

EMPLOYMENT EXPECTATIONS FOR FULL-TIME FACULTY (Andrews University Working Policy 2:143)

Contract Year 2:143:1

For all full-time faculty members, the annual appointment shall be from July 1 through June 30.

Employment Expectations 2:143:2

The employment expectations for each faculty member shall be based on general job descriptions appropriate to the rank held. The usual employment calendar includes at least ten months with a regular faculty load of assignments (see policy #2:376) and at least two months (8 weeks) of non-teaching time protected for professional/scholarly activities. In those schools with year-round program offerings, an equivalent amount of protected time shall be provided within a two year period. The following expectations apply:

1. During a protected (non-teaching) period, timely arrangements will be made to care for student research supervision, student advising, and thesis/dissertation guidance. Participation in departmental, school, and university faculty meetings is usually expected.
2. All faculty will develop with their department chair (or dean) an annual plan for their work which fulfills the expected criteria for satisfactory performance of his/her job description for his/her rank and assists the person in preparing for rank promotion and/or continuous appointment. Satisfactory achievement of the annual plan will be the basis for promotion through the usual steps within each rank. Evaluation of all faculty members shall be according to the policies for the university (see policy #2:326).
3. A faculty member who is deemed by the relevant department/school or James White Library not to have satisfactory achievement of their annual plan will have an appropriate remedial plan developed for the following year. Consideration may be given to non-renewal of the appointment of faculty who are not on continuous appointment if the progress on the remedial plan is not satisfactory. Faculty on continuous appointment shall be dealt with according to the policies pertaining to them in policy #2:180.

Faculty Overload and Compensating Remuneration for Additional Teaching or Other Assignments 2:143:3

Faculty members may receive extra remuneration for employment overload under either of the following conditions:

1. Faculty members who are requested or required to teach or are given other specific university assignments during their protected period shall be deemed to be rendering extra service to the university and shall receive extra remuneration for the additional responsibility.
2. A faculty member requested and approved by the dean/director and the provost to carry more than the usual faculty load (see policy #2:376) within the usual teaching year shall be entitled to extra remuneration on a course contract basis. The proposal to request additional workload assignments for a faculty member requires the approval of the dean and the provost within the usual budgetary allocation. Generally, such a proposal should be submitted at the time of budget development for the period. Such a proposal will include appropriate adjustments in the faculty member's annual plan. Documentation of such a proposal shall be made in writing and filed with the provost and the Office of Human Resources.

SUMMARY OF EMPLOYMENT EXPECTATIONS

(Andrews University Working Policy 2:375)

The University seeks to employ and support quality Christian faculty in a positive work environment. To achieve this, it recruits faculty of excellent qualifications who are committed to service in a Seventh-day Adventist institution. It also provides regular professional development and evaluation.

Faculty are expected to model Christian behavior and attitudes, support the mission of the University and the fundamental beliefs of the Seventh-day Adventist Church, participate actively in faculty and University affairs by way of faculty meetings and committee appointments, competently fulfill their assigned teaching and advisement tasks, engage in scholarship that advances knowledge through research and supervision of learner-scholars, and contribute to the community through service.