
Bowdoin College

Faculty Handbook

2002-03

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 Chapter 7 of the By-Laws of Bowdoin College adopted by the Faculty under

Faculty Handbook 2002-03

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Faculty Handbook 2002-03

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.

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 evaluation of faculty for reappointment, tenure, promotion, and merit salary increases.

The College encourages and expects faculty to engage in scholarly or artistic activities, especially those which complement their work for students and the College and also contribute to the larger professional community. It also recognizes that scholarly or artistic activity may conflict with faculty members' other responsibilities to the College. It is the responsibility of each faculty member not to undertake a level of such activity that significantly conflicts with his or her teaching, collegial, or advisory functions, or to undertake a level of non-professional, "outside" work which inhibits either these or the pursuit of scholarly or artistic interests.

Faculty members are expected to meet all scheduled classes. In the case of a conflict between a scheduled class and some other professional activity, such as attendance at a conference, it is the faculty member's responsibility to inform students and his or her department chair well in advance and to arrange either appropriate alternative activities or make-up sessions for missed classes. Those who find it necessary, under extraordinary circuire

2. Eligibility¹

Eligibility to apply for a sabbatic leave is determined by

The Dean will consult with the relevant department chair, evaluate the leave plan, and may consult with the Faculty Affairs Committee in determining approval for the leave. The Dean will review annually sabbatic leaves and their activities with the Faculty Affairs Committee and with the Academic Affairs Committee of the Trustees.

C. Leaves of Absence for Research, Scholarship, and Artistic Work

conducting or reporting research. This does not include honest error or honest differences in interpretations or judgments of data.

- b) Misappropriation of research funds, including but not limited to diversion of such funds to personal or non-college use.
- c) Retaliation of any kind against a person who, in good faith, reports or provides information about suspected or alleged misconduct.

In the following text, “complainant” means a person who makes an allegation of misconduct in research. “Respondent” means the person against whom an allegation of misconduct in research is directed, or the person who is the subject of the inquiry or investigation. There can be more than one respondent and complainant in any inquiry or investigation.

2. Allegation

Allegations of misconduct in research on the part of a faculty member or other employee of the college should be reported in writing to the Dean for Academic Affairs (hereafter “the Dean”) who will treat any allegation impartially and confidentially, protecting to the maximum extent possible the privacy of those who in good faith report apparent misconduct. If the Dean determines that the concern is indeed one of possible misconduct in research, s/he will initiate a process which will consist of an initial inquiry, followed by an investigation, if warranted.

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 Dean will assign a committee, consisting of three members, at least one of whom shall be drawn from the Research Oversight Committee, to conduct an initial inquiry into the allegations. The Dean 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 Dean may replace the challenged person with a qualified substitute. At the time the Dean meets with the respondent, all data, records and materials relevant

period. At the conclusion of the inquiry, the committee will present a written report to the Dean which states what evidence was reviewed, summarizes relevant int. At the

proposals, publications, correspondence, memoranda, and notes of telephone calls. Whenever possible, interviews will be conducted of all individuals involved either in making the allegation or against whom the allegation is made.

7. Institutional Reporting Obligations

All specific requirements concerning timing, reporting, documentation, and confidentiality as described in the Public Health Service and National Science Foundation regulations will be met. The guidelines for these organizations are on file in the Dean's office.

Faculty and appropriate administrative staff will be informed on an annual basis of these policies and procedures and the importance of compliance.

E. Human and Animal Research Policy

Bowdoin College is committed to the proper treatment of human and animal research subjects. All members of the College -- faculty and students alike -- are expected to show a decent regard for any sentient creature subjected to investigative procedures. The dignity and privacy of human subjects are to be respected. Unnecessary pain to any creature is to be avoided. Awareness and discussion of these issues are part of the professional development and responsibility of faculty and the education of students.

All empirical investigations involving human or animal subjects should meet federal and relevant professional standards, regardless of their funding, whether carried out by faculty or students. MemHt0.98 26et334cy

sought from the office of the Dean for Academic Affairs or any member of the ROC. As required by the National Institutes of Health, Public Health Service and Department of Health and Human Services, the Research Oversight Committee will constitute the College's *Institutional Review Board*. As the institutional review board, the Research Oversight Committee is responsible for passing on and monitoring federally-funded investigations in which the welfare of human and animal subjects may be at risk. Documents describing federal standards are available from the Dean for Academic Affairs or the ROC chair.

F. Summary of Patent Policy

Any invention by a student, faculty member or employee of the College resulting from research supported by funds administered by the College or the use of facilities owned,

make sure that all qualified candidates are encouraged to apply. As a consequence of its recruitment efforts, the College should find in its applicant pools the proportion of women and minorities who received Ph.D.'s in the disciplines in which Bowdoin is recruiting. The ultimate measures of success are increasing numbers of minority and women faculty in tenured and tenurable positions at the College.

