

THE INSTITUTE FOR THE PSYCHOLOGICAL SCIENCES



***FACULTY
HANDBOOK***

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FOREWORD

This Faculty Handbook (the “Handbook”) contains policies and procedures for Institute for the Psychological Sciences (the “Institute”) faculty members. It also provides faculty with an overview of the mission and purpose of the Institute and the responsibilities and duties of the faculty in fulfilling that mission and purpose. Additional information useful to the faculty is contained in other Institute publications such as the Employee Handbook and Institute Bulletin.

This Handbook is not intended to represent the complete and exact text of all Institute or state rules, regulations and policies. Most of the material covered here is in summary form and faculty members are directed to contact the administration for further information. Wherever there is a conflict between this Handbook and the Employee Handbook, the Faculty Handbook prevails.

The Institute reserves the right to revise, modify, or repeal any of its policies or procedures. Revisions and additions may be made at any time, and faculty are advised to consult the Faculty Handbook for access to current policy.

Section 1: The History, Vision and Mission of the Institute

History of the Institute

The Institute for the Psychological Sciences (Institute) was founded in 1997 by a group of mental health professionals, academicians and clinicians, under the leadership of Dr. Gladys Sweeney, who perceived a need for a proper understanding of the interrelationship between psychology and its philosophical foundations.

- In September 1998, the Institute for Faith and Psychological Sciences was incorporated in Virginia sponsoring workshops for licensed mental health professionals, incorporating philosophy and psychology. It leased classroom and office space on the first floor of an office building located at 2001 Jefferson Davis Highway in the Crystal City area of Arlington, Virginia, just across the Potomac River from Washington, D.C. After several years of experience sponsoring workshops, the founders became convinced of the need for a new degree-granting institution to educate and train future generations of psychologists integrating theology and psychology.
- In September 1999, the Institute for Faith and Psychological Sciences changed its name to the Institute for the Psychological Sciences and began offering instruction leading to the Master of Science degree in Clinical Psychology. The initial enrollment in this program was 17 students.
- In January 2000, the State Council of Higher Education for Virginia (SCHEV) granted provisional approval for the Institute to confer the Master of Science and the Doctor of Psychology degrees in Clinical Psychology.
- In August 2000, the Institute awarded its first degrees in the Master of Science program. The first students enrolled in the Doctor of Psychology degree program in Clinical Psychology.
- In September 2000, the Institute founded the John Henry Cardinal Newman Lecture Series to feature speakers who are widely recognized for their contributions to the fields of psychology, moral and political philosophy, theology, and law and to promote the interdisciplinary dialogue to advance the integration of modern social, psychological and Catholic thought.
- In the Fall of 2001, the Institute's Scholarly Research Center was founded, sponsoring research, conferences, and various. The Idea of Human Nature: Roman Catholic Teachings and Its Implications addressed the moral, political and civic dimensions of life as they relate to the Roman Catholic conception of the human person. The Anthropology Project aims to identify those elements of the Christian tradition that remain indispensable for sustaining a proper dialogue between Christianity and secular psychology.
- In August 2002, the Institute expanded the library and classroom space on the first floor and moved its administrative and faculty offices to the fifth floor of same building.
- In 2004, the Institute opened the Centre for Philosophical Psychology in collaboration with Blackfriars Hall at the University of Oxford in England. The Centre hosts a visiting scholar program featuring both a senior and junior scholar who engage in research while in residence at Oxford and who present public lectures at the Institute to be published by the IPS Press.
- In December 2004, the Institute established the IPS Press for publishing approaches to the psychological sciences that are integrated with a Catholic view of the human person and the moral life.

**THE INSTITUTE FOR THE PSYCHOLOGICAL SCIENCES
VISION STATEMENT**

(February 10, 2004)

The Institute for the Psychological Sciences will be an international scholarly center dedicated to the development of a psychology grounded in the integral view of the human person. Maintaining the highest academic standards it will educate new generations of psychologists and open new areas of research for psychological theories that explore the relationship of psychology and the Christian understanding of the human person.

**THE INSTITUTE FOR THE PSYCHOLOGICAL SCIENCES
MISSION STATEMENT**

(February 10, 2004)

The Institute for the Psychological Sciences, an institution of higher education offering Master's and Doctoral degrees, affiliated with the Legionaries of Christ, is dedicated to the renewal of the Christian intellectual tradition and the development of a psychology consistent with the teachings of the Catholic Church and in constructive dialogue with the modern world.

The Institute seeks to provide an effective academic and educational environment for assisting students intellectually and professionally as they prepare themselves to respond to their calling as mental health professionals.

Integral to the Institute's mission is the development of Catholic approaches to psychology within the broader professional community, both nationally and internationally.

Section 2: Goals and Objectives of the Institute

See current version of the Institute's strategic plan, which is available to all faculty members. Copies may be obtained from the Dean.

