

# Computing and Information Sciences Faculty Handbook

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## 1.1. University Policies and Calendar

Nothing contained herein shall be construed to modify, abridge, amend, or change any policy or procedure of Willamette University. University policies can be found on the [willamette.edu](http://willamette.edu) website.

These policies and procedures contain several dates and deadlines for the performance of various tasks. All such dates and deadlines are subordinate to the University calendar, and may be changed, with reasonable notice, to allow the School of Computing and Information Sciences (SCIS) to comply with the University calendar.

## 1.2. Purpose of this Handbook

The primary purpose of this handbook is to guide the SCIS faculty and administration in pursuing the mission of Willamette University. The policies and procedures listed herein, aim to attract and retain quality faculty, help create an open and supportive environment for the professional growth of its members, enrich the process of teaching and learning, enhance mutual confidence among faculty, students, administrators, and trustees, and to provide an effective and fair mechanism for decisions and activities related to academic problems and issues.

## 1.3. Equal Opportunity

These Policies and Procedures shall be administered to ensure that no person is discriminated against on the grounds of race, color, religion, national origin, sex, gender identity, marital status, sexual orientation, age, disability, ethnic background, or any other characteristic protected by law.

## 1.4. Voting Privileges

Voting privileges are bestowed on all tenured, tenure-track and clinical faculty members plus those administrators who are members of the faculty by virtue of the University Bylaws or who have been granted the privileges of voting membership by the President of the University.

# Faculty Structure and Governance

## 2.1. Faculty Appointments

There are four types of faculty appointments: tenured, tenure-track, non-tenure track, and emeriti.

Approval of new tenure-track lines rests with the Board of Trustees. All appointments of faculty into a tenure-track line are made by the provost with approval from the president and informed by recommendations from the dean and a search committee composed of current faculty, or a subset thereof. Appointments of full-time or multi-year non-tenure track faculty are made by the dean and approved by the provost.

### 2.1.1. Tenure-track Appointments

An appointment can be either with tenure or tenure-track, leading to a decision regarding the granting of tenure within a specified period of time. A tenure-track appointment may be at the academic rank of assistant or associate professor. A tenured appointment may be at the rank of associate professor or professor.

With the acceptance of a tenured or tenure-track faculty appointment, an individual makes a full-time commitment to the University. Every faculty member with a tenure-track appointment is expected to arrange outside obligations and activities so as not to conflict with their commitment to the university and to a high level of engagement with SCIS activities. Outside obligations and activities must not divert attention from University duties or consume so much time or creative energy that they interfere, or appear to interfere, with responsibilities to the University.

Faculty members must perform their duties in a manner that will ensure no conflict, nor any appearance of conflict, between their personal interests and those of Willamette University. A conflict of interest exists when individual commitment to the University may be compromised by personal benefit. Faculty members are also expected to avoid situations or activities that could interfere with their unencumbered exercise of judgment in the best interests of Willamette University. It is inappropriate for members of the faculty to make use of University property or other resources to advance personal interests or activities during the course of their employment at Willamette University.

Simultaneous or joint faculty, administrative, or professional appointments must be expressly approved by the Dean or Provost.

### 2.1.2. Tenured Appointments

Tenure is the right of a faculty member to hold their faculty position, and not to suffer the loss of such position, except for the reasons and in the manner provided in [Section 4.6](#). Tenure held by a faculty member who also holds an administrative appointment extends only to the faculty position.

All tenured appointments are full-time and can be only at the rank of an associate professor or professor. Only the University's Board of Trustees, considering the recommendation of the faculty, the provost and

the president, and in the best interests of the university, may grant tenure. Tenure may not be awarded or promised by any other body or person at the university.

### 2.1.3. Non-Tenure-track Appointments

A non-tenure-track appointment may be in the capacity of contributing, visiting, or clinical faculty.

