

# FACULTY LEGISLATION

## WHEATON COLLEGE

NORTON, MASSACHUSETTS

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Office of the Provost

*Earlier iterations of Faculty Legislation  
are available in the Office of the Provost.*

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## **PART ONE—THE FACULTY**

### **I. Membership and Meetings**

#### **a. Members of the Faculty**

The faculty shall consist of all full-time and part-time professors, associate professors, assistant professors, associate faculty, lecturers, and instructors; the President; the Provost; the Dean of Students; the Chief Advising Officer; the Librarian and Associate Vice-President Library/I T & S; the Associate Librarian; the Vice-President for Enrollment & Marketing; the Registrar. Other persons may be appointed to the faculty by the President in consultation with the Advisory Committee.

[March 7, 1980, p. 3451; April 1, 1983, p. 3602; November 24, 1983, p. 3635; May 24, 1984, p. 3663; May 2, 1986, p. 3699; February 3, 2006, p. 4557; November 3, 2006, pp. 4608-4609]

#### **b. Voting Members**

Voting members of the faculty shall include: (1) all faculty members with full-time teaching appointments; (2) those faculty members with part-time teaching appointments who qualify in accordance with the provisions of Article IV, Section B, and (3) those administrative officers enumerated in Section A above. Other part-time faculty members have the right to attend and to speak at faculty meetings, but not to vote. Voting members on leave may continue to attend and vote at faculty meetings during their leave. [Dec. 11, 1962, p. 2702; Dec. 7, 1970, p. 2991; Nov. 14, 1975, p. 3224, April 1, 1983, p. 3602; May 4, 2007, p. 4637]

#### **c. Attendance**

All non-voting members of the faculty, teaching assistants, students, and officers of administration who are not members of the faculty have the right to attend and to speak at faculty meetings, but may not vote. All other members of the Wheaton College community may attend and may be permitted to speak, but may not vote. However, attendance may be restricted to voting members of the faculty by a motion passed by the faculty or at the request of the chair. Students may not attend those meetings or parts of meetings at which candidates are presented for graduation or meetings where individual as opposed to general student cases are discussed. When the faculty meets, the last three rows will be reserved for non-voting members of the Wheaton Community. [September 29, 1969, p. 2924; April 3, 1981, p. 3504; April 1, 1983, p. 3602; November 7, 1986, p. 3708]

#### **d. Procedure at Meetings**

Meetings shall be conducted in accordance with ROBERT'S RULES OF ORDER.

[October 17, 1945, P. 1863]

**e. Time and Place of Meetings**

The President will set the time and place for faculty meetings.  
[March 8, 1965, p. 2770; April 3, 1981, p. 3504]

**f. Special Meetings**

The President shall call a special meeting of the faculty at the formal request of the Advisory Committee or on written petition of twenty members of the faculty. [April 15, 1969, p. 2891]

**g. Notification of Proposed Legislation**

1. No faculty legislation may be enacted at the same meeting at which it has been proposed except in cases where:

- The proposed change either received the unanimous consent of all voting members of the faculty present at the meeting at which it was proposed, or
- A copy of the proposed change was distributed to each voting member of the faculty not less than two weeks before the meeting.

2. Any proposed change in faculty legislation which neither has been distributed two weeks in advance nor has received unanimous consent at the meeting at which it has been introduced will be tabled automatically until the next meeting of the faculty. A change which has been tabled in this manner may be enacted or rejected by a simple majority vote at the meeting subsequent to the one at which it has been introduced. [January 11, 1965, p. 2763]

**h. Necessary Number of Votes**

Action may be taken at any meeting of the faculty by a majority of those voting, without regard to the number of persons present, but no resolution may be adopted and no faculty legislation may be enacted unless it shall have received the affirmative votes of more than one-fourth of the entire voting faculty. Any proposed resolution or change in faculty legislation that when brought to a vote is neither supported nor opposed by more than one-fourth of the entire voting faculty will be automatically postponed until the next meeting of the faculty. [November 9, 1970, p. 2988]

**i. New Business**

Part of each faculty meeting shall be set aside for the presentation of new proposals from individual members or committees of the faculty. The originator of a proposal will be allowed not more than five minutes to present it, and answer questions. No debate will be allowed at this time. A vote will then be taken either to table the measure or to refer it to an appropriate committee. [October 4, 1974, p. 3178]

**j. Agenda**

There shall be a committee of the faculty, to be known as the Agenda Committee. The functions of this committee include receiving items for consideration in faculty meetings, drawing up the agenda for faculty meetings (it being understood that it would be obligated to bring before the faculty every proposal submitted by a member of the faculty), determining the period of the presentation of new proposals, and assisting faculty members in pre-distributing, and presenting such proposals. The Committee on

Committees shall act as the Agenda Committee.  
[October 4, 1974, p. 3178; November 7, 1974, p. 3183]

### **k. Secretary to the Faculty**

The Senior Executive Assistant to the Provost shall be Secretary to the Faculty, and the Committee on Committees and Agenda shall be delegated to advise the Assistant. The Office of the Provost shall be the depository of the records of the Secretary and of the Committee. [February 20, 1976, p. 3228]

### **l. Student Access to Minutes**

The minutes of the faculty meeting shall be given to the Chair of Educational Council and the Editor of Wheaton Wire. [May 31, 1968, p. 2861]

## **II. Faculty Appointments and Provisions**

### **a. Titles**

The College should continue to use the following ranks: Instructor, Assistant Professor, Associate Professor, and Professor. "Assistant" and "Lecturer" should have special uses under condition which normally preclude the assignment of regular ranks. [May 13, 1963, p. 2715; Minutes of the Board of Trustees meeting, October 26, 1963, pp. 1055-57; November 18, 1963, pp. 2728-29]

Eight specific full-time teaching positions are titled Associate Faculty, as explained in Section O. [November 3, 2006, p. 4608]

### **b. Duration of Appointments and Notice of Termination**

1. The College will observe the following guidelines for rank and duration of appointments:

- Candidates without the Ph.D. degree or its professional equivalent will ordinarily be appointed Instructors. Those who have completed their professional training will ordinarily be appointed Assistant Professors. Instructors who complete their training during an appointment will be promoted to Assistant Professor effective the following academic year.
- The initial appointment of an Instructor will be for one or two years. The initial appointment of an Assistant Professor will be for one, two, or three years. [April 3, 1981, p. 3505]
- Those initially appointed as Associate Professors or Professors will receive two -or three-year appointments.
- Part-time personnel, Lecturers and Visiting Professors will normally receive one-year appointments. [February 4, 2005, p. 4492]
- Replacements for faculty members on leave and other temporary personnel will receive appointments of appropriate rank and duration.
- Regardless of rank or duration of previous appointments, any non-tenured member of the faculty may be given a one-year terminal appointment. In such a case, the standards of notification as described in Paragraph 2 below will be observed.



2. In decisions regarding reappointment or non-reappointment of full-time faculty members, care will be taken to observe the following standards of notification, endorsed in 1964 as the official policy of the American Association of University Professors:

- Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment ends during the academic year, at least three months in advance of its termination.
- Not later than December 15 of the second academic year of service, if the appointment expires at the end of the year; or, if an initial two-year appointment ends during an academic year, at least six months in advance of its termination.
- At least twelve months before the expiration of an appointment after two or more years of service.

**c. Resignation**

Professional ethics obligate the individual faculty member to notify the college as early as possible of his or her intention to resign. [April 9, 1976, P. 3237]

**d. Conditions of Outside Employment During the College Year**

Outside employment to an appreciable extent should be undertaken only with the knowledge and consent of the President, the Provost and the chair of the department.

[May 13, 1963, p. 2715; November 18, 1963, p. 2728]

**e. Summer Employment**

It is understood that summer vacations will be used primarily for professional advancement but no specific permission is required from the College for summer employment.

[May 13, 1963, p. 2715; November 18, 1963, p. 2728]

**f. Compensation**

The Trustees and Administration of Wheaton College should undertake forthwith to increase faculty salaries and fringe benefits in order to bring the average compensation for each rank up to or above the mean of the Competitive Ten colleges by the 1981-82 academic year. [April 11, 1980, p. 3457]

**g. Fringe Benefits: Retirement Plan**

The College should increase its contribution to T.I.A.A. and the Wheaton College Retirement Plan to 10%, making the total contribution 15%. As compared with a proportionate increase in contributions from both the individual and the College, this plan should result in considerable tax saving to the individual. The T.I.A.A. "step-rate" plan would be acceptable if the 15% plan were considered too expensive for the College. [May 13, 1963, p. 2715; November 18, 1963, p. 2728]

**h. Medical Insurance**

Present medical coverage should be continued. Frequent reviews are advisable in order to keep the plan abreast of medical costs. [May 13, 1963, p. 2715; November 18, 1963, p. 2728]

### **i. Disability Insurance**

The College should continue providing group long-term disability insurance. While the College should assume the major part of the expense involved, a contribution by the individual would encourage interest and give a greater sense of participation. [May 13, 1963, p. 2715; November 18, 1963, p. 2728]

### **j. Life Insurance**

The College should maintain the present Life Insurance coverage and provide opportunity for the individual to purchase greater coverage at group rates if he or she so desires. [May 13, 1963, p. 2715; November 18, 1963, p. 2728]

### **k. Tuition Grants for Faculty Children**

The present provision for scholarship for faculty children should be continued, with frequent review in order to keep the plan abreast of tuition and costs. This assistance should be available for any bona fide dependent of a faculty member. [May 13, 1963, p. 2715; November 18, 1963, p. 2728]

### **l. Sabbatical Leave**

Full-time teaching faculty who are on tenure are eligible to be considered for sabbatical leave under one of two plans. After six semesters of teaching, the faculty member will be eligible for a one-semester leave at three-fourths pay. After twelve semesters of teaching, he or she will be eligible for a semester's leave at full pay or an academic year's leave at half pay. The recommendation of the faculty member's department chair is required in all cases. An applicant for sabbatical leave should inform the administration in writing of his or her plans before a date specified by the Provost's Office in the academic year proceeding the year of the sabbatical, and should file a report of his or her accomplishments afterwards. Since the sabbatical leave program represents an investment by the College, the faculty member should undertake substantial work which can be expected to result in an improvement in the quality of his or her future service to the College. Further, a faculty member may not normally apply to be on sabbatical in the academic year which would otherwise be the faculty member's final year of full-time teaching at the College. Junior Sabbaticals: Non-tenured tenure-track faculty are eligible to be considered for one-semester sabbaticals at full pay or an academic year's leave at half salary. These sabbaticals are usually taken in their third or fourth year. The same guidelines as those for tenured faculty will apply. [May 13, 1963, p. 2715; November 18, 1963, p. 2728; December 2, 1988, p. 3762; March 5, 1999, pp. 4211-12; May 4, 2007, p. 4636]

### **m. Leaves of Absence**

Leaves of absence should be used to supplement the sabbatical leave program. Such leaves might or might not carry remuneration by the College, depending upon the nature of the work to be undertaken by the individual. [May 13, 1963, p. 2715; November 18, 1963, p. 2728]

### **n. Faculty Affirmative Action Officer**

#### 1. Eligibility and Selection:

- The Faculty Affirmative Action Officer (FAAO) shall be a tenured member of the faculty.

- The FAAO will be selected by the Provost and the Provost's Advisory Group on Academic Personnel and will report to the Provost.
- The FAAO will serve for a three-year term.

2. Responsibilities of the Faculty Affirmative Action Officer:

**Resources:** The FAAO shall stay abreast of literature on such issues as differential responses on student evaluations for faculty from federally defined Affirmative Action groups (e.g., Black, non-Hispanic; American Indian/Alaskan Native; Asian/Pacific Islander; Hispanic; women) as well as other faculty members who might be subject to discrimination, on the basis, for example, of sexuality, gender identity, or disability and of current legal information regarding Affirmative Action standards and practices. The FAAO will develop and maintain a file containing such information. [February 4, 2005, p. 4491]

**Hiring:** The FAAO shall consult with each department concerning its search; provide departments with resources and strategies for recruiting candidates from federally defined Affirmative Action groups; and facilitate their search for candidates in such group.

**Reappointment:** In cases of reappointment of faculty from federally defined Affirmative Action groups as well as other faculty members who might be subject to discrimination, on the basis, for example, of sexuality, gender identity, or disability, the FAAO shall normally consult with all candidates for reappointment and will provide interpretive context for the Provost and department chairs as necessary. [February 4, 2005, p. 4492]

**Reports:** The FAAO shall submit an annual report to the faculty on her or his activities and the progress the faculty has achieved toward meeting the goals of the 1999 faculty resolution on the diversity of the faculty. [April 5, 2002, pp. 4352 – 4354]

**o. Associate Faculty**

1. Eight full-time positions, which carry a significant teaching commitment but are currently classified as “staff,” will be re-classified as “Associate Faculty.” Associate Faculty carry responsibilities in the areas of teaching and service. Associate Faculty positions will not be tenure-track but will have all other faculty rights as enumerated in Faculty Legislation and by AAUP.

Those rights include, but are not limited to:

- voting rights in department and faculty meetings;
- protection under the standards of notification for non-reappointment;
- eligibility for service on committees;
- access to and protection under the grievance procedures;
- academic freedom;
- faculty benefits and raises as determined by the faculty salary plan;
- access to faculty scholarship funds;
- opportunity to apply for sabbatical leave, which will be granted on a case-by-case basis in keeping with standard College policy.

2. Associate Faculty will receive two-year contracts until they have completed six years of service in their current positions. Upon completion of their sixth year of service, Associate Faculty will receive five-year contracts. The renewal of all contracts will be subject to periodic reviews and the curricular needs of the College and departments.
3. Associate Faculty will submit annual evaluations to their departments through the first six years of service, followed by evaluations in the fourth year of subsequent contractual periods. Associate Faculty will be eligible for promotion to “Senior Associate Faculty” after completing their first five-year contracts.
4. The College will hire no new faculty in the category of Associate Faculty. No new staff will be hired to carry primary or majority responsibility in instruction.
5. When an Associate Faculty leaves Wheaton or relinquishes his/her position as Associate Faculty, the position itself will terminate, but the total monies allocated to this position will be used to fund additional tenure-track faculty appointments not necessarily in the department of the Associate Faculty.
6. To protect individuals holding Associate Faculty positions, only an Associate Faculty may request to make his or her position tenure-track. If the Associate Faculty’s request is supported by his or her department, the Provost will consider the requested conversion based on the fiscal and curricular needs of the College. Tenure-track appointments, for which Associate Faculty in post may apply, will follow national searches, and all current hiring criteria pertaining to tenure-track faculty will obtain.
7. This legislation stands alongside recognition that there are, in the view of AAUP, legitimate short-term needs for contingent faculty. These “should be limited to specialized fields and emergency situations” such as sabbatical replacements, substitutes for leaves of absence, lab instructors, or limited artist-in-residence’ appointments. [November 3, 2006, pp. 4608-4609]

**p. Non-Tenure-Track Continuing Faculty**

This section pertains to the seven non-tenure-track faculty members as of 2006-2007 (one in each of the following departments: Biology, English, Hispanic & Italian Studies, Music, Psychology, Religion, Theatre Studies and Dance) who are fulltime employees of the College and have either fulltime or part-time appointments.

1. This proposed legislation seeks to recognize formally the rights and protections of the seven faculty members who hold these positions while reducing and, ultimately, eliminating the College’s reliance on non-tenure-track continuing faculty who work full-time at Wheaton.

These seven faculty positions are not tenure-track but have all other faculty rights as enumerated in Faculty Legislation and by AAUP.

Those rights include, but are not limited to:

- voting rights in department and faculty meetings;
- protection under the standards of notification for non-reappointment;
- eligibility for service on committees;
- access to and protection under the grievance procedures;

- academic freedom;
  - faculty benefits and raises as determined by the faculty salary plan;
  - access to faculty scholarship funds; and,
  - the opportunity to apply for sabbatical leave, which will be granted on a case-by-case basis in keeping with standard College policy.
2. These seven faculty members, in keeping with current College practice and articles enumerated in Faculty Legislation, will receive five-year contracts beginning in 2008-2009. The renewal of all contracts will be subject to periodic reviews and the curricular needs of the College and departments.
  3. These seven faculty members will be evaluated by their departments at the end of 2007-2008 and again in the fourth year of subsequent 5-year contractual periods. Departmental annual evaluation forms will be used for these evaluations. Those who are already on five-year contracts may choose to have their first evaluation conducted in the fourth year of their current contracts.
  4. The College will hire no new fulltime employees with full or part-time teaching appointments as non-tenure-track continuing faculty beyond three years.
  5. When these seven faculty members leave Wheaton or relinquish their positions, the positions themselves will terminate, but the total monies allocated to the positions will fund tenure-track faculty appointments based on curricular and programmatic needs, but not necessarily in the department of the faculty members.
  6. This legislation stands alongside recognition that there are, in the view of AAUP, legitimate short-term needs for non-tenure-track faculty. These needs “should be limited to specialized fields and emergency situations” such as lab instruction, limited ‘artist-in-residence’ appointments, sabbatical replacements, and substitutes for leaves of absence. [March 2, 2007, pp. 4625-4628]

### **III. Policies and Procedures Respecting Recruitment and Appointment, Reappointment, Promotion, Tenure, and Termination of Full-Time Faculty**

#### **a. Recruitment and Appointment**

##### **1. Tenure-track Faculty**

Vacancies shall be advertised in as many ways as are necessary in order to obtain a suitable pool of applicants in keeping with Wheaton's policy as an Affirmative Action and Equal Opportunity Employer; for example: in professional journals, job rosters, etc. Advertisements shall include a statement that the College is an Affirmative Action and Equal Opportunity Employer. The Department/Search Committee may also want to write to graduate schools.

For legal purposes, files on the hiring process shall be retained as part of department records for three years and include the following:

1. Description of opening and specialties sought.
2. Copy of the advertisements.
3. Names of graduate schools contacted, copy of letter sent.
4. Names of job rosters or placement services used.

5. Number of applications received, names and addresses of applicants.
6. Copies of candidates' transcripts, letters of reference, etc.
7. Number and names of candidates interviewed.
8. Criteria for the selection of candidates.
9. Full report by the Department/Search Committee Chair of the hiring process.

Normally departments will establish their own search committee. In the exceptional case of no continuing tenured member, the Provost will consult with the Advisory Committee. The Provost will then ask the Committee on Committees and Agenda to set up the search committee.

The Search Committee shall review applications to determine who should be interviewed. Candidates may be interviewed at professional meetings to narrow the field.

After consulting with the Provost, the Chair of the Search Committee shall invite several candidates to visit the College. The candidates shall be interviewed by members of the department, the Provost and/or the President, and students when possible.

The Chair shall send to the Provost a written recommendation from the Search Committee which shall state its majority opinion and indicate any disagreements within the Search Committee.

If the Provost or the President has reservations about following the recommendation for appointment, one or both shall consult with the Chair and may request that the Search Committee continue the search process.

If the recommendation for appointment is approved by the President or the Provost, after consultation with the Chair, the President shall make a written offer of appointment to the appointee, stating the precise terms and conditions of the appointment. Such offer shall refer to, and be accompanied by, a copy of the "Policies and Procedures respecting Recruitment and Appointment, Reappointment, Promotion, Tenure, and Termination of Teaching Faculty," as then in effect. An initial written offer of appointment to the rank of Associate Professor or Professor shall also indicate that the offer is subject to a formal vote of approval by the Board of Trustees, action on which is pending. Notice of such Trustee action shall be sent to the candidate.

Each such offer shall also specify that it may be accepted only in writing. If it is so accepted, the President or the Provost shall furnish copies of the offer and acceptance to the Chair for the department's records. All data submitted by appointee in connection with his or her application for appointment shall be retained in the Provost's records indefinitely.

As soon as a vacancy has been filled, the Chair shall so advise the unsuccessful candidate(s) in writing.

## 2. Visiting Faculty

A faculty member is considered visiting when his or her appointment (full-time) is for a period normally not to exceed one year. [November 5, 2004, p. 4486; May 4, 2007, p. 4640]

For such appointments, the Chair may modify the usual recruitment and appointment procedures provided that a suitable pool of candidates is obtained. A suitable pool might be as few as two persons under some circumstances. [March 6, 1992, pp. 3872-73]

In all cases where a faculty member is retained for more than one year on a full-time basis – whether he or she has a multiple year contract or a one-year contract that is being renewed – the department chair shall annually review his or her teaching performance and whatever other services the faculty member in question was contracted to do. A copy of this evaluation shall be shared with the faculty member and placed in his or her faculty personnel file.

[November 5, 2004, p. 4486]

**b. Reappointment: Factors Considered; Annual Evaluation; Procedures and Responsibility for Carrying Them Out**

1. The basic criterion for reappointment for a non-tenured full-time faculty member is promise, based upon performance, of a career as a teacher and of growth as a scholar or artist. The tenured members of each department or, if a department has no tenured members, the Provost shall annually review the record of each non-tenured member with a view to evaluating that promise in his or her case. The department or, in the case of a department with no tenured members, the Provost should consider appropriate evidence such as the following: syllabi, observations of classroom conduct, course evaluation forms, and degree of accessibility to students. To assist in the evaluation of the member's performance as scholar or artist, there shall be maintained in the department's files a current vita, which the member shall bring up to date annually, listing publications, research in progress, participation in departmental activities, participation in professional meetings, and other professional activities.

