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Bowdoin College

# **Faculty Handbook**

**2003-04**

The *Faculty Handbook* contains information of interest to members of the faculty. The



# Faculty Handbook 2003-04

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## **Faculty Handbook 2003-04**

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### **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

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 circumstances, to be absent from more than two classes in any one course during a semester should receive approval from the Dean for Academic Affairs.

It is the responsibility of all faculty members to be available for College obligations throughout the working week during the academic year--from fall semester orientation through scheduled classes, and reading and examination periods--to fulfill their responsibilities fully and avoid placing undue burdens on their colleagues.

Faculty members are expected to arrange their personal schedules to be available for the full range of obligations on campus. If unusual personal circumstances require a different pattern of availability

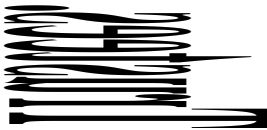
2. Eligibility<sup>1</sup>

Eligibility to apply for a sabbatic leave is determined by the number of semesters of full-time teaching; twelve semesters of full-time teaching constitutes the basic requirement to be me

of possible sabbatic leave plans among the faculty member, department and the Dean for Academic Affairs.

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.**







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 Dean 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 confidential treatment to the affected individual(s).

Should the Dean, based on the report from the committee, conclude that further investigation is not justified, detailed documentation of the inquiry shall be maintained for three years to permit later assessment of that conclusion.

If the conclusions of the inquiry determine that a formal investigation is warranted, such an investigation will be initiated within 30 days.

Interim administrative actions, as appropriate to the allegations, may be taken at any time prior to the completion of the inquiry or investigation if such actions are necessary to protect the welfare of human or animal subjects of research or to prevent the inappropriate use of funds.

#### 4. Investigation

An investigation is a formal examination and evaluation of relevant facts to determine whether misconduct has taken place, and if so, to assess its gravity and propose what action should be taken. During the investigation, additional instances of possible misconduct may be identified that would justify broadening the scope beyond the initial allegations. The Dean will appoint an investigative committee of three to five members who have the appropriate expertise to examine the evidence, interview the witnesses, and conduct the investigation. Committee members may be from within or outside the Bowdoin community, and must have no real or apparent conflicts of interest with respect

The investigation normally will include examination of all documentation including, but not necessarily limited to, relevant research data materials, 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, as well as other individuals who might have information regarding key aspects of the allegations. All interviews will be transcribed or tape recorded. Complete summaries of these interviews will be prepared, provided to the interviewed party for comment or revision, and included as part of the investigatory file. All parties involved in the investigation shall strive to maintain confidentiality of information.

5. Outcome of Investigation

Within 120 days of being appointed, the committee shall complete its investigation and shall submit its findings of fact and its reco

#### 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

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 96b98 0p7tee will

- a) During the first year of appointment, a member of the faculty unable to work because of illness or disability (including childbirth) is entitled to paid sick leave as needed up to a maximum of thirty (30) days; after one year of service, up to six (6) months, as medically necessary.
- b) A faculty member may take a Family Leave for up to twelve (12) weeks to care for a parent, spouse or child in need. Family leave is without pay, but the College will continue to pay its usual contributions to fringe

Faculty members should refer to the Employee Handbook (available in Human Resources) for full details of the College's sick leave policy.

2. Arrangements for meeting teaching and other college responsibilities during a leave of absence should be made as far in advance as possible; the Dean for Academic Affairs, in consultation with the department chair and the faculty member concerned, will make appropriate arrangements to ensure course continuity under the particular circumstances of the leave.

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## **II. Equal Opportunity and Affirmative Action in Employment**

As a coeducational institution with a longstanding commitment to the education of minorities, Bowdoin College is dedicated to the principle of equal opportunity. It







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 10.98 344.9403 647 10.98 277.5712 6216 03445 10..24 appoicestN08te to



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



5. A positive evaluation does not necessarily imply reappointment, since changes in the curricular needs of the department or the College might make reappointment inadvisable.

#### **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 given as follows:

1. No later than March 1 of the first academic year of service, if the appointment expires at the end of that academic year; or, if an appointment terminates during an academic year, at least three months in advance of its termination;
2. No later than December 15 of the second academic year of service, if the appointment expires at the end of that academic year;
3. At least twelve months before the expiration of an appointment if the person has served two or more years in the College.