Section 3: Faculty Policies and Procedures

3.1 Faculty Defined. The faculty of the Institute consists of full-time faculty members, part-time faculty members, and adjunct faculty members.

3.1.a. Full-time faculty members hold full-time academic appointments and provide the foundation of the instructional and administrative functioning of the Institute's academic programs. The determination of rank for full-time faculty members is determined in accordance with criteria contained in sections 3.7.a through 3.7.d.

3.1.b. Part-time faculty members hold part-time academic appointments and serve primarily to augment the instructional functioning of the Institute's academic programs. The determination of rank for part-time faculty members is identical to that for full-time faculty members (see sections 3.7.a through 3.7.d).

3.1.c. All full-time and part-time faculty members share in the formation and education of students through academic advising and dissertation advising. They participate in the development of the Institute by serving on the Faculty Council.

3.1.d. All full-time and part-time faculty members are eligible to serve on other committees established by the President, Dean, and Vice-President of Finance and Administration.

3.1.e. Full-time and part-time faculty members hold the ranks of Instructor, Assistant Professor, Associate Professor, Professor, or Senior Scholar.

3.1.f. Senior Scholars are senior members of the faculty who hold either part-time or full-time academic appointments at the Institute. Senior Scholars serve the Institute in a unique way through their role of mentorship of junior members of the faculty. They also contribute to the mission of the Institute through their academic instruction and scholarship. All Senior Scholars also hold the rank of Professor. (See section 3.7.e for criteria for nomination to the status of Senior Scholar)

3.1.g. Full-time and part-time faculty members are issued employment agreements on an annual basis.

3.1.h. All appointments to the faculty are made by the President.

3.2 Adjunct Faculty Defined

3.2.a. Adjunct faculty members hold temporary positions with employment agreements that are issued on a semester-to-semester basis. In general, adjunct faculty members contribute to the Institute by teaching a specific course or series of courses in which they have significant expertise.

3.2.b. Adjunct faculty members hold the ranks of Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, or Adjunct Instructor. Ranks for adjunct faculty members are determined by the same criteria as full-time and part-time faculty members (see sections 3.7.a through 3.7.d).

3.2.c. Adjunct faculty members may be appointed to serve on committees established by the Dean.

3.2.d. Although adjunct faculty members do not hold membership on the Faculty Council, they may be appointed by the Faculty Council to serve on standing or ad hoc sub-committees of the Faculty Council.

3.2.e. All appointments to the adjunct faculty are made by the President.

3.3 Faculty Hosts. All adjunct faculty members employed by the Institute are assigned a "Faculty Host" who is a member of the full-time faculty. Faculty Hosts are assigned by the Department on a semester-to-semester basis. The duties of the Faculty Host include but are not limited to the following:

3.3.a. The Faculty Host helps to orient new adjunct faculty members to the Institute and serves as a liaison between adjunct faculty and the Department.

3.3.b. The Faculty Host conveys concerns, inquiries, suggestions and requests of their assigned adjunct faculty member to the Department.

3.3.c. Faculty Hosts also solicit comments and recommendations on behalf of the Department from adjunct faculty members concerning student performance in semesters in which an adjunct faculty member teaches a course.

3.3.d. New part-time and full-time faculty members are assigned a Faculty Host for their first year of service to the Institute. In such cases the duties of the Faculty Host are exclusively for purposes of on-going orientation.

3.4 Employment Agreements

3.4.a. Each employment agreement shall state whether the faculty member is a full-time, part-time, or adjunct faculty member, shall specify rank of the appointment, and shall specify the term or duration of the agreement.

3.4.b. Employment agreements for full-time and part-time faculty members are offered and executed annually by the President. Employment agreements for adjunct faculty members are generally offered and executed on a semester basis by the President.

3.4.c. Unless otherwise indicated in writing by the President, nine-month employment agreements and twelve-month employment agreements shall begin with the opening of fall semester, on the exact date specified in the employment agreement.

3.4.d. Addenda to the employment agreement are valid only when written, signed by both parties, and attached to the body of the contract.

3.5 Compensation

3.5.a. Salaries of full-time and part-time faculty members of the Institute are based on a twelve months term of service, unless otherwise stated in the agreement.

3.5.b. The Institute attempts to maintain compensation levels of faculty members in accordance with prevailing standards.

3.6 Faculty Evaluation Criteria

3.6.a. Criteria for Appointment, Retention and Promotion. The Institute seeks to appoint, retain and promote persons of good character, scholarly and professional accomplishment with devotion to the calling of teacher. It is understood, owing to the special purposes and nature of the Institute, that such persons are also committed to the mission of the Institute, to the Catholic intellectual tradition, and to the teachings of the Magisterium.

3.6.b. Teaching and clinical training. The Institute is primarily a teaching and clinical training institution. Teaching and clinical training occur in the classroom and in clinical settings, but also extend beyond these settings to include activities such as advising, directing individual learning, collaboration on research and professional writing projects, and other contributions that enhance the student's intellectual life and development as a mental health professional.