Service to the College by accepting administrative responsibilities, serving on committees, aiding alumnae/i groups and the like may also be considered. Each annual written evaluation, after having been circulated to all tenured members of the department, shall then be furnished by the Department Chair to the non-tenured member normally no later than ten days after the last day of classes of the second semester. Normally within ten days of the receipt of the evaluation, the member and the Department Chair shall meet to discuss the evaluation. A statement from the member and/or from any tenured member(s) of the department may be appended to the evaluation. The evaluation and any appended statements shall be furnished to the non-tenured member and to the Provost by no later than June 15. [March 5, 1982, pp. 3556-57]

2. Reappointment shall depend also on the needs of the department and the College. A statement of contextual circumstances shall accompany letters offering reappointment to each non-tenured full-time member of the Faculty. After consulting with all tenured members of the department, discussing the matter with the candidate for reappointment, and consulting with the Provost and/or President, the Department Chair shall include with the recommendation of reappointment a written statement noting any circumstances that might affect future administrative or committee decisions concerning reappointment or tenure, such as: the balance of specialties within the department or in related departments, or projected size of the department or of the College. This statement shall also be furnished to the member with the letter offering reappointment. If, after the consultations described above, the Administration disagrees with the departmental statement of contextual circumstances, the President and/or Provost shall explain in writing in a statement appended to the letter offering reappointment the Administration's disagreement with the departmental statement and its own evaluation of contextual circumstances. Once during any academic year in which reappointment does not take place, any non-tenured member of the Faculty may request a statement of contextual circumstances from the department and, if there is administrative disagreement with the departmental statement, from the President and/or Provost. The statement(s) of

contextual circumstances in writing shall be furnished normally within two weeks and after the consultations described above.

[March 5, 1982, p. 3557; May 5, 2000, p. 4254]

3. The department's decision whether to recommend or not to recommend reappointment shall be made by the assembled tenured members in the department, and minutes of the proceedings shall be kept. Prior to making the decision, they may consult with the non-tenured members in the department (other than the member being considered for reappointment). When the department has decided on recommendation, the Department Chair shall promptly report it in writing to the Provost, together with any departmental disagreements regarding it if the decision is not unanimous.

4. If the Department Chair is a non-tenured member, the senior tenured member in the department shall assume all the duties ascribed in this Section to the Chair. If the department does not have a tenured member, the Provost shall assume those duties.

5. The decision whether to reappoint is made by the President in consultation with the Provost, after the latter has received the Department Chair's report of the departmental recommendation.

6. If the member is reappointed, that act shall not be construed as committing the College to a tenure review.

7. If the member is not reappointed, there is no obligation to provide any statement of the reasons for non-reappointment. A non-reappointment letter shall be sent by the Provost or the President, in conformity with faculty legislation requirements for notification dates (Sections II.B.2. a, b, and c).

[May 1, 1987, p. 3723]

### **c. Promotion: Criteria; Procedures and Responsibility for Carrying Them Out**

1. Promotion to Assistant Professor normally follows the attainment of the Ph.D. degree or its professional equivalent, the promotion to take effect with the commencement of the academic year next following such attainment.

2. Promotion to Associate Professor normally accompanies the granting of tenure and takes effect with the commencement of the first academic year following the decision to grant tenure. Promotion to Associate Professor prior to regular tenure review shall be recommended to the President by the Provost in consultation with the Chair of the department concerned. [May 3, 1985, p. 3676; February 7, 1986, p. 3689; November 2, 1990, pp. 3820-3821]

3. Promotion to Professor will normally be considered by the Promotions Committee in the sixth year as an Associate Professor. If denied promotion, an Associate Professor may be a candidate for promotion after three years although, in exceptional circumstances and on the recommendation of the Committee, a candidate may be considered sooner. In such cases, the Committee may reactivate the candidate's dossier and accept supplementary material. [May 3, 1985, p. 3676; November 2, 1990, pp. 3820-3821]

Consideration for promotion to Professor normally originates in the faculty member's department, although the member himself/herself may request such a review.



The Department Chair shall assemble the materials relevant to the review and act as the candidate's advocate. If the Chair is the candidate or is not a tenured full professor, a tenured full professor of the department shall collect the material and present the candidate. If there is no tenured full professor in the department, an advocate, who is a tenured full professor and teaching member of the faculty shall be selected by the candidate in consultation with the Provost. Then the advocate shall collect the material and present the candidate. In exceptional circumstances, even though the Chair is a tenured full professor, at the request of the candidate or the department, an advocate, who is a tenured full professor and teaching member of the faculty selected by the candidate in consultation with the Provost shall be asked to collect the material and present the candidate. [April 6, 1979, p. 3417; November 2, 1990, p. 3821, October 3, 2008, pp. 4747-4750.]

All tenured full professors of the candidate's department shall meet to evaluate the materials collected and decide whether to recommend that the candidate be promoted to Professor. If there is no tenured full professor, the evaluation and recommendation shall be made by the advocate. [November 2, 1990, p. 3821; October 3, 2008, pp. 4747-4750.]

The criterion for recommending promotion shall be a continuing high level of performance in teaching, scholarly activity, and service to the college community. The department or the candidate's advocate, as the case may be, shall decide in each case what balance of merits warrants recommendation for promotion. [May 3, 1985, p. 3677; November 2, 1990, p. 3821]

The Committee on Promotions, which shall be constituted as described in Paragraph 4 below, will meet with the candidate's departmental representative or advocate to consider the merits of the case for promotion. For recommendation of promotion it shall be necessary that at least four members of this group of six vote in favor of such a recommendation. In preparing its judgment, the Committee on Promotions may at its discretion acquire additional materials concerning the candidate. If promotion is not recommended, the candidate may request clarification of the decision. [April 6, 1979, p. 3418; November 2, 1990, p. 3821]

#### 4. Structure and Procedures of the Committee on Promotions

The Committee on Promotions shall consist of three tenured full professors, who are teaching members of the faculty, the Provost and the President of the College. The three full professors shall be elected by the Faculty from a slate nominated by the Committee on Committees and Agenda to serve staggered three-year terms. Any member of the Committee so constituted who is a member of the same department as a candidate for promotion, who is a member of the candidate's immediate family, or who is disqualified from serving for any other reason shall be replaced according to the following guidelines:

- (1) if possible, a disqualified member shall be replaced by the last qualifying person to have completed his or her term on the Committee on Promotions;
- (2) if this is not possible, the replacement shall be made by the Committee on Committees and Agenda from the most recent slate of nominees for election to the Committee on Promotions;
- (3) if this too is not possible, then the Committee on Committees and Agenda shall choose a qualified replacement from among the faculty at large, so that the faculty members of the Committee on Promotions will consist of three tenured full professors, all actively teaching at the time the case is being considered.

In their consideration of the case of a particular candidate the members of the Committee on Promotions shall be joined by the candidate's advocate, who must be a tenured full professor who is a teaching member of the faculty. Normally this person will be the candidate's Department Chair. If the Department Chair is not a tenured full professor, a tenured full professor in the candidate's department shall serve. If there is no such person the candidate or the department may request (see III.C.3.b) another tenured full professor who is a teaching member of the faculty to serve as the advocate. [September 8, 1978, pp. 3395-96; April 6, 1979, p. 3418; May 1, 1981, p. 3507; November 2, 1990, p. 3821; October 3, 2008, pp. 4747-4750.]

The criterion for recommending promotion shall be a continuing high level of performance in teaching, scholarly activity, and service to the college community. The Committee shall decide in each case what balance of merits warrants recommendation for promotion. [May 3, 1985, p. 3677]

The Committee's files with respect to a candidate shall be kept intact after the Committee decides whether to recommend such candidate for promotion. However, in order to avoid unnecessary harm to the candidate and encourage full and frank expression of opinion, all confidential minutes and records shall be sealed and inaccessible for a period of 30 years except to members of the Committee that heard the case, the President, and the Provost and except as may be otherwise provided by the College's then current "Review and Appeals Procedures for Certain Faculty Grievances,". After 30 years, these records shall be reviewed by the Provost, who shall decide, depending on the sensitivity of the records, whether they should be opened at that time or should be resealed or otherwise restricted for a further period not to exceed 20 years. Once no longer restricted, the records shall be opened for the use of researchers. [April 6, 1979, p. 3418; October 7, 1983, pp. 3630-31; October 3, 2008, pp. 4747-4750.]

5. The decision whether to recommend a promotion to the Board of Trustees is made by the President; in the case of promotion to Professor, the President's decision shall be made only following receipt of the vote of the Committee on Promotions meeting with the candidate's advocate, as described above (III.C.3.e). [November 2, 1990, pp. 3821-22]

#### **d. Tenure**

##### Guidelines

The normal probationary period before tenure becomes effective is six years. Full-time teaching experience at other institutions, up to a maximum of two years, may be counted in the probationary period, but in all cases a period of four years of teaching at Wheaton is required. Only under extraordinary circumstances may the probationary period be shortened. Years of full-time teaching prior to the attainment of the Ph.D. or its professional equivalent, up to a maximum of two years, shall be excluded from the probationary period, at the written request of the faculty member. A year in which a faculty member is on leave for at least half the time (in any configuration) may be excluded from the probationary period at the written request of the faculty. However, a year in which a faculty member is on full-time leave for the year must be excluded (unless it can be counted as a year of full-time teaching at another institution). In the case of a faculty member who has held a temporary or a part-time appointment at the College in the past, the manner of counting the probationary period shall be determined on an ad hoc basis by the Provost in consultation with the Chair of the candidate's department. In all cases, at the written request of the faculty member, up to two years of full-time teaching in a temporary position at the

College shall be excluded from the probationary period. [May 6, 1983, p. 3604; March 1, 1984, p. 3640; May 2, 1986, p. 3697]

A faculty member shall normally be considered for tenure during the sixth year of the probationary period. A member's department may initiate consideration of the member for tenure before such sixth year, but only with the member's written consent, since only one evaluation for tenure is permitted. In such cases of tenure consideration before the sixth year of the probationary period, the tenure decision may not be based on contextual grounds unless the tenure candidate has been notified within sixty days after the candidate's declaration of candidacy that contextual circumstances seem to preclude the possibility of tenure. Such sixty-day notification shall not be required if a statement of contextual circumstances has been requested by and/or furnished to the candidate within six months of the declaration of candidacy. [March 5, 1982, p. 3557; May 2, 2008, 4707]

If granted, tenure becomes effective at the beginning of the first academic year following tenure decision. If the tenure decision by the Committee on Tenure is negative, the member may remain at Wheaton only one year beyond the academic year in which that decision is made. If the Committee on Tenure recommends tenure, but the Board of Trustees does not act favorably on that recommendation, the affected faculty member shall be given written notice thereof at least one year prior to the termination of his or her appointment. [May 2, 1986, p. 3697]

For a department to present a faculty member for tenure consideration, at least half of the tenured members of the department must support the candidate. A faculty member who has received appropriate notice in writing before the end of the fifth year of the probationary period specifying the sixth year of the probationary period as a terminal year may request the Committee on Tenure to evaluate such member for tenure in the sixth year of the probationary period. In such a case, the Provost and the Chair of the Tenure Committee shall, after discussion with the Candidate, select a tenured member of the faculty who shall, insofar as possible, perform those functions that would normally be performed by the departmental representative. However, if the Committee subsequently recommends against tenure, the terminal notice shall remain in effect and the provision in Subparagraph c above for an additional year of service beyond the year in which the tenure decision is made shall not apply. A faculty member may waive the right to evaluation for tenure and accept what would normally be a sixth and/or seventh year terminal appointment if the faculty member and the College so agree in writing. [May 2, 2008, p. 4707]

Tenure is awarded by the Board of Trustees on the recommendation of the Committee on Tenure, which makes an evaluation of the candidate using the criteria specified below, and considering where appropriate the institutional needs described in Subparagraph f.

The basic criteria for tenure are:

- (1) Promise, based upon performance, for a successful career as a teacher.
- (2) Promise, based upon performance, of continued growth as a scholar or artist.

Consideration shall also be given to promise, based upon performance, of continued growth as a responsible participant in other activities associated with a liberal arts college. It is not expected that each candidate recommended for tenure will possess in the same degree all of the qualities reflected by these criteria; however, excellence in teaching is to be considered a particularly important quality. It is not

expected that the excellence of each candidate's teaching or scholarly activity will be manifested in the same way. The Committee on Tenure will decide, in each case, what evidence of promise is appropriate, and what balance of merits is desirable within the guidelines outlined above. The burden of proof for awarding tenure shall be on the positive case.

In deciding whether a particular candidate should be advanced to tenure the Committee shall also consider where appropriate the institutional needs of the department and the College. It may be appropriate for the Committee to consider, for example, the balance of specialties within the department or in related departments, or the projected size of the department or of the College. If a member comes to the point of a tenure review, and within the academic year ending June 30 before the year in which the tenure decision will be made (or within sixty days of the candidate's declaration of candidacy) has not received a written statement that contextual circumstances which are explicitly specified are expected to preclude tenure, then the tenure decision may not be based on contextual grounds, unless there has been a significant change in circumstances since June 30 (or the sixty-day notification date following the declaration of candidacy). Evidence supporting such a change shall have been reviewed by the Joint Committee (see Section E, Paragraph 2). The Committee on Tenure shall have access to all of the written annual evaluation summaries for each candidate.

[March 5, 1982, pp. 3557-58; May 1, 1987, p. 3723; May 5, 2000, p. 4254]

## 2. Structure of the Committee on Tenure

The Committee on Tenure shall be composed of four teaching faculty members who are tenured, the Provost, and the President of the College. The four teaching faculty members shall be elected by the faculty, three to serve staggered three-year terms and one to serve a two-year term. The three members serving three-year terms will normally be elected from each of the academic divisions (i.e., natural science and mathematics, humanities, social sciences), but election from these academic divisions shall not be mandatory. The member serving a two-year term will normally be elected from either of the academic divisions other than the one from which a member is to be elected to a three-year term beginning at the same time. The term of a faculty member elected to fill a vacancy occurring in the second year of a two-year term shall be for the remainder of that term plus one additional year. Normally the elected member with the longest service on the Committee shall serve as Chair.

[March 6, 1981, p. 3499]

The members described above shall be known as the regular members of the Committee. When a particular teaching faculty member is presented for tenure consideration, they shall be joined by a seventh member of the Committee. All the tenured members of the candidate's department shall meet to discuss anything related to the candidate's qualifications that any of them believe ought to be considered by the Committee on Tenure. They shall also take a vote as to which of them will represent the department as the seventh member of the Committee. Unless another person is preferred by a majority of the tenured members of the department, the seventh member shall be the Department Chair, if tenured, or else the tenured member of the candidate's department with the longest service to the College. If there is no tenured member in the department, the Provost and the Chair of the Tenure Committee shall, after discussion with the Candidate, select a tenured member of the faculty who shall, insofar as possible, perform those functions that would otherwise be performed by the departmental representative. [May 1, 1987, p. 3721]

Under no circumstances may more than one full-time member of a faculty member's department serve on the Committee while that member is under tenure consideration. Where that would otherwise be the case, only the Department Chair or the member of the department serving in lieu of the Department Chair pursuant to the foregoing provisions shall serve on the Committee and the resulting vacancy shall be filled by the "Reserve Member" (as defined below in Subparagraph e). Nor, except for the one full-time member of the candidate's department selected as above provided, shall any person serve on the Committee if he or she has taught full-time with the candidate in the same Wheaton department or is a member of the candidate's immediate family. In that case also such Committee member shall be replaced by the "Reserve Member" (as defined below in Subparagraph e).

Each of the seven members of the Committee on Tenure for a particular candidate shall have full access to the Committee's records and the data it collects with respect to such Candidate and full right to participate in the deliberations and votes having to do with such candidate. The member of the Committee who is the candidate's Department Chair or serving in such department Chair's stead shall convey to the Committee the opinions of the candidate's department, but shall vote according to his or her own judgment.

Except as provided below in this Subparagraph e, the Reserve Member shall be a tenured teaching faculty member who:

- (1) Is not a member of the candidate's department or otherwise disqualified under the provisions of Subparagraph c;
- (2) Is actively teaching at Wheaton during the semester(s) in which the Committee is considering and voting on the candidate;
- (3) Is the member who has most recently completed his or her regular term on the Committee on Tenure; and
- (4) Is not a member of the Appeals and Hearing Committee.

The regular members of the Committee on Tenure shall be responsible for anticipating the need for the appointment of a Reserve Member and shall promptly inform the Committee on Committees and Agenda when they foresee that need. The Committee on Committees and Agenda shall thereupon designate as the Reserve Member the person who it decides meets the above qualifications. If the Committee on Committees and Agenda finds that no one is willing and able to serve as Reserve Member who meets the above qualifications, it shall, after consulting with such of the elected members of the Committee on Tenure as are not disqualified by the provisions of Subparagraph c above, appoint as the Reserve Member a tenured faculty member who meets the first two qualifications listed above.

If the President or the Provost is not able to serve, or deems that he or she should be disqualified from serving on the Committee on Tenure for a particular candidate, the President may appoint, subject to the provisions of Subparagraph c above, a substitute for the President and/or the Provost to act as a member or members of the Committee in place of the President or the Provost or both, as the case may be.

### 3. Procedures of the Committee on Tenure

In evaluating a candidate for tenure the Committee shall follow the then current "Procedural Guidelines of the Tenure Committee," including the provisions therein with respect to seeking information in writing

about the candidate from such sources as professionals in the candidate's field within and beyond the College, from each tenured member of the candidate's department, from the Provost, and from the President. The Committee shall also appropriately evaluate student opinion. Any faculty member may at any time upon request obtain from the Office of the Provost a copy of the then current "Procedural Guidelines of the Tenure Committee," as reviewed annually by the faculty, and in addition the Committee shall furnish a copy thereof to each candidate for tenure six months in advance of its consideration of such candidate or upon learning that the faculty member is a candidate for tenure, whichever is later.

For a recommendation of tenure it shall be necessary that at least five members of the Committee vote in favor of such a recommendation. If a member abstains from voting, such abstention shall have the force of a negative vote. If tenure is not recommended, the candidate may request, and the Committee shall provide, written clarification of the Committee's decision, including the final votes of the individual members of the Committee.

The Committee's files with respect to a candidate shall be kept intact after the Committee decides whether to recommend such candidate for tenure. However, in order to avoid unnecessary harm to the candidate and encourage full and frank expression of opinion, all confidential minutes and records shall be sealed and inaccessible, except to members of the Committee that heard the case, the President, and the Provost and except as may be otherwise provided by the College's then current "Review and Appeals Procedures for Certain Faculty Grievances," for a period of 30 years. After 30 years, these records shall be reviewed by the Provost, who shall decide, depending on the sensitivity of the records, whether they should be opened at that time or should be resealed or otherwise restricted for a further period not to exceed 20 years, provided that records regarding the case of an individual still an active member of the faculty, shall not be opened. Once no longer restricted, the records shall be opened for the use of researchers. [October 7, 1983, p. 3631]

#### **e. Termination of Appointments by the College**

1. Termination of an appointment with continuous tenure, or of a probationary or special appointment before the end of specified term, may be effected by the College only for adequate cause. If the College seeks a dismissal for cause including medical cause, the procedures specific in Faculty Legislation, Part One, Article V, shall be followed.

2. Termination of an appointment with continuous tenure, or of a probationary or special appointment before the end of the specified term, may occur under extraordinary circumstances because of a demonstrably bona fide financial exigency, i.e., an imminent financial crisis which threatens the survival of the College as a whole in its present character and which cannot be alleviated by alternative means. The following standards and procedures shall apply:

A joint committee, comprising the Advisory Committee and the Educational Policy Committee (hereinafter referred to as the Joint Committee) shall participate in the decision that a condition of financial exigency exists or is imminent, and that all feasible alternatives to termination of appointments have been pursued.

The Joint Committee shall have primary responsibility for:

- (1) recommending on the basis of educational policy (including affirmative action), where, within the overall academic program, termination of appointments should occur, and
- (2) determining the criteria for identifying the individuals whose appointments are to be terminated. These criteria may appropriately include considerations of age and length of service.

The Joint Committee shall recommend to the Provost and the President, the individuals whose appointments are to be terminated.

If the recommendations of the Joint Committee are accepted and approved by the Board of Trustees, the President will issue notice of termination to the affected faculty members. If the recommendations are not approved by the Board of Trustees, the President will review with the Joint Committee the reasons for rejecting the Joint Committee's recommendations and the basis for any other proposed action.

If the College, because of financial exigency, terminates appointments, it will not at the same time make new appointments, except in extraordinary circumstances where a serious distortion in the academic program would otherwise result.

The appointment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure, except in extraordinary circumstances where a serious distortion of the academic program would otherwise result.

Before terminating an appointment because of financial exigency, the College, with faculty participation, will make every effort to place the faculty member concerned in another suitable position within the institution.

In all cases of termination of appointment because of financial exigency, the faculty member concerned will be given notice or severance salary not less than as prescribed in College regulations.

In all cases of termination of appointment because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

If the administration issues notice to a particular faculty member of an intention to terminate the appointment because of financial exigency, the faculty member will have the right to a full hearing before the Appeals and Hearing Committee.

