The Faculty Handbook of Bates College

Revised September 2014
Bates values the diversity of persons, perspectives, and convictions. Critical thinking, rigorous analysis, and open discussion of a full range of ideas lie at the heart of the College's mission as an institution of higher learning. The College seeks to encourage inquiry and reasoned dialogue in a climate of mutual respect.

Bates does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, marital or parental status, age, or disability, in the recruitment and admission of its students, in the administration of its educational policies and programs, or in the recruitment and employment of its faculty and staff.
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The information in this Handbook is for the faculty of Bates College. It is edited annually by the office of the dean of the faculty, with changes and additions authorized by the Board of Trustees, the faculty, or appropriate administrative officers of the College. As information is updated on the Web version of the Handbook, faculty are informed and changes are highlighted in color.

Part 1 of the Handbook contains information on the rules and procedures of the faculty, including tenure and promotion and faculty governance (committee structure). Most of these rules and procedures are legislated by vote of the faculty. Please note that the 2014-15 Handbook reflects changes in the personnel process legislated by the faculty in 2013-14. Since these new procedures are effective for faculty hired on or after 1 August 2015, we have also included the legislated processes that stand for faculty hired before that date.

Parts 3 and 4, the College’s policies on nondiscrimination and sexual harassment and affirmative action, are found in the Employee Handbook.

Parts 2, 5, 6 and 7 offer information on benefits and support programs for teaching and scholarship; instruction of students; information and library services; and faculty scholarship.

This Handbook is not a complete compilation of the organization, procedures, and policies of the College. It must be supplemented by other official College resources, including the Catalog, the Student Handbook and information behind the Garnet Gateway. The dean of the faculty’s office website, bates.edu/dof, contains a wealth of information for faculty members on a wide range of topics.

The College also provides to all members of the Faculty an Employee Handbook. This handbook, which is available online at bates.edu/hr/reference/employee-handbook, is compiled by the director of human resources.

All members of the faculty are responsible for being familiar with the information in this Faculty Handbook and with the manual on employee benefits. Please address and questions about this handbook should be addressed to me at 786-6066.

Thank you for your many contributions to the life of the College.

Matthew R. Auer
Dean of the Faculty
PART 1: Faculty Organization and Procedures

The Faculty of the College

Rules and Procedures Governing Faculty Appointment, Reappointment, Tenure, and Promotion

Art. I: Committee on Personnel

Sec. 1: Composition and Selection
Sec. 2: General Information from the Dean of the Faculty
Sec. 3: Calendars
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Sec. 5: Confidentiality
Sec. 6: Committee Examination of the Dossier
Sec. 7: The Examiners
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Art. II: Conditions and Schedules of Appointment, Reappointment, Tenure, and promotion in Departments Other Than Physical Education

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Sec. 2: Conditions of Initial Appointments
Sec. 3: Initial Contracts
Sec. 4: Schedules of Reappointment, Tenure, and Promotion
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Sec. 6: Evaluations
Sec. 7: Subsequent Contracts
Sec. 8: Credit for Prior Service
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Sec. 2: General Criteria for All Decisions
Sec. 3: Particular Application of Criteria for Tenure-Track Reappointment or for Tenure
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Sec. 4: Needs of the College
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Art. VI: Physical Education
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   Sec. 2: Conditions and Schedules of Appointment, Reappointment, and Promotion
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   Sec. 4: Evaluative Procedures

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   Sec. 1: Time Limitations for Appeals
   Sec. 2: Ground for Review
   Sec. 3: Procedures for Initiating a Trustee Review Committee
   Sec. 4: Composition of the Trustee Review Committee
   Sec. 5: Procedure in Cases Alleging Violation of Process of the Rules and Procedures
   Sec. 6: Procedures in Cases Alleging Violation of Process Which Result in Violation of Academic Freedom or of Equal Opportunity

Art. VIII: Termination for Cause
   Sec. 1: Definition
   Sec. 2: Procedures

Appendix to the Rules and Procedures Governing Faculty Appointment, Reappointment, Tenure, and Promotion
   Procedures for Termination of Faculty Contract for Cause

Rules and Procedures of Faculty Governance

Art. 1: Membership and Responsibilities
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   Sec. 1: Officers
   Sec. 2: Divisions, Departments, and Interdisciplinary Programs

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   Sec. 1: Time of the Meetings
   Sec. 2: Attendance and Quorum
   Sec. 3: Order of Business and Rules of Order
   Sec. 4: Voting

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   Sec. 2: Stipulations
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