Contributing (i.e. adjunct) faculty are part time and typically teach one or two classes per year. They must have a masters degree (or equivalent experience) and expertise in the area in which they are teaching. Contributing faculty without a terminal degree carry a title of Contributing Instructor, while those with a terminal degree may be appointed with the title Contributing Assistant Professor, Contributing Associate Professor, or Contributing Professor depending on experience and service to the university. Contributing faculty are not expected to conduct research or participate in service to the university unless otherwise agreed to in the faculty's letter of appointment.

Visiting faculty are full time employees on limited term (e.g. 1-3 year) contracts. They must have a Ph.D. in a discipline related to their teaching assignments and are expected to both teach and conduct research. Visiting faculty are not required to participate in service to the university; however, may choose to participate in committee work as non-voting members. Visitors are appointed at a rank commensurate with their experience.

Clinical faculty (i.e. continuing non tenure track) are full time faculty whose focus is teaching and service. Clinical faculty have the same voting rights as faculty members with a tenure-track appointment. Clinical faculty at the rank of associate or full professor may serve on the personnel committee, but do not have responsibility for the evaluation of tenure-track faculty.

### 2.1.4. Administrative Appointments

Academic administrators may hold tenure-track or non-tenure-track faculty appointments. Accepting or leaving an administrative position does not take away any rights that a person has as a faculty member unless specifically stated in writing.

### 2.1.5. Emeriti Faculty

A faculty member of any academic rank who, at the time of retirement from the University, has served the University in a full-time position for 15 years or more, will receive upon retirement, subject to their consent, the title of professor emeritus. Years of service include time on sabbatical leave but exclude time on other leave.

## 2.2. Faculty Committees

### 2.2.1. Personnel Committee

The mission of the personnel committee is to encourage and support continuous improvement in faculty quality and performance.

**Membership:** All tenured faculty and clinical associate/full professors are eligible. The personnel committee chair is appointed by the dean.

**Responsibilities:** Review faculty performance on defined schedule and provide feedback to the faculty candidates under review. Manage the tenure review process and vote on recommendation of tenure candidates. Review applications for sabbatical and make a recommendation to the dean. Manage and track suggested changes to the faculty handbook for review by the dean, provost, and president.

### 2.2.2. Curriculum Committee

The mission for the curriculum committee is to encourage and support continuous improvement in the curricula of the SCIS programs of instruction.

**Membership:** Faculty and staff members appointed by the dean.

**Responsibilities:** Create, update and maintain all SCIS curricula. Advise the Dean on schedules and staffing. Interface with the Provost's office and other schools on curricular issues related to joint programs. Create and administer placement exams for undergraduate and graduate courses. Maintain records of course syllabi. Maintain records of curricular policies. Interface with the registrar on curriculum changes and exceptions. Work with marketing to ensure the website accurately reflects SCIS policies.

### 2.2.3. Enrichment Committee

The mission of the enrichment committee is to support the professional development of faculty and to facilitate activities that grow and reinforce school culture.

**Membership:** Faculty and staff members appointed by the Dean.

**Responsibilities:** Work with the Dean to set and administer the student advising policy. Arrange research presentations by faculty and visitors. Manage the SCIS colloquium. Coordinate with Willamette admissions on recruiting and events. Interface with student clubs and organizations. Advise Dean on allocation of endowed funds for research and other professional development. Work with the development office to draft donor reports on use of endowment funds for enrichment activities. Maintain various SCIS mailing lists.

### 2.2.4. Standards Committee

The mission of the standards committee is to ensure consistent, successful delivery of SCIS programs through assessment of learning outcomes and management of operational policy.

**Membership:** Faculty and staff members appointed by the dean.

**Responsibilities:** Track and report on activities related to accreditation and grants. Develop and implement a process to assess student learning outcomes and efforts to create an equitable learning environment. Maintain the SCIS Student Handbook for all curricular programs offered by SCIS faculty. Adjudicate student grade petitions, violations, and other conflicts specific to programs administered solely by SCIS. Represent the faculty in discussions related to cross-university operational policy. Develop and maintain documentation of SCIS Standard Operating Procedures.