The issues in this hearing may include:

- (1) The existence and extent of the condition of financial exigency. The burden will rest on the administration to prove the existence and extent of the condition. The findings of the Joint Committee may be introduced.
- (2) The educational judgments and the criteria for identification for termination; but the recommendations of the Joint Committee on these matters will be considered presumptively valid.
- (3) Proper application of the criteria in the individual case.

3. Termination of an appointment with continuous tenure, or of a probationary or specified appointment before the end of the specified term may occur as a result of a bona fide formal discontinuance of a program or department of instruction.

The following standards and procedures will apply:

- The decision to discontinue formally a program or department of instruction will be based essentially upon educational considerations, as determined primarily by the faculty as a whole after consideration by the Joint Committee.
- For this purpose, educational considerations do not include temporary variations in enrollment. They must reflect long-range judgments that the educational mission of the College as a whole will be enhanced by the discontinuance.

Before the administration issues notice to a faculty member of its intention to terminate an appointment because of formal discontinuance of a program or department of instruction, the College will make every effort to place the faculty member concerned in another suitable position. If placement in another position would be facilitated by a reasonable period of training, financial and other support for such training will be offered. If no position is available within the College with or without retraining, the faculty member's appointment then may be terminated, but only with provision for severance salary equitably adjusted to the faculty member's length of past and potential service.

4. Subject to the foregoing, the Board of Trustees shall have final authority for termination of appointments by the College.

#### **f. Academic Freedom and Responsibility**

All members of the Faculty, whether tenured or not, are entitled to academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, formulated by the Association of American Colleges and the American Association of University Professors, and as modified by the 1970 Interpretive Comments developed by representatives of the same two bodies. All members of the Faculty are expected to conduct themselves in accordance with the 1966 Statement on Professional Ethics formulated by the American Association of University Professors.

#### **g. Miscellaneous**

1. A teaching faculty member who feels that he or she has cause for grievance because of action taken by a committee or department named in Section B (Reappointment); C (Promotion); D (Tenure); or E (Termination) above or by the Provost or the President of the College purporting to act under and in accordance with any of said Sections may have such grievance reviewed in accordance with the College's then current "Review and Appeals Procedures for Certain Faculty Grievances."

2. The Policies and Procedures set forth herein shall go into effect in accordance with the Enabling Section, as separately provided

3. The Faculty may at any time or from time to time amend or revise the Policies and Procedures herein set forth, subject to each instance to the approval of the President of the College and of the Board of Trustees.



4. The Board of Trustees has final authority for acts under the Policies and Procedures herein set forth, subject to the delegations of authority to the Faculty under this legislation and to the President under the By-Laws; Article III. [March 17, 1978, pp. 3354-63]

#### **IV. Part-Time Faculty Appointments and Provisions**

##### **a. Titles**

The College should continue to use the following ranks: Instructor, Assistant Professor, Associate Professor, and Professor. "Assistant" and "Lecturer" should have special uses under condition which normally preclude the assignment of regular ranks. [May 13, 1963, p. 2715; Minutes of the Board of Trustees meeting, October 26, 1963, pp. 1055-57; November 18, 1963, pp. 2728-29]

The initial title for each part-time faculty member shall be determined by the Provost in consultation with the appropriate department chair. [May 29, 1980, p. 3469; May 3, 1985, p. 3678]

The Provost, in consultation with the appropriate department chair, shall determine whether or not an individual part-time faculty member's appointment constitutes half-time teaching. Each letter of appointment or reappointment shall clearly state the results of this determination.

##### **b. Voting Rights**

Members of the faculty who teach at Wheaton less than half-time have no vote at department or faculty meetings. [May 4, 2007, p. 4641]

Part-time faculty members who have taught at Wheaton half-time or more for three years are eligible for service on faculty committees and have a full vote in department and faculty meetings. [May 4, 2007, p. 4641]

##### **c. Duration of Appointments and Notice of Termination**

1. The College will observe the following guidelines for rank and duration of appointments:

- Candidates without the Ph.D. degree or its professional equivalent will ordinarily be appointed Instructors. Those who have completed their professional training will ordinarily be appointed Assistant Professors. Instructors who complete their training during an appointment will be promoted to Assistant Professor effective the following academic year.
- The initial appointment of part-time faculty will be for one semester, one, two or three years. [May 4, 2007, p. 4641]
- Replacements for faculty members on leave and other temporary personnel will receive appointments of appropriate rank and duration.
- Part-time faculty members who have taught at Wheaton half-time or more for five years are entitled to contracts ranging from two to five years in length. Other part-time faculty may be given a one-year terminal appointment. In such a case, the standards of notification as described in Paragraph 2 below will be observed. [May 4, 2007, p. 4641]

2. The following paragraph applies to reappointment of part-time faculty, excluding those who are replacements for faculty on leave or are appointed to teach a single course in one semester or are on terminal contracts.

By March 1 of the last year of contract, part-time teaching personnel shall receive letters informing them of their reappointment or non-reappointment. If the College cannot provide them with this information by March 1, they will receive a letter that explains why the reappointment decision has not yet been reached and provides a date by which the decision will be made. [May 4, 2007, p. 4641]

**d. Resignation**

Professional ethics obligate the individual faculty member to notify the College as early as possible of his or her intention to resign. [April 9, 1976, p. 3237]

**e. Compensation**

Compensation is determined at the time of hire by the Provost in consultation with the department chair. [May 4, 2007, p. 4642]

**f. Benefits**

Prorated benefits are determined by Human Resources guidelines. [May 4, 2007, p. 4642]

**V. Policies and Procedures Respecting Recruitment and Appointment, Reappointment, Promotion, and Termination of Part-Time Teaching Faculty**

**a. Recruitment, Appointment, Reappointment, and Evaluation**

For recruitment of part-time faculty, the procedures for recruitment and appointment of full-time faculty shall be followed, except that the Chair of the Search Committee may limit advertisement provided that a suitable pool of applicants is obtained in keeping with the College's policy as an Affirmative Action and Equal Opportunity Employer.

For such appointments, the Chair may modify the usual recruitment and appointment procedures provided that a suitable pool of candidates is obtained. A suitable pool might be as few as two persons under some circumstances. [March 6, 1992, pp. 3872-73]

In all cases where a faculty member is retained for more than one year—whether he or she has a multiple year contract or a one-year contract that is being renewed—the department chair shall review his or her teaching performance and whatever other services the faculty member in question was contracted to do for the first three years of employment and thereafter in the final year of subsequent contracts.

[November 5, 2004, p. 4486; May 4, 2007, pp. 4642-43]

**b. Promotion: Criteria; Procedures and Responsibility for Carrying them Out**

Promotion of part-time faculty members shall be by the same procedures as those for full-time faculty members. The Provost, in consultation with the appropriate department chair, shall determine when a part-time faculty member shall be eligible for consideration for promotion.

[May 29, 1980, p. 3469; May 3, 1985, p. 3678]

**c. Termination of Appointments by the College\*\***

If the College seeks a dismissal for cause including medical cause, the procedures specific in Faculty Legislation, Part One, Article VII, shall be followed.

**d. Academic Freedom and Responsibility**

All members of the Faculty, whether tenured or not, are entitled to academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, formulated by the Association of American Colleges and the American Association of University Professors, and as modified by the 1970 Interpretive Comments developed by representatives of the same two bodies. All members of the Faculty are expected to conduct themselves in accordance with the 1966 Statement on Professional Ethics formulated by the American Association of University Professors.

**e. Miscellaneous**

1. A teaching faculty member who feels that he or she has cause for grievance may have such grievance reviewed in accordance with the College’s then current “Review and Appeals Procedures for Certain Faculty Grievances.” [May 4, 2007, p. 4643]
2. The Policies and Procedures set forth herein shall go into effect in accordance with the Enabling Section, as separately provided.
3. The Faculty may at any time or from time to time amend or revise the Policies and Procedures herein set forth, subject to each instance to the approval of the President of the College and of the Board of Trustees.
4. The Board of Trustees has final authority for acts under the Policies and Procedures herein set forth, subject to the delegations of authority to the Faculty under this legislation and to the President under the By-Laws; Article III. [March 17, 1978, pp. 3354-63]

**VI. Review and Appeals Procedures for Certain Faculty Grievances**

**a. Selection of the Appeals and Hearing Committee**

The Appeals and Hearing Committee shall consist of three tenured members of the faculty, none of whom shall currently be, or during the previous year have been, an administrative officer, a regular member of the Committee on Tenure, a member of the Committee on Faculty Scholarship and Promotions, or a member of the Advisory Committee. One member of the Committee shall normally be chosen from each of the three academic divisions established by the Committee on Committees and Agenda. (i.e. natural sciences and mathematics; social sciences; humanities), and, at all times, at least one woman and at least one man shall be members. Members shall be elected by the Faculty at the time of other elections from a slate nominated by the Committee on Committees and Agenda, to serve staggered three year terms. All members of the Committee shall receive training in order to hear cases alleging Sexual and Gender-Based Misconduct. Any member of the Committee so constituted who is in the same department as a faculty member whose case is being considered shall be disqualified from hearing the case. Furthermore, any member of the Committee who has a conflict of interest because of personal bias shall be allowed to

disqualify himself/herself. In such an event, replacement of the disqualified member shall be made by the Committee on Committees and Agenda according to the following guidelines:

- (1) any disqualified member shall be replaced by the last qualifying person to have completed his or her term on the Appeals and Hearing Committee who will be actively teaching at the time that the case is being considered;
- (2) if this is not possible, then replacement of disqualified members shall be made by the Committee on Committees and Agenda from the most recent slate of nominees for election to the Appeals and Hearing Committee;
- (3) if this too is not possible, then the Committee on Committees and Agenda shall choose a qualified replacement from among the faculty at large, so that the Appeals and Hearing Committee will consist of three tenured faculty members, all actively teaching at the time the case is being considered;
- (4) once an Appeals and Hearing Committee is constituted for a particular case, the membership shall remain constant insofar as possible, until the case is concluded.  
[October 6, 1978, p. 3398; May 16, 1996, p. 4115]

**b. Procedure for Filing Petition for Review**

A faculty member who feels that he or she has cause for grievance because of a decision made by a faculty committee or department or by the Provost or the President of the College, purporting to act under and in accordance with Sections A to E of the College's "Policies and Procedures respecting Recruitment and Appointment, Reappointment, Promotion, Tenure, and Termination of Teaching Faculty," may file a written petition with the Advisory Committee for review of such decision in the manner and subject to the terms herein provided. Such petition must be filed within thirty days after the member receives notice of the decision complained of or, in the case of a negative decision by the Committee on Tenure, within thirty days of receiving written clarification of the Committee's decision. Periods when the College is not in session are excluded in counting the thirty days. The petition shall:

- (1) Identify the decision complained of and the committee or officer by whom it was made;
- (2) Set forth the basis for the grievance, i.e., that considerations violative of academic freedom significantly contributed to such decision, or that the proper procedure was not followed in making such decision, or that it was based on inadequate consideration; and
- (3) State with particularity the circumstances constituting the alleged basis for the grievance, together with any factual or other data which the petitioner deems pertinent.

As used herein, the term "academic freedom" has the same meaning as in the 1940 Statement of Principles on Academic Freedom and Tenure and the 1970 Interpretive Comments thereon.

**c. Cases in Which a Violation of Academic Freedom is Alleged**

1. If the petition for review alleges that considerations violative of academic freedom significantly contributed to the decision complained of, the Advisory Committee shall determine whether the particular circumstances stated in the petition constitute on their face a violation of academic freedom. If the Advisory Committee determines that they do, it shall seek to settle the matter by informal methods. If the matter remains unresolved, despite the efforts of the Advisory Committee, the Committee shall, at the

request of the petitioner, refer the matter to the Appeals and Hearing Committee for a formal hearing in the manner hereinafter described.

2. A faculty member filing a petition to which this Section C applies shall consent in writing to the disclosure to the Advisory Committee, and at the formal hearing if one is held, of any or all evidence before the committee or officer that made the decision complained of and to the presentation by such committee or officer or by the College of any other evidence or grounds that such committee or officer of the College may wish to offer in support of said decision.

3. A formal hearing by the Appeals and Hearing Committee in a case referred to it by the Advisory Committee involving an alleged violation of academic freedom shall be conducted in accordance with the subject to Paragraph 2 above, Section D below and the following rules:

The Appeals and Hearing Committee (hereinafter the "Hearing Committee") shall honor the request of any party that its hearing be private, and if private, shall decide whether a representative of a responsible educational association shall be permitted to attend as an observer; and, whether private or public, shall decide whether the proceedings should be recorded on tape or a transcript made.

If the hearing is public, announcements of the time and place of its meetings or adjournments shall be made known to the Wheaton Community. Whether the hearing is public or private, unless all concerned parties agree, no one connected with the case shall give any interviews or make any statements for publication by the press or any other media, on or off campus, until the formal college hearing process has been completed.

At least thirty days before the date set for an initial hearing, the Hearing Committee shall furnish to the committee or officer that made the decision complained of, a copy of the petition, together with any changes therein or admissions which may have been made by the petitioner.

At least ten days before the date set for an initial hearing, the committee or officer shall provide for the Hearing Committee and the petitioner an answer, which should admit, deny, or leave to proof, the allegations furnished to the committee or officer.

On the issues joined by the petition and answer, the Hearing Committee shall determine the order of proof, question witnesses, and, if considered advisable, secure the presentation of evidence on its own initiative. Legal rules of evidence shall not apply, but every effort shall be made to obtain the most reliable evidence available.

Before and during the hearing, the petitioner, the committee or officer whose decision is complained of, and the Hearing Committee may each be represented by counsel who may act for and shall be accorded the same privileges as their respective clients

The Hearing Committee may request written briefs if it believes they would be helpful.

The petitioner shall have the burden of proving his or her allegations. However, if in the judgment of the Hearing Committee the proof offered by the petitioner establishes a prima facie case that considerations violative of academic freedom significantly contributed to the decision complained of, the Hearing Committee shall so advise the committee or officer by whom such decision was made and it shall then be

incumbent upon such committee or officer of the College to come forward with any evidence the committee or officer may have or obtain disproving that such was the fact.

After considering the briefs and hearing argument, the Hearing Committee shall reach its decision in conference on the basis of all the evidence. If it sees fit, the Hearing Committee may make that decision without reviewing a tape or transcript of the hearing.

The Hearing Committee shall keep confidential minutes of its actions.

The vote of a majority of the members of the Hearing Committee shall decide any issues before it, whether procedural or of substance. On issues of substance it shall be the duty of the majority and the minority, if any, to write opinions setting forth their respective findings, their reasons for their respective decisions and their recommendations for corrective action if a violation of academic freedom is found.

Copies of such written opinions shall be promptly furnished to the petitioner, the committee or officer that made the decision complained of, and the President. If requested by any of them, the Hearing Committee shall make available to such party the tape or transcript, if any, of the hearing or a copy thereof.

Subject to the foregoing rules and any other provision of these procedures, any question or matter relating to the hearing shall be decided by the Hearing Committee.

4. If the Hearing Committee decides that the considerations violative of academic freedom contributed significantly to the decision complained of, it shall transmit its decision and recommendations, together with a copy of the tape or transcript, if any, of the hearing, to the President for review. If in agreement with the Hearing Committee, the President may either accept its decision and recommendations for the College, or transmit all the materials to the Board of Trustees for review. If not in agreement with the Hearing Committee, the President shall transmit all the material, with his or her own comments, to the Board of Trustees for review. The Board, which may act by a committee thereof, shall review the record and provide opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. Thereupon, the Board or such committee shall either sustain or reject the decision and recommendations of the Hearing Committee. In the latter case, the reasons for its action shall be given in writing.

#### **d. Cases in Which Improper Procedure or Inadequate Consideration is Alleged**

##### **1. Initial Consideration of a Petition for Review**

Petitions not arising from decisions of the Committee on Tenure or the Committee on Promotions: If a petition for review alleges that the committee or officer whose decision is complained of did not follow the proper procedure in making such decision or that such decision was the result of inadequate consideration in terms of the relevant standards of the College, the Advisory Committee shall determine whether the particular circumstances stated in the petition constitute on their face improper procedure or inadequate consideration. If the Advisory Committee determines that a prima facie case exists, it shall seek to settle the matter by informal methods. If the matter remains unresolved despite the efforts of the Advisory Committee, the Advisory Committee shall forward the petition to the Appeals and Hearing Committee (hereinafter in this section the "Appeals Committee") for action as hereinafter described. If

the Advisory Committee determines that a case does not exist it shall return the petition to the petitioner, together with an explanation as to why it is doing so.

Petitions arising from decisions of the Committee on Tenure or the Committee on Promotions:

If a petition for review alleges that the committee whose decision is complained of did not follow the proper procedure in making such decision or that such decision was the result of inadequate consideration in terms of the relevant standards of the College, the Appeals and Hearing Committee (hereinafter in this section the "Appeals Committee") shall determine whether the allegations warrant further review. If so, the Appeals Committee shall proceed as hereinafter described. If not, the Appeals Committee shall return the petition to the petitioner, together with an explanation as to why it is doing so.

[February 18, 1983, p. 3597]

2. A faculty member filing a petition to which this Section D applies, shall consent in writing to the disclosure to the Appeals Committee of any or all evidence before the committee or officer that made the decision complained of and to the presentation by such committee or officer or by the College of any other evidence bearing upon the allegations made by the petitioner.

3. Upon receiving a petition to which this Section D applies, the Appeals Committee shall decide within ten days thereafter, exclusive of periods during which the College is not in session, whether it should make a detailed investigation of the grievance. If the Appeals Committee decides that it should make an investigation, the investigation shall be made in accordance with and subject to Section C, Paragraph 2 above, this Section D, and the following rules:

- The question under investigation shall be whether, as alleged, either the committee or officer did not follow the proper procedure in making the decision complained of, or such decision was the result of inadequate consideration in terms of the relevant standards of the College or both, as the case may be. Under no circumstances shall the Appeals Committee substitute its judgment for that of the committee or officer on the merits of the decision complained of.
- In conducting its investigation, the Appeals Committee may interview and obtain information from, subject to the applicable provisions of these Review and Appeals Procedures, the petitioner, the committee or officer that made the decision complained of and any other person or body that it considers may have information or advice bearing upon the question under investigation.
- Before reaching a final decision as a result of its investigation, the Appeals Committee shall submit its tentative findings to the petitioner and to the committee or officer whose decision is complained of and obtain any comments which such petitioner, committee or officer may wish to make thereon.

Upon reaching a final decision, the Appeals Committee shall provide the petitioner, the committee or officer whose decision is complained of and the President with a written report thereof. If the Appeals Committee concludes that the proper procedure in making the decision complained of was not followed or that such decision was the result of inadequate consideration, the report shall include:

- (a) a statement of the respects in which the Appeals Committee believes the proper procedure was not followed or the consideration was inadequate and
- (b) its recommendations in regard to the manner and/or extent of reconsideration.

4. If the Appeals Committee recommends that the committee or officer whose decision is complained of should reconsider that decision, such committee or officer shall do so in the manner and/or to the extent recommended by the Appeals Committee and report to the petitioner and the Appeals Committee the results of that reconsideration. Normally, such reconsideration shall be carried out by the committee or officer as constituted or in office at the time said recommendation is received. In the case of a decision respecting the granting of tenure, the members of the Committee on Tenure, insofar as possible, shall be those who were members of that committee at the time of the original decision. If for any reason any such member is unable to serve, the elected or appointed replacement for such member shall serve in his or her stead.

**e. Cases in Which Sexual and Gender-Based Misconduct is Alleged**

1. Introduction.

Consistent with federal interpretations of Title IX, the faculty process for resolving complaints involving Sexual and Gender-Based Misconduct will not be applied to abridge academic freedom which includes but is not limited to curricular activities, particular textbooks, or reasonable classroom activities.

For purposes of this sub-section, capitalized terms shall have the meanings indicated in the [Wheaton College Sexual and Gender-Based Misconduct Policy](#) for Staff unless context clearly indicates otherwise.

2. Prohibited Conduct.

Faculty are prohibited from engaging in conduct prohibited under the Wheaton College Sexual and Gender-Based Misconduct Policy for Staff.

3. Process for Resolving Complaints.

The following outlines reporting requirements and how the College will respond to and investigate a report of faculty conduct that could constitute a violation of this policy and determine what, if any, interim measures and disciplinary action is appropriate.

(a) Reporting Sexual and Gender-Based Misconduct. Responsible Employees must, within twenty-four (24) to forty-eight (48) hours, disclose to the Title IX Director incidents of Sexual and Gender-Based Misconduct that come to their attention.

(b) Response to reports of Sexual and Gender-Based Misconduct. The College will respond to all reports of Sexual and Gender-Based Misconduct in a prompt, equitable, and effective manner.