#### **E. Promotion to Associate Professor with Tenure**

1. Promotion to the rank and title of associate professor or professor normally confers tenure. Any appointment or promotion which confers tenure must be approved by the Board of Trustees. Provisional appointments of persons outside the Bowdoin faculty to the position of associate professor or professor may be made without tenure for a period not to exceed three years. See also Section IV.H below.
2. According to the By-Laws of the College, tenure exists as a safeguard to academic freedom and may be terminated only for reasons of gross neglect of duty, serious misconduct, or physical or mental incapacity. The tenure decision is usually an extension of the review procedures for reappointment discussed above. Tenure 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: candidates for tenure will be expected to have excelled in their teaching and to have achieved a level of professional distinction recognized by members of their guild outside the College. This means that, while non-tenured faculty members will be judged in part on their contributions to the College community, those contributions, however great, will not override teaching and scholarly/artistic records that fall short of the required excellence and distinction.
  - a) As in the case of reappointment, at least two tenured members of the faculty will evaluate the ex

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







case to evaluate if further information is required. At any point before Step iii below, the Committee may request further information through follow-up letters or meetings with the candidate and/or department. Both the candidate and the department or review committee may request a meeting with the Committee. If concerns arise that could lead to a negative decision, the Committee shall invite the candidate to discuss its concerns.

- (ii) The Committee, the Dean for Academic Affairs and the President meet to discuss issues and concerns of each case.
  - (iii) The Committee meets with the Dean for Academic Affairs present and reaches a final recommendation.
  - (iv) The recommendation of the Committee on Appointments, Promotion and Tenure, in response to all the information made available to it, is submitted in writing to the Dean for Academic Affairs by the chair of the Committee, by December 1 or as soon thereafter as possible.
4. The Dean for Academic Affairs will inform each candidate for promotion of the recommendation of the Committee on Appointments, Promotion and Tenure, and the reasons therefore, together with the Dean's own recommendation before conveying these recommendations to the President. The President has discretionary authority to recommend or not recommend promotion.
- a) Promotion to tenured rank may occur only by vote of the Trustees. Such votes are normally taken at the midwinter meeting. If the tenure review process is for any reason delayed beyond December 20, the President's recommendation may not be acted upon until the spring meeting. Promotion will take effect, if voted, at the beginning of the seventh year of service.
  - b) If the promotion is to be recommended, the candidate will be informed as early

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

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, as enumerated in IV.E.3.b. No later than March 15, the Dean for Academic Affairs will inform each candidate for promotion of the recommendation of the subcommittee on promotions, and the reasons therefore, together with the Dean's own recommendation before conveying these recommendations to the President. The President has discretionary authority to authori6. 7744855



3. Procedures

a) Petition for Re

of reappointment) decides to reject the reappointment in writing de

## **I. Visiting, Part-time, and Special Faculty Appointments<sup>9</sup>**

### 1. Appointments

Appointments to give courses for credit are made only to those people who have been approved by the Administration and the relevant department or program. The teaching of any person so appointed will be reviewed periodically if he or she continues teaching at the college beyond his or her initial appointment.

Persons holding appointments other than full-time, tenure-track appointments will fall into one of the following categories:

- a) Tenurable appointments. Part-time, tenure-track appointments. All procedures and standards employed in full-time tenure-track appointments will normally be maintained. Persons holding such appointments will be reviewed for reappointment and promotion according to the same schedule, procedures, and expectations as apply to full-time tenure-track appointments.
- b) Visiting appointments. Usually full-time appointments for specified short-term periods. These positions may be renewed provided that a review of the candidate's work (by the department and the Dean for Academic Affairs) and the needs of the college indicate the appropriateness of such renewal. Faculty in this category undertake usual extra-classroom work such as independent studies and other departmental duties.
- c) Special appointments
  - (i) Lecturers. At least half-time (minimum t

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 m



The provisions of this section do not pertain to terminations resulting from reappointment, tenure or promotion decisions.

## **L. Grievance and Review Procedures**

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 beco

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.

ultimately with the Chair of the Faculty Affairs Committee. The date selected must occur within 30 days after receipt of the Response to the Petition for Grievance unless the Faculty Affairs Committee, by a 2/3 vote, agrees to a later date.

Prior to the Hearing members of the Faculty Affairs Committee may examine other college documents and interview whatever people they deem necessary to prepare for the Hearing. In such cases, the grievant and those against whom the grievance has been lodged will be notified as to what documents and which individuals the Committee may be examining.

The Chair of the Faculty Affairs Committee shall serve as the Chair for the Hearing and all rulings of the Chair shall be binding. Those who may be present throughout the Hearing and who may participate shall be members of the Faculty Affairs Committee, the grievant and those against whom a grievance has been lodged. Non-participating observers may include attorneys for the grievant, attorneys for those against whom the grievance has been lodged and college counsel. No other individuals may attend the Hearing.

If, however, anyone intends to have an attorney present as an observer, the committee and all other parties to the grievance must be so notified at least 7 days prior to the date of the Hearing in order that others may also elect to have legal counsel present.

The grievant and those against whom the grievance has been lodged will be allowed to make opening and closing statements if they desire. All questions will be asked solely by members of the Faculty Affairs Committee. No party shall be put under oath. No verbatim transcript shall be kept.

