

Appendix-II. Governance

C. Faculty

3. Committees

e. Committee Elections and Formation

- i. The composition of each committee or council is specified in the individual committee descriptions which are above (Appendix-II.C.3.c). Committee membership originates in several different ways: Faculty election, presidential appointment, Associated Student Body nomination, Provost's appointment, etc. It is necessary to coordinate and compile these various processes in order to have a complete membership listing.
- ii. Normally, elections by the Faculty occur during the months of March and April and take place according to the following sequence:
 - a) Faculty Council membership;
 - b) Faculty Council Chair and Vice Chair;
 - c) Secretary of the Faculty;
 - d) Faculty Handbook Editor;
 - e) Rank and Tenure Committee;
 - f) Faculty Governance Committee;
 - g) Faculty Governance Committee Chair;
 - h) Faculty committee and task force membership; and
 - i) Presidential appointments normally follow the electoral process.

- iii. The Faculty Governance Committee conducts elections in a Faculty meeting for committee or task force membership through the process of submitting only one nominee per vacancy with the privilege of additional nominations from the floor. All other requirements for membership remain the same. The exceptions to this procedure are for elections to the Faculty Governance Committee which shall be by majority vote from three nominees per vacancy.

f. Organization of Committees

- v. The schedule of meeting and reporting varies with each committee.
- vi. Student representatives to the various committees are recommended by the Associated Student Body Board, with the exception of the representative to the Graduate and Extended Studies Committee, who is appointed by the Provost.
- vii. The nine Faculty committees with appointed chairs are Enrollment Management, Rank and Tenure, Faculty Development, Faculty Resources, Institutional Animal Care, Institutional Review Board, Instructional Technology, Special Events Advisory Committee, and Faculty Governance.

g. Creation of Task Forces

- i. The University has a history of valuable ad hoc committee work. Most of these ad hoc committees have done their work over a short period of time and disbanded. However, some ad hoc committees require a more extended duration and produce a significant contribution to the University. The latter category is addressed by the concept of task forces.
- ii. When a task will take from 1-3 years, a task force will be created. The Faculty Governance Committee will be advised by the ad hoc committee chair, the administration, or the Faculty, depending on the origination of the need, that a task force should be formed. The membership requirements, chair, major responsibilities, policies and procedures, and a sunset date should be presented to the Faculty Governance Committee.
 - a) If a task force will be dealing with items within the realm of Faculty governance, then the Faculty Governance Committee will propose the task force and faculty

library. Departments, schools, and the library will select a representative and notify the Chair of the Faculty Governance Committee. The Chair of the Faculty Governance Committee will call for the meeting and will serve as chair of the ad hoc committee.

- c) Election of the members of the Task Force is by ballot at a duly announced Faculty meeting. The electoral system to be used to elect the members and the Chair of the Task Force is the same as that used for elections of the Faculty Council (Appendix-II.C.4.b).

Appendix-II. Governance

C. Faculty

4. Faculty Council
 - b. Elections
 - i. Elections of the Faculty Council and its officers are held each spring at a Faculty meeting. Faculty Council elections take place before the Faculty committee elections.
 - ii. A slate of twelve (12) candidates is prepared by an ad hoc nominating committee.
 - a) The nominating committee consists of a representative from each academic department and school and the library.
 - b) Incumbent members of the Faculty Council represent their own Academic Unit.
 - c) Departments or schools with no member on the Faculty Council select a representative and notify the current Chair of the Faculty Council of the selection prior to March 1.
 - d) The current Chair of the Faculty Council serves as the chair of the nominating committee.
 - iii. Members of the Faculty Council serve 2-year terms on a staggered rotation, with the Council Chair and Vice Chair elected annually from among the five members.
 - iv. No faculty member may serve more than two successive years on the Faculty Council.
 - v. Electoral System
 - a) Elections are by ballot at a duly announced Faculty meeting.
 - b) Ballots will be held until at least two members are elected by a majority vote of those present and voting.
 - 1) For each of the first two ballots, the candidates (there may be more than 2) receiving the two lowest numbers of votes will be dropped.
 - 2) Starting with the third ballot and continuing until at least two members are elected by a majority vote, the candidate (there may be more than 1) receiving the lowest number of votes on the previous ballot will be dropped.
 - 3) In the case of a tie, the candidates that are tied will be ranked by each voter (1st, 2nd, and 3rd if necessary), and points will be assigned (1-1st, 2-2nd, 3-3rd). The candidate with the lowest point total will be elected to Faculty Council.
 - c) For years in which two members are elected to the Council, voting to elect members to the Council concludes once two members are elected by majority vote.
 - d) For years in which three members are elected to the Council, voting proceeds by ranking ballot. For the first ballot after at least two members have been elected by a majority vote, the candidates with the lowest vote total (or totals) will be dropped and the remaining candidates will be ranked by each voter (1st, 2nd, and 3rd preference) and points will be assigned (1 - 1st, 2 - 2nd, 3 - 3rd, and 4 points for each unranked candidate).
 - 1) The points will be added from each ballot. The remaining members on the Faculty Council will be the candidates with the lowest point totals.
 - 2) In the case of a tie, the candidates that are tied will be ranked again (1st, 2nd, and 3rd if necessary) to determine the remaining member on the Faculty Council.
 - e) Separate elections for Chair and Vice Chair of the Faculty Council are also by ballot, in the same manner as the ranking ballot above.

- f) Should a member of the Council enter a sabbatical or other leave during the term of service, that member's seat on Faculty Council remains vacant. If the leave period exceeds one semester, a replacement will be elected for the duration of the term during the next Faculty Council elections. If the absent member is the Faculty Council chair, the vice chair assumes the chair's responsibilities until the chair returns or the term of service concludes.

Appendix-II. Governance

C. Faculty

5. Responsibilities of the Faculty
 - b. Evaluation of Academic Achievement
 - i. Examinations
 - a) In the rare case that a student is scheduled for three (3) or more final examinations on the same day, the student is authorized to contact each professor in order to work out an alternate time for one of those examinations. The Academic Unit Leader and the Dean need not be involved in the process of making this accommodation.
 - b) The question of make-up examinations is always a difficult one. Each faculty member is permitted to exercise her or his own judgment in such matters. However, the following suggestions may be helpful:
 - 1) Students are expected to be present and take all announced examinations on schedule unless prevented by reasons beyond their control.
 - 2) Faculty members are not required by University policy to administer make-up examinations.
 - 3) For officially authorized field trips or other absences from class occasioned by action of the University administration or faculty colleagues, the student must be allowed to make up missed work, including any examination incidental to such absence. This does not necessarily apply to a long series of shorter exams where the lowest grade is discarded.
 - ii. Grading Standards
 - a) In considering the proportional distribution of grades, the basic assumption is that students in most classes of any considerable size will represent a fairly normal distribution of both ability and achievement. It is also assumed that certain selective factors operate which make for a somewhat more generous distribution of A and B grades in the classes of the upper-division as compared with those of the lower-division.
 - b) Three principles serve to condition the assumptions in (II.C.5.b.ii.a):
 - 4) Faculty members are urged to give each student the grade which she or he has earned in each course, as evaluated by the best means available, regardless of the hypothetical distribution.
 - 5) Certain specialized upper-division courses are likely to be largely made up of highly motivated and able students in which ability and achievement are not distributed according to any normal curve.
 - 6) Usual grading standards may not always be valid and applicable in certain areas of the curriculum such as group work or individual instruction in music, art, and physical education.
 - c) At the graduate level, a B average is assumed to be the norm in the sense that it is mandatory for remaining in the program (see *Graduate and Professional Studies Catalog*). Consequently, grades of C or below are not expected to be the most frequently given in courses numbered 600 and above.
 - d) Final grades for a course are submitted electronically to the Records Office as soon after the final examination as possible, but in no case later than the stated deadline in the annual academic calendar. All grading is to be done by the faculty member responsible for a course. A student assistant may score papers, but grades are to be assigned only by faculty members. Faculty members assign all grades on individual tests as well as for the entire semester's work. Standards of scholarship should be

held high enough and the examinations sufficiently demanding that an average student generally will anticipate a C grade.

iii. Incomplete Grades

- a) When, in the faculty member's opinion, an incomplete grade is justified, the faculty member fills out an online Incomplete Grade Form. The Incomplete Grade Form must be complete, including:
 - 1) the reason for the incomplete;
 - 2) the necessary actions on the part of the student to complete the course; and
 - 3) the permanent grade to be placed on the transcript at the end of the next regular semester if the student does nothing further.

iv. In Progress Grades

- a) The use of In Progress (IP) grades at the end of the semester for certain courses is permitted where it is necessary due to the nature of the learning project or course content. This does not imply that the use of IP grades is the normal expectation for those courses. The course must be completed and the IP replaced with a course grade by the conclusion of the next regular semester.
- b) The Academic Policies Committee authorizes the use of IP grades in specific courses upon Academic Unit recommendation. The Records Office manages the list of courses currently approved for the use of the IP grade.

v. Reporting Grades

- a) Mid-semester grades of D and F are reported to the Vice Provost of Academic Administration online. These are not recorded on the transcript, but are used to monitor progress of students at risk of academic probation by the offices of Academic Affairs and Student Development.
- b) At the end of each semester, faculty members submit final grades electronically.

vi. Posting Grades

- a) The usage of student ID numbers is restricted by FERPA. They may be used in such places as class lists, but may not be publicly posted.
- b) Quizzes, examinations, term papers and other assignments marked with a grade should not be placed publically. Graded work should be returned in class, distributed by the Academic Unit assistant, or communicated individually by electronic means.

Appendix-II. Governance

C. Faculty

5. Responsibilities of the Faculty
 - d. Underachieving Students
 - i. Reports to the Office of Academic Affairs
 - a) Mid-semester grade reports from faculty members are sent to the Office of the Vice Provost for Academic Administration and then forwarded to the Director of Academic Advising, who contacts each student as a means of follow-up and assistance.
 - b) Students who are on academic probation are contacted by the Vice Provost for Academic Administration.
 - ii. Counseling Facilities
 - a) Generally, counseling at Point Loma Nazarene University is a function of Student Development, which is staffed by professionally trained counselors. Counseling services are provided by the Wellness Center in Nicholson Commons and by other Student Development personnel. Extensive psychological counseling is provided on a referral basis with professionals in the area.
 - b) The Director of Academic Advising is available for referral of students experiencing difficulties in their adjustment to university life, whether educational or personal.
 - c) The Office of Strengths and Vocations is also available to assist students in life, career, and education planning or adjustment.
 - iii. Early Alert
 - a) An Early Alert System is maintained by the Office of Academic Advising.
 - b) Forms are provided online for faculty members to use in reporting any student who may appear to need help for any reason.