3.6.c. Commitment to the Mission of the Institute. The Institute is on the threshold of a unique academic endeavor to which each faculty member must be committed: the reconciliation of the psychological sciences with the truth of man revealed by God and expressed in the Doctrine and Magisterium of the Catholic Church. Faculty members should manifest a deep commitment to this endeavor in the psychological sciences.

3.6.d. Intellectual Achievement and Growth. Faculty members are expected to maintain an active and productive intellectual life, current in their professional knowledge and disciplined in their self-development as teachers. Contributions to the professional and scholarly literature are a measure of success in these respects. Thus retention and promotion require evidence that a faculty member holds the appropriate advanced degree and is engaged in significant professional activity beyond the requirements for the degree. This intellectual activity should manifest itself in forms that can be shared with peers in the faculty member's field both inside and outside of the Institute. Depending on one's field, such activity may include but is not limited to, professional papers and presentations, scholarly publications, professional editorial work, consultant reports, or work of comparable importance. Evidence of intellectual achievement may be supplemented by, but may not be replaced by such activities as participation in professional meetings and attendance at special institutes. Significant contribution to Institute-related research and scholarly activity will also be considered.

3.6.e. Service. Identification with and concern for the Institute as a whole are important aspects of faculty responsibility. The nature of the service of each faculty member will vary with circumstances and with the faculty member's special capabilities and interests. Service to the Institute may take a variety of forms, including service on standing and ad hoc committees, performance of administrative or organizational duties, and participation in and promotion of various programs of benefit to the Institute as a whole, such as research programs and lecture series.

3.7 Faculty Ranks. In addition to the criteria outlined in section 3.6, the policies governing the determination of ranks of faculty members are specified in this section.

3.7.a. Instructor. The requirements for the rank of Instructor ordinarily include a master's degree, considerable progress made toward a terminal degree in the subject matter to be taught, and an indication of promise as a teacher and scholar. Completion of the doctorate or highest degree in the teaching field will be required of the Instructor for promotion.

3.7.b. Assistant Professor. The requirements for this rank include possession of an earned doctorate in the relevant disciplines or sub-disciplines and evidence or clear promise of excellence in teaching and scholarship.

3.7.c. Associate Professor. Appointment to this rank is given to those who possess the doctorate in their teaching field, who have had at least six years of full-time college teaching experience, or its equivalent in a clinical training setting, and who have achieved stature as a teacher and/or clinical supervisor, and as a scholar in their discipline, as evidenced by publications and other relevant and documented professional accomplishments. It is expected that those raised to this rank will manifest an outstanding record of service to the Institute.

3.7.d. Professor. Appointment to this rank is given to a member of the faculty who has rendered distinctive and outstanding service as a teacher, as a scholar, and as a colleague. It is expected that those holding this rank have contributed to the profession in such a way as to be recognized and respected for their contributions by most persons engaged in similar and related scholarship.

3.7.e. Senior Scholar. Senior Scholars must hold the rank of Professor and meet the criteria 3.6.a through 3.6.e to an extraordinary degree. Nomination to the status of Senior Scholar is at the discretion of the Dean, and must be approved by the President.

3.7.f. Recognition of Degrees. The Institute expects its teaching faculty to possess the relevant degree in their teaching area. When this degree is the doctorate, the Institute will recognize degrees only from universities accredited by those agencies that are members of the Council of Post-Secondary Education, or in the case of foreign degrees, according to the determination of the President.

3.8 Full-time and Part-time Faculty: Annual Evaluation Process. A review and evaluation of each full-time and part-time faculty member's performance will be conducted annually by the Faculty Evaluation, Retention, and Promotion Committee – an ad hoc committee which is appointed by the Dean and which consists of the Dean, the Chairman of the Department of Psychology and others appointees or consultants that the Dean deems appropriate. This Committee evaluates each full-time or part-time faculty member in accordance with sections 3.6 and 3.7. Each full-time or part-time faculty member under review will be requested to submit a complete updated curriculum vitae and other supporting documents that may assist the Committee in the evaluation process. As part of the evaluation process, the Chairman of the Department of Psychology shall present a summary of the faculty member's performance in light of the criteria in section 3.6 and 3.7. The Committee will

address the issue of the renewal or non-renewal of the faculty member's contract based on the results of the evaluation process and the needs of the Institute. The Dean will forward a report containing the recommendations of the Committee and the Dean's own recommendation to the President. The authority for decisions concerning the retention of faculty members rests exclusively with the President.