### 2.2.5. Ad-hoc Committees

Committees required for situations like a faculty hiring or program development.

## 3.1. Procedures for Review of Tenure-Track Faculty

All faculty on tenure-track appointments receive regular performance reviews. The purpose of the regular performance review is to assess the faculty performance on all three areas: teaching, scholarship and service. The relative importance of each area is roughly 60% teaching, 30% scholarship and 10% service for Assistant Professors, and 60% teaching, 20% scholarship and 20% service for Associate and Full Professors. However, exemplary performance in one area may make up for modest shortcomings in another area.

All tenure-track faculty are required to fill in the professional activity form (PAF) annually to describe their yearly achievements in teaching, scholarship, and service. The PAF form, together with a current CV, are due on August 31st annually. Tenure-track faculty are reviewed after their first, and third year by the personnel committee. For both the first- and third-year reviews, faculty must provide a personal statement describing teaching proficiency, scholarship accomplishments, and service contributions. For the third-year review, faculty are also required to submit sample teaching material and the totality of their scholarly output to date. Tenured faculty are reviewed by the personnel committee every three years and must submit a personal statement summarizing their work since their last review.

The personnel committee will draft a letter that provides feedback on faculty performance using the following metrics: needs improvement, meets expectations, and exceeds expectations.

### 3.1.1. Principles for promotion and tenure

Tenure can only be granted by the Board of Trustees taking into consideration the best interests of the University and the recommendation of the faculty, Dean, Provost and President. Tenure will be recommended upon the determination that a faculty member:

1. Has demonstrated teaching excellence, distinction in scholarship, and commitment to academic service.
2. Has the capacity and promise to continue to deliver, over the course of their academic career, teaching excellence, distinction in scholarship, and commitment to academic service.

We expect tenured faculty to continue to deliver teaching excellence, distinction in scholarship, and good academic citizenship. Special arrangements apply to tenured faculty with administrative appointments.

### 3.1.2. Review for Tenure and Promotion to an Associate Professor

Tenure will be recommended upon reasonable confidence that a candidate not only meets minimum qualification for rank, but also demonstrates ability to continue as an outstanding teacher, scholar, and contributing member of the SCIS. Tenure may be recommended for those holding the rank of associate professor or higher.

Additional review material includes:

1. Three external review letters that speak to the candidate's scholarly contributions.
2. Student and alumni(ae) reviews of past teaching performance.
3. Anonymous peer reviews from a minimum of two faculty members randomly selected by the personnel committee.
4. A personal statement that highlights the candidate's accomplishments in scholarship, teaching and service.
5. A presentation to the full faculty on a current or recently completed research project along with highlights from past projects demonstrating the candidate's contributions to their subject area.

The personnel committee asks external reviewers to examine each candidate's research and scholarly writing with a view to assist the committee in making its own informed judgment. The requests use a standard letter signed by a member of the committee designated for that purpose by the Chair and are accompanied by the candidate's curriculum vitae and recent scholarly works selected by the candidate.

The personnel committee asks a representative sample of students and alumni(ae) in the subject field(s) of the candidate for an assessment of how well the faculty helped prepare them for elective courses and/or for a professional job. For the external review and students review, the candidates need to provide a list of 10 potential external reviewers and 15 student reviewers 4 months before the review material is due. The personnel committee will then randomly choose 3 external reviewers and 5 student reviewers to request review material.

### 3.1.3. Review for Promotion to Full Professor

Additional review material includes:

1. Three external review letters that speak to the candidate's scholarly contributions and service to the profession.
2. Student and alumni(ae) reviews of past teaching performance.
3. Anonymous peer reviews from a minimum of two faculty members randomly selected by the personnel committee.
4. A personal statement that highlights the candidate's accomplishments in scholarship, teaching and service since promotion to associate professor.
5. A presentation to the full faculty on a current or recently completed research project along with highlights from projects completed since promotion to associate professor demonstrating the candidate's continued contributions to their subject area and service to the profession.