The Dean for Academic Affairs is responsible for ensuring that faculty excellence and diversity receive a consistently high priority in recruitment. The Affirmative Action Officer se

and faculty member an unqualified respect for those rights that transcend differences of race, sex, or any other distinctions irrelevant to human dignity. When violations of those rights occur, Bowdoin will assume its responsibility to protect the members of the college community from discrimination and intimidation.

IV. Policies and Procedures Governing Appointment, Reappointment, Promotion, Tenure, and Faculty Evaluation

A. General Criteria for Reappointment, Tenure, and Promotion

1. To evaluate teaching, the reviewers will consider factors such as: knowledge and enthusiasm for the subject; organization of courses and subject matter; capacity to challenge students; ability to present abstract ideas and theor.

1. Non-tenured appointments are normally made at the rank of instructor or assistant professor, appointment to the rank of assistant professor being contingent upon the completion of all requirements for a doctorate or its professional equivalent (see Section IV.B.3 below). If work on a doctorate is completed during an instructorship, promotion to the rank of assistant professor is automatic on the July 1 or January 1 following award of the degree, within the term of that person's current appointment.
2. The College expects that instructors will normally serve in that rank for no more than three years, with the requirements for the doctorate to be completed by November 15 of the third year. Failure to earn the doctorate or its professional equivalent within this time will result in non-reappointment. In exceptional circumstances and with the concurrence of the department, the Dean for Academic Affairs may grant an extension of the deadline until June 30 of the third year of the appointment.
3. The Dean for Academic Affairs, in consultation with the appropriate academic department chair, will determine at the time of appointment, or during an appointment, whether or not an individual has achieved the professional equivalent of a doctorate. The possession of a terminal degree in a field which does not offer the doctorate, as well as teaching, professional distinction and experience in an academic field, are among the factors to be weighed in the determination of professional equivalency.

C. Reappointment of Tenure-track Faculty

1. Criteria and procedures

Reappointment decisions are based upon an evaluation of teaching, scholarly or artistic engagement and contributions to the College community. While all three criteria are considered significant, two are of paramount importance at the time of reappointment. Candidates for reappointment will be expected to have shown sufficient strength as teachers and promise as scholars or artists to justify reappointment leading to a tenure decision. This means that, while non-tenured faculty members will be judged in part on their contributions to the College community, including college, departmental and program committees, they should not become immersed in institutional functions at the expense of either their teaching or their scholarly or artistic work.

The standards and procedures of evaluation will be explained to all finalists for a tenure-track position, will serve as the basis upon which the successful applicant is evaluated in the reappointment review, and will not be changed for the individual. Exceptions to the procedures will be made when the Dean for Academic Affairs, with the advice of the Committee on Appointments, Promotions and Tenure and the chair of the department or program, determines that the standard procedures are insufficient for evaluation in a particular discipline or interdisciplinary program.

In the fall semester of the first year of the initial four-year appointment, the candidate, the department chair, the Dean or Associate Dean for Academic Affairs, and the Affirmative Action Officer will meet to confirm all parties' understandings of institutional reappointment procedures.

At least two tenured members of the faculty will evaluate a candidate for reappointment and promotion to the rank of associate professor, with tenure. In departments which have fewer than two tenured members, the Dean for Academic Affairs, in consultation with the Chair of the Committee on Appointments, Promotion and Tenure,

2. Evaluation materials

Early in the fall of the candidate's third year of appointment, in preparation for the reappointment review, the candidate's departmental chair shall prepare a dossier consisting of the following materials.

- a) Packet of materials to be provided by the candidate to the department or committee chair by November 15:
 - (i) The candidate's self-evaluative statement covering teaching, scholarship or artistic work (achieved and planned) and service.
 - (ii) The candidate's curriculum vitae.
 - (iii) All syllabi and any other course materials (e.g. assignments, exams), used during the semesters the candidate has been teaching at the College, including the semester of the review.
 - (iv) Evidence of scholarly or artistic engagement (e.g. publications, works produced, works exhibited, works in progress, reviews of works, papers presented).

while at Bowdoin approximately in proportion to their enrollments, while 327.6323 746.820

committee which served as the reappointment evaluation committee will serve as the review committee for promotion with a substitute or substitutes named, if needed, by the Dean for Academic Affairs in consultation with the Chair of the Committee on Appointments, Promotion and Tenure.

In the case of joint appointments, the review committee that served at the reappointment stage will evaluate a candidate for promotion to the rank of associate professor, with tenure. A substitute or substitutes will be named, if needed, by the Dean for Academic Affairs in consultation with the Chair of the Committee on Appointments, Promotion and Tenure. The current director of the program will be added to the committee if he/she is not already a member.