The purpose of the Hearing shall be for members of the Faculty Affairs Committee to ask whatever questions may be necessary to clarify the arguments contained in the Petition for Grievance, the Clarification of the Charges, the Response to the petition for grievance, and the Grievant's Reply.

#### *Final Arguments*

The grievant and those against whom a grievance has been lodged may file written Final Arguments with the Faculty Affairs Committee within 7 days from the end of the Hearing. Copies of the Final Arguments will be sent to each member of the committee and to all the parties to the grievance.

The Faculty Affairs Committee may consult additional documents or individuals if they deem it necessary and will so notify the grievant and those against whom the grievance has been lodged.

#### *The Report*

The Faculty Affairs Committee shall issue a written Report to the President with its findings on each charge and make such recommendations as it deems appropriate. A copy of this Report will be sent to the grievant and those against whom the grievance has been lodged.

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.

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## **V. Conduct of Instruction**

### **A. Attendance<sup>10</sup>**

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.

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<sup>9</sup>See (98-12-2), adopted 1 February 1999.

With regard to post-season athletic competition and other extra-curricular events that arise from the achievements of students during the semester, the College recognizes that these are unique and special opportunities. However, while cooperation is encouraged, faculty are under no obligation. The athletic department or other supervising department is expected to help in these situations. For example, coaches or administrators may be asked to proctor exams. The Dean of Student Affairs will consider approving incompletes on a case-by-case basis.

**B. Class Meetings**

- 1.

- 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.<sup>13</sup>
5. Grades in regular courses are recorded as A, A-,B+,B,B-,C+,C,C-,D, Credit, or Fail.<sup>14</sup> 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.

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<sup>13</sup> Grade definitions, see (97-2-3), approved by the faculty 3 February 1997.

<sup>14</sup> 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 causes of failure. Cards should be submitted when grades are submitted or before.
8. Students who receive a grade of D or F in a course may retake the course; both courses and both grades will appear on the transcript. However, only one course credit will be given for successful completion of a given course. Most departments will not accept as prerequisites or as satisfying the requirements of the major, courses for which a grade of D has been given; questions should be referred directly to the department chair.<sup>15</sup>
9. A grade of "Incomplete" may be given to a student who through illness or other extenuating circumstances has failed to fulfill the requirements of a course. Excuses are granted by the instructor and the Dean acting jointly. At the time an Incomplete is agreed upon by the Dean and the instructor, a date shall be set by which all unfinished work must be turned in by the student to the instructor. In no case will this be beyond the end of the second week of the following semester. The instructor must submit a final grade within two weeks of this date. If the course work is not completed within the specified time limit, the Incomplete will be changed to Fail. Any exceptions to this rule will require approval of the Recording Committee.
10. In Independent Study and Honors courses that will continue beyond one semester, instructors have the option of submitting at the end of each semester, except the last, a grade of S (for Satisfactory) in place of a regular grade. Regular grades shall be submitted at the end of the final semester and shall become the grades for the previous semester of independent study.<sup>16</sup>
11. All grades and failure cards are due shortly after the examination period at a date specified by the Office of Student Records.

### **E. Academic Honesty<sup>17</sup>**

All homework, laboratory work, and exams are conducted under the Bowdoin Honor System. Instructors, especially those in introductory courses, are urged to make every effort to make clear to their students just what constitutes dishonesty in their

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<sup>15</sup> Faculty vote 6 April 1992.

<sup>16</sup> Faculty vote 6 April 1998 (98-4-2, as amended).

<sup>17</sup> See Appendix for summary of the Honor Code (89-2-1), approved by the faculty on 21 May 1990. The complete document, including enforcement provisions, can be found in the *Student Handbook*.





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<sup>18</sup>

Course enrollment limits at Bowdoin are not set by individual faculty members but rather are established by faculty policy. Departments have the discretion to continue with or set higher standard limits. If Departments desire to set lower than standard limits for any course, they must have CEP approval as noted below.

1. *Standard limits.* Departments may, at their discretion, impose limits on course enrollment equal to or greater than the following *standard limits* approved by the Committee on Curriculum and Educational Policy.

<u>Standard Limit</u>	
First-Year Seminars	16
Course numbers 30-100	50
Course numbers 100-199	50
Course numbers 200-299	35
Course numbers 300-	departmental discretion

2. *Alternative limits.* With the specific, prior approval of the CEP, departments may impose enrollment limits in courses numbered 30-199 and 200-299 which are lower than the standard limits.

*Procedure for approval of limits.* *Department chairs* (not individual instructors) must petition the CEP New Course Subcommittee (NCS) for authorization to impose the lower limits. Departmental requests are expected to show that certain conditions were satisfied, whose intent is to mitigate the impact of the lower limits on student access to courses.

The primary justification for a lower limit should be pedagogical and should relate to the specific limit proposed. Because the College must balance maintaining student access to courses with the potential benefits of smaller courses, the New Course Subcommittee(NCS) will view the case for lower limits as significantly strengthened if one of the following is true:

- a) a department rearranges its course offerings so as to add a section or sections of the course during the same academic year, thereby at least maintaining the total number of places in all sections of the course offered during the year,

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<sup>18</sup> See (03-3-2), approved by the faculty 3 February 2003.

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

- b) a department can show that there is likely to be enough space available in other courses (or in additional sections of the same course) to meet the educational needs of students who might be excluded as a result of the reduced limit.

## **H. Minimum Enrollment Required for the Offering of Courses<sup>19</sup>**

With the exceptions listed below (and others that may be authorized by the dean), courses with a preregistration of fewer than *five* students should normally be canceled by the department and replaced with a course likely to attract a larger enrollment, such as a first-year seminar or an additional section of an over-subscribed course. Exceptions include:

1. Fall semester courses in which first-year students are likely to enroll.

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).

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## **J. Guidelines for First-Year Seminars<sup>20</sup>**

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 critical reading skills.
3. Seminars offer am



summaries of the forms to the Department chair. Statistical summaries of courses offered in or cross-listed with interdisciplinary programs will also be sent to the directors of those programs. Such statistical summaries should prompt chairs and directors to initiate discussions with faculty about his/her teaching and to seek out further information, when needed, to provide pedagogical support to colleagues. Chairs and Directors will be able to review the written comments of students on the forms on file in the Dean's office.

### ***Use of Information***

These forms and their statistical summaries provide only one source of information for evaluating the quality of a faculty member's teaching. Other sources of information include, for example, course materials and syllabi, self-assessments of teaching, and retrospective reviews of teaching by past students, or peer visits. Further, the Faculty has made clear that for evaluation purposes, the statistical information from these forms should only be used in combination with the written forms themselves.

nomination, and election to committees should be accepted by faculty members as part of that obligation, and that such acceptance should be taken for granted unless a faculty member provides compelling reasons to the contrary in writing to the Committee on Governance.

The following sections provide brief descr





## 5. Curriculum and Educational Policy

**Purpose:** Responsible for broad oversight of the curriculum, and for proposing changes in academic policy and degree requirements for consideration by the faculty. Through the New Course Subcommittee, receives and considers proposals for new courses, new majors and minors, and revisions in existing majors and minors. Advises the Dean for Academic Affairs and the President on the allocation of faculty positions.

**Chair:** Dean for Academic Affairs

**Members:** faculty: six, appointed: two from each of the three curricular divisions (Humanities and Fine Arts, Natural Science and Mathematics, and Social and Behavioral Sciences), one tenured and one untenured (for three-year terms). Three exemptions apply (see Faculty Election Rules and Procedures; Section VI.F.3).

students: two appointed

*ex officio:* Dean for Academic Affairs and President

## 6. Faculty Affairs

**Purpose:** Concerned with policies and procedures that affect the professional life of the faculty, such as salary and fringe benefits, sabbatic leave policies, retirement policies, the evaluation of teaching and professional activities, and support for professional engagem









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 discrimi405 Tm(n)Tj10.98 0 58v4dres405 Tm









alumni: one (member of the Alumni Council Executive Committee)

#### 4. Executive

**Purpose:** Acts with the powers of the Board when the Board is not in session and may take action on behalf of the Board (with certain exclusions) and set agendas for Board meetings.

**Chair:** Chair of the Board of Trustees

**Members:** faculty: none, but one member of the faculty is invited to attend (usually the Chair of the faculty Committee on Governance)

staff liaison: Secretary of the College

students: none, but one is invited to attend

trustees: Chair of the Board, the President, and Chair of each of the Board's Standing Committees

alumni: none, but one member of the Alumni Council is invited to attend

parent: none, but one is invited to attend

#### 5. Facilities and Properties

**Purpose:** Oversees the maintenance, improvement, security and protection of the College's physical plant and equipment and new capital projects.

**Chair:** Trustee

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

staff liaison: Senior Vice President for Finance and Treasurer

students: one or two

trustees: six or more



#### 6. Financial ning

**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 compensation and benefits provided by the College, and considers the long term financial plans and projections of the College.

**Chair:** Trustee

**Members:** faculty: one (usually the chair of the Budget and Financial Priorities Committee)

staff liaison: Senior Vice President for Finance and Treasurer; Vice President for Finance & Controller

students: one

trustees: six or more

#### 7. Investment

**Purpose:** Oversees and controls the investment and reinvestment of endowment and other funds of the College.

**Chair:** Trustee





c) *Chair/Director Exemption*. Academic Depart

2. **Nominations.** Faculty members are notified of each election and are asked to submit nominations from a list of faculty members elig

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**Appendix: Academic Integrity and the Academic Honor Code<sup>23</sup>**

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 incommuni-faculty

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