Promotion to a full professor material should focus on leadership in teaching, scholarship, and service, as well as academic visibility.

## 3.2. Review of Faculty on Non-tenure-track Appointments

Clinical faculty are the only non-tenure-track faculty to receive regular performance reviews by the personnel committee. The purpose of the regular performance review is to assess the faculty performance in the areas of teaching, service, and professional engagement. The relative importance of each area is roughly 80% teaching, 10% service and 10% professional engagement for clinical assistant professors, and 70% teaching, 20% service and 10% professional engagement for clinical associate and

full professors. However, exemplary performance in one area may make up for modest shortcomings in another area.

All clinical faculty are required to fill in the professional activity form (PAF) annually to describe their yearly achievements in all three areas. The PAF form, together with current CV, are due on August 31st annually. Full-time clinical faculty at the rank of assistant professor are reviewed in their first and third year. Full-time clinical faculty at the ranks of associate and full professor are reviewed every three years.

The personnel committee will draft a letter that provides feedback on faculty performance using the following metrics: needs improvement, meets expectations, and exceeds expectations. Full-time clinical faculty may request a promotion to associate professor after a minimum of three years of service, and to full professor after an additional five years of service. Exceptions to this rule may be granted to recognize experience accrued prior to one's initial appointment or in rare circumstances when exemplary performance warrants a shortened timeline.

When seeking a promotion, these additional review materials are required:

1. Student and alumni(ae) reviews of past teaching performance.
2. A personal statement that highlights the candidate's accomplishments in teaching, service and professional engagement.
3. Anonymous peer reviews from a minimum of two faculty members selected by the personnel committee.
4. A presentation to the faculty on a current topic relevant to the candidate's subject area that demonstrates professional growth.

Candidates need to provide a list of 15 potential student reviewers 4 months before the review material is due. The personnel committee will then randomly choose 5 students from this list to provide review material. Upon review of all material, the Personnel Committee makes a recommendation to the Dean. If the Dean supports the recommendation, the Dean will forward the recommendation to the Provost for approval.

Contributing and visiting faculty will typically meet with the Dean annually, or on a basis deemed appropriate by the Dean, for a conversation about performance.

# Terms of Faculty Appointment

## 4.1. Maximum Period of Tenure-Track Appointment Without Tenure

The maximum number of years of service for a faculty member with a tenure-track appointment without tenure is six academic years, whether consecutive or not. At the end of this six-year period the faculty member shall receive either tenure or a one-year terminal appointment. Consistent with University policy, a faculty member's time spent on parental, medical, or other protected leave, will not count toward the time period for tenure and promotion unless otherwise requested by the faculty member.

## 4.2. Faculty Teaching Load

The academic year is divided into three semesters: Fall, Spring, and Summer. Tenured and tenure-track faculty are on nine-month appointments, but can be assigned teaching responsibilities in any of these three semesters. The standard teaching load for a full-time faculty member holding a tenure-track appointment is five, four-credit courses or equivalent per academic year.

The teaching load of each tenure-track faculty member will be arranged so that they have one semester out of the three semesters without teaching duties in each academic year. Courses canceled due to low enrollment need to be made up in subsequent semesters.

Full-time clinical faculty are responsible for seven, four-credit courses or equivalent per academic year and may be asked to teach in all three semesters. The teaching load for visiting and contributing faculty is defined on a contractual basis.

Teaching and other responsibilities for full-time faculty members with an administrative appointment will be addressed in appointment letters.

## 4.3. Sabbatical Leave

The purpose of a sabbatical leave is to focus on activities possessing depth, sophistication, and substance that contribute to the professional development of the faculty member.