3.9 Full-time and Part-time Faculty: Evaluation for Promotion. The Institute seeks to promote in rank members of the faculty who have evidenced excellence in teaching, clinical training, intellectual achievement and growth, service to the profession, and service to the Institute. A recommendation for promotion will originate with the Faculty Evaluation, Retention, and Promotion Committee and consideration of such a recommendation will take place as part of the annual evaluation process. The Committee will consider the criteria identified in sections 3.6. and 3.7 in its deliberations concerning promotion. In the case in which a recommendation for promotion to the rank of Professor is being considered, the Committee shall solicit opinions on the faculty member's intellectual and professional achievement from appropriate scholars from within and outside of the Institute community. The faculty member being considered for promotion to the rank of Professor may be asked to assist the Committee in identifying scholars in their field of expertise who would best be able to comment on the professional contributions of the faculty member. The Committee's and the Dean's recommendations regarding promotion are included as part of the general report containing recommendations concerning faculty retention (see section 3.8). This report is forwarded to the President. The authority for promotion in rank of faculty members rests exclusively with the President.

3.10 Adjunct Faculty: Evaluation and Promotion Process

3.10.a. Using the criteria described in section 3.6 and 3.7 above, the Institute shall review and evaluate on an annual basis the performance of adjunct faculty members who are under contract with the IPS and who have taught courses or provided service for the Institute over the past year. The review will be conducted by the Faculty Evaluation, Retention and Promotion Committee. Each adjunct faculty member who is to be evaluated will be requested to submit a complete curriculum vitae and other supporting documents that may assist the Committee in its evaluation. As part of the evaluation process, the Chairman of the Department of Psychology shall present a summary of the adjunct faculty member's performance in light of the criteria in section 3.6 and 3.7. The Faculty Evaluation, Retention, and Promotion Committee will address the issue of the renewal or non-renewal of contract based on the results of the evaluation process and the needs of the Institute. The Dean will forward a report containing

the recommendations of the Committee and the Dean's own recommendation to the President. The authority for decisions concerning the retention of adjunct faculty members rests exclusively with the President.

3.10.b. A recommendation for promotion in rank for adjunct faculty members will originate with the Faculty Evaluation, Retention, and Promotion Committee. The evaluation and consideration of such a recommendation will take place as part of the Committee's regular review and evaluation process of adjunct faculty members. The Committee will consider the criteria identified in sections 3.6.b. through 3.6.d. and 3.7 in its deliberations concerning promotion. In the case in which a recommendation for promotion to the rank of Adjunct Professor is being considered, the Committee shall solicit opinions on the adjunct faculty member's intellectual and professional achievement from appropriate scholars both from within and outside the Institute. The adjunct faculty member being considered for promotion to the rank of Professor may be asked to assist the Council in identifying scholars who would best be able to comment on the professional contributions of the faculty member. The Committee's and the Dean's recommendations regarding promotion are included as part of the general report containing recommendations concerning adjunct faculty retention (see section 3.10.a). This report is forwarded to the President. The authority for promotion in rank of adjunct faculty members rests exclusively with the President.

3.10.c. The reports issued by the Faculty Evaluation, Retention, and Promotion Committee may be used for the purposes of considering adjunct faculty members for appointment to the status of full-time or part-time faculty member of the Institute.

3.11 Termination of employment

Section 3.11 applies only to full-time and part-time faculty members of the Institute.

The employment relationship may be terminated voluntarily by either the Institute or the employee, respecting the notification requirements specified in the faculty member's employment agreement or this Handbook. Termination is the non-renewal of the contract of a full-time or part-time faculty member by decision of the Institute. The termination of a faculty member's appointment is made by the President after examination and consideration of the evaluation issued by the Faculty Evaluation, Retention, and Promotion Committee as outlined in 3.8.

3.11.a. Non Renewal of Employment. In the case of a negative performance review by the Faculty Evaluation, Retention, and Promotion Committee that casts doubt on the advisability of renewing the employment of a full-time or part-time faculty member, the President will review the case, and if deemed necessary may request further information. If the President agrees with the judgment of the Faculty Evaluation, Retention, and Promotion Committee, the President will communicate its findings to the Dean who will notify the faculty member of the Institute's intention not to renew the employment agreement.

3.11.b. Elimination of Teaching Positions. Although the Institute will make every effort to maintain the stability and continuity of teaching positions, fiscal demands and other necessities may on occasion require the elimination of a teaching position for the good of the Institute. As soon as possible, and at latest January 1, the Institute shall publish a list of those positions, if any, which will be eliminated for the coming fiscal year because of institutional needs.

3.11.c. Notice.

i) During their first year of service, full-time and part-time faculty members will be given written notice of termination at least 45 days in advance of the expiration date of their employment agreement.

ii) After one year of service, full-time and part-time faculty members will be given written notice of termination at least 180 days in advance of the expiration date of their employment agreement.

iii.) The Board of Directors expects faculty members of the Institute to act and teach in a manner consistent with the doctrines of the Catholic Church. This is an integral part of the employment agreement and is outlined in their employment agreement. Employment can be terminated immediately if the faculty member breaches this provision in their employment agreement.

3.11.d. Retirement. Upon retirement, a full-time or part-time faculty member relinquishes such status. In unique cases where, in the judgment of the President, the continued employment of the retired faculty member would be of mutual advantage, the President may invite the faculty member to continue active duties on a part-time basis after retirement.

3.11.e. Resignation. Unless mutually agreed between the faculty member and the Institute, resignations shall only become effective at the date specified in the faculty member's employment agreement. It is further expected that the faculty member will recognize the effect of the resignation on the academic program of the Institute, and will inform the Dean when actively considering the

interruption or termination of service. Resignations should be submitted in writing to the Dean no later than 30 days following receipt of information concerning reappointment for the following year.

3.12 Appeals

Section 3.12 applies only to members of the full-time and part-time faculty of the IPS.

3.12.a. There are no tenured or tenure track appointments to the faculty of the Institute. Thus, there is no presumption of continuing appointment beyond the termination date specified in the employment agreement.

3.12.b. The appeals procedure is available only to full-time and part-time members of the faculty. The Dean shall notify in writing each faculty member of the President's decision regarding retention or promotion. Within 10 days of the written notice, a faculty member may request the Dean to provide a written statement of the reasons for the decision not to offer reappointment or promotion. The Dean shall provide a written reply, carefully avoiding the violation of confidentiality of individual members of the Faculty Evaluation, Retention, and Promotion Committee. Within 15 days of receipt of the Dean's written reply, the faculty member may submit a written appeal to the President asking for reconsideration of the decision and specifying the reasons and grounds for the reconsideration. Failure by a faculty member to appeal within the time specified shall constitute a waiver of the right of appeal by the faculty member.

3.13 Faculty Rights and Duties

Unless otherwise specified in a particular section, provisions on faculty rights and duties apply to all faculty members.

3.14 Academic Freedom

In accordance with its unique mission within the psychological sciences, the Institute recognizes and accepts the truths about man and the human person contained in the Doctrines and teachings of the Magisterium of the Catholic Church. It is this body of teaching that establishes the principles guiding the teaching and research expected within the framework of the Institute's programs. Academic freedom, within this context, is (as with all freedoms) constrained; in this instance, constrained only by the mission and purposes of the Institute. Accordingly, it is expected that all teaching within the Institute and all scholarship identifying the Institute as the host institution, be compatible with the doctrinal teachings of the church.

3.15 Plagiarism

3.15.a. Plagiarism, a deliberate attempt to claim as one's own any ideas or writings that belong to another, is a serious offense against the academic community. Plagiarism is not mitigated by paraphrasing or even by an extensive re-writing of another's work. Whenever an idea is borrowed, a faculty member must give credit and, in a formal paper, cite the source. Published or other collaborative efforts with students must clearly assign appropriate authorship credit to the student.

3.15.b. Instances of alleged plagiarism shall be brought to the attention of the Dean, who may initiate disciplinary action following procedures established by the Board of Directors.

3.15.c. A faculty member who has been found guilty of plagiarism in a thesis or dissertation which that faculty member submitted in fulfillment of requirements for an academic degree that has been awarded to the faculty member, shall be dismissed, while retaining the right of appeal to the Board of Directors or President.

3.16 Doctorates. Faculty with doctoral degrees not recognized by the Institute may not refer to themselves as holding a doctorate in any matter related to their employment by the Institute. To do so shall be considered by the Institute as a serious violation of academic ethics.

3.17 Special Absences. A faculty member who cannot conduct class due to sickness or other emergency circumstances should promptly notify the Dean. In order to cancel or reschedule a class for any other reason, a faculty member must receive proper authorization from the Dean. The authorization should take into account both the reasons for the absence and any alternative arrangements made for meeting the faculty member's instructional responsibilities.

3.18 Public Relations. Every individual associated with the Institute is identified with it and affects the Institute's reputation. The Institute expects the faculty to communicate its nature and mission to the public through excellent professional service and ethics. Fidelity to the purposes of the Institute is expected of faculty in all its relations with the public. Subject to section 3.21.b., faculty members are free to answer questions posed to them by the news media except such answers dealing with issues considered confidential or proprietary by the Institute. Faculty members are referred to the Employee Handbook for further discussion of this topic.

3.19 Internal Relations. Every member of the Institute's faculty has the obligation of contributing to the professional environment within the institution. Criticism that is informed, fair, and timely is part of this responsibility and should be directed to the appropriate supervisor. Remarks and attitudes expressed to students or colleagues which demean other members of the Institute are unprofessional and unacceptable.

3.20 Alumni Relations. The faculty provides an important link between the Institute and its alumni. Faculty are urged nurture those ties through personal contacts and keeping the lines of communication open. Alumni are part of the Institute's family.

3.21 Outside Activities and Conflict of Interest

3.21.a. No full-time, part-time, or adjunct faculty member shall obtain outside employment which impedes the fulfillment of the faculty member's responsibilities to the Institute. Outside employment for faculty members employed on a full-time basis by the IPS shall not exceed the equivalent of one day (eight hours) per week. Every faculty member employed on a full-time basis by the Institute is expected to request authorization from the Dean at the time of signing his or her annual contract for any employment pursued outside of the Institute during the period of the faculty member's employment agreement.

3.21.b. No faculty member may, without the prior consent of the Board of Directors, speak or claim to speak in the name of or in behalf of the Institute.

3.21.c. All members of the faculty are permitted to accept appropriate fees for professional activities outside the Institute. Remunerative and non-remunerative activities may not, however, interfere with the faculty member's primary obligations to the Institute. Faculty members are referred to their employment agreement and Employee Handbook for further discussion of this topic.

3.21.d. Conflict of Interest. Faculty members should not accept or receive any kind of gift in manner of cash, donation, asset, monetary favor, or other compensation in any kind from parents, students, relatives, benefactors, vendors, staff, or anyone related to the operations of the Institute that shall be construed to create a conflict of interest.

3.22 Attendance at Institute Functions. All faculty members employed on a full-time basis by the Institute are expected to attend all formal exercises that are scheduled on the Institute calendar. They are also expected to attend other events scheduled by the Institute which in the judgement of the Dean are important to the life and success of the Institute. Courtesy requires those who are unable to attend to inform the Dean.

3.23 Grievances. Grievances or problems involving the terms or conditions of employment, benefits, or other issues relating to the employment relationship with the Institute should be presented to the appropriate supervisor responsible for human resources as may be designated by the Board of Directors or, in lieu thereof, to the Dean.

3.24 Academic Leaves / Released Time

Note: The following policies apply to full-time faculty members by the Institute. These policies do not apply to part-time or adjunct faculty members except to the extent that involvement in activities exterior to the Institute must not interfere with the performance of duties specified in the faculty member's employment agreement.

3.24.a. Leave to Teach in Another Institution. As appropriate for faculty development and promotion of the Institute's mission, a full-time faculty member may be given leave to teach courses on a part-time or full-time basis in another institution. The decision regarding such leaves will be made by the Dean, but must be approved by the President. Interested parties should contact the Dean for an application and explanation of the application and selection process.

3.24.b. Advanced Study and Research. To encourage faculty development, the Institute may grant unpaid leave for full-time faculty members to pursue advanced study or research. The decision regarding such leaves will be made by the Dean, and must be approved by the President. Interested parties should contact the Dean for an application and explanation of the application and selection process.

3.24.c. Non-Teaching Service to Other Institutions. As appropriate for faculty development and the promotion of the Institute's mission, a full-time faculty member may be given leave for part-time or full-time work in other institutions. The decision regarding such leave will be made by the Dean, but must be approved by the President.

3.24.d. Length of Leave. All leaves of absence without pay terminate on or before one year from the date on which the leave began, as specified in the letter granting the leave. They may be extended for a second year by special action of the President, or in exceptional cases may be extended beyond a second year.

3.24.e. Released Time. The President may grant released time when a worthwhile project of professional development demands excessive time on the part of a full-time faculty member, and when appropriate alternative arrangements can be made to meet the needs of the academic program.

3.25 Memberships in Learned Societies

The Institute encourages faculty membership and active participation in learned or professional societies. Toward this end, the Institute will provide partial reimbursement of membership fees paid by faculty members who are hired on at least a half-time basis for memberships in professional organizations deemed by the Dean to be consistent with the mission of the Institute and related to the faculty member's employment. The amount of reimbursement for such memberships is determined on an annual basis and is available on a uniform basis for all faculty members who qualify. All faculty members who qualify for such reimbursement will be informed at the beginning of each fiscal year of the level of funding available. Faculty members who qualify must submit receipts to the Dean who will review them and submit them to the business manager, and who in turn will issue a reimbursement check.

The Institute may also provide financial assistance to faculty members who are hired on at least a half-time basis for presentation at professional meetings or conferences in which the faculty member's participation will significantly contribute to the promotion of the mission of the Institute. All qualified faculty members will be notified when funding for such purposes becomes available. Requests for this financial assistance should be submitted to the Dean who will make decisions regarding the distribution of such assistance.

3.26 Grants and Contracts. Faculty members are encouraged to seek outside support to further their academic work. Grant or contract proposals that require institutional approval or sponsorship must be signed by the Dean and the President. In all cases such grants or contract proposals must be submitted to and reviewed by the Institutional Research Review Board prior to the grant or contract proposal being submitted to the President. It should be noted that for purposes of appointment and promotion, the receipt of grants is not of itself accepted as evidence of professional or scholarly achievement.

3.27 Intellectual Property. The Institute for the Psychological Sciences is dedicated to teaching and scholarly activities that promote its mission. It is the objective of faculty, staff and students to promote dissemination of knowledge and to encourage the development of scholarly works and materials that contribute to the mission of the Institute. These activities contribute to the professional development of the faculty, staff, and students involved, provide educational opportunity for students, and advance the Institute's mission.

Definitions

Intellectual property is defined as patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought.

Patentable materials are items other than software which reasonably may qualify for protection under the patent laws of the United States, or of other countries or protective statutes.

Copyrighted materials are (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies, and other visual aids; (4) video and audio tapes or cassettes; (5) live video and audio broadcasts; (6) programmed instructional materials; (7) mask works; and (8) other materials or works other than software which qualify for protection under the copyright laws of the United States (reference 17 U.S.C. 102 et seq.).

Software is one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions, statements or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

Trade Secrets is information including, but not limited to, technical or non-technical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which: (i) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

Trademarks include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the Institute or its Sponsor (See 15 U.S.C. 1127.)

Ownership of Intellectual Properties

Traditional academic copyrightable works created using Institute resources usually and customarily provided are owned by the creators. The Institute shall retain a non-exclusive, royalty-free license to use these works.

Traditional academic copyrightable works created with the use of Institute resources over and above those usually and customarily provided shall be owned by the creators but licensed to the Institute. The minimum terms of such license shall grant the Institute the right to use the original work in its internally administered programs of teaching, research, outreach, and public service on a perpetual, royalty-free, non-exclusive basis. The Institute may retain more than the minimum license rights when justified by the circumstances of development. Intellectual properties created by students as part of the requirements for an Institute degree program belong to the student unless:

- 1) The original records (including software of an investigation for a graduate thesis or dissertation are the property of the Institute but may be retained by the student at the discretion of the student's academic department;
- 2) The Institute shall have, as a condition of the degree award, the royalty-free right to retain, use and distribute a limited number of copies of the thesis, together with the right to require its publication for archival use.

Any other intellectual property not mentioned above, that is the result of academic work, or produced in service/support areas shall be governed shall be the property of the Institute unless a written agreement between the Institute and the creator is executed prior to the production of the final product.

Revenue from Intellectual Property

The Institute may pursue the generation of revenue from Institute owned intellectual property as defined in this policy. Revenue sharing and distribution shall be governed by contract arrangements. The originator(s) of Institute-owned copyright is obligated to produce all information and submittals necessary for registrations and the defense of the copyright, and all examples of the work.

The President is the final authority on the disposition of copyrights and revenue sharing from intellectual property.

3.28 Adherence to Administrative Policies

All employees of the Institute for the Psychological Sciences must adhere to the *Administrative Policies and Procedures* and all other policies and procedures incorporated herein by reference.

3.29 Copyright Policy

It is the policy of the Institute of the Psychological Sciences that all faculty, staff, students, and other members of the Institute community adhere to all copyright laws concerning the reproduction of materials and will be responsible for any infringement(s).

Copyright is defined by the United States Copyright Office as:

a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- **To reproduce** the work in copies or phonorecords;
- To prepare **derivative works** based upon the work;
- **To distribute copies or phonorecords** of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- **To display the copyrighted work publicly**, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of **sound recordings, to perform the work publicly** by means of a **digital audio transmission**.¹

Applicable sections of the U.S. Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code are provided with this policy. Further Information about copyright laws is available in the Mary S. Thelen Library or from the United States Copyright Office, www.copyright.gov.

Source: Circular 92 Copyright Law of the Copyright of the United States of America and Related Laws Contained in Title 17 of the United States Code June 2003, Available Online:
<http://www.copyright.gov/title17/circ92.pdf>.

107. Limitations on exclusive rights: Fair use³⁸

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include —

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

¹ United States Copyright Office. (2004). *Circular 1 Copyright Basics*. Washington, D.C. [Available online: <http://www.copyright.gov/circs/circ1.html>, p 1.

(4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

108. Limitations on exclusive rights: Reproduction by libraries and archives³⁹

(a) Except as otherwise provided in this title and notwithstanding the provisions of section 106, it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phonorecord of a work, except as provided in subsections (b) and (c), or to distribute such copy or phonorecord, under the conditions specified by this section, if —

(1) the reproduction or distribution is made without any purpose of direct or indirect commercial advantage;

(2) the collections of the library or archives are (i) open to the public, or (ii) available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and

(3) the reproduction or distribution of the work includes a notice of copyright that appears on the copy or phonorecord that is reproduced under the provisions of this section, or includes a legend stating that the work may be protected by copyright if no such notice can be found on the copy or phonorecord that is reproduced under the provisions of this section.

(b) The rights of reproduction and distribution under this section apply to three copies or phonorecords of an unpublished work duplicated solely for purposes of preservation and security or for deposit for research use in another library or archives of the type described by clause (2) of subsection (a), if —

(1) the copy or phonorecord reproduced is currently in the collections of the library or archives; and

(2) any such copy or phonorecord that is reproduced in digital format is not otherwise distributed in that format and is not made available to the public in that format outside the premises of the library or archives.

(c) The right of reproduction under this section applies to three copies or phonorecords of a published work duplicated solely for the purpose of replacement of a copy or phonorecord that is damaged, deteriorating, lost, or stolen, or if the existing format in which the work is stored has become obsolete, if —

(1) the library or archives has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price; and

(2) any such copy or phonorecord that is reproduced in digital format is not made available to the public in that format outside the premises of the library or archives in lawful possession of such copy.

For purposes of this subsection, a format shall be considered obsolete if the machine or device necessary to render perceptible a work stored in that format is no longer manufactured or is no longer reasonably available in the commercial marketplace.

(d) The rights of reproduction and distribution under this section apply to a copy, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, of no more than one article or other contribution to a copyrighted collection or periodical issue, or to a copy or phonorecord of a small part of any other copyrighted work, if —

(1) the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and

(2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(e) The rights of reproduction and distribution under this section apply to the entire work, or to a substantial part of it, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, if the library or archives has first determined, on the basis of a reasonable investigation, that a copy or phonorecord of the copyrighted work cannot be obtained at a fair price, if —

(1) the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and

(2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(f) Nothing in this section —

(1) shall be construed to impose liability for copyright infringement upon a library or archives or its employees for the unsupervised use of reproducing equipment located on its premises: Provided, That such equipment displays a notice that the making of a copy may be subject to the copyright law;

(2) excuses a person who uses such reproducing equipment or who requests a copy or phonorecord under subsection (d) from liability for copyright infringement for any such act, or for any later use of such copy or phonorecord, if it exceeds fair use as provided by section 107;

(3) shall be construed to limit the reproduction and distribution by lending of a limited number of copies and excerpts by a library or archives of an audiovisual news program, subject to clauses (1), (2), and (3) of subsection (a); or

(4) in any way affects the right of fair use as provided by section 107, or any contractual obligations assumed at any time by the library or archives when it obtained a copy or phonorecord of a work in its collections.

(g) The rights of reproduction and distribution under this section extend to the isolated and unrelated reproduction or distribution of a single copy or phonorecord of the same material on separate occasions, but do not extend to cases where the library or archives, or its employee —

(1) is aware or has substantial reason to believe that it is engaging in the related or concerted reproduction or distribution of multiple copies or phonorecords of the same material, whether made on one occasion or over a period of time, and whether intended for aggregate use by one or more individuals or for separate use by the individual members of a group; or

(2) engages in the systematic reproduction or distribution of single or multiple copies or phonorecords of material described in subsection (d): Provided, That nothing in this clause prevents a library or archives from participating in interlibrary arrangements that do not have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.

(h)

(1) For purposes of this section, during the last 20 years of any term of copyright of a published work, a library or archives, including a nonprofit educational institution that functions as such, may reproduce, distribute, display, or perform in facsimile or digital form a copy or phonorecord of such work, or portions thereof, for purposes of preservation, scholarship, or research, if such library or archives has first determined, on the basis of a reasonable investigation, that none of the conditions set forth in subparagraphs (A), (B), and (C) of paragraph (2) apply.

(2) No reproduction, distribution, display, or performance is authorized under this subsection if —

(A) the work is subject to normal commercial exploitation;

(B) a copy or phonorecord of the work can be obtained at a reasonable price; or

(C) the copyright owner or its agent provides notice pursuant to regulations promulgated by the Register of Copyrights that either of the conditions set forth in subparagraphs (A) and (B) applies.

(3) The exemption provided in this subsection does not apply to any subsequent uses by users other than such library or archives.

(i) The rights of reproduction and distribution under this section do not apply to a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than an audiovisual work dealing with news, except that no such limitation shall apply with respect to rights granted by subsections (b) and (c), or with respect to pictorial or graphic works published as illustrations, diagrams, or similar adjuncts to works of which copies are reproduced or distributed in accordance with subsections (d) and (e).

Section 4: Instructional Principles

4.1 General Instructional Principles

4.1.a. The principles which influence instruction at the Institute must stem from the purposes of the Institute, outlined in its mission statement and set forth in Section 1 of this Handbook. Program goals, course objectives, and even the aims of an individual lecture hour are expected to reflect the Institute's objectives.

4.1.b. Instruction, therefore, should endeavor to develop an appreciation of facts, critical and reserved judgment, respect for the intellectual position of others, and a concern for the right order inherent in knowledge. Such instruction requires thorough preparation and thoughtful organization that engages the resources of the particular discipline.

4.1.c. All faculty members are expected to be committed to the overall development of the Institute's students. The faculty is expected through their instruction, advising and professional contributions to help students assimilate into their lives the principles of Christian maturity and to develop their capacity to serve as leaders in their professions.

4.2 Methods of Instruction. Teaching methods are personal but subject to traditional standards of excellence. Lectures, discussions, or dialogue should be used in a manner which best engages the student in learning. There are basic content areas of knowledge and/or skills training established for each course which are summarized in the IPS Bulletin and more fully elaborated in the documents "M.S. Degree Program Curriculum Content Analysis" and "Psy.D. