full Faculty members in the coordination of student assignments and for the approval and development of new curricular areas. (See Prescott College Faculty Procedures Manual for details).

E. Adjunct Faculty:

Adjunct faculty are non-salaried persons appointed to fulfill specific teaching or other academic responsibilities on a strictly part-time, course-by-course basis. They include teachers of on-campus and online-based courses. This category may also include College staff members or administrators whose primary responsibilities are not instructional, but who have been appointed to teach as adjunct faculty either for pay or as part of their regular workloads. The duties and responsibilities of adjunct faculty are described in

individual Letters of Agreement. Adjunct faculty are hired by appropriate administrators and Deans. (See Prescott College Faculty Procedures Manual for details).

F. Faculty Qualifications:

Applicability

This policy applies to all persons who teach any credit-bearing course at the undergraduate or graduate level. This includes Faculty, Associate Faculty, Adjunct Faculty, and Mentors.

Policy

Qualified faculty are defined as those who possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach. Per the Prescott College mission, all Prescott College departments offer interdisciplinary curricula that approach critical questions from multiple disciplinary perspectives. Faculty may be qualified to teach in courses or interdisciplinary degree areas with titles or content beyond the field or subfields of their academic degrees through their research, teaching, and other professional experiences subsequent to their degree completion and/or through trainings in interdisciplinary concepts and pedagogy. In addition to being qualified primarily by academic credentials and interdisciplinary research, teaching, and trainings, other factors may be considered when determining faculty qualifications including, but not limited to, tested experience.

Exception to the above: Graduate teaching assistants (GTA) enrolled in a graduate program and supervised by faculty may be considered qualified.

In terminal degree programs, faculty members possess the same level of degree when holding the terminal degree or established tested experience (e.g., MFA, PhD, EdD, JD).

Credentials

Faculty credentials refer to the degrees that faculty have earned that establish their credibility as content experts and thus their competence to teach that content in the classroom, field-setting, or online. The minimum credentials for Prescott College include the following:

- Faculty teaching in the graduate program at Prescott College will have completed a program of study conceptually or methodologically related to the disciplines or interdisciplinary field(s) in which they teach and/or for which they develop curricula. Such programs of study include coursework at least one level above that of the courses being taught or developed. Completion of a degree in a specific disciplinary or interdisciplinary field or tested experience enhances an instructor's depth of subject matter knowledge.
- Although doctoral (terminal) degree is preferred, faculty teaching in undergraduate programs must hold a degree at least one level above that of the program in which they are teaching. If a current faculty member holds a degree in a disciplinary or interdisciplinary field that is not conceptually or methodologically related to those in which he or she is teaching, that faculty member must have completed

significant coursework, research, teaching, trainings, or other tested experience that will be evaluated by the established procedure.

- Faculty teaching or advising in graduate programs will hold the doctoral (terminal) degree and have a record of research, scholarship, or achievement appropriate for the graduate program. Faculty guiding doctoral education must have a record of scholarship and preparation to teach at the doctoral level. Research and scholarship should be conceptually or methodologically relevant to the disciplinary or interdisciplinary field(s) of the degree.

Tested Experience

Experience may substitute for an earned credential or portions thereof. Tested experience refers to the breadth and depth of experience outside of the classroom in real-world situations relevant to the disciplinary or interdisciplinary field(s) in which the faculty member would be teaching. It is used to determine that a faculty member is qualified based on experience, which is determined to be equivalent to the degree otherwise required.

In addition to the amount, quality and relevance of tested experience, the level of the experience must be adequate for the level of teaching. For example, teaching at the graduate level would typically require experience involving some form of professional peer review.

The policy and procedures guiding faculty hiring qualifications related to tested experience will be reviewed periodically and approved through the faculty governance process including review and vote of the faculty assembly.

G. Reference to Procedures Manual:

The Faculty Procedures Manual provides the faculty-approved details by which policy is implemented. These procedures do not supplant or take precedence over policy, which is approved by board, administration, and Faculty Assembly.

