Bowdoin College

Faculty Handbook

2020-21

The Faculty Handbook contains information of interest to members of the faculty. The regulations in Section IV concerning appointment, reappointment, tenure, and promotion have been adopted by the Faculty under Section 7.2 of the By-Laws of Bowdoin College and are subject to change.

Additional information concerning degree requirements and student academic conduct may be found in the College Catalogue and the Student Handbook.

Faculty Handbook 202021

Contents

Preamble.....1.....

I. Professional Activity and Faculty Development.....1....

A. Professional Activities and Responsibilities.....1
B. Sabbatic Leave Policy and Procedures.....2
C. Leaves of Absence for Research, Scholarship, and Artistic Work.....5
D.

C. Advising....47
D. Examinations....47
E. Grades....48
F. Academic Honesty....50
G. Approval of Courses to Be Offered for Credit....50

Faculty Handbook 202021

Preamble

Bowdoin College is dedicated to undergraduate education. Accordingly, a high standard of teaching (including consultation outside the classroom and active participation in advising) is essential. Faculty members are also expected to be involved in their field outside the College, making scholarly, artistic, or other contributions which are recognized by the larger professional community. Each faculty member is further expected to participate in the intellectual and artistic life of the College community as well as to share in the work of the academic departments and in college governance by accepting appropriate administrative responsibilities, committee memberships and other duties that are essential to the life of the institution. As members of an inclusive learning community, Bowdoin faculty are expected to uphold appropriate standards of respectful and professional interaction with all members of the campus community.

I. Professional Activity and Faculty Development

A. Professional Activities and Responsibilities

The college s legitimate interest in and concern with the commitment of faculty time can be expressed in terms of three principles (see Preamble). The first principle is that the faculty s primary responsibility is to teach. This includes adequate time allocated to course preparation and to advising students in the teacher s course and independent study programs. The second principle is that faculty should be engaged in professional and intellectual activities beyond the classroom and teaching. The third principle is that faculty must exercise corporate responsibility for themselves, the curriculum, and other areas of College life by active participation and leadership in academic departments (including rotation of departmental chairs), on faculty committees, and in meetings of the faculty. In a residential college, faculty also fulfill non-teaching responsibilities to students by advising them about curricular choices and post baccalaureate studies, and by participating in the intellectual and artistic life of the College. Each of these expectations regarding teaching, scholarly and artistic work, and contributions to the College community serves as a basis for eva luation of faculty for reapp

sabbatical eligibility begins to accrue following the pre-tenure leave.[6] Leaves of absence from the College, whether spent in teaching or research activities, will not count as service to the College in determining eligibility for future sabbatic leaves. At least three years of teaching at the College should intervene between

3. Inquiry

An inquiry is a preliminary evaluation of available evidence and testimony that attempts to determine whether an allegation or other evidence of misconduct has sufficient substance to warrant an investigation. Its purpose is not to reach a final determination of whether misconduct occurred or who was responsible.

The RIO will assign a committee, consisting of three members, at least one of whom shall be drawn from the Institutional Research Board to conduct an initial inquiry into the allegations. The RIO will meet with the respondent to discuss the allegations and the procedures of the inquiry as set forth below, and will notify the respondent of the committee membership. If the respondent submits a written objection within five calendar days to any of the persons appointed to the inquiry committee, the RIO may replace the challenged person with a qualified substitute. At the time the RIO meets with the respondent, all data, records and materials relevant to the inquiry will be preserved and secured in the interest of protecting the respondent as well as the College. Every attempt will be made to do this in a way that will minimize disruption to the research program.

Once the membership of the inquiry committee has been finalized, the inquiry will involve interviewing the complainant, respondent, and key witnesses and examining the relevant research records and materials. The inquiry shall be completed within 60 calendar days, unless circumstances clearly require a longer period. At the conclusion of the inquiry, the committee will present a written report to the RIO which states what evidence was reviewed, summarizes relevant interviews, and includes the conclusions of the inquiry as to whether an investigation is warranted. If the inquiry takes longer than 60 days to complete, the record of the inquiry shall include documentation of the reasons for exceeding the 60-day period. The respondent(s) will be given a copy of the report of inquiry and will be provided with an opportunity to comment on the report. To the maximum extent possible, the inquiry committee will provide cluir3 ( )10.9 (t)-4.6 (o c)-1.7 (o)10.

manuscripts produced from fraudulent research have been submitted or published. If the RIO determines that the misconduct is serious enough to warrant termination of appointment for cause, the procedure found in Section IV.L, Termination of Appointment for Cause, will be followed.