- 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 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. Leaves of absence for illness, disability, childbirth, and meeting familial responsibilities, as well as for

Tenure, the Dean for Academic Affairs, the President of the College, and the Academic Affairs Committee of the Trustees. This packet should be submitted to the department or committee chair by September 15. It should contain the same types of materials expected in the reappointment stage (see Section IV.C.2.a). The candidate's department or review committee chair shall prepare a dossier that contains the materials submitted by the candidate, as well as updated materials similar to those listed in Section IV.C.2.b, except for the letters solicited by the department/committee chair from a sample of the candidate's students (IV.C.2.b.iii). For tenure and promotion reviews, the department or review committee will have access to the letters 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). The department or 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.

- (ii) The Dean for Academic Affairs solicits a confidential evaluation of the candidate's actual and potential professional achievement from experts who are in the candidate's field of specialization but who are not members of the College. The Dean for Academic Affairs asks both the candidate and the department to suggest persons from whom evaluations will be sought. Names of potential reviewers will be submitted by the department and the candidate so that six reviewers can be selected. Information about potential reviewers should be submitted to the Dean by May 1 (this and other deadlines may be extended only under unusual circumstances) of the spring semester prior to the review year. By July 1 of that year, seven copies of the scholarly or artistic work to be reviewed should be submitted to the Dean for mailing to reviewers, who will be asked to complete their reviews in writing by September 15 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 tenured members of the department at their request.
- (iii) By September 15 of the tenure review year, the candidate and the department or 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.
- (iv) The chair of the candidate's department or 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 tenured members of the department or committee. This evaluation should be in accordance with the three criteria established in Section IV.E.2, IV.A, and the preamble, should indicate the kinds and general sources of information used, and should be accompanied by the dossier assembled by the department or committee, including the packet of materials submitted by the candidate. The evaluation is signed by all tenured members of the department who concur with it. Any dissent will be indicated, and a dissenting opinion may also be submitted, signed by any tenured member of the department or committee who wishes to do so. The department or committee evaluation and recommendation is made available to the candidate by October 15, at the time the letter is sent to the Dean.

- b) 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:
- (i) The department's or committee's letter or letters.
 - (ii) The dossier submitted by the department or committee, including the packet of materials submitted by the candidate.
 - (iii) Evaluative statements on file from the time of reappointment.
 - (iv) Letters from the reviewers of the candidate's scholarly or artistic work.
 - (v) Letters from members of the Bowdoin faculty who wish to comment on the candidate's fitness for tenure as well as those letters that have been individually solicited by the chair of the Committee on Appointments, Promotion and Tenure.
 - (vi) Letters from a single sample of students enrolled in the candidate's courses and independent studies over the previous five years. These letters will be solicited by the chair of the Committee on Appointments, Promotion and Tenure according to a method prescribed by the Committee and copies will be shared with the department or review committee.⁶
 - (vii) 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 procedure followed by the Committee on Appointments, Promotion and Tenure will be as follows:
- (i) The Committee on Appointments, Promotion and Tenure and the Dean for Academic Affairs first meet to make a preliminary review of each

⁶ See (01-4-3), approved by the faculty 7 May 2001.

documents, including a personal statement, to the committee or individual involved in the next stage of the review process. The candidate's statements will remain a part of the candidate's file throughout the tenure review.

F. Promotion to the Rank of Professor

The College expects that associate professors will serve in rank for a period of six (6) years to be eligible for promotion to the rank of professor. Promotion to the rank of associate professor with tenure does not necessarily imply further promotion. Promotion to the rank of professor will be based on evaluation of teaching, scholarly and artistic engagement, and contributions to the College community. Although tenured faculty have a particular obligation to assume their fair share of the responsibility for the governance and intellectual and artistic life of the College, such contributions do not substitute for the pri

2. Grounds for an Appeal

A candidate for reappointment, tenure or promotion, may lodge an appeal and request an investigation on the basis of alleged discrimination or violation of academic freedom, or inadequate consideration, as defined below. A written appeal documenting the alleged irregularities must be filed with the Appeals Committee within 60 days of notification of the negative decision of the Dean for Academic Affairs, in cases of reappointment, or of the President, in cases of tenure or promotion. In conducting investigations the committee will be guided by the Faculty Handbook (Sections III.A and B) and by the following definitions adapted from the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure and its 1971 Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments.

a) Non-Discrimination

Teachers are entitled to protection against discrimination on the basis of age, race, color, sex, marital status, religion, creed, ancestry, national and ethnic origin, sexual orientation, physical or mental handicap.

b) Academic Freedom

(i) Teachers are entitled to full freedom in discussing their subjects in the classroom, in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(ii) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citiz.2688g8ay tj10.98 0 0 10.98 312.24.410.98 0 0 10.j0.0006 8i5343 vn0 0 10.9

program and discussed with the Committee on Appointments, Promotion and Tenure. If reappointment is anticipated at the time of initial appointment, these procedures will be explained to the appointee at that time.

J. Continuing Evaluation: Goals and Procedures

Each year the Dean for Academic Affairs asks members to fill out a self-reporting form describing courses taught, students advised, research published, artistic works shown or performed, works in progress, other activities as scholars or artists, contributions to the intellectual and artistic life of the College, leadership and participation in College and departmental governance, and similar matters. These reports provide information which is helpful to the Dean in understanding and appraising the goals set by the faculty for themselves, the achievement of such goals, and the allocation of faculty time and effort among various activities. In so doing they afford a partial basis for determining annual salary increments.

For non-tenured faculty this self-reporting system provides information which becomes part of the person's file or dossier leading up to decisions concerning promotion and/or reappointment.

For tenured faculty the system contributes--when taken over a period of years--to judgments concerning the nature of goals set, the degree of success in meeting such goals, and, in general, the contributions of the faculty member to the College and to his or her profession. It is the policy of the Dean to review such matters in detail with each tenured member of the faculty at least once every seven years. Information concerning the quality of teaching, as well as research, is sought as an integral part of this review process. The main purpose of the review is to provide an opportunity for both the faculty member and the Dean to consider several years' work in the light of longer term objectives, and to seek ways in which both faculty and institutional interests can be furthered. Salary adjustments reflect the results of such periodic review, subject in the case of negative findings, to review by the appropriate subcommittee of the Committee on Appointments, Promotion and Tenure.

K. Termination of Appointment for Cause

A faculty member whose termination for cause is under consideration is entitled to a hearing before the Committee on Appointments, Promotion and Tenure. Cause, as defined in the By-Laws of the College, is limited to gross neglect of duty, serious misconduct, or physical or mental incapacity. At that hearing the faculty member will be permitted to be represented by counsel. A full stenographic record of the hearing will be kept. The Committee on Appointments, Promotion and Tenure after considering the case will report its opinion, with a statement of its reasons, to the President. In the case of an untenured faculty member, the President will take the final action. In the case of a tenured faculty member, the President will refer the matter, together with his/her own recommendation, to the Trustees for final action.

At the meeting both the grievant and those against whom the grievance has been lodged will discuss the grievance with the Faculty Affairs Committee. At the conclusion of the meeting, the Faculty Affairs Committee will write a letter to those concerned in which the committee states its view of the merit of the grievance and makes whatever recommendation it feels is appropriate. The committee will send a copy of the letter to the Dean for Academic Affairs and the President for their information.

Since this will be an informal grievance, no attorneys will be involved. Informal grievances can be filed at any time during the academic year.

The grievant, having elected to file an informal grievance, will be precluded from later filing a formal grievance (as described below) on the same grounds since the committee will already have become involved and will have stated its view of the merits of the grievance.

If a member of the faculty is uncertain about whether to file an informal or formal grievance, a consultation with the chair of the Faculty Affairs Committee is advised.

The Formal Grievance Petition

- a) A person filing a formal grievance will begin the process by filing a Grievance Petition with the chair of the Faculty Affairs Committee. The grievant will send a copy of the Petition to every memb

If such an “emergency” Grievance Petition is accepted by the Faculty Affairs Committee, the chair of the Faculty Affairs Committee may establish a shortened timetable.

Request for Clarification of the Charges

The Faculty Affairs Committee shall examine the Petition and within 10 working days of the filing, the Faculty Affairs Committee may ask the grievant to clarify or make more specific any charges it finds unclear. A copy of such a request, if one is made, shall be sent to the grievant and to those against whom the grievance has been filed.

The grievant shall have 5 working days to respond to the request. The written response shall be given to each member of the Faculty Affairs Committee and to those against whom the grievance has been lodged.

The Response to the Grievance Petition

Within 15 working days of receipt of the clarified charges (or within 30 days of receipt of the initial filing of the Grievance Petition if no clarifications have been requested) those against whom the grievance has been lodged may file a Response to the Grievance Petition.

- a) The written Response will be filed with the Chair of the Faculty Affairs Committee and a copy will be sent to each member of the committee. At the same time a copy of the Response shall be sent to the grievant.
- b) The Response should answer all the charges in the Petition for Grievance.
- c) The Response should include relevant information and documents available to those against whom the grievance has been lodged which supports the defense against the charges. Like the Petition for Grievance, the Response should include copies of letters, witness statements, documents, etc. which support the position of those against whom the grievance has been lodged.

The Grievant's Reply

Within 5 days of receiving the Response, the grievant will file a Reply. The Reply will acknowledge receipt of the Response and will either note that the grievant intends to proceed with the Petition as filed OR will note that one or more of the original charges will be dropped. No new charges may be added.

Copies of the Reply must be given to every member of the Faculty Affairs Committee and to each of those against whom the grievance has been lodged.

The Hearing

Within 10 days of receiving the Response to the Grievance Petition, the Chair of the Faculty Affairs Committee shall set a date for the Hearing. All parties will be consulted as to a convenient Hearing date, but the decision as to the date will rest

In addition, a copy of all documents submitted to the Faculty Affairs Committee will be appended to the Report to the President, including the Grievance Petition, the Request for Clarification of the Charges (if such a request has been made), the Response to the Grievance Petition, the Grievant's Reply, and the Final Arguments (if they have been submitted).

The Faculty Affairs Committee shall reach its decision in a timely manner, usually within 3 weeks of the end of the Hearing.

Appeal

Within 30 days of the issuance of the Report, parties to the grievance may appeal the Faculty Affairs Committee decision to the President.

V. Conduct of Instruction

A. Attendance⁹

Students should place the highest priority on their academic work. Extra-curricular activities are also crucial to the College's purpose of developing the individual talents and abilities of its students. Faculty, students, coaches, administrators and staff share responsibility for creating an environment wherein curricular and extra-curricular activities are appropriately balanced. In cases where academic and extra-curricular activities conflict, students are expected to place highest priority on academic activities. These guidelines are intended to clarify responsibilities regarding class attendance and the scheduling of courses and extra-curricular activities.

At the beginning of each semester, instructors will make clear to students the attendance regulations of each course. All required meetings outside of the regular course meeting times should also be made clear at the beginning of the semester. Extra classes and/or special events, scheduled after the beginning of the semester, which conflict with the meeting times of other scheduled activities should not be mandatory.

In their scheduling, all extra-curricular groups should make every effort to minimize missed classes. No activities shall be scheduled in the final two days of the reading period or during the exam period. Students are responsible for all course material missed due to any absence from any academic activity.

In recognizing the educational value of extra-curricular pursuits, faculty members are encouraged to make reasonable accommodations to students when conflicts arise. It is expected that students will approach faculty in a timely and responsible fashion to discuss these situations. Faculty are under no obligation to make any exceptions. As a reference, traditionally students have been allowed to miss no more than three hours of a single class in any semester.

⁹See (98-12-2), adopted 1 February 1999.

- b) No examinations may be given nor extra classes scheduled during Reading Period.
- c) A student with three final examinations in two days may reschedule one for a date mutually agreeable to the student and the instructor. Other changes may be made for emergencies or for educational desirability, but only with approval of the Dean's Office.
- d) All academic work, except for final examinations, final papers, final lab reports, and final projects, is due on or before the last day of classes.

D. Grades

1. Instructors are expected to inform classes of the basis for determining final course grades within the first two weeks of the semester.
2. Faculty members must be prepared to comment on the progress of first year students by mid-semester.
3. No semester or final grade reported to the Office of Student Records is changed (unless it is a clerical error) except by vote of the Recording Committee on recommendation of the instructor. Recorded grades cannot be changed on the basis of additional student work without prior approval of the Recording Committee.
4. Course grades are defined as follows: A, the student has mastered the material of the course and has demonstrated exceptional critical skills and originality; B, the student has demonstrated a thorough and above average understanding of the material of the course; C, the student has demonstrated a thorough and satisfactory understanding of the material of the course; D, the student has demonstrated a marginally satisfactory understanding of the basic material of the course (only a limited number of D grades may be counted toward the requirements for graduation); F, the student has not demonstrated a satisfactory understanding of the basic material of the course.¹²
5. Grades in regular courses are recorded as A, A-,B+,B,B-,C+,C,C-,D, Credit, or Fail.¹³ Grades in ensemble music courses and in courses carried on a credit-fail basis are recorded as Credit or Fail. The Office of Student Records informs instructors of students enrolled on such a basis on class lists.

¹² Grade definitions, see (97-2-3), approved by the faculty 3 February 1997.

¹³ Plus/minus grades (02-3-2), approved by the faculty 1 April 2002.

6. Most departments require that all courses taken to satisfy requirements of the major be graded. Courses taken to satisfy distribution requirements may be taken on a Credit/Fail basis. No course may be changed from graded to Credit/Fail or vice versa after the second week of classes. If a student chooses this option, credit is given if the student produces work that is at the level of D or above.
7. In all cases of failing grades, instructors are asked to fill out a card commenting briefly on the student.

course work. Violations of the Honor System are to be reported to the Dean of Student Affairs.

F. Approval of Courses to Be Offered for Credit

The faculty requires that all courses offered for degree credit except first-year seminars should be approved by the faculty after review and recommendation by the Curriculum and Educational Policy Committee (CEP).

New course proposals are considered by the New Course Subcommittee (NCS) of the CEP, which typically meets with the Registrar, the Associate Registrar, and the Associate Dean for Academic Affairs. After a review of new course proposals, the NCS presents its recommendations to the full CEP, which may either recommend or not recommend course approval to the full faculty. In some cases, the committee may return course proposals to departments with questions or requests for revision. In some cases the committee may recommend approval of a course on a “one time only” basis. All course proposals require the endorsement of the chair of the offering department or program.

Instructors are encouraged to submit proposals as early as possible in the immediately preceding semester, and in any case no later than the end of September.

4. *All* changes in prerequisites for courses and changes to enrollment restrictions (e.g., majors only).
5. Requests for exceptions to class-size limits.

Information concerning course approval, and course approval request forms, may be obtained from the Registrar.

G. Limitations on Course Enrollment

and without diminishing the number of places available in all courses offered at this level; or

- b) the department arranges its course offerings such that the number of slots offered in the course during the year will be greater than the maximum number of students who have listed the course as a top choice (in either semester) during any of the last three years.

For courses numbered 200-

Departments offering fewer than 8 sections overall in a semester should schedule at least 1 section in a special slot;

departments offering 8-12 sections overall in a semester should schedule at least 2 sections in special slots;

departments offering more than 12 sections overall in a semester should schedule at least 3 sections in special slots.

2. **Common hour.** No classes, sections or laboratories should be scheduled during the Common Hour (Friday, 12:30 to 1:30).

J. Guidelines for First-Year Seminars¹⁹

The following guidelines set out the general common expectations of the Faculty regarding the design of First-Year Seminars. Faculty wishing to adapt these guidelines to the special circumstances of their course should consult with the Coordinator. Those teaching first-year seminars will be expected to attend at least one meeting per semester of teachers of first-year seminars.

1. First-year seminars require at least four writing assignments, distributed over the semester. These might include different sections of a larger final paper but not revisions of the same paper. We expect that there will be more writing assignments than this minimum and recognize that shorter assignments might be directed toward the development of a longer research paper.
2. Time and attention are devoted to instruction on writing processes and strategies and on criticj100.98 489o 423.4815 Tmsk0as398i

1. To participate in at least one training workshop/discussion before first teaching a seminar and to continue periodic participation in these workshops subsequently.
2. To participate in discussions with other First-year Seminar teachers during the course of the semester that one is teaching a seminar.
3. To consider holding individual conferences about writing at least once/twice during the semester.
4. To examine and consider for use as a required text or as reference either for themselves or for students (on reserve or as a suggested text) one of a list of texts/handbooks on writing (e.g. Barnet, Stubbs, and Bellanca, The Practical Guide to Writing or Hacker, Rules for Writers).
5. To develop strategies for teaching students to contribute constructively and articulately to class discussion and/or to make formal presentations in order to develop skills of oral expression.
6. To incorporate as possible and suitable to the course an introduction to information sources and to critical evaluation of source material.

K. Procedures for Administration and Use of the Student Opinion Forms²¹

Distribution and Collection of Forms

Each instructor will receive the statistical summary of numerical ra

VI. Outline of Faculty Governance

A. Introduction

Recognizing that it is in both Bowdoin's and its faculty's best interests that faculty members play a significant role in the governance of the College, and that faculty participation in governance occurs primarily through the work of committees on which faculty members serve, in 1994 the Bowdoin faculty unanimously adopted the following re Tc 0Au3.999d0.98 488.2639 52 592.9207i7p10.9dcer

3. Faculty Parliamentarian

The Faculty Parliamentarian is appointed by the Committee on Governance to advise the Faculty Moderator concerning the conduct of faculty meetings. The faculty normally follows Roberts' *Rules of Order*.

C. Standing Committees of the Faculty

1. Administrative

Purpose: Reviews Judicial Board cases upon appeal and decides either to uphold the decision of the Judicial Board or to refer the case back to the Judicial Board for a new hearing.

Chair: President

Members: faculty

4. Appointments, Promotion and Tenure

Purpose: Considers recommendations from academic departments regarding the promotion of members of the faculty to the rank of Associate Professor, with tenure, or to the rank of Professor, and for the appointment of individuals from outside the faculty to those ranks. Makes recommendations on promotions to the Dean for Academic Affairs in accord with policies and procedures voted by the faculty and set forth in the Faculty Handbook. Advises the Dean concerning appointments to the faculty and monitors the appointment process.

Chair: one of the three Professors designated by the committee

Members: faculty: five, elected: three professors, one from each curricular division (Humanities and Fine Arts, Natural Science and Mathematics, Social and Behavioral Sciences); two associate professors. No more than one member from any department. Term of service: professors, 3 years; associate professors, 2 years.

students: none

ex officio: Dean for Academic Affairs

5. Curriculum and Educational Policy

Purpose: Responsible for broad oversight of the curriculum, and for proposing changes in academic policy and degree requirements

ex officio: Dean for Academic Affairs

7. Faculty Resources

Purpose: Awards grants to members of the faculty in several categories: Course development and assistance with travel in connection with research, funds to support research and scholarship, faculty leave supplements and other fellowships for faculty development and funds to assist students who work collaboratively with members of the faculty in research. Establishes procedures and criteria for awards

members of one profession. (Code of Federal Regulations, 45 CFR 46 [March 1983].)

14. Student Affairs

Purpose: Addresses aspects of student life at Bowdoin such as residential life, academic advising, student activities, athletics, and student affairs policies.

Chair: Dean of Student Affairs

Members: faculty: four, appointed: three members of the teaching faculty and one coach (for three-year terms)

students: four, preferably one from each of the classes

ex officio: Dean of Student Affairs, Associate Dean of Student Affairs, the Director of Student Activities, and the Director of Athletics

15. Student Awards

Purpose: Responsible for selecting student commencement speakers and recipients of College prizes awarded annually.

Chair: appointed faculty member

Members: faculty: four appointed (for three-year terms)

students: none

ex officio: none

16. Teaching

Purpose: Provides faculty with opportunities to improve the quality of classroom teaching. This involves planning educational seminars, retaining external consultants, organizing forums, and other initiatives.

Chair: appointed faculty member

Members: faculty: four appointed (for three-year terms)

students: two, one of whom is an alternate

ex officio: Associate Dean for Academic Affairs, Director of the Baldwin Center for Learning and Teaching

D. General College Committees with Faculty Representation

1. Academic Computing

Purpose: Advises the manager of the Educational Technology Center and the director of Academic Computing and User Service concerning the use of college information technology facilities and services to support teaching, learning, and research.

Chair: appointed faculty member

Members: faculty: five or six, appointed (for three-year terms)

staff: none

students: chair of Student Computing Committee
ex officio: manager of Educational Technology Center, manager of Academic Computing and User Service, librarian

2. Benefits Advisory

Purpose: Considers and makes recommendations to the Administration regarding policies governing employee benefits such as retirement health and life insurance, scholarship contributions and other such

5. Chemical Hygiene

Purpose: Oversees and make recommendations about policies and procedures governing the storage, use and disposal of chemicals in use at the College to ensure workplace and environmental safety.

Chair: Elected by committee – currently Director of Laboratories, Department of Chemistry

Members: faculty/staff: one faculty or staff member from each of the following departments: Art; Biology; Chemistry (may be filled by Science Center Manager or Director of Laboratories *ex officio* members); Environmental Studies; Geology; Physics

students: none

ex officio: safety officer (Chemical Hygiene Officer); assistant director for facilities services; director of facilities management; science center manager; director of laboratories, Chemistry Department

6. The Grievance Committee for Student Complaints of Sex Discrimination or Discrimination on the Basis of Physical or Mental Handicap

Purpose: Addresses student complaints regarding sex discrimination or discrimination on the basis of physical or mental handicap.

Chair: Dean for Academic Aff6.



assists the director of CIS in regularly informing the community about current and future plans for computing and information technology.

Co-Chairs: Treasurer and Dean for Academic Affairs

Members: No appointed members.

ex officio: Director of Computing and Information Services, Librarian, Manager of Educational Technology Center, chairs of Academic Computing, Student Computing, Administrative Computing, and Web Policy Group

9. Museum of Art Executive Advisory Council

Purpose: Advises the Director of the Museum of Art on policy regarding governance, programs, collections, facilities, and planning. Also serves as review committee for proposed purchases and offered gifts of art for the collection.

Chair: Director of the Museum of Art

Members: faculty: two or three from departments other than the Department of Art (appointed for three-year terms)

staff: none

students: one

others: two or three (normally Trustees and others with appropriate expertise)

ex officio: Dean for Academic Affairs, Director of the Art History Program, Director of the Visual Arts Program

10. Oversight Committee on Multicultural Affairs

Purpose: Examines issues and concerns related to the condition of minority students, faculty and staff at Bowdoin. The committee focuses primarily on issues pertaining to students of color.

Chair: faculty member

Members: faculty: two (appointed to three-year terms)

staff: one

students: one

ex officio: Dean for Academic Affairs, Dean of Student Affairs, Treasurer (Vice Chair), Executive to the President for Institutional Diversity and Equity

11. Oversight Committee on the Status of Women

Purpose: Reviews and monitors the status of women students, faculty, and staff at Bowdoin College in the interest of achieving both their fair

12. Radiation Safety

- Purpose:** Reviews and monitors policies and procedures with respect to the appropriate and safe use, care and storage, and disposal of radioactive materials in use at the College.
- Chair:** faculty member
- Members:** faculty: six (including representatives of departments in which radioactive materials are used)
- staff: four
- students: none
- ex officio:* the Director of Safety

13. Sexual Misconduct Board

- Purpose:** Addresses instances of sexual misconduct arising among faculty, staff, and students and addresses appropriate policy issues as needed.
- Chair:** faculty member (appointed by the President)
- Members:** faculty: two (appointed for three-year terms)
- staff: two administrative and two support (appointed for three-year terms)
- students: two
- ex officio:* designate of the Dean of Student Affairs



E. Trustee Committees with Faculty Representation

1. Academic Affairs

- Purpose:** Concerned with all matters relating to the educational program of the College, the faculty (including appointments, promotions, tenure and salary) and the Library, Museum of Art, Peary Macmillan Arctic Museum, and information technology.
- Chair:** Trustee
- Members:** faculty: one, from the faculty Committee on Curriculum and Educational Policy
- staff liaison: Dean for Academic Affairs
- students: one
- trustees: six

2. Admissions and Financial Aid

- Purpose:** Oversees all matters related to the recruitment and admission of students to the College, policies and procedures for financial aid, and financial aid policies in relation to the financial resources of the College.
- Chair:** Trustee

Facu



Purpose: Reviews and makes recommendations to the Board about the annual operating and capital budgets and the financial needs and resources of the College, oversees policies and the administration of comp



10. Honors (Subcommittee of the Committee on Trustees)

Purpose: Recommends candidates for honorary degrees; recommends recipients of the Common Good Award, the Hargraves Preservation of Freedom Prize, and the Bowdoin Prize; recommends names for major new buildings.

Chair: Trustee

Members: faculty: one (appointed for a three-year term)

staff: none

students: none

Trustees:



of these three committees for a period of two years of active teaching after completion of the term of service. ("0 0 10.066m(of service. ("0 0 10.066m(of service. (d0 10.9

The committees are elected in the following order: 1. Appointments, Promotion, and Tenure; 2. Governance; 3. Appeals.

2. **Nominations.** Faculty members are notified of each election and are asked to submit nominations from a list of faculty members eligible to serve on the committee(s) in question. When necessary, the Committee on Governance may add its own nominations in order to balance the slate, taking into account such variables as rank, academic field, and gender.

In the case of elections to the Committee on Governance, the Faculty Affairs Committee adds to and balances the slate of nominations. The Committee on Governance conducts the election, however.

3. **Elections.** The Committee on Governance sends a written ballot to those members of the faculty who are eligible to vote. Faculty elections use an approval voting method that permits the voter to vote for as many candidates as the voter would like. The Committee on Governance counts the ballots and announces the results.

Appendix: Academic Integrity and the Academic Honor Code²²

The assumption of intellectual responsibility by each individual student is essential in creating an academic environment dedicated to the development of independent modes of learning, analysis, judgment, and expression. Academic dishonesty, in or out of the classroom, is antithetical to the College's institutional values and constitutes a violation of the Academic Honor Code.

The Academic Honor Code plays a central role in the intellectual life at Bowdoin College. Students and faculty are obligated to ensure its success. Since 1964, with revisions in 1977 and 1993, the community pledge of personal academic integrity has formed the basis for academic conduct. The institution assumes that all Bowdoin students possess the attributes implied by intellectual honesty. Every student is asked to sign a pledge to adhere to the Honor Code at matriculation.

Individuals who suspect violations of the Academic Honor Code should not attempt to resolve the issues independently, but are encouraged to refer their concerns to the Office of the Dean of Student Affairs. Faculty members with questions about the interpretation and application of the Academic Honor Code should consult with the Dean of Student Affairs.

The following sections describe activities that constitute breaches of the Academic Honor Code.²³

1. "Academic Dishonesty" includes but is not limited to (1) the receiving, giving, or using of any assistance on quizzes, tests, written assignments, examinations or laboratory assignments; (2) references to sources beyond those authorized by the instructor in preparing papers, constructing reports, solving problems, or carrying out other academic assignments; (3) inadequate citation of sources; (4) acquisition, without permission, of tests, computer files or similar material which would give the student an unfair advantage on an assignment or examination; (5) submission of academic work not a student's own original effort; (6) use of the same work for multiple courses without prior knowledge of the receiving instructors; (7) depriving learners of access, including computer access, to library information through intentional monopolization, mutilation, defacing, unauthorized removal of books or other materials fro7)

Library Web site provides links to style guides at <http://library.bowdoin.edu/eref/write.shtml#style>. Students are particularly encouraged to consult the MLA Style Guides and Bibliographic Formats for Citing Electronic Information. Plagiarism is possible with any work performed in any medium and any scholarly discipline. Plagiarism involves the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment in all such scholarly work as essays, examinations, oral/written reports, homework assignments, laboratory reports, computer programs, music scores, choreography, graphic, and visual representations. Plagiarism also includes the unacknowledged use of materials 10.ial31 wo