(c) Initial Assessment and Interim Measures. After receiving notice of conduct that could constitute Sexual and Gender-Based Misconduct, the Title IX Coordinator for Faculty or a designee (hereinafter ‘Title IX Coordinator for Faculty’) will take a number of initial steps. These initial steps are not an investigation. Rather, these initial steps will enable the College to assess the need to take any immediate action to address the safety and health needs of the Complaining Individual and the College community and to determine the next steps for investigating the reported conduct and the need for any interim measures. These initial steps may include, but are not limited to, the following:



Contact with the Complaining Individual. The Title IX Coordinator for Faculty will promptly contact the Complaining Individual and encourage the individual to meet to discuss the nature and circumstances of the reported conduct, review relevant documentation that is available, and address the Complaining Individual's immediate physical safety and emotional needs, including the need for any interim measures. Examples of possible interim measures may include interim Orders of No Contact, requests for academic adjustments or other accommodations, access to additional support services, changes to living, transportation and working situations, and other actions to address the situations and concerns raised on an interim basis. The Title IX Coordinator for Faculty will notify the Complaining Individual of the available resources for seeking medical treatment, counseling, spiritual guidance, or other interim measures. These resources can be found at <http://wheatoncollege.edu/sexual-assault/friend/>. A formal complaint is not necessary to initiate this part of the College's process.

Disclosures Regarding Law Enforcement. The Title IX Coordinator for Faculty will notify the Complaining Individual: (1) about the availability of this policy; (2) about the right to report (or decline to report) the matter to Public Safety and/or to local law enforcement; and (3) that a report to law enforcement will not change the College's duty to respond to the matter but it may briefly delay the timing of any investigation if a law enforcement agency requests that the College delay its process for a reasonable amount of time to allow it to gather evidence of criminal conduct.

Policy on Retaliation. The Title IX Coordinator for Faculty will inform the Complaining Individual about the College's policy regarding retaliation. Moreover, the College will respond to any reports of retaliation immediately.

Threat Assessment. The Title IX Coordinator for Faculty will assess the reported conduct to determine whether the circumstances pose a threat to the health or safety of the College community and warrant the issuance of a Timely Warning, an Order of No Contact for any persons, or any other interim protections.

Determining Application of the Policy. If the Title IX Coordinator for Faculty determines, after speaking with the Complaining Individual, that the reported conduct would not, in any way, implicate this policy, the Title IX Coordinator for Faculty will advise the Complaining Individual of such in writing and, if appropriate, refer the reported conduct to the appropriate administrator for handling consistent with any other pertinent College policy. If new information is subsequently provided, the decision whether or not to investigate under this policy will be reevaluated. If the Title IX Coordinator for Faculty determines the reported conduct could, in any way, implicate this policy, the Title IX Coordinator for Faculty will contact the Complaining Individual to discuss that determination and work with the Complaining Individual to initiate the grievance process under this policy. If, at this time, the Complaining Individual requests that the process not move forward, the Title IX Coordinator for Faculty, in accordance with section four of this sub-section, will weigh that request and the reasons for it against the College's obligation to address any risk of harm to the Complaining Individual or other individuals in the community and the nature of the incident or conduct at issue. Mediation is not an option for resolving allegations involving any form of Sexual Violence.

(d) Investigation. If, during the Initial Assessment, it is determined that the reported conduct implicates this policy and the Complaining Individual initiates the grievance process or the College otherwise determines that it must move forward, the formal investigation phase will commence and include the steps outlined below. The Title IX Director or a designee will serve as the Procedural Coordinator.

Notice of Investigation. The Title IX Coordinator for Faculty, in consultation with the Procedural Coordinator, will send a copy of any written complaint along with a written notice of investigation to the Respondent that will include a description of the allegations, the prohibited conduct alleged to have occurred, and any interim measures in place about which the Respondent must be made aware. The notice of investigation does not constitute a finding or a determination of responsibility, but it will re-affirm to both parties that they are not to retaliate against each other, as that term is defined in the Sexual and Gender-Based Misconduct Policy for Staff. The Title IX Coordinator for Faculty will send the Respondent the written notice of investigation within three (3) business days of the Complaining Individual initiating the grievance process or the College otherwise determining that it must move forward.

Procedural Advisors. The Title IX Coordinator for Faculty, in consultation with the Procedural Coordinator, will offer the Complainant and the Respondent an opportunity to use a Procedural Advisor. Parties may elect not to utilize a Procedural Advisor, and may select any other person to serve as an advisor-of-choice, including an attorney. Parties may also elect to participate in the grievance process without utilizing a Procedural Advisor or an advisor-of-choice. Procedural Advisors or advisors-of-choice may be present during any meeting, interview, or hearing held pursuant to the grievance process.

Individuals participating in the grievance process as a Procedural Advisor or as an advisor-of-choice must comply with this sub-section in performing their respective roles. Procedural Advisors and advisors-of-choice may not participate actively while present at any meeting, interview, or hearing and may not speak on behalf of the individual they are advising, although they may ask to suspend any meetings, interviews, or hearings briefly and in a reasonable and non-disruptive manner to provide private consultation related to the matter in progress. Procedural Advisors or advisors-of-choice are subject to the same confidentiality expectations applicable to others in attendance. Accommodations, including scheduling of meetings, interviews, or hearings, will not be made for any advisors if they unduly or unnecessarily delay the process.

Designation of Investigator(s). The Title IX Coordinator for Faculty, in consultation with the Procedural Coordinator, will designate at least one internal investigator to conduct a prompt, fair, and impartial investigation of the reported conduct and prepare a report of investigative findings (the "Investigative Report"). At the College's discretion, more than one investigator may be assigned. The College may also exercise discretion in assigning an external investigator to conduct the investigation with the College's internal investigator. In addition, the College may assign an external investigator, without assigning an internal investigator.

All internal investigators will be selected from a group of qualified and trained tenured faculty employed by the College or individuals engaged by the College for the purpose of conducting investigations under the grievance process. The Title IX Coordinator for Faculty will provide the parties with the name of the investigator(s). As soon as possible, but no later than three (3) business days after receiving notice of the identity of the investigator(s), the parties should inform the Title IX Coordinator for Faculty (in writing) of any conflicts or potential conflicts of interest with regard to the selected investigator(s). The Title IX Coordinator for Faculty, in consultation with the Procedural Coordinator, will consider the nature of the conflict and determine if different individuals should be assigned as Investigator(s). The Title IX Coordinator for Faculty's decision regarding any conflicts is final.

Nature of the Investigation. The investigation will include separate interviews with the Complainant, the Respondent, and any witnesses whom the investigator(s) believe will provide necessary and relevant information. The investigation may include the review of documentation

or other items relevant to the reported conduct. The investigator(s) will provide the parties with written notice of meetings at which their presence is required.

The investigator(s) will provide a statement to each party participating in an interview that explains the applicable rules of confidentiality. Such rules include that any information learned, including questions asked or statements made by the investigator(s) are to be kept confidential and not shared with anyone except the parties' Procedural Advisors. The investigator(s) will also explain that the Title IX Coordinator for Faculty will be available to provide support should a party wish to discuss anything learned during the course of the investigation or have any questions regarding the level of confidentiality expected.

The Parties' Identification of Potential Witness(es) and Documentation. The parties have the opportunity (and are expected) to provide the investigator(s) with the identities of potential witnesses who have specific information about the reported conduct and with whom they would like the investigator(s) to speak. The parties also have the opportunity (and are expected) to provide the investigator(s) any documentation or other evidence they would like to be considered. All information described in this section must be presented to the investigator(s) in writing and include a brief description as to how the persons, documents, and/or evidence are relevant to the reported conduct. This information must be provided to the investigator(s) during the investigation phase and without delay upon becoming aware of it. The investigator(s) will exercise discretion in their determination of what information to consider and which potential witnesses identified by the parties can provide relevant information to the investigation.

Investigative Report. At the conclusion of the investigation phase, the investigator(s) will prepare an investigative report, which should include a summary of the factual information presented during the investigation phase. The investigative report will not include a determination by the investigator(s) as to whether a party has engaged in prohibited conduct or what sanctions may be appropriate.

(e) Hearing Committee. At the conclusion of the investigation phase, the hearing committee process will commence and include the steps outlined below.

Assignment to the Appeals and Hearing Committee. The Procedural Coordinator will convene the Appeals and Hearing Committee to hear the matter. The Procedural Coordinator will provide the parties with the name of the persons serving on the Appeals and Hearing Committee. As soon as possible, but no later than three (3) business days after receiving notice of the identity of the Appeals and Hearing Committee members, the parties should inform the Procedural Coordinator (in writing) of any conflicts or potential conflicts of interest in regard to the Appeals and Hearing Committee members. The Procedural Coordinator, in consultation with the Appeals and Hearing Committee, will consider the nature of the conflict and determine if different individuals should serve as members of the Appeals and Hearing Committee for the limited purpose of hearing the matter. The Procedural Coordinator's decision regarding any conflicts is final. The Procedural Coordinator will then submit the investigative report to the Appeals and Hearing Committee members and set a subsequent date for the Appeals and Hearing Committee to meet to determine responsibility and appropriate sanctions, if any.

Notice of Hearing. The Procedural Coordinator will notify the Complainant and the Respondent in writing of the time and date of the hearing at least five (5) business days prior to the hearing date.

Review of the Case File. All relevant reports, witness statements, the Complainant's statements, the Respondent's statements, and other relevant written materials generally will be available for review by the Complainant and the Respondent at least three (3) business days prior to the hearing.

Request for Participation of Witnesses. The Complainant and the Respondent will have the opportunity to make a request to the Procedural Coordinator for witnesses to participate in the hearing. The Chair, in consultation with the Procedural Coordinator, will determine which witnesses will participate based on the relevance of their testimony. The Complainant and the Respondent must notify the Procedural Coordinator of any witnesses who they request to participate in the hearing at least two (2) business days prior to the hearing. The Complainant and the Respondent will be notified of the names of the witnesses that the Chair has determined will be contacted to participate in the hearing no later than twenty-four (24) hours prior to the hearing.

Use of Procedural Advisors and Advisors-of-Choice. The Complainant's and the Respondent's Procedural Advisor or advisor-of-choice may attend the hearing. Neither the Complainant nor the Respondent may have any other advisor other than the Procedural Advisor or advisor-of-choice present during the hearing. Procedural Advisors and advisors-of-choice may not speak on a party's behalf during the course of the hearing and will be bound by the rules of confidentiality governing the hearing.

Appeals and Hearing Committee Review. During the hearing, normally only the investigators, the Complainant, the Respondent, Appeals and Hearing Committee members, witnesses, Procedural Advisors/advisors-of-choice and the Procedural Coordinator may be present. An Appeals and Hearing Committee hearing may be conducted in the absence of the Complainant or the Respondent, or witnesses, at the discretion of the Chair and/or the Procedural Coordinator. Witnesses may be present only when sharing information with the Appeals and Hearing Committee, unless noted at the discretion of the Chair.

The Procedural Coordinator will provide a statement to each party participating in the hearing that explains the applicable rules of confidentiality. Such rules include that any information learned, including questions asked or statements made by the Appeals and Hearing Committee or the Procedural Coordinator are to be kept confidential. The Procedural Coordinator will also explain that the Title IX Coordinator for Faculty will be available to provide support should a party wish to discuss anything learned during the course of the hearing.

The Complainant and the Respondent will not appear at the same time during the course of the hearing, and they may not directly question each other or witnesses. Both parties will be provided an opportunity to request that additional questions be directed by the Chair to other individuals appearing at the hearing. The Chair may use discretion in determining whether or not to ask such questions so long as the discretion is equitable for both parties.

The Appeals and Hearing Committee may ask questions of the Complainant, the Respondent, the witnesses, and the Investigators. The Appeals and Hearing Committee may go into closed session, temporarily excusing all participants, upon the vote of a majority of the members of the Appeals and Hearing Committee.

If the Complainant or the Respondent does not participate in the hearing or chooses not to speak, Appeals and Hearing Committee procedures will still be followed. The Complainant, the

Respondent and the investigators may be given the opportunity to make opening and closing comments.

The parties are expected to participate in the proceeding in a civil and respectful manner. The Chair reserves the right to remove any individual who impedes the Appeals and Hearing Committee hearing. A case may be recessed or continued at the Chair's discretion. At the request of a hearing participant, the Chair will take appropriate action to maintain a safe environment for all participants in the hearing, including providing for the presence of a Public Safety officer at the site of the hearing.

Alternative testimony options that do not compromise the integrity of the hearing process may be requested by either the Complainant or the Respondent. Options that provide accommodations for individuals with a disability, remote participation where necessary, or a safe space for participation while not depriving the parties of their rights in the process may be requested and will be considered. The Procedural Coordinator, in consultation with the Chair, determines the appropriateness of these requests and assumes responsibility for these arrangements.

At the discretion of the Procedural Coordinator, in consultation with the Chair, all information shared at the hearing may be audio recorded for use by the Appeals and Hearing Committee only. The Appeals and Hearing Committee's deliberations will not be otherwise audio recorded. The audio recording is the property of the College. It will ordinarily be preserved until the conclusion of the grievance process, including the appeals period, at which point it will be destroyed. The parties and Appeals and Hearing Committee hearing participants are not permitted to make video, audio, or other electronic, photographic, or digital recordings of any meetings, parts of the case file, or proceedings held pursuant to this policy, including the Appeals and Hearing Committee hearing. The Procedural Coordinator may make exceptions to this prohibition in limited circumstances if the Procedural Coordinator concludes, in the Procedural Coordinator's sole discretion, that a recording is warranted, and upon written request of the party seeking the recording that explains the need for the recording.

The Procedural Coordinator will be responsible for keeping minutes of the hearing which will serve as the record.

(f) Appeals and Hearing Committee Determination. Following completion of the hearing, only Appeals and Hearing Committee members and the Procedural Coordinator may be present for the deliberation. The Appeals and Hearing Committee must use the preponderance of the evidence standard when determining whether a Respondent is responsible for Sexual and Gender-Based Misconduct. The Appeals and Hearing Committee members will decide by majority vote whether or not the Respondent is responsible for Sexual and Gender-Based Misconduct. The Procedural Coordinator will have no vote.

(g) Sanctions. If the Appeals and Hearing Committee determines the Respondent is responsible for engaging in prohibited conduct, the Provost or a designee will determine the sanction(s) to be imposed. Pertinent records of previous disciplinary action may be used in determining an appropriate sanction. Sanctions may include but are not limited to the following: termination; probation; reprimand; warning; restitution; education/counseling; Order of No Contact; restriction from or loss of leadership opportunity or positions in activities.

(h) Notice. Within twenty-four (24) hours of the deliberation of the Appeals and Hearing Committee and the Provost's determination on sanctions, the Procedural Coordinator will present the determination and sanctions to the Complainant and Respondent. The Procedural Coordinator will send written notice of the same to the Complainant and Respondent within five (5) business days.

(i) Appeals of Decisions. At the conclusion of the Appeals and Hearing Committee phase and the determination on sanctions, either party may file an appeal. The appeal process includes the steps outlined below.

**Filing an Appeal.** Within five (5) business days of receiving notice of the Appeals and Hearing Committee determination on responsibility and the Provost's (or a designee) determination of sanctions, either the Complainant or the Respondent may appeal the decision by submitting to the Procedural Coordinator a letter stating why the party requesting the appeal believes the determination of responsibility and/or the sanctions were inappropriate.

**Content for Appeal.** A party may appeal only on the following grounds: (i) newly discovered material information that was not known to the appellant party and unavailable during the investigation and during the hearing and which likely would have changed the finding of responsibility or the sanction imposed had it been available; or (ii) substantial procedural error that materially prejudiced the appellant party.

The party submitting the appeal must set forth in detail the grounds for review and must attach all materials that the party wishes to have considered in the appeal process. The Procedural Coordinator will provide a copy of the appeal submitted by one party to the other party.

**Appellate Officer.** The President of the College or a designee will serve as Appellate Officer and will decide the merits of any appeal and in so doing, may consult with the investigator(s), the Appeals and Hearing Committee Members, and any other individual that the Appellate Officer deems appropriate.

The purpose of the appeal is not to rehear the case; rather, it is to determine if there is sufficient information presented to allow a reconsideration of the Appeals and Hearing Committee's decision.

**Enforcement of Appeals and Hearing Committee Decision.** Any action assessed or recommended by the Appeals and Hearing Committee (and, by extension, the Provost) may be enforced, in whole or in part, pending the outcome of the appeal at the sole discretion of the Procedural Coordinator, including a removal or suspension.

**Appeal Determinations.** The Appellate Officer will review the appeal and render a decision usually within ten (10) business days.

The Appellate Officer may affirm all or part of the decision (which includes the sanction, as well as the determination of responsibility) or may refer the matter back to the investigator(s), the Appeals and Hearing Committee, or the Provost, for further consideration. If the matter is referred back to the investigator(s), the Appeals and Hearing Committee, or the Provost, the Appellate Officer will provide specific instructions with the referral. In the event of a referral, the

Appellate Officer may mandate such further proceedings as the Appellate Officer deems appropriate under the circumstances, consistent with this Policy.

The decision of the Appellate Officer will be provided in writing and is final. The Procedural Coordinator will inform the parties simultaneously and in writing of the outcome of the appeal within five (5) business days of the Appellate Officer's decision.

#### 4. Additional Matters.

**Request for Delay of Proceedings.** If the Complainant, the Respondent, or law enforcement agencies request that the College grievance proceeding be delayed because the conduct in question is also being addressed in a civil or criminal court, the College will review the request, but it retains the right to hear the case before, after, or during the same time as the civil or criminal case, and to implement appropriate action (including but not limited to interim Orders of No Contact, removal from campus, interim removals, or suspensions) to maintain the safety of the campus. The campus grievance process shall be confidential to the extent possible and as allowed by law and considerations of safety.

**Duty of Honesty.** All parties and witnesses are obligated to be completely honest during the course of the entire process set forth in this Policy. Any person who knowingly makes a false statement – either explicitly or by omission – in connection with any part of the process may be subject to separate College disciplinary action.

**Duty of Cooperation.** All parties and witnesses are obligated to cooperate with the Title IX Director and any persons charged with implementing this policy. Any person who knowingly interferes with the actions taken to implement the reporting, investigation, or resolution of matters under this policy may be subject to separate College disciplinary action.

**Prohibitions.** Neither party will be permitted to directly question or cross-examine the other party during the investigation. Moreover, the investigator(s) and/or the Appeals and Hearing Committee generally will not consider information related to either party's character or sexual history outside of the conduct in question. However, where there is evidence of pattern of conduct similar in nature by the Respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the investigators' report and/or the Appeals and Hearing Committee's determination of responsibility or sanction. In those instances, the Procedural Coordinator will determine whether the previous incident was substantially similar to the conduct cited in the report and/or indicates a pattern of behavior and substantial conformity with that pattern by the Respondent. The Procedural Coordinator may choose to provide this information to the investigator(s), with appropriate notice to the parties. Additionally, either party or an identified witness may seek to provide to the investigator(s) and/or the Appeals and Hearing Committee: (1) information concerning the prior relationship of the parties; or (2) information indicating that a person other than the Respondent is responsible for the misconduct alleged. The investigator(s) and/or the Appeals and Hearing Committee will review any such information and determine if it is relevant and probative to the Investigators' report and/or the Appeals and Hearing Committee's determination of responsibility or sanction. In no case will the fact of a current or previous consensual dating or sexual relationship between the parties imply consent to the reported conduct or preclude a finding of responsibility for Sexual and Gender-Based Misconduct.

**Amnesty for Students Reporting Misconduct.** The College encourages reporting under this policy and seeks to remove barriers to reporting. The College generally will not hold a student who reports conduct or is a witness during an investigation under this policy accountable for disciplinary violations of the College's Community Standards prohibiting use of drugs or alcohol. Under limited circumstances, a person who reports conduct under this policy may be held accountable for his or her own misconduct if, in the College's discretion, it is determined that the behavior placed the health and safety of any person at risk, or if it created a danger to the College community. The College retains the right to require students to attend counseling or drug/alcohol related courses even in circumstances in which disciplinary conduct will not be pursued under this policy.

**Respect for Privacy.** The College values the privacy of individuals involved in the reporting, investigation, and/or resolution of matters subject to this policy. The U.S. Department of Education has provided guidance indicating that there are situations in which it may be necessary for an institution to override a request for privacy in order to meet its Title IX obligation. In the event circumstances result in the College overriding a request for privacy or confidentiality to meet its Title IX obligation, the College will do so with the utmost sensitivity and respect for the circumstances and the individuals involved.

The factors the U.S. Department of Education suggest institutions consider in determining whether it can grant a request for privacy include circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of Sexual Violence or other violence (e.g., whether there have been other Sexual Violence complaints about the same alleged perpetrator, whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence, whether the alleged perpetrator threatened further Sexual Violence or other violence against the student or others, and whether the Sexual Violence was committed by multiple perpetrators), circumstances that suggest there is an increased risk of future acts of Sexual Violence under similar circumstances (e.g., whether the student's report reveals a pattern of perpetration, whether the Sexual Violence was perpetrated with a weapon, the age of the student subjected to the Sexual Violence, and whether the school possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence)).

**Special Situations.** In limited circumstances, when the safety of the College community is at risk, if the material facts are undisputed, if there are extenuating circumstances involving either of the parties, or if the Title IX Director, in consultation with appropriate administrators, determines it is in the best interest of the College and/or the community, the College retains the right to determine, in its sole discretion, if it will address a report of conduct that falls under this Policy administratively and outside of the process described in this policy. Whenever the College determines that it will exercise this provision, its actions will be in accord with Title IX and it will stay true to the processes described in this policy to the extent possible. The College will also clearly explain to the parties any alternate processes it will take in the given situation.