The Office of the Dean for Academic Affairs will maintain all records pertaining to the investigation for a minimum of three years.

6. Termination of Employment Prior to Com Procom.[(i)-49e6 ().n)1.7uch (t)-4y 14.8 (a)-1i i (i67)10.9

will not be reviewed until all application components have been received. Research may not begin before it is approved.

Please refer to Appendix F of this Faculty Handbook for the complete Human Subjects Research Policy.

F. Animal Subjects Research Policy

Bowdoin College has filed a written Assurance with the Office of Laboratory Animal Welfare, Office of the Director, National Institutes of Health, in accordance with the Guide for the Care and Use of Laboratory Animals 2011. This document assures that the College will comply with the Public Health Service Policy on Humane Care and Use of Laboratory Animals and applies to all research, research training, experimentation, biological testing, and related activities, regardless of their funding source. The Institutional Animal Care and Use Committee (IACUC) has been established to evaluate all such activities.

Any faculty member, staff member, student, or guest of the College who is planning to participate in a research, teaching or training activity using live animals must undergo training in the care and use of research animals. Specifically, personnel should be trained in the recognition and alleviation of animal pain and distress as well as in the conduct of any specific animal and experimental procedures. Anyone handling live animals must first complete training. In addition to trainings offered by Bowdoin staff, complementary online training is also available at no cost through the Collaborative Institutional Training Initiative. Protocols for all activities involving live vertebrates and cephalopods conducted under the auspices of the College must be submitted to the IACUC for approval. Documentation of training must be submitted to the IACUC before a protocol will be reviewed.

The researcher or instructor is required to wait for approval from the IACUC prior to initiation of the research or teaching activity. Formal approval of the protocol must also be obtained before acquiring or housing any laboratory animals.

Please refer to Appendix G of this Faculty Handbook for the complete Animal Subjects Research Policy.

G. Intellectual Property Policy[8]

The current Intellectual Property Policy, which was developed by the former Faculty Affairs Committee, endorsed by the Faculty in May 2006, and approved by the Board of Trustees in February 2007, replaces the College s former Patent Policy and addresses the ownership of intellectual property created by faculty, staff, and students. This Intellectual Property (IP) Policy defines and clarifies the central principles of intellectual property at Bowdoin, answers important questions of ownership, and sets

[8] Endorsed by the faculty May 2006 (06-4-2) and approved by the Board of Trustees 9 February 2007.

up effective and efficient procedures for the resolution of questions about IP ownership in the future.

Bowdoin s IP Policy recognizes and comports with the common law and traditions of intellectual property ownership at colleges and universities. The majority of the works of commu.6 ((mu.6)11.2 (tio)15.9y0.9 (med)5.1 (mb)2.6 ()5.1 (r)]TJ 0 o)5 (f) upTD [(i)-5.5 ( )]TJ 0(e)-1

courses per birth or adoption event. Faculty members may take the total two-course reduction during the semester in which the birth or adoption occurs, during the semester following the birth or adoption, or may spread the two-course reduction over those two semesters (i.e., one course reduction in each semester). In the case of departments which have a variance from the normal four-course load per year, it is anticipated that the two-course reduction will provide complete release from teaching if taken in a single semester. For tenure-track faculty or lecturers with on-going appointments in their first year, a two-course reduction may be granted by the Dean for Academic Affairs in consultation with the relevant department chair or program director. Faculty on visiting appointments and post-docs are not eligible for paid course reduction.

b) In the semester(s) in which the course reduction is taken, a faculty member is

h) The birth or adoption of a child is a qualified event which allows parents to add a child to their health plan. Parents must do so within 31 days of the birth of the child by completing a new benefits enrollment form available in Human Resources.

2. Extension of the Tenure Probationary Period

a) Any faculty member who becomes a parent through birth or adoption, regardless of whether s/he takes a parental leave, will receive an extension of the tenure probaC 11.04 -0 0 11.e od C 11 (c)9.2 17.848 0 Td ( )5 -0..848 .9 (t)-4q(e

-

1. Initial Appointment

    a) Non-tenured appointments are normally made at the rank of instructor or

a) For candidates whose appointments are in a single department or program with two or more tenured members, all tenured members of the department or program at the time of the candidate s reappointment normally will evaluate the candidate. In departments or programs that have or will have fewer than two tenured members at the time of a candidate s reappointment, the Dean for Academic Affairs will appoint a review committee consisting of the tenured member of the department or program and at least one member of the Faculty from outside of the candidate s department or program.

b) For candidates with joint appointments whose primary appointment is in a department, all tenured members of the department at the time of the candidate s reappointment normally will evaluate the candidate. In addition, the Dean for Academic Affairs will appoint at least two tenured faculty members who teach in the relevant program and who are not members of the candidate s department to serve on the review committee. When possible, one of the program s representatives will be the individual serving as director of the program during the candidate s first year of employment and one will be the director of the program at the time of reappointment.

c) For candidates with joint appointments whose primary appointment is in a program, all tenured members of the program at the time of the candidate s reappointment normally will evaluate the candidate. In addition, the Dean for Academic Affairs will appoint at least two tenured faculty members who teach in the relevant department and who are not members of the candidate s program to serve on the review committee. When possible, one of the department s representatives will be the individual serving as chair of the department during the candidate s first year of employment and one will be the chair of the department at the time of reappointment.

Above are standard compositions of review committees for reappointment. On occasion with respect to joint appointments between departments and programs, the Dean for Academic Affairs, in consultation with the chair of the department or director of the program may determine that a review committee whose membership varies from the above models would be more appropriate. In these cases, the Dean for Academic Affairs will appoint the review committee upon consultation with CAPT.

In the fall semester of the first year of the initial four-year appointment, the candidate, the chair of the review committee, the Dean or Associate Dean for

yeAcademic Affairs/Associate Dean/Office/Dean/Chair/Department/Program/Director/Candidate/Faculty/Tenured/Reappointment/Appointment/Review/Committee/Evaluate/Candidate/Tenured/Members/Department/Program/Time/Candidate/Reappointment/Normally/Evaluate/Candidate/Departments/Programs/Have/Will/Have/Fewer/Than/Two/Tenured/Members/Time/Candidate/Reappointment/Dean/Academic/Affairs/Appoint/Review/Committee/Consisting/Tenured/Member/Department/Program/Least/One/Member/Faculty/Outside/Candidate/Department/Program/Candidates/Joint/Appointments/Primary/Appointment/Department/Tenured/Members/Department/Time/Candidate/Reappointment/Normally/Evaluate/Candidate/Addition/Dean/Academic/Affairs/Appoint/Least/Two/Tenured/Faculty/Members/Teach/Relevant/Program/Members/Candidate/Department/Serve/Review/Committee/When/Possible/One/Program/Representatives/Individual/Serving/Director/Program/Candidate/First/Year/Employment/One/Director/Program/Time/Reappointment/Candidates/Joint/Appointments/Primary/Appointment/Program/Tenured/Members/Program/Time/Candidate/Reappointment/Normally/Evaluate/Candidate/Addition/Dean/Academic/Affairs/Appoint/Least/Two/Tenured/Faculty/Members/Teach/Relevant/Department/Members/Candidate/Program/Serve/Review/Committee/When/Possible/One/Department/Representatives/Individual/Serving/Chair/Department/Candidate/First/Year/Employment/One/Chair/Department/Time/Reappointment/Above/Standard/Compositions/Review/Committees/Reappointment/Occasion/Respect/Joint/Appointments/Departments/Programs/Dean/Academic/Affairs/Consultation/Chair/Department/Director/Program/Determine/Review/Committee/Membership/Varies/Above/Models/More/Appropriate/These/Cases/Dean/Academic/Affairs/Appoint/Review/Committee/Consultation/CAPT/In/Fall/Semester/First/Year/Initial/Four-Year/Appointment/Candidate/Chair/Review/Committee/Dean/Associate/Dean/for

In addition, a copy should be sent to the office of the Dean for Academic Affairs. Departments or programs and candidates are expected[13] to hold such meetings annually each subsequent year until the point of the tenure decision.

Reappointment reviews normally commence in the fall of the third year of appointment. Leaves for scholarship or artistic work, as well as leaves for illness, disability, childbirth, and meeting familial responsibilities allow for an extension of the period before reappointment review. Each birth or adoption of a child provides an extension of one year, even if a parental leave is not taken. Extensions based on leaves of all kinds usually will not exceed the total time taken for all such leaves, except when an additional semester is needed to allow the review to begin during the fall semester. Arrangements for extensions normally must be made with the Dean for Academic Affairs at the time a leave is requested. The initial appointment and reappointment review may be extended for no more than two years.

2.

semesters prior to their tenure-track appointment; failure to do so will not jeopardize the evaluation.

(vii) By August 1, the names with current email addresses (if known) of students they have supported, mentored, or advised at Bowdoin who might or might not have been enrolled in their courses; these students will be invited to respond to a retrospective questionnaire on the

0 T s9.3 2

3. Formal procedure

a) The tenured members of the department, program, or review committee appointed by the Dean for Academic Affairs, will meet to consider whether the candidate should be offered reappointment to the Bowdoin faculty. They will consider the candidate s performance as a faculty member in light of the evaluation criteria outlined above in IV.A and on the basis of the materials of the dossier described above in IV.C.2.a.i-vii.

b) The chair of the review committee will discuss the department s, program s, or committee s evaluation with the Affirmative Action Officer/Associate Dean for Academic Affairs before submitting it to the Dean for Academic Affairs and the candidate to ensure that procedures have been followed.

c) The chair of the review committee will then communicate the evaluation in writing to the candidate and to the Dean for Academic Affairs, normally before January 15. The evaluation will include a formal recommendation for reappointment or non-reappointment. This evaluation should be in accordance with the thre ( )10.9 (b)2 (m)89(c)3.4 (t)11.2 (io)15.9s4.6 (on f)-313 (-93.4 ( )]Tw1 T

D. Notice of Non-reappointment

If the College has stipulated that an appointment is renewable in a letter of appointment and does not intend to reappoint a faculty member, notice will be

E. Promotion to Associate Professor with Tenure[19]

1. Promotion to the rank and title of associate professor or professor normally confers

review year.[21]

b) Promotions to tenured rank are made on the basis of merit considered in relation to the overall educational needs of the College. Although there is no official maximum tenure ratio, either in the College as a whole or within a given department or program, the recommendation for tenure by the Committee on Appointments, Promotion and Tenure will be influenced by such particular circumstances as curricular and other institutional needs.

3. Recommendations for promotion to tenured rank are normally made during the fall of a faculty member s sixth year of service to the College. The assembly of materials for review leading to the necessary recommendations will usually begin during the spring of the faculty member s fifth year of service to the College.

The period of service leading to a tenure review may be shortened in recognition of unusual scholarly or artistic and teaching distinction. The tenure probationary period may be extended for leaves of absence for illness, disability, childbirth, and meeting familial responsibilities, as well as for research and scholarship or artistic work. Extensions to the tenure probationary period for approved leaves do not increase the expectations of candidates accomplishments in teaching, scholarship or service to the College. Sabbaticals and leaves of absence for research, scholarship or artistic work will normally extend the tenure probationary period by no more than one year, whether taken before or after reappointment.[22] The tenure probationary period may be extended, in total, for no more than three years, with extension to the period between reappointment and the tenure review limited to no more than two years. A tenure review should occur no later than the ninth year after the initial appointment to a tenure track position, except under rare circumstances and only with approval of the Dean for Academic Affairs. Extensions based on leaves of all kinds usually will not exceed the total time taken for all such leaves, except when an additional semester is needed to allow the review to begin during the fall semester. Requests for extensions normally must be made with the Dean for Academic Affairs.

a)

committee by April 15 (this and other deadlines may be extended only under unusual circumstances) of the spring semester prior to the review year. The review committee will review the candidate s list and submit a separate list of potential reviewers by April 20 of the spring semester prior to the review year. By July 1 of that year, all scholarly or artistic work to be reviewed should be submitted for sharing with reviewers, who will be asked to complete their reviews in writing by September 1 of the academic year in which the tenure review will be conducted. Reviews of a candidate s scholarly or artistic work provided by external reviewers will be made available to the review committee.[23]

(ii) The Dean for Academic Affairs invites the candidate to submit by July 15, the names with current email addresses (if known) of up to 10 students they have supported, mentored, or advised at Bowdoin who might or might not have been enrolled in their courses; these students will be invited to respond to a retrospective questionnaire on the faculty member s support, mentoring, or advising. This list is optional; non-submission of a list will not reflect negatively in the review process.[24]

(iii) The Dean for Academic Affairs invites the candidate to submit materials for the confidential use of the review committee, the Committee on Appointments, Promotion and Tenure, the Dean for

taught at Bowdoin on non-tenure track appointments may choose to submit forms from semesters prior to their tenure-track appointment; failure to do so will not jeopardize the evaluation.