III. Rights and Responsibilities

A. Academic Freedom:

Prescott College subscribes to the principles of academic freedom as set forth by the American Association of University Professors (AAUP) at the time of its inception in 1915. According to the AAUP Declaration of Principles, academic freedom has three key components:

1. The freedom of scholars and scientists to explore diverse areas of inquiry and publish their results without fear of institutional censorship;
2. The freedom of faculty to teach students what they know and believe in the face of contrary institutional orthodoxy; and

3. The freedom of faculty, as citizens, to express views on public issues protected from retaliation by campus administrators.

After attempting to resolve any perceived infringement on their academic freedom informally, faculty members who believe that their right to academic freedom has been infringed may follow the grievance procedures outlined in Prescott College Policies 230 and 235.

B. Ethical and Legal Responsibilities:

Along with the right of each faculty member to academic freedom, Prescott College recognizes its ethical and legal responsibility to protect the rights of all members of the College community—faculty, staff, students, administrators—within the guidelines set by College policy. Faculty members shall be free to exercise their right to academic freedom to the extent that the exercise of this right does not infringe on the legal rights of other members of the College community or the College.

C. Public Actions and Expressions:

Faculty members must not abuse their privileged positions in the student-teacher relationship to press their personal or political views to the exclusion of other approaches. Faculty members have a special obligation to serve as models of responsibility in academic scholarship. Faculty members have the responsibility to ensure that their public actions and expressions of personal views outside the College are not presented as official acts or positions of Prescott College. The well-being of the community is a responsibility shared by all.

D. Outside Commitments:

Any faculty member may engage in activities outside the College, such as consulting, part-time employment, or volunteer service, as long as such activities do not interfere with the fulfillment of the faculty member's obligations to Prescott College (see Prescott College Outside Employment Policy #218).

E. Resignations:

Faculty members are asked to give the college maximum notice of their intent to resign. Faculty members may resign at the end of the term in which they are currently teaching by notifying their appropriate Dean in writing.

IV. Decision Making Across the College

A. Faculty Assembly:

The Faculty Assembly is defined as the governing faculty body consisting of both voting and non-voting members. Voting members are: a) all Full Faculty; b) any member of the Associate Faculty with an FTE at a minimum of .75 and/or one year of continuous service

who also chooses to take an active role in participating in the Faculty Assembly – this is not required of Associate Faculty, but a right they may choose. Non-voting faculty include upper administrative personnel with faculty status, such as the Deans. The Faculty Assembly addresses issues and proposals of concern to the Prescott College faculty as a whole.

B. Faculty Leadership Council:

The Faculty Leadership Council is a broadly representative group elected by the Faculty Assembly. The President and Deans are non-voting members of the Faculty Leadership Council. The Faculty Leadership Council organizes the meetings of the Faculty Assembly. The Faculty Leadership Council determines what action items come before the Faculty Assembly for decision-making.

C. Academic Council:

The Academic Council functions as a representative faculty body with authority for decision-making on curricular and academic matters that cross program areas, delivery models and/or degree levels (e.g., consistency in learning outcomes, new degrees, graduation requirements, pathways between deliveries and degree levels, etc.). Any individual shall refrain from voting when voting would create a conflict of interest. Academic Council may create temporary or permanent sub-councils and/or sub-committees to address more specific needs of individual programs (ex. Online and Graduate Program Steering Committee; On-campus Steering Committee, etc.).

V. Letters of Agreement

A. Description:

Normally, contracts between Full Faculty members and Prescott College will take the form of Letters of Agreement signed by the President. For Full Faculty and Associate Faculty, Letters of Agreement will set forth position title, compensation, core position responsibilities, contract period (one, three, or five years in length), period of obligation, and any specific expectations or disclaimers in addition to or beyond those set forth in this manual. For adjunct faculty members, Letters of Agreement will specify the courses that have been assigned, compensation, and any other terms not set forth in this manual. Addenda to annual letters of agreement may describe additional roles and responsibilities (e.g., “director”) with appropriate stipend and/or release.

B. Compensation Period:

The compensation period for Full Faculty members shall be July 1 of the first calendar year of the Letter of Agreement to June 30 of the next calendar year, unless otherwise negotiated and specified in the Letter of Agreement.

C. Leave:

Full Faculty Members and Instructors may negotiate a leave of absence from their normal duties with their respective Dean. The Dean will make a recommendation to the President for consideration and approval. Whenever possible, leaves of absence will be requested and

granted with at least one year's notice or at the end of the current term.

D. Period of Obligation – On-Campus Programs:

The period of obligation for Full Faculty members will be the portion of the contract period during which they are expected to be fully available to fulfill their regular annual workloads. Unless otherwise specified in their Letters of Agreement or by arrangement approved by the President, the period of obligation will begin with the opening of the fall faculty retreat and will end with the spring program retreat, or the spring faculty retreat, whichever is later. Duties during periods of obligation are defined in the Prescott College Faculty Procedures Manual. Such duties are not typically expected outside of those periods of obligation. Any exceptions will be negotiated between the faculty member, their respective Dean, and approved by the President.

E. Period of Obligation: Online Programs:

The period of obligation for Full Faculty in the online programs will be the portion of the contract period during which faculty are expected to be fully available to fulfill their regular annual workloads. The online calendar year includes three terms; the period of obligation for Full Faculty with full workloads is equal to two terms per calendar year, details of which are negotiated with the respective Dean and approved by the President. Duties during periods of obligation are defined in the Prescott College Faculty Procedures Manual. Such duties are not typically expected outside of those periods of obligation. Any exceptions will be negotiated between the faculty member and respective Dean, and approved by the President.

F. One-Year Letters of Agreement for New Full Faculty Members:

One-Year Letters of Agreement for New Full Faculty Members: Each new faculty member will receive a New Faculty Letter of Agreement for the first full academic year. This Letter of Agreement will be for one year and may or may not contain specific conditions or professional development objectives. In the event a new member of the faculty begins work after the academic year has already begun, the one-year contract period will be adjusted to cover the first full academic year worked. The new member is eligible for another New Faculty Letter of Agreement at the close of that contract period. New Faculty Letters of Agreement are renewed, not renewed, or succeeded by another type of Letter of Agreement in accordance with the established evaluation process described in the Prescott College Faculty Procedures Manual. All new Full Faculty members will be reviewed during their second year of service, at which time the new faculty member will receive a three-year faculty contract, a probationary one-year Faculty Letter of Agreement, or a notice of termination at the end of the current academic year. The appropriate Dean may call for an earlier evaluation for reasons that may justify it.

G. One-Year Probationary Letters of Agreement:

New Full Faculty members receive one-year Letters of Agreement as described above in section F. A continuing Full Faculty member may be given a one-year probationary Letter of Agreement if her/his performance evaluation demonstrates that her/his performance does not merit a three- or five-year contract, or if there is a disciplinary action. In this instance,

the one-year probationary Letter of Agreement is accompanied by a written description of the professional development objectives that will serve as the criteria by which the appropriate Dean(s) will evaluate the successful completion of the probationary period. A one-year probationary Letter of Agreement may be terminal, either designated as such in advance or becoming that if the next faculty evaluation process results in a decision against a renewal of employment.

H. Three-Year Contract for Full Faculty Members:

Upon successful completion of at least two non-probationary, one-year Letters of Agreement, and if their faculty evaluation merits continuation, Full Faculty members become eligible for three-year contracts. Full Faculty members will receive three-year contracts if their faculty evaluation committees find that their performances merit continuation for a three-year period, or they may receive one-year probationary Letters of Agreement if significant issues are identified. A three-year contract may be followed by a five-year contract, continuing three-year contract, or one-year probationary Letter of Agreement if recommended through the faculty evaluation process. Any Letter of Agreement may become terminal if the faculty evaluation process results in a decision against renewal. If a contract for continuation of service is for a period less than the maximum for which a faculty member is eligible (for example, receiving a three-year contract when eligible for a five-year), then the Letter of Agreement shall be accompanied by a detailed professional development plan written by the appropriate Dean, whenever possible, with input from the Full Faculty member. The appropriate Dean may call for a special faculty evaluation during the three-year term to manage work performance issues that may arise. The President will approve the final Letter of Agreement.

I. Five-Year Contract for Full Faculty Members:

Upon successful completion of at least two non-probationary one-year Letters of Agreement and one three-year contract and provided their faculty evaluation merits continuation, Full Faculty members become eligible for five-year Contracts. A five-year contract may be followed by a continuing five-year contract, a three-year contract or a one-year probationary Letter of Agreement if recommended at a subsequent faculty evaluation, or it may become terminal if the next faculty evaluation process results in a decision against renewal. If a Contract for continuation of service is for a period less than the maximum for which a faculty member is eligible (for example, receiving a three-year contract when eligible for a five-year), then the Letter of Agreement shall be accompanied by a detailed professional development plan written by the appropriate Dean and, whenever possible, with input from the Full Faculty member. The appropriate Dean may call for a special faculty evaluation during the five- year term to manage work performance issues that may arise. The President will approve the final Letter of Agreement.

J. Renewal Letters of Agreement for Full Faculty Members:

By May 1st or by the end of the spring semester, whichever is later, the President shall issue a new Letter of Agreement to any faculty member whose service to Prescott College continues under existing contract or is being renewed or changed through the Faculty Evaluation system. In the event circumstances delay issuance of service renewal or

decision beyond the date set forth above, the appropriate Dean shall send letters to those faculty members who are affected, explaining the situation and setting forth a date by which faculty members may expect to receive their Letters of Agreement.

Since not receiving a timely faculty evaluation can negatively affect a faculty member's salary and status, every effort should be made to conduct an evaluation according to schedule. If, through no fault of the individual faculty member, an evaluation is not held during the term in which it is due, the faculty member will not be disadvantaged in terms of potential contracts and pay. As soon as possible thereafter, the evaluation process must be held, and the results will be retroactive to the time when the evaluation ought to have been conducted. If, as a result of the faculty evaluation, the faculty member receives termination of service, he or she is under no obligation to repay to the College money received during that period up to the actual evaluation date.

K. Associate Faculty Letters of Agreement:

Associate Faculty Letters of Agreements are for specified instructional obligations (e.g., teaching, advising, curriculum development, etc.) and a specific period of employment (up to a maximum of two years) and are issued by the appropriate Dean.

L. Adjunct Faculty Letters of Agreement:

Adjunct faculty agreements are for specified instructional obligations (i.e., specific courses) and are issued by the program director and approved by the appropriate Dean.

M. Change or Non-Renewal of a Full Faculty Member's Letter of Agreement:

See Faculty Evaluation section of this manual. Faculty may negotiate reductions in the term of employment in their Letters of Agreement; changes must be negotiated with the appropriate Dean and approved by the President,

N. Philosophical Intent:

It is in the interest of the faculty to protect and further the mission and vision of Prescott College. As faculty members are essential personnel responsible for educating students and thus substantially participant in furthering the College's mission and vision, any change in contractual obligations (i.e., through changes to the Faculty Policy Manual, the Faculty Procedures Manual, and/or the Letters of Agreement) that is not a financial emergency will likely directly affect the students and the implementation of our mission and vision. Therefore, any such changes must be based on the interest of shared collaboration and governance through protocols established in the All-College Policy on Fiscal Challenges.

O. Continuation of Full Faculty Service:

Although Full Faculty members do not possess tenure, their periods of employment are defined and safeguarded by and through the faculty evaluation system and the provisions of this manual. Normally, and contingent upon available funding, faculty members whose performances are found to be satisfactory in accordance with the established evaluation procedures and policies can expect that their positions will continue uninterrupted. The

“funding availability” condition will not be used in an arbitrary way to terminate a Full Faculty member’s employment.

P. Fiscal Challenges:

As an institution grounded in social justice, Prescott College mandates involving faculty and staff in collaborative discussions prior to actions taken to solve a fiscally challenging situation, namely a state of significant fiscal stress or a state of fiscal exigency. These conditions and the protocols for responding to them are detailed in the All-College Policy on Fiscal Challenges, See policy 909.0.

VI. Disciplinary Action

Faculty members are subject to Board-approved College Policies, which are all available at <https://my.prescott.edu> under the Administration / College Policies and Bylaws tab. Specific links to relevant College Policies are provided below and full text of College Policies regarding Standards of Professional Conduct and Progressive Discipline is repeated here because of relevance to the subject of Disciplinary Action. Any faculty member facing disciplinary action has full rights to due process (see links below to College policies on Informal and Formal Grievances and on Dispute Resolution for Employment Discrimination and Termination).

Recommendations for Progressive Discipline, including probation, continued suspension, or dismissal for cause, may come from the relevant program directors or Dean(s). The appropriate Dean will address recommendations for Progressive Discipline, including probation, continued suspension, or dismissal for cause.

This section is excerpted from the board-approved All-College Policies and is here for informational purposes (current versions are available electronically on the My Prescott intranet).

A. Standards of Professional Conduct:

Prescott College has a responsibility and a commitment to ensure that it provides the highest level of services to all of its constituents. All employees are expected to honor that responsibility and commitment by rendering efficient and cooperative services to the College. In order to ensure that this responsibility and commitment are met, it may at times be necessary to enforce, through the use of disciplinary rules, certain standards and expectations of appropriate behavior and performance.

Disciplinary procedures are most effective when the behavioral and performance standards and expectations of employees are published, understood by all, and enforced in an

impartial manner. All members of the Prescott College community have an obligation to address any such violations of those standards and expectations promptly, and in accordance with policy.

Disciplinary procedures may generally be invoked for **misconduct**. The steps are outlined below.

Discipline for misconduct may be imposed without the necessity of following the ordinary steps of progressive discipline as outlined in Policy No. 805. Discipline may be instituted at any step that is appropriate and will depend upon the nature of the misconduct.

If misconduct is relatively minor, such as reporting to work late, progressive discipline will ordinarily apply. The employee may be subject to more serious disciplinary action if the conduct persists, up to and including termination.

The following are some examples of serious misconduct for which severe discipline may be imposed, up to and including termination, without prior warning. Please note that this list is not meant to be all-inclusive, but simply serves as a general guide to the types of misconduct for which severe disciplinary action may be imposed.

1. Acts of Dishonestly, including theft from the College, from an employee, or from a student; falsification of any document, including time sheets, applications for employment, resumes, etc.
2. Violation of law
3. Harassment
4. Unauthorized disclosure of confidential information. This includes disclosure of computer passwords, accessing confidential information via computer, payroll, financial aid, student records, or personnel information including private health information.
5. Abusive behavior. This includes abusive behavior directed towards any member of the College community; making defamatory comments about others; subjecting others to disruptive, abusive, negative or threatening statements or behavior and or engaging in physical altercations.
6. Possession, use, display, or discharge of a dangerous weapon. This includes any firearm, whether loaded or unloaded, bomb, grenade, rocket, explosive, or incendiary device that, in the manner used or threatened to be used, is capable of causing serious bodily injury.
7. Alcohol or controlled substance violations. See policy 803.0
8. Ethics violations. See policy 804.0

B. Progressive Discipline:

It is the policy of the College that any disciplinary action must be based on facts and be administered in an equitable manner. Furthermore, supervisors throughout the College should consistently apply the concept of “progressive discipline.” It should be noted,

however, that this policy does not reduce the at-will employment status of employees, and all actions will be taken in the best interests of the College. Procedures follow:

1. Progressive discipline should be applied except for those serious offenses that warrant discharge or some other significant discipline for the initial offense. Progressive discipline is intended to modify behavior or job performance to the standards of the College, not to “administer punishment.”
2. Progressive discipline is normally initiated by the supervisor in the form of an informal discussion and verbal counseling. A second offense may result in a written warning or reprimand. In conjunction with a written warning or reprimand, an employee development plan should be prepared that documents the supervisor’s expectations/objectives with corresponding dates for completion, outlines the actions to be taken and references the “training” to be provided. If the discussion, oral and/or written reprimand does not correct the situation, more severe measures (discipline) may be applied, which may include, but are not limited to, suspension without pay, demotion, or termination.

Steps of progressive discipline can be summarized as follows:

- a. Corrective discussion and verbal counseling
 - b. Written warning or reprimand
 - c. Suspension, demotion, and/or...
 - d. Discharge supported with documentation from steps “a” through “c.” (Copies of all written warnings/reprimands must be directed to Human Resources for inclusion in the employee’s personnel file.)
3. Supervisors should consult with Human Resources in considering options relative to progressive discipline prior to initiating the process.
 4. The individual supervisor may begin discipline at any step, but it cannot be overemphasized that discipline must be appropriate and consistently applied. Prior to administering severe disciplinary action (e.g., suspension without pay, demotion) the supervisor must consult with the responsible department Director and the Human Resources Director.
 5. No employee is to be discharged without the approval of the responsible department Director. The Director of Human Resources must be consulted prior to the employee’s discharge.
 6. Progressive discipline is not necessary within the introductory (90-day introductory period) for employees that have not met the job or College standards. However, valid, documented reasons for dismissal are required. A memorandum to file, which documents the reasons for dismissal, must accompany each dismissal.

C. Conditions of Employment:

<http://www.prescott.edu/intranet/assets/policies/section-2/pdf-policy-s2-200-conditions-employment.pdf>

D. Equal Employment Opportunity/Non-Discrimination:

<http://www.prescott.edu/intranet/assets/policies/section-2/pdf-policy-s2-201-equal-employment-opp.pdf>

E. Harassment:

<http://www.prescott.edu/intranet/assets/policies/section-8/pdf-policy-s8-801-harassment.pdf>

F. Sexual Harassment Prevention:

<http://www.prescott.edu/intranet/assets/policies/section-8/pdf-policy-s8-802-sexual-harassment-prevention.pdf>

G. Drugs, Alcohol, and Narcotics (Controlled Substances):

<http://www.prescott.edu/intranet/assets/policies/section-8/pdf-policy-s8-803-controlled-substances.pdf>

H. Ethics – Conflict of Interest

<http://www.prescott.edu/intranet/assets/policies/section-8/pdf-policy-s8-804-conflict-of-interest.pdf>

I. Employee Grievances (Informal):

<http://www.prescott.edu/intranet/assets/policies/section-8/pdf-policy-s8-806-employee-grievances-informal.pdf>

J. Employee Grievance (Formal):

<http://www.prescott.edu/intranet/assets/policies/section-8/pdf-policy-s8-807-employee-grievances-formal.pdf>

K. Dispute Resolution for Employment Discrimination and Termination:

<http://www.prescott.edu/intranet/assets/policies/section-8/pdf-policy-s8-808-dispute-resolution.pdf>

VII. Faculty Evaluation

A. Purpose:

The goal of the faculty evaluation process is to foster excellence in our individual and collective pursuit of the mission of Prescott College. It seeks to do this by providing meaningful and reliable information and by ensuring accountability to established standards of performance.

B. Summary Description:

Prior to the expiration of a Full Faculty member's contract, an evaluation committee will be formed, and the appropriate Dean's office will work with the faculty member to assemble relevant documentation (this does not apply during the first year for a New Full Faculty Member). The committee will evaluate the performance of the faculty member using all available pertinent information and applying the performance criteria described in the Prescott College Faculty Procedures Manual. The committee will then meet with the faculty member to discuss its observations and conclusions. Finally, the committee will make a recommendation to the appropriate Dean, who makes the final contract decision within 15 working days.

C. Protests and Appeals:

The Deans will be responsible for ensuring compliance with the evaluation process described herein and in the Prescott College Faculty Procedures Manual and for ensuring that those undergoing evaluations are treated fairly, professionally, and respectfully. If the faculty member disagrees with the contract decision of their Dean informed by the faculty evaluation committee's findings, the faculty member has the right to formally appeal to the President through a written summary addressing the substantive and/or procedural challenges to the evaluation process and Dean's decision. The formal appeal must be submitted to the President's office within 15 working days of the Dean's decision. The President shall review both the evaluation committee's process and the appropriate Dean's decision and respond to the appeal in writing to the faculty member within 15 working days. The decision by the President is final.

D. Confidentiality:

Except as required by law, all information gathered through the faculty evaluation process will be regarded as confidential. As a rule, such data will be available only to those individuals responsible for evaluating these data or making decisions based on them or to

those persons who need access to this information in order to fulfill their duties at the College.

E. Timing of Evaluations:

Faculty evaluation will be conducted during the scheduled time, unless there are extenuating circumstances (e.g., sabbatical leave or personal illness).

VIII. Sabbatical Leave

A. Purpose of Sabbatical Leave:

Sabbatical leave provides Full Faculty members with substantial periods of time in which to pursue professional and personal development pertinent to their educational roles that would otherwise be preempted by their normal faculty duties.

B. Eligibility for Sabbatical Leave:

Only full members of the Prescott College Faculty are eligible for sabbatical leave. A Full Faculty member in good standing becomes eligible to apply for a sabbatical leave during each sixth year or equivalent of full-time teaching at the College. A faculty member on a probationary one-year Letter of Agreement may not apply for a sabbatical leave but will continue to accrue credit toward a sabbatical. A faculty member who is granted a leave of absence does not accrue credit toward a sabbatical during that leave. Under compelling circumstances, the appropriate Dean(s) can recommend that the President allow individual faculty members to apply for a sabbatical leave in the fifth year or equivalent of full-time teaching at the College.

C. Award of Sabbatical Leave:

Eligibility for sabbatical leave does not guarantee its awarding. Awards are contingent upon funding and upon assessment of all competing requests by eligible faculty members.

D. Sabbatical Leave Period and Compensation:

An eligible faculty member may request a full-year or half-year sabbatical leave. Full-year sabbaticals carry half salary for the one year. Half-year sabbaticals carry full salary for six months. Full benefits continue for the duration of the sabbatical leave, except that the retirement benefit and the long-term disability benefit are reduced proportionately to the salary. Following the sabbatical leave, a faculty member is obligated to work at the College for at least one year of full-time service or the equivalent. If the faculty member fails to meet this requirement, she/he must reimburse the College for salary and other expenses as determined by the College, including, but not limited to, interest expenses on these funds at a rate determined by the College.

E. Administrator Sabbatical Leave:

Administrators who retain underlying faculty appointments will accrue years of service towards eligibility for sabbatical leaves while serving in their administrative positions. It is expected that sabbatical leave would follow the end of an administrative contract. All other guidelines remain the same.

Approval and Revision History

Approved by Faculty Assembly 3/20/13

Revised to reference College Fiscal Challenges Policy Summer 2013

Approved by Faculty Assembly 9/25/2013

Approved by Prescott College Board of Trustees 10/25/2013

Policy on faculty qualifications approved by FA & Board 4/10/17 & 5/19/2017

Revised and Approved by the Faculty Assembly 10/07/2019

Approved by the Faculty Assembly 01/26/22

Approved by the Prescott Board of Trustees 02/25/22

Approved by the Faculty Assembly 05/01/24