All tenured faculty members qualify to apply for a sabbatical leave with pay. Length of leave and pay as a fraction of salary depend on full-time teaching service since the last sabbatical leave. Faculty may apply for a sabbatical leave pre-tenure but a sabbatical leave may be taken only after a faculty member has received tenure and has qualified by completing a specified number of semesters as a tenure-track member of the faculty. The number of semesters to qualify depends upon the length and salary of the sabbatical. A sabbatical may extend for:

- One semester at half salary after three years of full-time teaching service.
- One semester at three-quarters salary after seven semesters of full-time teaching service.
- One semester at full salary after six years of full-time teaching service.

- Two semesters at half salary after six years of full-time teaching service.
- Two semesters at three-quarters salary after seven years of full-time teaching service.
- A full-year sabbatical may be taken only over an academic year, not a calendar year. Exceptions to this rule shall be considered on a case-by-case basis and must be documented in writing.

Faculty are required to teach three of the required five classes if only taking a one semester sabbatical—i.e. a two-course release.

After taking a sabbatical, a faculty member re-establishes eligibility by completing an additional number of semesters of full-time teaching.

Applications for a sabbatical leave are made by September 10 of the year preceding the academic year for which the leave is requested. The application includes a statement of purpose, a detailed description of the proposed development activities, and their significance to the faculty member, the SCIS, and the University, proposed locations, and any other grants, fellowships, and compensation that the applicant expects to receive from other sources during the sabbatical leave.

Copies of the application are submitted to the chair of the Personnel Committee and to the Dean. The Personnel Committee makes its recommendation to the Dean by September 25. The Dean makes a recommendation to the Provost by October 1. A final decision is made by the President.

A faculty member returning from a sabbatical leave submits to the chair of the Personnel Committee a written report of accomplished development activities during the sabbatical leave, their significance to the faculty member, the SCIS, and the University, and a comparison of the accomplished activities with the description of the planned development activities in the application for a sabbatical leave. The report is due one month after the beginning of the semester in which the faculty member returns from the sabbatical leave.

A faculty member returning from a sabbatical leave needs to make arrangements with the Enrichment Committee to give a public presentation during the semester in which they return from the sabbatical leave. The presentation is publicized to the Willamette University community and is open to all.

The submission and acceptance of the report by the Dean, and the presentation, are necessary conditions for the granting of any future sabbatical leave by the SCIS and the University. A faculty member may appeal a denial of a sabbatical leave to the personnel committee for a re-review of the application. An application for a sabbatical leave may be denied or delayed for budgetary or curricular considerations at the University level, and such denial is not subject to a re-review by the personnel committee.

Faculty must serve at least one year after returning from sabbatical or they are required to repay the university for salary and benefits received during their leave.

#### 4.4. Professional Development Leave of Absence

The purpose of a leave of absence is for outside professional development activities. Development activities may include study, research, visiting faculty positions at another institution, specialized consulting in the faculty member's subject field(s), or service in business, government, or a non-profit organization. The duration of a leave of absence is one semester or one academic year. All tenure-track,

tenured, and clinical faculty are eligible, but the granting of the leave is subject to the sole discretion of the University. Faculty on a leave of absence do not receive salary or benefits from the University.

Generally, an untenured faculty member can expect to return to employment with the University for the year subsequent to the leave. A tenured faculty member will typically maintain their tenure during the leave and after returning to the University from the leave of absence.

The period during which an untenured faculty member is on leave of absence does not count toward eligibility for tenure. A faculty member shall inform the dean of the possibility that the faculty member may apply for a leave of absence at the time when they apply for the outside professional development activity.

Upon receiving notification that an application for an outside professional development activity has been approved, the faculty member shall submit an application for a leave of absence to the Dean. The Dean, after consultation with the personnel committee and the Provost, makes the final decision, which will be conveyed in writing.