#### **f. Miscellaneous**

1. The committee or officer whose decision is complained of in any petition for review filed pursuant to Section B shall protect the confidentiality of any material (oral or written) which was received on the basis that it would be held in confidence. Such material should be released to the Advisory Committee or Appeals and Hearing Committee only by mutual consent between the committee or officer and the person or persons who were the source of the confidential material.



2. If the decision complained of was a decision by the Committee on Tenure, the "confidential minutes" (as distinguished from the public minutes) and other relevant documents of that Committee bearing upon such decision shall be made available to the Appeals and Hearing Committee if a petition involving such decision has been referred to it, provided that a majority of the Appeals and Hearing Committee so vote.
3. In those cases in which the Appeals and Hearing Committee reaches a negative final decision primarily on the basis of confidential material, the Committee should give the petitioner some intimation of the nature of the decisive confidential material.
4. At the conclusion of its consideration of a case, any confidential material obtained by the Appeals and Hearing Committee shall be returned to its source and resealed. All confidential records created by the Committee shall also be sealed and inaccessible, except to members of the Committee that heard the case and except as may be otherwise provided by the College's then current "Review and Appeals Procedures for Certain Faculty Grievances," for a period of 30 years. After 30 years, these records shall be reviewed by the Provost, who shall decide, depending on the sensitivity of the records, whether they should be opened at that time or should be resealed or otherwise restricted for a further period not to exceed 20 years. Once no longer restricted, the records shall be opened for the use of researchers. [October 7, 1983, p. 3631]
5. At any stage of the proceedings with respect to any matter to which these procedures apply, the matter may be disposed of by agreement of the petitioner and the committee or officer that made the decision complained of and the College.
6. The College may act hereunder through its President or anyone designated by the President.
7. The Review and Appeals Procedures set forth herein shall supersede any existing faculty legislation that conflicts therewith.
8. The Faculty may at any time or from time to time amend or revise the Review and Appeals Procedures herein set forth, subject in each instance to the approval of the President of the College and of the Board of Trustees. [March 17, 1978, pp. 3364-70; May 5, 1978, p. 3373]

**VII. Procedures for Cases in Which the Professional Fitness of a Faculty Member Under Contract is Being Questioned**

These procedures will apply when the professional fitness of a faculty member under contract is questioned on any grounds.

**a. Preliminary Proceedings**

1. When reason arises to question the professional fitness of a faculty member who has tenure or whose term appointment has not expired, the President or other appropriate administrative officers should discuss the matter with the faculty member in personal conference. Prior to this initial meeting the President will provide the faculty member with a written statement of the general nature of the issues involved and with a copy of this document, "Procedures for Cases in Which the Professional Fitness of a Faculty Member under Contract Is Being Questioned," advising him or her of the procedures. Furthermore, the President is encouraged to discuss the matter with the Provost and Dean prior to this initial meeting. The faculty member is expected to cooperate fully by meeting with the President or other

administrative officers in an attempt to determine the relevant facts in the matter. At no time during or prior to the initial meeting should the faculty member in question be asked to resign, nor should any other penalties be imposed at this time. The faculty member should be allowed to have counsel during his or her meeting with the President.

2. After due consideration the President and the faculty member in question may terminate the matter by mutual consent.

3. If the matter is not resolved by mutual consent, it shall be brought to the Advisory Committee. The Advisory Committee shall informally inquire into the details of the matter and attempt to effect an adjustment satisfactory to both parties. If no such adjustment is effected, the Advisory Committee shall determine whether in its view formal hearing proceedings should be instituted and shall inform the President and the faculty member of its recommendation. The Advisory Committee shall observe full confidentiality about the matter.

4. If the Advisory Committee recommends that such proceedings should be begun, or if the President, even after considering a recommendation of this committee favorable to the faculty member, expresses his or her conviction that proceedings should be undertaken, action should be commenced under the procedures which follow. Except where there is disagreement about instituting proceedings, a statement with reasonable particularity of the charges and the proposed penalties should then be jointly formulated by the President and the Advisory Committee; if there is disagreement, the President or his or her representative will formulate the statement.

5. An effort should be made by all parties concerned to resolve the matter as soon as possible. Normally, the time between the initiation of the case, as described as in Paragraph 1 and the beginning of Formal Proceedings (see Section B below) should be no more than three months.

#### **b. Formal Proceedings**

1. The formal proceedings shall be commenced by a communication sent by registered mail to the faculty member by the President, informing the faculty member of the statement formulated. This statement will inform him or her of his or her right to a hearing, if he or she so requests, to determine the validity of the charges and the appropriate penalties, if any. The faculty member should reply in writing whether he or she wishes a hearing. If a hearing has been requested, it will be conducted by a faculty Hearing Committee at a time and place specified by the President in consultation with the faculty member and said Hearing Committee. In setting the date of the hearing, sufficient time should be allowed the faculty member to prepare his or her defense, but the faculty member should answer in writing the statement of charges contained in the President's letter not less than one week before the date set for the hearing. If the faculty member does not request a hearing and the President wishes to continue the action, the President will so inform the Hearing Committee. The Hearing Committee shall consider the case on the basis of the obtainable information and decide what penalties, if any, shall be recommended.

2. Suspension of the faculty member during the proceedings involving him or her is justified only if immediate harm to himself/herself or others is threatened by his or her continuance. Unless legal considerations forbid, any such suspension should be with pay.

3. The Appeals and Hearing Committee (hereinafter the "Hearing Committee") shall be constituted in the manner prescribed in Section A of the "Review and Appeals Procedures for Certain Faculty Grievances."

4. If a hearing has been requested, the Hearing Committee shall consider the statement of charges already formulated, and the faculty member's response written before the time of the hearing. The Committee, in consultation with the President and the faculty member, shall exercise its judgment as to whether the hearing should be public or private, and if private, shall decide whether a representative of a responsible educational association shall be permitted to attend as an observer. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the President's letter to the faculty member shall be received.

5. The President shall have the option of attendance during the hearing. He or she may designate an appropriate representative to assist in developing and presenting the case. The Hearing Committee shall determine the order of proof, should normally conduct the questioning of witnesses, and, if necessary, should secure the presentation of evidence important to the case.

6. The faculty member shall have the option of assistance by counsel, whose functions shall be similar to those of the representative chosen by the President. The faculty member shall have the additional procedural rights set forth in the AAUP 1940 Statement of Principles on Academic Freedom and Tenure, and shall have the aid of the Hearing Committee, when needed, in securing the attendance of witnesses. The faculty member or his or her counsel and the President or his or her representative shall have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member should have the opportunity to be confronted by all witnesses adverse to him or her. Where unusual and urgent reasons move the Hearing Committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his or her statement, shall nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may when necessary be taken outside the hearing and reported to it. All of the evidence should be duly recorded by a stenographer provided by the College. Unless special circumstances warrant, it should not be necessary to follow formal rules of court procedure.

7. The Hearing Committee shall reach its decision in conference, on the basis of the proceedings. Before doing so, it shall give the opportunity to the faculty member or his or her counsel and the representative designated by the President to argue orally before it. If written briefs would be helpful, the Hearing Committee may request them. The Committee may proceed to a decision promptly, without having the record of the hearing transcribed, where it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby. It shall make explicit findings in writing with respect to each of the charges presented, and it shall provide a reasoned opinion including minority opinions, if any. Publicity concerning the Committee's decision may properly be withheld until consideration has been given to the case by the Board of Trustees. The President and the faculty member shall be notified of the decision in writing and shall be given a copy of the record of the hearing.

8. The President shall transmit to the Board of Trustees the full report of the Hearing Committee, stating its action; acceptance of the Committee's decision would normally be expected. If the Board chooses to review the case, its review should be based on the record of the previous hearing, accompanied by

opportunity for argument, oral or written or both, by the principles at the hearing or their representatives. The decision of the Hearing Committee shall be sustained or the case returned to the Hearing Committee with objections specified. In such a situation the Hearing Committee shall reconsider, taking account of the stated objections and receiving new evidence, if necessary. It shall frame its decision and communicate it in the same manner as before. Only after study of the Committee's reconsideration shall the Board of Trustees make a final decision overruling the Hearing Committee.

9. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers should be avoided so far as possible until the proceedings have been completed. Announcement of the final decision should include a statement of the Hearing Committee's original recommendation, if this has not previously been made known. [March 20, 1972, pp. 3047-50; February 3, 1978, p. 3342]

### **VIII. Faculty Committees**

1. Service on both standing and ad-hoc committees is regarded as a regular and expected part of the professional obligations of a faculty member in the area of community service.

2. In addition to the committee workload of individual faculty members, the Committee on Committees and Agenda will consider the following issues in formulating slates of candidates or making appointments to committees:

- (a) Academic field
- (b) Gender and racial/ethnic representation
- (c) Faculty rank

#### **a. General Principles and Practices Governing Committees**

1. The standing committees are established by the faculty to serve its needs; hence they are at all times responsible to the faculty, should keep the faculty informed of their activities, and should be attentive to faculty opinion. Their duties are in general threefold: (a) to serve as channels of communication among the various parts of the College; (b) to carry out policies established by the faculty and tasks assigned to it; and (c) to observe the operation of established policies, formulate new policies when change seems advisable, and present new policies to the faculty for deliberation and decision. They may establish policies only when specifically empowered to do so.

2. The normal term of service for faculty members on all major standing committees shall be three years. The normal term of service on minor standing committees, shall be two years. After serving on a committee for a full term, a faculty member shall be ineligible for election or appointment to another full term on the same committee until four years have elapsed. During this four year period the former committee member shall be considered part of a Reserve Members Group of that same committee. Regular membership on committees shall begin on the first of July.

3. Whenever a faculty member is unable to serve on a committee for a portion of her/his elected or appointed term due to sabbatical leave, leave of absence, illness, or other extraordinary circumstance, the position shall be filled by the Committee on Committees from among the faculty currently constituting the Reserve Members Group of that committee.

4. Officers of administration serving on the various committees may occasionally be invited to bring to committee meetings, in an advisory capacity and without vote, any of their colleagues who may contribute to the discussion or who require knowledge of the matters being considered.

5. The sequence of elections to elected committees shall be as follows:

- (a) The Committee on Tenure;
- (b) The Advisory Committee;
- (c) The Educational Policy Committee;
- (d) The Committee on Committees and Agenda;
- (e) The Provost Advisory Committee;
- (f) The Appeals and Hearing Committee;
- (g) The Committee on Academic Standing;
- (h) The Committee on Faculty Scholarship and Promotions;
- (i) The Committee on Faculty Workload and Economic Status;
- (j) The Committee on Library, Technology, and Learning.

[May 6, 1994, p. 4003; April 6, 2007, p. 4631, May 1, 2009, pp. 4791-92; October 7, 2011, p. 4940; May 4, 2012, p. 4973-74; December 5, 2015]

6. The Chair of each committee shall provide for the preparation of an agenda which shall include all items suggested for discussion by committee members. He or she shall provide for the keeping of minutes and for the presentation of them to the committee for examination and approval. The Chair shall make available to all members of the committee all correspondence addressed to the committee. He or she shall report orally to the faculty whenever the committee wishes to inform the faculty of committee business. The Chair shall provide for the circulation to the faculty of a written annual report of the committee's work at least one week before the final meeting of the academic year.

7. To document clearly the faculty's administration of its own activities, each committee shall maintain a record of its proceedings, which may include such materials as minutes, correspondence, memoranda, tape recordings, and reports. Records of the last three years shall be maintained in the committee's files; all others shall be transferred to the Archives for appropriate disposition. All committee records on deposit in the Archives shall be open for public use, except as otherwise provided in Faculty Legislation.

8. The minutes of all committees shall be regarded as public and shall be made available to any member of the college who wishes to see them. All committees shall regularly distribute their current minutes to any faculty member requesting them to do so. Current minutes of the Advisory Committee, the Committee on Educational Policy and the Committee on Academic Standing shall be filed in the Provost's Office for consultation.

9. Any committee may create subcommittees. If a subcommittee is composed entirely of members of the parent committee, it may be constituted without consulting the Committee on Committees and Agenda. Appointment of faculty members who are not members of the parent committee must be done through the Committee on Committees and Agenda. At least one member of any subcommittee shall be a member of the parent committee.

10. No independent ad hoc or other committee shall be created until after the need for such a committee has been reviewed by the Committee on Committees and Agenda in consultation with the proposer of the Committee. Faculty committees that wish to create subcommittees not composed entirely of their own members must also consult with the Committee on Committees and Agenda. The Committee on Committees and Agenda shall maintain a current list of all committee appointments and make it available to all faculty members upon request.

**a. Standing Committees of the Faculty**

**i. Committee on Tenure**

The Committee on Tenure shall be composed of four teaching faculty members who are tenured, the Provost and the President of the College. The four teaching faculty members shall be elected by the faculty, three to serve staggered three-year terms and one to serve a two-year term. The three members serving three-year terms will normally be elected from each of the academic divisions (i.e., sciences and mathematics; social sciences; humanities). The member serving a two year term will normally be elected from either of the academic divisions other than the one from which a member is to be elected to a three-year term beginning at the same time. Normally an elected member with the longest service on the Committee shall serve as chair. Newly tenured faculty members are not eligible for service on the committee until after their first sabbatical leave. In addition to these six regular members, when a faculty member is presented as a candidate for tenure, The Committee on Tenure shall be joined by a seventh member. Unless another person is preferred by a majority of the tenured members of the department, the seventh member shall be the Department Chair, if tenured, or else the tenured member of the candidate's department with the longest service to the College. If there is no tenured member in the department, the Provost and the Chair of the Tenure Committee shall, after discussion with the candidate, select a tenured member of the faculty who shall, insofar as possible, perform those functions that would otherwise be performed by the departmental representative. (See Article III, D for duties and procedures.) [February 2, 2001, p. 4288.]

**ii. Provost's Advisory Committee**

The Provost's Advisory Committee shall consist of four tenured faculty, at least one from each academic division, and two untenured faculty, representing two different divisions. Three of the four tenured faculty serve staggered 3-year terms and one serves a 2-year term. The three tenured members serving three-year terms will be elected from each of the academic divisions; the tenured faculty member serving a two-year term will be elected from either of the academic divisions other than the one from which a member is to be elected to a three-year term beginning at the same time. The two untenured faculty serve two-year terms. If an untenured faculty member receives tenure during her/his term on the Committee, s/he remains on the Committee in the untenured slot.

It shall be the duty of the Committee to meet with the Provost to give advice, when asked, and counsel, when needed, to the Provost on academic matters the Provost wishes to discuss or needs to know or consider.

During the academic year 2009-2010 and every third year thereafter, the Committee on Committees and Agenda in consultation with the Provost and the Provost's Advisory Committee, shall conduct a review of the usefulness and efficacy of the Provost's Advisory Committee, and shall report its

findings to the faculty no later than the regularly scheduled April faculty meeting. [March 2, 2007, pp. 4623-24]

### **iii. Committee on Committees and Agenda**

1. The Committee on Committees and Agenda shall consist of three members of the faculty, at least two of whom are on tenure. The Committee shall elect a tenured member as its chair. One member will normally be elected from each of the academic divisions (i.e., sciences and mathematics; social sciences; humanities).

2. It shall be the duty of the Committee on Committees and Agenda:

- To determine the manner of nomination by the faculty of at least two candidates for each regular vacancy on the Committee on Tenure, The Provost's Advisory Committee, The Budget Advisory Committee (a college administrative affairs committee), and the Committee on Committees and Agenda, and to conduct the necessary nomination and election procedures. [April 1, 1994, p. 4000; April 6, 2007, p.4631]
- To make nominations (two for each regular vacancy) to the Advisory Committee, the Committee on Educational Policy, the Appeals and Hearing Committee, the Committee on Admissions and Academic Standing, the Committee on Faculty Scholarship and Promotions, and the Committee on Faculty Workload and Economic Status; and to conduct the necessary election procedures. [May 6, 1994, p. 4003]
- To present for approval at the May meeting of the faculty a slate to fill the regular vacancies for faculty members on all remaining Standing Committees of the Faculty, College Administrative Affairs Committees, and College Government boards.
- To review and act upon proposals, which must be submitted in writing, for faculty service on all new or ad hoc committees, or on sub-committees not composed entirely of members of an existing committee, or as additional members of existing committees; and to decide the criteria for and method of selection as appropriate.
- To appoint faculty members from the Reserve Members Group of a specific Committee to fill vacancies in unexpired terms on that Committee.
- To recommend to the faculty or to concerned administrative officers any change in the organization, terms of service, and functions of standing or other committees.
- Regularly to review, or initiate self-review of, the structure and function of faculty committees.
- To review and recommend to the faculty any changes in the organization or membership of the faculty, or changes in the rules and procedures of faculty meetings.
- To consider all proposals to terminate or alter the charge of a standing committee of the faculty; and, after consideration, to bring the proposal to the Faculty for a vote with the recommendation of the Committee on Committees and Agenda.
- To act as Agenda Committee, and to summarize the text of Faculty Legislation, Part One, Article I, J. to the Faculty at the first faculty meeting of each academic year.
- To consult with and advise the Secretary to the Faculty regarding problems arising from her/his duties as Secretary.

### **iv. Advisory Committee**

1. The Advisory Committee shall consist of three tenured and two non-tenured members of the teaching faculty. The three tenured members, representing the three academic divisions, will serve staggered three-year terms. The two non-tenured members, each representing a different division, will serve two-year terms. An untenured faculty member who receives tenure while serving on the Committee shall nevertheless serve out his or her term in the untenured slot. The Committee shall designate a tenured member as its chair-elect at the end of each academic year.
2. The duties of the members of the Advisory Committee shall include the following:
  - initiating discussion within the Committee and with the faculty, the President and other administrative officers, the Board of Trustees, and student groups on any matters pertaining to the welfare of the College;
  - considering suggestions from members of the faculty, the President and other administrative officers, the Board of Trustees, and student groups concerning changes in College policy or practice; and representing the faculty in consulting with and making recommendations to the President and other administrative officers, the Board of Trustees, and student groups on matters pertaining to the welfare of the College;
  - acting, in effect, as a grand jury in cases involving certain faculty grievances (PART ONE, VI. B., C., D., F.) and in cases involving the fitness of a faculty. (PART ONE, VII. A.3., 4.).

In consultation with the Chair of the Advisory Committee, untenured Committee members will have the option of recusing themselves from such matters; joining the Educational Policy Committee to create the Joint Committee whose charge is to consider the financial exigencies of the institution, should the need arise. (PART ONE, III.E.2.).

3. In order to avoid unnecessary harm to individuals and to encourage full and frank expression of opinion, matters regarding individuals may be designated as confidential by vote of the Committee. Non-current confidential records shall be sealed and made inaccessible for a period of 30 years, except to members of the Committee who considered the matter, and any others provided for by the College's then current "Review and Appeals Procedures for Certain Faculty Grievances." After 30 years and in the light of the sensitivity of the records, the Provost shall review them and decide whether they may be opened at that time or should be resealed or otherwise restricted for a further period not to exceed 20 years. Once no longer restricted, the records shall be opened for the use of researchers. [May 15, 2008, pp. 4718-19]

**v. Committee on Educational Policy**

1. The Committee on Educational Policy shall consist of the President, the Provost, three tenured and two non-tenured members of the teaching faculty, and two representatives of the Educational Council of the Student Government chosen for the year. The three tenured members, representing the three academic divisions, will serve staggered three-year terms. The two non-tenured members, each representing a different division, will serve two-year terms. A non-tenured faculty member who receives tenure while serving on the Committee shall nevertheless serve out his or her term in the non-tenured slot. The Committee shall designate its chair-elect from among the tenured teaching faculty members at the end of each academic year.
2. The duties of the Committee on Educational Policy shall include the following:



- observing the operation of established educational policy, formulating new policy when change seems desirable, and presenting new policies to the faculty for deliberation and decision;
- examining proposed changes in course offerings and in existing major and minor requirements, and approving such changes when they are consistent with established educational programs;
- proposals for the addition or elimination of a major will be considered by the Committee and its recommendations will be brought to the faculty for a vote;
- other changes that may alter the educational program as a whole shall likewise be referred to the faculty with the Committee's recommendations. [October 6, 1995, p. 4086];
- conferring on educational policy with other committees, officers of administration and trustees;
- assessing the effects of any proposed change in the size or structure of an academic department on the department's course offerings and major program.

[April 4, 2008, pp. 4703-04]

#### **vi. Appeals and Hearing Committee**

The Appeals and Hearing Committee shall consist of three tenured members of the faculty, none of whom shall currently be, or during the previous year have been, an administrative officer, a member of the Committee on Tenure, a member of the Committee on Faculty Scholarship and Promotions, or a member of the Advisory Committee. One member shall normally be chosen from each of the three academic divisions established by the Committee on Committees and Agenda (i.e. sciences and mathematics; social sciences; humanities), and, at all times, at least one woman and at least one man shall be members. All members of the Committee shall receive training in order to hear cases alleging Sexual and Gender-Based Misconduct. [May 16, 1996, p. 4115]

#### **vii. Committee on Academic Standing**

1. The Committee on Academic Standing shall consist of the Dean of Academic Advising and Co-Curricular Learning, an Associate Dean of Studies, the Dean of Students, the Registrar, three members of the teaching faculty, and two students (non-voting) selected from nominations submitted by the Educational Council. The Committee shall be chaired by a dean from the Academic Advising Center. [May 5, 1995, p. 4062; February 3, 2006, p. 4557, May 15, 2008, pp. 4719-20]

2. The duties of the Committee on Academic Standing shall include the following:

- acting on student petitions requesting exceptions to official requirements. If additional information bearing on a petition subsequently becomes available, the student may submit a revised petition for review by the Committee. A final appeal of a Committee action may be made to the Provost. [May 15, 2008, pp.4719-20]
- deciding whether or not students who are not in good academic standing should remain enrolled at the College. [May 15, 2008, pp. 4719-20]
- in consultation with administrative officers, considering issues bearing on student advising, programs for advanced degrees, class and examination schedules, the college calendar, extracurricular activities to the extent that they affect the academic program, and other appropriate matters that may be submitted to it by members of the faculty or administrative

officers; and, when in its judgment changes are needed, recommending such changes to the faculty for action.

- recommending to the faculty any needed revisions in (1) the standards for Dean's List and graduation with honors; (2) college policies regarding credit for work at other institutions; and (3) policies regarding low grades.
- awarding January, summer-school, post-graduate, and other special scholarships or fellowships to Wheaton students or alumnae/i.
- consulting with the Vice President for enrollment and Marketing regarding general policies and procedures governing the admission of first-year and transfer students, and the readmission of students who officially withdrew from the College; and bringing such matters as may involve substantive changes in educational policy to the Faculty for approval.

### **viii. Committee on Faculty Scholarship and Promotions**

1. The Committee on Faculty Scholarship and Promotions shall consist of three teaching members of the faculty holding the rank of full professor.

On matters dealing with faculty scholarship (see 2a) they shall be joined by the Provost (or the Associate Provost as her/his designee).

On matters relating to promotions (see 2b), they shall be joined by the Provost and the President of the College. Any member of the Committee who is a teaching member of the department of the candidate being considered for promotion, who is a member of the candidate's immediate family, or who is disqualified from serving for any other reason shall be replaced by a qualified person selected by the Committee on Committees and Agenda from the Faculty Scholarship and Promotions Committee Reserve Members Group. In their consideration of the case of a particular candidate, the higher-ranking member of the department with the longest total service to the College shall serve. Another tenured teaching member of the faculty with higher rank may serve instead if there is no department member of higher rank than the candidate, or if, in exceptional circumstances, the candidate of the department requests it. (See Article III, C, 3, b).

2. It shall be the duty of the Committee on Faculty Scholarship and Promotions:
  - To award grants to faculty members in aid of research, study and travel; to assist the Provost in making institutional nominations for various faculty scholarship or fellowship programs.
  - To review and make recommendations to the Board of Trustees regarding all candidates for promotion to the ranks of associate or full professor, except in those cases where promotion is granted as the immediate result of a favorable tenure review. (See Article III, C for a full statement of duties and procedures.)

### **ix. Committee on Faculty Workload and Economic Status**

1. The Committee on Faculty Workload and Economic Status shall consist of four teaching faculty members elected by the faculty, normally representing each of the three academic divisions of the College.

2. The function of the Committee on Faculty Workload and Economic Status shall be:

- To thoroughly assess each year the status of Wheaton Faculty salaries and fringe benefits, and general workload, especially in relation to those colleges with whom we usually compare ourselves.
- To ascertain, by open meeting and/or comprehensive survey, the range of Wheaton faculty opinion on matters regarding general workload and the distribution of salary and benefits.
- To report to faculty at least one week before the faculty meeting which precedes the annual spring meeting of the Board of Trustees. This report shall include the results of 2a. and 2b. as well as the recommendations which the committee will make to the President and the appropriate committee of the Board of Trustees.
- To bring its findings and recommendations, based on faculty consultations and the results of the comparative assessment, to the President and the appropriate committee of the Board of Trustees.
- To work to insure that such recommendations are adequately presented in the budget.  
[December 10, 1993, pp. 3985-6; May 6, 1994, p. 4003]

**x. Committee on Library, Technology, and Learning**

1. The Committee on Library, Technology, and Learning shall be composed of three members of the teaching faculty the Dean of Library Services, and the Director of Research and Instruction. The chair shall be selected by the Committee from among the three teaching faculty members. The faculty members shall be elected by the faculty so that each of the three academic divisions is represented and at least one faculty member is untenured and at least one faculty member is tenured.

2. The duties of the Committee on Library, Technology, and Learning shall be:

- To develop, and support the implementation of initiatives that advance curricular and pedagogical uses of library resources and technology.
- To review and develop services and policies which promote and enhance the academic use of library resources and technology that advance appropriate uses of library resources.
- To facilitate the ongoing collaboration between LIS and the Provost's Division.
- To help implement a continuing plan for technology and library services as essential components of Wheaton's teaching and learning experience.
- To demonstrate and foreground library resources and technology as essential elements within Wheaton's learning environment.
- To ensure that library resources and academic technology remain current, viable, and dynamic in response to developments within the academy.
- To advocate for the primacy of teaching and learning when prioritizing library resources and academic technology.

In collaboration with the Educational Policy Committee, to facilitate the work of faculty members, librarians, and technology specialists in ongoing planning, goal setting, implementation, and assessment of the role of information fluency and technological proficiency within the Wheaton Curriculum. [October 4, 1996, pp. 4133-35; November 2, 2007, pp. 4674-75]

**xi. Faculty Planning and Priorities Committee (An ad hoc faculty committee)**

The Faculty Planning and Priorities Committee shall consist of four members of the full-time teaching faculty, at least three of whom are tenured, and the Provost and Vice President for Finance

and Operations as ex-officio members. The Provost and the VP for Finance and Operations shall be sources of communication between the committee and the administration and vice versa, and sources of information and expertise to the committee; however, representing faculty opinion on matters rests with the regularly appointed faculty members. The faculty members shall be appointed by the Committee on Committees and Agenda in consultation with the committee chairpersons from the following standing committees whose charges represent shared governance in planning and setting priorities for the College, particularly when those plans might have bearing on (i) the academic program, (ii) faculty workload and salaries, and benefits, (iii) faculty promotions and reappointments, and (iv) the welfare of the college in perpetuity: the Advisory Committee, the Committee on Faculty Scholarship and Promotions, the Committee on Economic Status and Workload, and the Educational Policy Committee. The committee structure ensures greater efficiency and transparency, and it recognizes the legitimacy of the standing committees whose members were elected by the faculty to serve its needs (Faculty Legislation VIII.A.1). The tenured members, representing the three academic divisions whenever possible, normally will serve staggered two-year terms. Untenured faculty members, also serving two years, who receive tenure while serving shall nevertheless serve out the remainder of their terms in the untenured slot. A tenured faculty member will chair the committee.

The committee shall set its calendar and agenda in consultation with the President and with a view to the budgetary and strategic milestones established by the Board of Trustees. The committee may also initiate discussion within the committee and with the faculty, the President, the Vice-President for Finance and Operations, and other administrative officers.

The Faculty Planning and Priorities Committee shall represent the faculty in evaluating proposals and making recommendations to the President and to the trustees on issues relating to changes in the college's integrated strategic and financial plan, or whatever plan might replace it. These duties shall include the following:

- (1) Assess the effects of short-term and long-term responses to economic conditions, including strategies for the reorganization and restructuring of the College, on (a) the academic program of the college, (b) faculty workload, salaries, and benefits, and (c) faculty promotions and reappointments.
- (2) Refer matters to the appropriate standing committee or committees when necessary.
- (3) Communicate regularly and transparently across campus constituencies.

To this end, the committee shall:

- meet with the Executive Committee of the Board of Trustees and/or the Board of Trustees at least once annually;
- establish regular and reliable means for receiving information (queries, suggestions, complaints, etc.) from the faculty and respond to these in a responsible, transparent, and timely manner;
- communicate with the faculty using established methods such as through the standing committees and regular reports at Faculty Meeting as well as the Committee of the Whole, "town meetings," and sending a representative to meetings of Department Chairs, the Untenured Faculty Organization, and the AAUP;
- the faculty PPC will meet with the proposed Staff PPC periodically throughout the year.

In accordance with the power vested in it by Faculty Legislation (VIII.B.III.2.f,g,i), the Committee on Committees and Agenda shall review the necessity of the Faculty Planning and Priorities Committee and make recommendations to the faculty for an extension of service or the dissolution of the Faculty Priorities and Planning Committee normally every two or three years.

To this end, the committee shall:

- (1) Request yearly reports regarding the faculty members' recommendations as to revising the charge of the Planning and Priorities Committee;
  - (2) Review recommendations from the faculty membership of the committee concerning the revision of relevant legislation;
  - (3) Consider the effects of the ad hoc committee on the structure of the standing committees.
- [October 7, 2011, pp.4940-42]

## **IX. Department Chairs**

### **a. Selection and Term of Office**

1. The Department Chair is recommended by the department and appointed by the President after consultation with the Provost. Each department shall determine its own method of selection of a candidate. If the department is unable to recommend a Chair, the Provost shall consult with members of the department and recommend a candidate to the President for appointment.
2. The term of office for a Department Chair is normally three years. A Chair may be reappointed for additional terms if agreeable to the department, the Provost, and the President.
3. Normally, a faculty member in her or his final year of service to the department will not be designated Chair.

### **b. Responsibilities and Authority**

1. The Chair functions as the official channel between the department and the administration.
2. The Chair shall be responsible for administering departmental budgets and other departmental funds.
3. The Chair is the coordinator of departmental activities. From time to time he or she shall call department meetings. The Chair is a voting member of the department.
4. The Chair is obliged to solicit the opinions of the members of his or her department before communicating with the administration on major matters and to make these opinions known to the administration.
5. The Chair shall also perform such duties as are specified in faculty legislation.

[May 4, 1979, p. 3424; Nov. 1, 1991, p. 3863]

## PART TWO—THE CLASSROOM

### I. Calendar

#### a. Policy

The subject of the college year shall be considered a question of administrative policy of the college, subject to faculty action and within the province of the Administration Committee (refers to College Calendar). [October 20, 1945, p. 1863]

2015-2016

Fall 2015: 68 instructional days

No classes on Labor Day

16 weeks of instruction/exams

Classes begin .....	September 1 (T)
No classes on Labor Day .....	September 7 (M)
October break.....	October 12-13 (M-T)
Thanksgiving .....	November 25-29 (W-Sun)
Classes end.....	December 11 (F)
Reading days.....	December 12-13 (Sat-Sun)
Exams .....	December 14-19 (M-Sat)

Spring 2016: 68 instructional days

15 weeks of instruction/exams

Classes begin .....	January 27 (W)
Spring break.....	March 14-18 (M-F)
Classes end.....	May 6 (F)
Reading days.....	May 7-8 (Sat-Sun)
Exams .....	May 9-14 (M-Sat)
Commencement .....	May 21 (Sat)

2016 - 2017

Fall 2016: 68 instructional days  
No classes on Labor Day; 16 weeks of instruction/exams

Classes begin .....	September 1 (Tr)
No classes on Labor Day .....	September 5 (M)
October break.....	October 10-11 (M-T)
Thanksgiving .....	November 23-27 (W-Sun)
Classes end.....	December 9 (F)
Reading days.....	December 10-11 (Sat-Sun)
Exams .....	December 12-17 (M-Sat)

Spring 2017: 68 instructional days  
15 weeks of instruction/exams

Classes begin .....	January 25 (W)
Spring break.....	March 13-17 (M-F)
Classes end.....	May 5 (F)
Reading days.....	May 6-7 (Sat-Sun)
Exams .....	May 8-13 (M-Sat)
Commencement .....	May 20, 2017 (Sat)

2017 - 2018

Fall 2017: 68 instructional days  
No classes on Labor Day; 16 weeks of instruction/exams

Classes begin .....	September 1 (F)
No classes on Labor Day .....	September 4 (M)
October break.....	October 9-10 (M-T)
Thanksgiving .....	November 22-26 (W-Sun)
Classes end.....	December 8 (F)
Reading days.....	December 9-10 (Sat-Sun)
Exams .....	December 11-16 (M-Sat)

Spring 2018: 68 instructional days  
15 weeks of instruction/exams

Classes begin .....	January 24 (W)
Spring break.....	March 12-16 (M-F)
Classes end.....	May 4 (F)
Reading days.....	May 5-6 (Sat-Sun)
Exams .....	May 7-12 (M-Sat)
Commencement .....	May 19, 2018 (Sat)

2018 - 2019

Fall 2018: 68 instructional days

No classes on Labor Day; 16 weeks of instruction/exams

Classes begin .....	September 4 (T)
No classes on Labor Day .....	September 3 (M)
October break.....	October 8-9 (M-T)
Thanksgiving .....	November 21-25 (W-Sun)
Classes end.....	December 7 (F)
Reading days.....	December 8-9 (Sat-Sun)
Exams .....	December 10-15 (M-Sat)

Spring 2019: 68 instructional days

15 weeks of instruction/exams

Classes begin .....	January 23 (W)
Spring break.....	March 11-15 (M-F)
Classes end.....	May 3 (F)
Reading days.....	May 4-5 (Sat-Sun)
Exams .....	May 6-11 (M-Sat)
Commencement .....	May 18, 2019 (Sat)

[May 6, 1983, p. 3605; December 2, 1983, p. 3638; May 23, 1985, p. 3683; May 29, 1986, p. 3704; December 5, 1986, pp. 3713-1714; December 4, 1987, p. 3736; February 2, 1990, p. 3798; Nov. 1, 1991, p. 3865 a,b,c,d; May 7, 1993, p. 3954; Nov. 12, 1993, 3983; March 3, 1995, p. 4054; December 1, 1995, pp. 4094-95; May 1, 1998, pp. 4179-4180; March 1, 2002, p. 4348; December 6, 2002, pp. 4384-4385; March 5, 2004, p. 4439; May 19, 2005, p. 4522; March 5, 2010, p. 4830]



## II. Class Schedules and Course Numbering

### a. Class Schedule

1. Adoption of a new class schedule (Plan I as amended) beginning in the academic year 1968-69. [March 4, 1968, p. 2840]

	M	T	W	Th	F
8:30	A	F	A	F	A
9:30	B	M	B	M	B
10:30	D	—	—	—	—
11:30	D	N	C	N	C
			D		D
LUNCH					
1:00	E	G	E	G	E
2:00	K	O	K	O	F
3:00					—
	L	P	P	P	G
4:00					

2. Beginning in the fall of 1961, classes meeting three times a week are to be held for 50 minutes and those meeting twice a week are to be held for 1 hour and 20 minutes. [January 9, 1961, p. 2643]
3. No class shall meet at any hour except the ones reserved for it in the schedule. It is understood that requests for any change in schedule shall be made to the Registrar. [May 9, 1927, p. 521]

### b. Course Numbers

The 3-digit system of numbering courses for the catalogue shall be adopted. [November 30, 1947, p. 2033]

### c. Individual Research, Tutorials, and Experimental Courses

1. Individual research or thesis courses which involve advanced work to qualify for departmental honors will be numbered 500. Normally 500's are year-long courses; temporary letter grades or P/NP (Pass/Not Pass) will be recorded after the first semester.
2. Individual research, Independent study or tutorial courses will be numbered 099, 299, 399 or 499 depending on the level of the work involved. These courses are arranged individually between faculty and students on an ad hoc basis; department catalogue course listings will not include them, but their availability may be indicated in departmental descriptions in the catalogue.

3. Experimental courses offered by a department or interdepartmentally on a one-time basis will be designated 098, 198, 298, or 398 depending on the level of the course work. These courses may be listed as part of the regular course listings of a department only once. If a 098, 198, 298, or 398 course is to be listed as part of the department offerings, Educational Policy Committee approval will be needed and a new number provided for the course. [December 1, 1989, p. 3792-93]

### **III. Course Credit**

#### **a. Course Approval**

All courses shall be approved by the Committee on Educational Policy before being printed in the catalogue. [April 17, 1935, p. 1051]

#### **b. Course Credit**

1. The Committee on Educational Policy will be empowered to assign course credits to each new course as it is proposed. Intensive courses may count as two-semester courses for one semester's work, and where appropriate, one semester's work may be counted as a half-course, a course, or one and one-half course. [April 19, 1965, pp. 2771-72]

2. The College catalogue and the student's transcript shall carry the following statement:

"For purposes of equivalence, a semester course at Wheaton College is equivalent to four semester hours." [April 19, 1965, pp. 2771-72]

3. Short courses may be offered from time to time by people who are not members of the Wheaton Faculty and granted credit toward the Wheaton degree if they are approved by the Committee on Educational Policy and by the department in the area in which the course would naturally fall. [November 13, 1973, p. 3126]

4. A full-time student may not take courses earning fewer than three credits nor more than five and one-half credits in any one semester, nor courses earning less than seven credits in any two consecutive semesters, without special permission from the Committee on Admissions and Academic Standing. [November 27, 1972, p. 3074]

5. Permanent credit for one semester of a two-semester course shall be awarded only by the Committee on Admissions and Academic Standing. In judging the merits of individual petitions, the committee will solicit the recommendations of the individual instructor, and, where appropriate, of his or her department. [April 9, 1974, p. 3144]

6. Students are expected to attend classes regularly and are responsible for all work done or assigned in classes they miss. Individual instructors may set attendance policies and enforce them. [March 3, 1989, p. 3768]

7. A currently matriculated student who has completed at least one semester (for international students, one academic year) and who has secured a qualifying internship that requires academic credit as a condition of the experience, and whose internship sponsor is able to engage the student in the internship for a minimum of 60 hours for term-time or winter break and 240 hours for summer internships, may

apply for Wheaton Internship Credit (WIC). 0.5 academic credit is available for successful completion of qualifying summer internships and 0.25 academic credit is available for successful completion of qualifying Winter or term-time internships. WIC credit will appear as a “Pass” notation in the student’s transcript, but will not count in the 32 credits required for graduation, nor will it be factored into a student’s GPA. Details on WIC application process, and procedures for completion, can be found in “WIC Guidelines” which appear in the Wheaton website under Career Services and the Office of the Registrar. [May 15, 2014]

#### **IV. Course Elections**

##### **a. Course Registration**

Students shall be required to elect and register for courses during Advising Week in each preceding semester. Entering students will be required to submit course preferences during the summer prior to their matriculation. [May 7, 1982, pp. 3566-67]

##### **b. Course Changes**

1. Students may add or change courses without penalty or fee during the first seven days of classes each semester. Registration will be final after the seventh day of classes. [May 7, 1982, p. 3567; December 5, 1986, p. 3712; December 4, 1987, p. 3736]

2. After the tenth day of classes each semester, no petitions for the change of a course will be considered except in cases of serious illness or reasons beyond the student's control. [June 8, 1939, p. 1383; May 7, 1982, p. 3568]

##### **c. Dropping a Course**

1. A student taking five or more courses may without penalty or fee drop the extra course(s) in excess of four up to and including the date on which mid-term grades are to be reported to the Dean of Advising provided that she or he is still registered for courses worth at least 3.0 credits. [April 2, 1982, p. 3565]

2. A student taking more than four credits of course work (a normal semester load) may, after consultation with his or her Faculty Advisor, but without fee or record on the transcript, drop courses in excess of four credits at any time up to and including the mid-semester date. Students wishing to withdraw from courses which would leave them with fewer than four credits for the semester or wishing to withdraw from courses after the mid-semester date may do so only after consultation with their advisor and with the permission of the Committee on Admissions and Academic Standing. [May 5, 1989, p. 3773; November 3, 1989, pp. 3790-91]

##### **d. Repeating a Course**

With the special permission of the Dean of Advising and the written consent of the instructor, a student may repeat a course; in this case both grades will appear on her or his record. No more than the credit assigned to the course may be earned by such a group of repetitions. Each full-time student must, however, take in any one semester courses worth at least three credits which are not repeats. [January 29, 1973, p. 3085]

### **e. Auditing**

Written permission by the instructor is required for all official auditing. The Registrar shall make provisions at the time of regular course registration for the registration of official auditors. Class lists provided for instructors shall clearly designate official auditors. During the first week of class, each instructor shall indicate to auditors what shall constitute satisfactory auditing for the official record. In submitting final grades, the instructor shall indicate whether an auditor has met the requirements. If such verification is issued, the symbol AU will be used to record courses audited satisfactorily on the student's permanent record. Unofficial auditing requires verbal permission of the instructor.

[February 8, 1980, p. 3448]

## **V. Examinations**

### **a. Course Examinations**

1. The course examinations given at the end of term may be formal examinations, pre-scheduled or self-scheduled, and administered by the Registrar, or another sort of testing device, such as a set paper or take-home examination. All regular course work must be completed by the end of classes. Final examinations (or work in lieu of final examinations) must be completed by the close of the examination period, and course grades must be reported by the date set by the Registrar. No extensions may be granted except with the permission of the Dean for Advising. [April 16, 1972, p. 3052; November 8, 2013]

With this in mind, extensions should not be granted to students unless they have a legitimate reason for a documented incomplete.

2. The question of giving final examinations in courses is to be left to the discretion of the department. [June 4, 1964, p. 2781]

3. At the discretion of the department, senior majors may be excused from course examinations in their major fields. [January 19, 1970, p. 2933]

4. If any department so desires, it may omit mid-year examinations in year courses. [December 1, 1943, p. 1723]

5. If the instructor in any year course in which a student missed a mid-year examination believes he or she has enough written work to evaluate the work of the first semester, and if the student agrees, the examination can be omitted.

### **b. Examination Regulations**

1. Pages shall not be removed from examination books and no bluebooks shall be taken from the examination room other than by those students who have been approved by the instructor to move to a different testing location as an accommodation [June 17, 1938, p. 1259; April 2, 2004, p. 4443]

2. In accordance with the honor code, all tests and examinations shall be unproctored. During final examinations one faculty member shall be on duty in each building while examinations are being taken for the purpose of dealing with emergency situations. [Abstract of faculty action taken April 19, 1945, pp. 1807-11; November 29, 1945, pp. 1877-81, October 7, 1947, p. 1953]

3. The faculty member available during an examination period should walk through the building before leaving to make sure that all completed bluebooks have been called for.

[October 7, 1946, p. 1951]

4. Each faculty member shall be responsible for making clear to his or her students exactly which books, papers and/or notes may be used during an examination. No books or papers may be taken into an examination room except at the request of an instructor. [October 7, 1946, p. 1951]

5. Students are prohibited from leaving the building, except in case of emergency, until the examination is completed. [May 10, 1954, p. 2412]

### **c. Self-Scheduled Final Examinations**

The Registrar shall arrange a system which will permit students to schedule the times of their own final examinations with the following restrictions:

1. Any instructor may, at his or her option, have the final examination for all students in his or her course scheduled for a single time by the Registrar.

2. All legislation governing the conduct of examinations and all regulations governing the honor code remain in force and apply equally to all examinations.

3. The time of an examination scheduled by a student must be within the examination period set by the Faculty and the Committee on Admissions and Academic Standing as a part of the regular College calendar. [November 11, 1968, p. 2879]

## **VI. Grading**

### **a. Letter Grade Equivalents**

Grades for courses range from A+ through F with the following numerical weights:

A+ 4.00; A 4.00; A- 3.67; B+ 3.33; B 3.00; B- 2.67; C+ 2.33; C 2.00; C- 1.67;  
D+ 1.33; D 1.00; D-0.67; F 0.00. [December 1, 2000, p. 4284]

Pass/Fail Option

The following system for awarding grades to students is adopted:

1. All faculty members shall submit all grades to the Registrar according to the provisions of Section A.

2. A student may instruct the Registrar to record her or his grades using the Pass/Fail system (P, C-, D+, D, D- or F) any time before the end of the second week after final registration, but no changes in grading status may be made after that date. [April 2, 1982, pp. 3564-65; December 7, 1984, p. 3667; December 5, 1986, p. 3712; February 3, 1995, p. 4050]

3. No more than 3 credits shall be applied to the A.B. degree on the 2-point (P or F) system. These credits shall not be in courses that are used for the general education requirements or required for the major. [February 1, 2002, p. 4345]

4. The Registrar shall make provision for recording each student's choice for each of her or his credits at the time of registration.

5. For those students who elect to be graded P or F, the Registrar shall convert the letter grade provided by the instructor to the following scale:  
  
A+ through C: record as P  
C - through F: record the letter grade submitted by the instructor
6. A department may require its majors to enroll in any or all required courses under the 4-point (letter grade) system. [March 12, 1973, p. 3091; April 11, 1980, p. 3455; May 1, 1987, p. 3721]

#### **b. Incomplete Grade**

The symbol "I" shall ordinarily be authorized by the course instructor only when a student is unable, through circumstances beyond the student's control, to complete, by the last day of classes of the semester, all required work for a course other than the final examination or work specifically assigned in lieu of a final examination, and/or when she or he is unable to complete the final examination or work in lieu of it by the close of the examination period. The course instructor will specify precisely the nature of the work to be completed and the deadline when the work must be received. The deadline for replacing the incomplete with a final grade will normally be January 5 for fall semester and the Thursday after commencement for spring semester. In the event that there is no further extension of the Incomplete, and the faculty member submits no grade, a grade of "F" shall replace the Incomplete.

[May 6, 1983, p. 3606; April 2, 2004, p. 4442; November 8, 2013; February 7, 2014]

#### **c. No Grade**

The symbol "NG" shall be used by the Registrar to record the fact that the instructor did not submit a grade by the usual deadline, or that he or she submitted an unauthorized grade of Incomplete. Any "NG" grade still outstanding by the published deadline for submission of final grades for that semester shall be replaced by a grade of "F". [May 13, 1977, p. 3308; May 6, 1983, p. 3606; April 2, 2004, p. 4442, November 8, 2013]

#### **d. Grades in Year Courses**

The first semester grade in year courses shall be reported as usual but the June grade shall be the grade for the course. It is understood that the semester grade shall stand until the June grade is recorded.

[May 11, 1936, p. 1123]

Grades earned while participating in the 12-College Exchange Program shall not be included in computing the cumulative average. Grades earned while participating in the O'Neill Theatre or the Williams Mystic Maritime Studies Program which are sponsored by a 12-College Exchange institution, shall be considered part of the regular 12-College Exchange Program. Students participating in the Washington Semester in Government Program prior to January 1979 will be able to elect whether or not their grades from the Washington Semester will be recorded on their Wheaton transcript. [February 2, 1979, pp. 3409-10; April 6, 1979, p. 3417; February 6, 1981, p. 3496; November 7, 2008, p. 4756]

## VII. Course Evaluations by Students

Members of the faculty shall distribute course evaluation forms in all classes. Evaluation procedures and forms shall conform to the terms of this legislation, as proposed by the Committee on Educational Policy, approved by the faculty, and set forth below.

### a. Design of Evaluation Forms

Design of Evaluation Forms shall begin with the following statement:

This evaluation form gives you an opportunity to communicate to your instructor your views of the strengths and weaknesses of this course. It is a tool that can help your instructor to understand student opinion and to improve this class and her or his teaching in general. The appropriate faculty committees will also review this evaluation as part of faculty re-appointment, merit, tenure, and promotion processes. You are urged to take this evaluation seriously and to answer questions completely and thoroughly. The anonymity of this process will be assured; your instructor will not see your responses until after final grades have been submitted to the Registrar.

Evaluation forms shall include the following questions:

1. Instructor's Name: \_\_\_\_\_
2. Course Title and Number: \_\_\_\_\_
3. Semester/Year: \_\_\_\_\_
4. You are a freshman \_\_\_\_\_ sophomore \_\_\_\_\_ junior \_\_\_\_\_ senior \_\_\_\_\_
5. You are taking this course (check all that apply):  
for major \_\_\_ for minor \_\_\_ as Gen Ed. Requirement \_\_\_ as Elective \_\_\_
6. What grade do you expect in this course? \_\_\_\_\_
7. Approximate number of class meetings that you missed: \_\_\_\_\_
8. Average number of hours per week you spend on this course outside class: \_\_\_\_\_
9. Amount of time you spend on this course compared to other courses this semester:  
much less \_\_\_ less \_\_\_ about the same \_\_\_ more \_\_\_ much more \_\_\_

Departments shall elicit information relevant to their own discipline. In addition, the following information shall be elicited with questions designed by departments:

1. Organization and clarity of the instructor's presentation.
2. Fairness of instructor's evaluation of student's work.
3. Instructor's encouragement of, and receptivity to, student participation in class.
4. Whether the instructor treats students with respect, courtesy, civility, or professional attitude.
5. Instructor's availability and helpfulness to students outside class.
6. Whether the course, as a whole, made sense.
7. Whether the course was intellectually stimulating.
8. The strongest/weakest aspects of the course.

Departments may use either numerical-scale questions, open-ended questions, or both. When a numerical scale is used, the highest number shall correspond to the highest rating, and the numbers shall increase from left to right. Departments are strongly encouraged to use a 5-point scale if they choose to employ numerical-scale questions. Departments are also encouraged to invite narrative comments from students.

All departments shall include the following two questions on their course evaluation forms. These two questions shall be answered on the five-points rating scale illustrated below:

1. Overall, how do you rate the instructor of this course?

1      2      3      4      5

Poor

excellent

Comments:

2. Overall, how do you rate this course?

1      2      3      4      5

Poor

excellent

Comments:

### **b. Independent Studies, Honors Theses, and Small Classes**

Instructors are encouraged to request evaluations of their own design from students taking independent study courses with them as well as from students writing honors theses under their supervision.

Instructors may ask students in very small classes to write a group evaluation. In such classes, departments may allow the group evaluation to supplement, or to substitute for, the regular course evaluation forms.

### **c. Design, Distribution, and Collection of Evaluation Forms**

Department chairs are responsible for the design and collection of evaluation forms.

Students shall fill out evaluation forms only when the instructor is not present in the room. The instructor shall not read completed evaluations until after final grades have been submitted to the Registrar. All evaluations shall be stored in the files of the department chair.

[November 1, 1991, pp. 3858-60; May 7, 1999, pp. 4217-18]



## **VIII. Academic Standing**

### **a. Good Academic Standing**

A student remains in good academic standing as long as he or she maintains a cumulative grade point average of:

After four semesters:	1.67
After six semesters:	2.0
After eight semesters:	2.0

[December 19, 1972, p. 3081; December 7, 2012, p. 5005]

### **b. Class Year**

A student's class year in the College is stated in terms of the number of credits which have been earned. A student's class year is as follows when the student has earned the following number of credits:

First Year	0
Sophomore	8
Junior	16
Senior	24

[December 19, 1972, p. 3081; December 7, 2012, p. 5001]

### **c. Minimum Grade Average**

A student will normally be placed on academic probation if the semester or cumulative grade point average is below a 2.0. For graduation a student must have an average of 2.0 in the major and overall. [February 3, 1995, p. 4049; December 7, 2012, p.5001]

### **d. Academic Review**

1. A student whose semester grade point average is below 2.0 (for members of the Class of 1999 and beyond) or 1.67 (for members of the class of 1998 or earlier) shall be reviewed by the Committee on Academic Standing.

All students whose semester or cumulative grade point average is below 2.0 at the end of any semester will face any of a range of institutional responses, from placing that student on Academic Probation through Suspension for one academic year to Academic Dismissal. The determination of that sanction shall be the responsibility of the Committee and shall be made based upon the student's academic record and all other information available to the Committee at that time. Students shall have the right to appeal the Committee decision. [May 6, 2005, p. 4502, December 7, 2012, p.5002]

2. If a student meets the minimum 2.0 semester Grade Point Average criterion during their semester on academic probation, but not raise their cumulative Grade Point Average above 2.0, they will be continued on Academic Probation for one additional semester. [March 12, 1962, p. 2678; February 3, 1995, p. 4049; December 5, 1997, p. 4169; December 7, 2012, p. 5002]

**e. Academic Suspension and Dismissal**

1. All students on Academic Probation will be reviewed at the end of each semester. A student on academic probation who fails to achieve both a semester and a cumulative GPA of 2.0 (for the Class of '99 and beyond) or 1.67 (for the Class of '98 and earlier) shall be placed on academic suspension for one year. A suspended student is not in good academic standing. A student returning from academic suspension shall be placed on academic probation until the cumulative grade point average is 2.0. Failure to do so will result in Academic Dismissal from the college. [December 19, 1972, p. 3080; April 11, 1980, p. 3455; February 3, 1995, p. 4049; December 5, 1997, pp. 4169-4170, May 6, 2005, p. 4503; December 7, 2012, pp. 5002-5003]

**f. Withdrawal for Disciplinary Reasons**

1. Any student suspended by the Dean of Students or the College Hearing Board during the Fall or Spring semesters shall be automatically withdrawn from all classes that semester. These will be recorded with a WD notation on the student's transcript. [December 5, 1997, p. 4169]

**IX. Honors**

**a. Dean's List**

A Dean's list shall be compiled at the beginning of every semester. It shall contain the names of all those students who have completed at least three graded courses in the previous semester and whose academic standing for that semester is a level equivalent to or higher than that level that qualifies a student to receive the degree of Bachelor of Arts cum laude. For the Classes of 2009 through 2011, this is a GPA each semester of 3.25 or higher. Starting with new students entering in the Fall of 2008, this shall be a GPA each semester of 3.50 or higher. Continuing Education students will be evaluated for Dean's List upon the completion of each sequential group of four courses, three of which must be graded. [May 16, 1969, p. 2904; December 5, 1980, p. 3492; February 3, 1995, p. 4049; April 4, 2008, p. 4701]

**b. Honors in Field of Concentration**

1. Candidates for "Honors in the Field of Concentration" shall complete at least two semester courses of special or independent work in addition to other specific course requirements for the major, at least one of which must be Individual Research (Thesis numbered 500). Special or independent work is defined as Individual Research (500), Selected Topics tutorial (399), or a semester of seminar work beyond what is required for the major. Independent Majors who are candidates for "Honors in the Field" shall be designated Wheaton Scholars.

Individual Research may be conducted in any department offering a major, subject to the approval of the department, for one to four course credits. Independent majors who wish to do Individual Research for honors must also obtain the approval of their interdepartmental advisors. The grade for Individual Research shall be determined by an examining board consisting of at least three faculty, including at least two members from the major department(s) agreeable to both the department(s) and the student, or in the case of an Independent Major, at least two of the student's major advisors, one of whom shall normally be the director of the Individual Research, and a third faculty member, selected by the student, from a different department. It shall not number more than five.

The grade shall be based on:

- thesis (or in the creative arts, a project and statement of purpose demonstrating comparable achievement) embodying the results of the research and its significance which is submitted to an examining board;
- an oral examination based on the thesis (or its equivalent in the creative arts) and its importance in the field of the major; the student's general knowledge in the field of concentration and the extent of his or her initiative and independence in carrying out the project
- Normally Individual Research (500's) are year-long courses; temporary letter grades will be recorded after the first semester. Students shall follow the Registrar's guidelines regarding dates and format for completion and submission of the thesis or project.

2. In deciding whether to recommend students for honors in the field of concentration, the department(s) must consider the quality and grades in their work in the field of concentration and in the special work (as defined in Paragraph 1) and such other evidence of achievement as may be known to its members.

Specifically, the minimum standards are:

- (1) B+ (3.33) average in all courses in the major;
- (2) a B+ in the special work, and;
- (3) an overall average of at least a B (3.00). In presenting candidates the department shall state the basis for its recommendations in accordance with these criteria.

3. In recommending the award of degrees with departmental honors, the Committee on Academic Standing may consider exceptions to the general standards. It shall report all such exceptions considered to the full faculty along with recommendations, whether positive or negative. Final approval of all awards remain with the faculty.

4. At the beginning of each semester chairs of departments shall report to the Registrar the names of seniors who are candidates for departmental honors and the plan of work which they are to undertake.

[April 5, 1991, pp. 3831-32; April 3, 1998, p. 4176]

**c. Latin Honors**

1. To be awarded the degree of Bachelor of Arts with a Latin phrase of honor, a student must have achieved the following grade average for four years:

	Up through the Class of 1990	As of the Class of 1991 to Class of 2006	As of the Class of 2007 to Class of 2008	As of the Class of 2009
a. for cum laude	3.00	3.25	3.25	3.50
b. for magna cum laude	3.33	3.50	3.70	3.70
c. for summa cum laude	3.67	3.75	3.75	3.90

[April 22, 1969, p. 2897; April 11, 1980, p. 3455; May 6, 1988, p. 3750; May 17, 2007, pp.4651-52.]

2. Transfer students and other students who have spent a minimum of two years in Wheaton College shall be awarded the degree of Bachelor of Arts with a Latin phrase of honor upon achieving the same level of performance required of students in Paragraph 1. Only the student's performance at Wheaton College shall be used in determining the level of honors awarded. [February 10, 1970, p. 2935]

## **X. Degree Requirements**

### **a. Total Credits**

To qualify as a candidate for the Bachelor of Arts Degree a student must complete a minimum of 32 course credits. Credits earned through advanced placement and/or transfer of work completed at other institutions are subject to provisions and limitations stated in Article XII, Sections A and B and the limitations imposed by the Residency Requirement stated below.

### **b. Residency and Early Completion**

To qualify as a candidate for the Bachelor of Arts Degree a student must complete at least 16 of the course credits towards the degree and at least half the minimum credits towards the major in residence. The last two semesters are normally to be spent in residence. Students who matriculate at Wheaton may petition the college (through the Dean of Advising for academic leaves or the Dean of Students for personal leaves) for a leave or leaves of absence normally totaling no more than two semesters. [May 5, 1989, p. 3772; May 16, 1996, p. 4118]

### **c. General Education (Beginning With Class Of 1991 Through Class Of 2006)**

For the class of 1991 and all subsequent classes the general education requirements for the Bachelor of Arts degree are as follows: [April 4, 1986, p. 3695]

1. Unless otherwise specified the same course may not be used to fulfill more than one of these requirements.
2. After consultation with the academic departments of the college, the Committee on Educational Policy will determine which courses meet each general education requirement.
3. The courses taken by each student shall include:

**First-Year Seminar.** One course, selected from the list of courses designated as first year seminars, to be taken in the fall of the first year. Each seminar, while based in a given discipline and using materials appropriate to it, will share a common topic with the other seminars. Some readings may also be shared. [April 6, 1990, p. 3802]

**Writing.** One English 101 course, and two courses designated as writing-intensive in any department or departments. The two writing-intensive courses may fulfill any other requirements. [March 6, 1992, p. 3871]

**Foreign Language.** Two courses in the same language at the level appropriate for each student. Some literature courses in a foreign language may also fulfill the Arts and Humanities requirement.

**Arts and Humanities.** Two courses in literature, the arts, philosophy, or religion, one of which may be in the creative arts.

**Natural Sciences.** Two courses in Astronomy, Biology, Chemistry, Physics, or Psychobiology, at least one of which must have a laboratory.

**Mathematics or Logic.** One course in Mathematics, Computer Science or Logic which presents mathematics abstraction, or symbolic representation as part of the course material. (Which courses would count for this requirement would be determined by the Committee on Educational Policy in consultation with the Mathematics and Computer Science Department.) [Feb. 2, 1996, pp. 4100-01]

**Western History.** One course in United States or European history offered by the History Department or another course which emphasizes Western historical perspective from another department. [Feb. 2, 1996, p. 4099]

**Perspectives on the Non-Western World.** One course in any discipline that focuses on some aspect of non-Western societies. This requirement may also be used to fulfill another requirement.

**Social Science.** One course in Anthropology, Economics, Education, Political Science, Psychology, or Sociology.

**Cultural Diversity.** One designated course which focuses on the diversity of race, class, or ethnicity within U.S. society and/or deals comparatively with aspects of society in the United States and elsewhere. Cultural Diversity courses may include a fieldwork component. [May 5, 1989, p. 3773]

#### **d. General Education (Beginning with the Class Of 2007)**

For the class of 2007 and all subsequent classes the General Education requirements for the Bachelor of Arts degree are as follows: [December 7, 2001, pp. 4330-4342]

1. Unless otherwise specified, the same course may be used to fulfill more than one of these requirements.
2. After consultation with the academic departments of the college, the Committee on Educational Policy will determine which courses meet each general education requirement.
3. **Foundations:** Each student shall take the following courses:

**First Year Seminar.** The objective of the First Year Seminar is to teach college-level skills in communication, research, critical and creative thinking, and collaboration, and to foster effective interactions between students and advisors. The First Year Seminar may be discipline-based and, at the discretion of the relevant department, may be counted toward the major. The First Year Seminar may not normally be used to fulfill the Connections requirement. All First Year Seminars require annual approval of the Educational Policy Committee. [April 2, 2010, pp. 4835-36]

**First Year Writing.** English 101, which may not fulfill any other requirements.

**Quantitative Analysis.** A course in quantitative analysis that will promote understanding of numbers, symbols, and geometric representations.

**Foreign Language.** Two courses in the same language at the level appropriate for each students.

**Beyond the West.** One course that engages the cultures of or issues pertaining to a country, people or region historically excluded from the mainstream experience of Western Europe, the United States and Canada, or neglected by Western scholarship

4. **Connections:** Each student shall take at least one 3-course Connection or two 2-course Connections. Any 2-course Connection must cover two of the following areas and any 3-course Connection must cover three of the following areas:

**Creative Arts; Humanities; History; Social Sciences; Natural Sciences;  
Math and Computer Science**

Connections will be created through faculty collaboration or student initiative. All Connections must be approved by the Educational Policy Committee

If a student's Connections do not include at least one course in the Arts and Humanities, one course in the Social Sciences, and one course in the Natural Sciences, the student shall take additional courses until at least one has been taken in each of these three divisions. [April 4, 2008, p. 4702]

5. **Infusion:** The education of Wheaton College students shall emphasize the study of race/ethnicity and its intersections with gender, class, sexuality, religion, and technology in the United States and globally.

To meet this goal, faculty members shall, whenever possible, transform their courses through initiatives, including those supported by the Office of the Provost.

In consultation with the faculty, the Educational Policy Committee shall initiate a process to facilitate these course transformations and evaluate the effectiveness of infusion.

6. **Writing:** All departments and programs shall provide appropriate instruction in writing. Programs of writing instruction shall be periodically reviewed by the Writing Subcommittee of the Educational Policy Committee and the Director of College Writing.

7. **Capstone Experience:** Each major shall require an appropriate Capstone Experience.

8. **Curriculum Review:** It will be the responsibility of the Educational Policy Committee to undertake a thorough review of this curriculum in the year 2007 and report to the Faculty for discussion.