- Departments may require the submission of their separate departmental forms for courses taught at Bowdoin since appointment to the tenure track. Candidates who taught at Bowdoin on non-tenure track appointments may choose to submit forms from semesters prior to their tenure-track appointment; failure to do so will not jeopardize the evaluation.

The candidate s review committee chair will review materials submitted by the candidate, as well as updated materials similar to those submitted during the reappointment review:

- The letter summarizing the discussion that took place at the end of the first year of the appointment and the reappointment letter.

- Separate departmental student opinion forms if used and kept by the department rather than the candidate. Candidates who taught at Bowdoin on non-tenure track appointments may choose whether forms from semesters prior to their tenure-track appointment are included; failure to do so will not jeopardize the evaluation.

- Departments and programs may consider their observations of departmental colloquia or other presentations made by the candidate.

For tenure and promotion reviews, the review committee will have access to the letters and questionnaires[25] solicited by the chair of the Committee on Appointments, Promotion and Tenure from a sample of the candidate's students as described below (IV.E.3.b.vi and IV.E. 3.b.vii). The review committee will not solicit student letters on their own. The Dean for Academic Affairs is available for advice and meets with the candidate during the spring of the fifth year to discuss the procedures and the preparation of the review materials.

(iv) By September 15 of the tenure review year, the candidate and the review committee will each submit to the Dean for Academic Affairs the names of three present or former Bowdoin faculty members outside the candidate s department, or in the case of a joint appointment outside the candidate s department and program, who are judged to be qualified to comment on the candidate s contributions to the College. These might include those who have worked closely with the candidate on College committees. Letters from these faculty members will be solicited by the Chair of the Committee on Appointments, Promotion and Tenure.

[25] Clarification recommended by CAPT and approved by the faculty 18 May 2020 (20-3-3).

(v) The chair of the candidate s review committee submits to the Dean for Academic Affairs by October 15 of the tenure review year a written evaluation of the candidate as determined by the review committee. This evaluation should be in accordance with the three criteria established in Sections IV.A and IV.E.2, and the Preamble should

complete picture of the candidate s teaching practices in support of student learning.[29]

(ix) A departmental roster showing the terms of appointment for all members of the department, or in the case of a joint appointment, departmental and program rosters.

c) The proc

Recommendations for promotion to the rank of full professor are usually made in the spring of the faculty member s sixth year as associate professor. The assembling of materials for review leading to the necessary recommendations will usually begin during the fall of the faculty member s sixth year of service as associate professor. Eligible candidates must inform the Dean for Academic Affairs office of their intent to undergo review by September 1 of that year.

Information about potential reviewers of written material should be submitted to the Dean for Academic Affairs by October 1 (this and other deadlines may be extended under unusual circumstances) of the fall term prior to the review semester. By November 1 of the fall term, copies of the materials to be reviewed should be submitted to the Dean for mailing to reviewers, who will be asked to complete their reviews in writing by January 15 of the academic year in which the review will be conducted.

The Dean for Academic Affairs invites candidates to submit, by November 1, the names with current email addresses (if known) of up to 10 students they have supported, mentored, or advised at Bowdoin who might or might not have been enrolled in their courses; these students will be invited to respond to a retrospective questionnaire on the faculty member s support, mentoring, or advising. This list is optional; non-submission of a list will not reflect negatively in the review process.[32]

The candidate will provide the department and the Dean for Academic Affairs with a self-evaluative statement and other materials of relevance by January 15 of the review semester. Reviews of a candidate s scholarly or artistic work provided by external reviewers will be made available to the professors in the department at their request.

The department evaluation and recommendation will be made available both to the candidate and to the Dean for Academic Affairs by February 20.

The subcommittee on promotions of the Committee on Appointments, Promotion and Tenure will then meet to review and discuss in detail all of the materials submitted and collected. These will include:

1. The department s or committee s letter or letters.

2. The materials reviewed by the department or com