## 4.5. Professional Responsibility

Professional responsibility of all faculty members requires helping students learn, integrate, and retain functional knowledge and skills. It involves appropriate, specific, up-to-date learning objectives, course materials, and pedagogy, a thorough knowledge and classroom use of current research literature and practice in the area of teaching, and assessment of student learning and achievement that is accurate and consistent with the learning objectives of the course. It also demands adherence to high ethical standards of behavior, and compliance with the rights and limitations of academic freedom. As well as adherence to university policies, including policies relating to Title IX and prohibited discrimination and harassment.

In addition, professional responsibility of faculty members on tenured appointments requires continuing creative scholarly accomplishments, and contributions to intellectual activities and faculty self-governance of the SCIS and Willamette University. Misconduct in research and plagiarism are violations of professional responsibility.

## 4.6. Termination of Faculty Appointments

### 4.6.1. Termination of Tenured Appointments

A tenured faculty appointment may be terminated for the following reasons:

1. Inability or refusal to perform essential duties and responsibilities of the position.
2. Violation of professional responsibility as defined in Section 4.5.
3. Final conviction (including a plea of guilty) of either: a) a felony or b) a misdemeanor involving moral turpitude.
4. Reduction in force as described below.

Terminations of appointment are initiated by the Dean.

With the exception of a reduction in force, the Dean shall submit the proposed termination of a tenure-line appointment to the personnel committee for review. The personnel committee will consider the proposal and provide a recommendation to the Dean. The Dean shall accept the recommendation of the personnel committee, except for compelling reasons stated in writing by the Dean, and delivered to the faculty member and to the personnel committee.

In general, to proceed with a termination process for reason 2 above, the Dean must first deliver to the faculty member and the personnel committee two formal written warnings describing the nature of the alleged professional incompetence or irresponsibility, and must allow the faculty member, after each warning, reasonable time to remedy the alleged professional incompetence or irresponsibility. After allowing such reasonable time, the Dean may proceed with the termination process, if there is evidence that the warnings have not resulted in removing the alleged professional incompetence or irresponsibility. In instances of violations of professional responsibility that are severe or pervasive, two formal written warnings are not required to proceed with the termination process.

A faculty member whose appointment is terminated can appeal the termination to the personnel committee within 30 working days of being informed that the members of the personnel committee voted to terminate their appointment, and that the dean has accepted the recommendation to terminate.

The final decision to terminate a tenured faculty appointment is made by the President with approval from the Board of Trustees.

In all cases, the date of the termination of appointment shall be stated in the notice of termination of appointment.

#### 4.6.2. Termination of Tenure-Track Appointments

A tenure-track appointment may be terminated at the close of any contract period during the appointee's pre-tenured years. Written notice that a tenure-track contract is to be terminated will be given to the faculty member according to the following schedule: (1) not later than March 1 of the first academic year of service at the University if the appointment expires at the end of that year; (2) not later than December 15 of the second academic year of service at the University; (3) at least twelve months before the expiration of the appointment after two or more years of service at the University

#### 4.6.3. Termination of Non Tenure-Track Appointments

Non-tenure track appointments may be terminated at any time for any reason at the conclusion of an appointment period, in compliance with any requirements in the appointment letter, such as a notice period.

#### 4.6.4. Reduction in Force

Termination of faculty appointments under this section requires a declaration of the President announcing a reduction in force for Willamette University as a whole, or a reduction in force for the SCIS.

Unless the Dean can demonstrate that essential functions of the SCIS could not otherwise be performed, taking into account the curricular needs of the university, the order of termination of appointments shall be:

1. Untenured and clinical faculty in reverse order of years of service to the University (“last in, first out”)
2. Tenured faculty, in reverse order of years of service to the University (“last in, first out”)

Years of service at the University include administrative appointments and time on sabbatical leave and time on leave protected by federal and state laws, but exclude time on other leave.

Each faculty member selected for termination of appointment under a declaration of reduction in force shall receive an individual notice which includes a description of the selection process used for termination of appointments, and an explanation of why the selection process and the specific selection of the faculty member are reasonable.