#### **e. Area of Concentration (Major)**

1. A student must choose an area of concentration, and meet all departmental requirements, including (beginning with the class of 2000) at least 9 courses in the major, of which at least three must be at the 300 level or above. Beginning with the class of 2018, in the case where a student is pursuing more than one major, at least seven courses must be unique to each major. At least half of the minimum number of courses required for a major program must be taken at Wheaton. Departments may elect to require more than nine credits for a major. Departments may require that their students do even more of their work in the major program at Wheaton, subject to the approval of the Committee on Educational Policy. A student shall declare his or her major concentration by the end of the second semester of his or her sophomore year and may do so during the first semester. [April 12, 1960, p. 2614; April 8, 1977, p. 3296; March 17, 1978, p. 3348; November 6, 1981, p. 3545; February 1, 1985, p. 3670; October 6, 1989, p. 3787; April 7, 1995, pp. 4057-4058; April 3, 2015]

2. Properly qualified students who wish to concentrate in a particular area, period, or discipline which is not accessible as an established department or interdepartmental major may propose an independent major, combining courses in two or more departments. Proposals must be approved by the Provost and conceived with the collaboration of a faculty advisor from each department involved in the independent major. The proposal must clearly identify the area, period, or discipline of the proposed major, must outline the course work comprising the major, and must state the means by which work in the senior year will provide an appropriate and coherent culmination. The proposal must be approved by the student's advisors and by the chairs of the departments involved in the program, and reviewed by the Dean of

Advising, who will forward it to the Provost for final action. Independent majors must fulfill all requirements for majors stated elsewhere in Legislation. Independent majors will be designated on the transcript either by "Independent: [Title]", or if only two departments are involved, the names of the participating departments. [May 3, 1991, pp. 3831-38; May 6, 2005, p. 4504]

3. At the time of her or his graduation a student must have maintained a minimum average of 2.0 (C) in courses in her or his major. [February 4, 1983, p. 3593; February 3, 1995, p. 4049]

4. At least 16 of the degree credits earned must be taken from outside the student's area of concentration. [November 29, 1971, p. 3074]

#### **f. Experiential Learning**

The education of Wheaton students shall feature course-related experiential learning as well as out-of-class learning experiences. [December 7, 2001, pp. 4330-4332; May 7, 2004, pp. 4447-4448]

### **XI. Dual Degree Programs**

#### **a. General Guidelines**

1. The following degree requirements shall be established for the Worcester Polytechnic Institute (WPI) and Tuck School programs. The requirements can also serve as guidelines for any future 3-2 programs. [November 3, 1995, p. 4088]

2. All degree requirements shall be fulfilled with the following modifications:

- A student will be required to spend three years at Wheaton and accumulate at least 24 credits
- A student will not be allowed to take more than half of her credits in any one department during her three years at Wheaton.
- A student will not be required to fulfill a major at Wheaton. However, a student should still declare a major at the end of her sophomore year. [December 10, 1973, p. 3128]
- A student will normally be required to complete all parts of General Education curriculum before qualifying for the Wheaton diploma. [November 3, 1989, p. 3790]

#### **b. Specific Programs**

(Detailed terms of each agreement as approved by the faculty are on file in the Provost's Office.)

1. Worcester Polytechnic Institute (WPI)

The President has been authorized by the faculty to enter into an agreement with Worcester Polytechnic Institute (WPI), for the purpose of establishing a dual degree program in engineering [March 16, 1973, pp. 3093-94; November 3, 1995, p. 4088]

2. University of Rochester

The proposal was approved for a 3-1 program with the Graduate School of Management at the University of Rochester along the lines of the agreement with the Amos Tuck School.

[April 9, 1974, p. 3145]

3. Andover-Newton Theological School

Approval for a dual degree program leading to a Bachelor of Arts degree from Wheaton and a Master of Arts degree in Religious Studies from Andover-Newton Theological School, along the lines of agreements with Worcester Polytechnic Institute, the Amos Tuck School, and the University of Rochester. [November 14, 1975, p. 3223]

4. New England College of Optometry

A seven year program culminating in the awarding of a Wheaton B.A. and a Doctor of Optometry from New England College of Optometry. Student receives a Wheaton B.A. when all Wheaton requirements are fulfilled. [December 4, 1987, p. 3736]

5. Dartmouth's Thayer School of Engineering

A student would attend Wheaton for the first two years; spend the junior year at Dartmouth, as part of the Twelve-College Exchange, studying engineering and other applicable courses; return to Wheaton to complete the senior year and a B.A. degree; then enter Thayer School in the fifth year to complete the Bachelor of Engineering. [May 5, 1989, p. 3775]

6. Emerson College

B.A./M.A. in Integrated Marketing Communication. The purpose of this program is to provide the Wheaton student with a 4-1 program which results in the B.A. at Wheaton and the M.A. at Emerson. [April 5, 1991, p. 3836; November 7, 2008, p. 4757]

7. Clark University Graduate School of Management

Approval of a dual degree program leading to B.A./M.B.A. in management. [April 6, 1992, pp. 3877-79]



## XII. Credit for Work Completed Away From Wheaton

### a. Advanced Placement Credit

1. Wheaton College usually grants up to eight credits toward the Bachelor of Arts Degree for scores of 4 or 5 (with some departmental stipulations) earned on C.E.E.B. Advanced Placement Exams and for scores of 5, 6, or 7 earned on International Baccalaureate exams at the higher level, subject to limits stated in Paragraph 4. Eight credits are awarded for a completed International Baccalaureate Diploma. General Education Credits are awarded as follows:

General Education Requirement	Score Of 4 Or 5 On A.P. Exam Earns 1 Credit Unless Otherwise Indicated	SCORE OF 5, 6, OR 7 On Higher Level I.B. Exam Earns 1 Credit Unless Otherwise Indicated
Arts and Humanities	History of Art, Studio Art (general or drawing) (with portfolio review) Music Theory (earns 1 or 2 credits depending upon department exam)	Theater Art, Philosophy, Art/Design (w/portfolio review), Music (earns 1 or 2 depending upon department exam)
Foreign language	Any of the French, German, Latin or Spanish exams (a score of 4 earns 1 credit if the student passes a course on the major level; a score of 5 earns 2 credits if the student passes a course on the major level)	Any language other than English (including Latin and Greek)
Social Science	Economics Government and Politics Psychology	Geography, Economics, Psychology, Social Anthropology
Math or Logic	Any of the Calculus or Computer Science exams	Any of the Math exams
Non-lab Science	Any of the Biology, Chemistry, or Physics exams (Note: Chemistry requires a score of 5)	Any of the Biology, Chemistry, Physics, or Environmental Science exams
English 101	English language or literature	English (students, for who English is a 2nd language must pass an English assessment exam)
Western History	History of Europe or USA (each exam earns 2 graduation credits)	Any of the Histories of the Western World
Perspectives on the	—	Any of the Histories of the Non-Western World

2. Wheaton College grants credit towards the Bachelor of Arts Degree for scores earned on (CEEB, Advanced Placement Examinations and such other) examinations such as the General Certificate of Education (British University A-Levels), and the French Baccalaureate, (and the International Baccalaureate) as approved by the Dean of Advising. The amount of credit and any conditions on recording it on the student's transcript will be determined on the basis of departmental evaluation of the examination and the student's score subject to limits stated in paragraph 4.
3. The Dean of Advising will monitor changes in the AP and IB exams and will bring to the faculty for consideration and vote any substantive changes that might affect the awarding of credit.
4. Application for advanced standing based on placement credits must be made at the time of matriculation and completed by the end of the student's first semester. No more than eight credits towards the degree may be earned in this way. [May 5, 1989, p. 3773; December 1, 1995, pp. 4092-93]

**b. Summer School, January Interterm, Leaves of Absence**

1. Credits earned in summer school, in January programs of study, or while on Leave of Absence from the College are acceptable for transfer to Wheaton for courses which are sponsored by an accredited institution, completed with a grade of at least C and approved as worth of credit by the chair of the appropriate Wheaton department or a designated departmental advisor and by the Registrar. [April 12, 1985, pp. 3675-76; February 3, 1995, p. 4049]
2. After June 1, 1976, all credits earned elsewhere shall be expressed as an appropriate fraction of the credits required for a Bachelor's Degree at the institution granting credit, and transferred to Wheaton as the same fraction of the 32 course credits required for the degree.
3. All leaves of absence for the purpose of enrolling in other institutions in the United States or abroad when academic credit at Wheaton for such work is sought, must be approved by the Dean of Advising before the leave begins to assure eligibility for Wheaton credit. Under normal circumstances, students may petition for no more than two semesters of academic leave. [May 5, 1989, p. 3773; May 16, 1996, p. 4118]
4. None of the above shall be interpreted as modifying rules regarding degree requirements, residence requirements, approval of specific courses taken in summer school or elsewhere, or other established legislation. [November 14, 1975, p. 3223; May 5, 1989, p. 3773]

### **c. The Twelve-College Exchange Program**

The faculty approves the participation of Wheaton College in cooperative programs for the exchange of students with Amherst College, Bowdoin College, Connecticut College, Dartmouth College, Mount Holyoke College, Smith College, Vassar College, Wellesley, Wesleyan University, and Williams College. Wheaton College students with a cumulative grade point average of 2.67 (B-) or higher may apply to participate in this exchange; the Committee on Admissions and Academic Standing shall select participants. Selection of students who come to Wheaton College as part of this exchange program will be the responsibility of the college sending them, though numerical and other limitations may be set by Wheaton College. Trinity College (Hartford, Connecticut) shall be added to the list of colleges covered by these provisions. [January 27, 1969, p. 2884; December 9, 1969, p. 2930; November, 1970, p. 2984, April 6, 1984, p. 3646; May 5, 1989, p. 3773; December 1, 1995, p. 4093]

### **d. Brown University Exchange Program**

Each semester a limited number of Wheaton students will have the opportunity to cross-register for courses at Brown University. These courses must be in areas not offered at Wheaton and must be acceptable for transfer credit. They may include, but are not limited to, foreign languages not offered at Wheaton. [May 2, 1986, p. 3699; May 5, 1989, p. 3773]

### **e. Special Education Programs**

The faculty approves of the participation of Wheaton College students in the following special programs, each of one semester duration: the O'Neill Theater Center Program, the Williams Mystic Maritime Studies Program, the School for Field Studies, the SALT Center for Documentary Field Studies and the Woods Hole Marine Biological Laboratory subject to whatever restrictions are established by the Committee on Admissions and Academic Standing in consultation with the department concerned. [February 2, 1979, pp. 3408-09; February 6, 1982, p. 3496; May 5, 1989, p. 3773; May 4, 1990, p. 3803; December 1, 1995, p. 4093; April 4, 1997, p. 4146; November 7, 2008, p. 4755]

## **XIII. Special Programs**

### **a. Area of Concentration (Minor)**

1. A student may, with the approval of the department(s) concerned or formally designated advisors, elect to pursue a Minor Concentration in addition to his or her Major Concentration.
2. Successful completion of a Minor Concentration will be designated on the student's transcript.
3. Minor Concentrations will consist of at least five interrelated courses at least one of which normally shall be at or above the 300 level. Beginning with the class of 1989, a student may use no more than one course to fulfill the requirements of both his or her major and minor programs. In the case where a student is pursuing two or more minor programs, no courses in the minors may overlap. [February 1, 1985, p. 3670]
4. Department chairs, advisors of established interdepartmental programs, and designated advisors of pre-professional programs (e.g., pre-med, pre-law) shall submit any minors they propose to the Committee on Educational Policy for approval.

## **b. Field Work**

Courses will be considered "field work" courses if they meet the following conditions:

1. The purpose of the work is primarily educational, rather than career exploration, community organizing, or volunteer service;
2. The faculty sponsor will have the responsibility for integrating the field experience with the student's academic experience. Evidence for such integration will ordinarily be in the form of a written product to be evaluated by the faculty sponsor;
3. Credit toward graduation will be granted only in connection with specific courses listed in the Wheaton catalog or by special petition to the Committee on Educational Policy. A student shall be permitted to take no more than four course credits of field work, normally no more than two of which would be in his or her major. Nothing said here shall preclude recognition on a student's transcript of other off-campus activities or credit beyond the 32 courses required for graduation.  
[October 17, 1975, pp. 3219-20; May 24, 1978, p. 3390]

## **c. Head Resident and Peer Counseling Program**

1. That one course credit continues to be given for the course Education 200 with the following changes:
  - That it be called Counseling Seminar, with field work experience; and;
  - That the course be open to other students, in addition to the head residents and assistant head residents, and that the course include field work experience appropriate for such other students.
  - That one-half course credit continue to be given for the course, Peer Counseling Seminar and Field Experience for Preceptors, with the proviso that it be an offering of the Education Department. [December 8, 1978, pp. 3405-06; May 29, 1980, p. 3469]

## **XIV. New Departments and Majors**

**Theater and Dance Studies.** A Theater [Drama] Department shall be established at Wheaton offering accredited courses in such areas as acting, directing, history of theater, history of motion pictures, and design. [March 9, 1970, p. 2937]

**Asian Studies.** Approval of the recommendation of the Committee on Educational Policy to offer a concentration program in Asian Studies beginning with the academic year 1970-71.  
[April 21, 1970, p. 2940]

**Biochemistry.** Approval of Biochemistry as a regular major. [April 11, 1972, p. 3053]

**Bioinformatics.** The Bioinformatics major takes advantage of the current interests and expertise of the Biology, Chemistry, and Mathematics & Computer Science faculty by incorporating courses that are offered in all three departments. [November 5, 2004, p. 4487]

**Economics and Mathematics.** Approval of the combination of economics and mathematics as a regular major. [April 11, 1972, p. 3053]

**Anthropology.** The proposal of the Department of Sociology and Anthropology for a major in Anthropology is approved. [April 9, 1974, pp. 3144-45]

**American History and Literature.** The proposal is approved for the major in American History and Literature: An interdepartmental major in American History and Literature is offered by the Departments of History and English. [April 9, 1974, p. 3145]

**Psychobiology.** Approval of a regular interdepartmental major program in Psychobiology. [April 8, 1977, p. 3196] The class of 2013 will be the last class to graduate with psychobiology majors. No new students after the class of 2013 will be allowed to declare this major. [February 4, 2011, pp.4900-01]

**Russian Studies.** Approval of a regular interdepartmental major program in Russian Studies. [April 11, 1977, p. 3302]

**Italian Studies.** Approval of a regular interdepartmental major program in Italian Studies. [May 4, 1979, p. 3423]

**International Relations.** Approval of a regular interdepartmental major program in International Relations. [March 2, 1984, pp. 3641-43]

**Astronomy and Physics.** Approval of a regular interdepartmental major program in Astronomy and Physics. [May 5, 1989, p. 3774]

**Department Of Hispanic And Italian Studies.** Approval of name change from Spanish and Italian. [December 6, 1991, p. 3866]

**German Studies.** Approval of a major in German Studies as an alternative to the major in German Languages and Literature. [March 6, 1992, p. 3871.]

**Environmental Science Major.** The Environmental Science Major provides students with the necessary background in biology, chemistry, and mathematics that is required to understand natural processes and to apply the methodology of scientific research to environmental problems. The program is designed to prepare students to work in the environmental field and/or pursue further study in graduate or professional programs in environmental science. [April 1, 1994, pp. 4000-4001.]

**Computer Science Major.** The Computer Science major provides students with the necessary background to design and program computational agents to solve nontrivial problems. The major is designed to prepare students for further study in graduate or professional programs and/or software engineering work. [January 31, 1997, pp. 4142-43.]

**Women's Studies Major.** Approval of a final major in Women's Studies. [April 4, 1997, pp. 4146-47.]

**African, African American, And Diaspora Studies Major.** Approval of a major in African, African American, and Diaspora Studies. [December 1, 2006, pp. 4613-14]

**Neuroscience Major.** Neuroscience is an interdisciplinary field that combines biology, psychology and chemistry to investigate how the nervous system generates the complex experience and behavior of humans and other animals while being shaped in turn by the organism's engagement with the environment. Drawing most heavily on the offerings of its home departments of psychology and biology, but with additional courses in chemistry, mathematics, and computer science, the neuroscience major

offers excellent preparation for post-graduate education and careers in the interdisciplinary field of neuroscience. [February 4, 2011, pp. 4900-02]

**Film And New Media Studies Major.** The interdisciplinary major in Film and New Media Studies introduces students to the theoretical, historical, aesthetic and global dimensions of photochemical, electronic and digital media. [March 4, 2011, 4907-09]

**Creative Writing and Literature Major.** While focused on the creation of original works of poetry, fiction, drama, and creative nonfiction, the Creative Writing major also immerses student in the study of written, imaginative literature. [May 6, 2011, pp. 4913-14]

**Business and Management Major.** The major in Business and Management combines study of the liberal arts with focus on the operation, development, contributions, and responsibilities of organizations in society, both nationally and globally. Future citizen-leaders will study management and leadership theories, quantitative analysis, social responsibility, ethical principles, and intercultural communication. The major will prepare students for further study in business programs or employment in the private, public, and nonprofit worlds. [March 1, 2013, pp. 5016-18]

**Education Program Major.** The major in Education will serve as a second major for licensure candidates only and will not serve as a stand-alone major.

Depending upon their licensure area (Early Childhood, Elementary, or Secondary), majors take different combinations of education courses and subject matter courses. The secondary major requires 9.5 credits as well as other requirements within a student's subject area major (Biology, Chemistry, English, French, German, Hispanic Studies, History, or Mathematics). The elementary and early childhood majors require 16 courses and 17.5 credits, some of which may be counted as college wide general education courses. The education major must be undertaken along with a second major.

In addition to major coursework, students must pass multiple state licensure exams (MTEL). Education licensure students typically complete all of their undergraduate studies prior to spring of senior year when they enroll in their capstone courses, the full-time student teaching practicum (EDUC 496) and the accompanying seminar (EDUC 495).

Eligibility for the Capstone/Practicum (EDUC 495 and 496): Students must: (1) achieve a B- cumulative GPA (2.67); (2) receive at least a B- in education curriculum courses (EDUC 385, 390, 391); (3) complete at least 75 hours of fieldwork in an educational setting; (4) maintain overall "good social standing" within the college; and (5) obtain permission from the Education Department.

[April 4, 2014]

**Public Health Major.** As a liberal arts program, the Public Health Major provides aspiring students in allied health fields an understanding of the social experience of disease, ethical reasoning, the critical thinking of social sciences, and the health effects of structural vulnerabilities that enable the design of fine-grained interventions in public health policy. As future leaders in the provision of community-focused strategies to improve health outcomes and reduce health disparities, Public Health Majors benefit from a common core of public health courses and receive the key disciplinary courses in their home discipline of Anthropology, Psychology, or Sociology.

## **XV. Graduation Regulations**

### **a. Awarding Of Degrees**

Degrees shall be conferred in October and February as well as in May on students who have completed all requirements for the degree and are recommended by the faculty.

[December 17, 1973, p. 3129; November 6, 1981, p. 3456]

## **PART THREE—HONOR CODE AND JUDICIAL PROCEDURES**

The Honor Code is Article IX of the Constitution of the Student Government Association, and the structure, powers, and duties of the Judicial Branch of the Student Government Association are described in Article V, Section I, of the Bylaws. Amendments to Article IX of the Constitution or to Article V, Section I, of the Bylaws require the approval of a majority of the Faculty.

### **I. Honor Code**

Wheaton accepts and encourages individuality while also affirming the community dimensions of college life. The Honor Code describes each individual's responsibility as a member of the Wheaton Community:

As members of the Wheaton Community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. We are accountable for all we say and write. We are responsible for the academic integrity of our work. We pledge that we will not misrepresent our work nor give or receive unauthorized aid. We commit ourselves to behave in a manner which demonstrates concern for the personal dignity, rights and freedoms of all members of the community. We are respectful of college property and the property of others. We will not tolerate a lack of respect of these values.

I accept responsibility to maintain the Honor Code at all times.

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Signature

A student's continued enrollment at Wheaton College is contingent upon the student's willingness to uphold and live within the Honor Code.

There are specific requirements of academic and social integrity that are to be followed by community members. The College Hearing Board is the vehicle that is used in order to maintain the education, application, and protection of these standards set forth by the Honor Code.

Students who have violated the requirements of the Honor Code, or students who have reason to believe that others have violated the academic or social provisions of the Code, should report themselves,

confront others and encourage them to report themselves, or report violations or alleged violations either to the Chair of the College Hearing Board or to the Dean of Students.

[April 9, 1974, p. 3147; May 2, 1980, p. 3459; Feb. 7, 1992, p. 3869]

**a. Judicial Procedures**

See Article V, Section 1, of the Bylaws of the Student Government Association. [May 7, 1974, pp. 3149-50; March 14, 1975, p. 3191; March 12, 1976, p. 3234; April 6, 1979, p. 3419; May 2, 1980, p. 3459; May 3, 1985, p. 3679; Feb. 7, 1992, p. 3869]

**b. Required Honor Pledge**

For all course work students will write and sign the following:

I have abided by the Wheaton College Honor code, in this work. (Student Signature)

[March 7, 2003, p. 4390]

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<sup>i</sup> This section is drawn substantially from the American Association of University Professors 1976 **Recommended Institutional Regulations on Academic Freedom and Tenure**, Section 4.

Note: The recommendation of the Committee on Tenure must be presented to the Board of Trustees; the President may present an alternative recommendation.

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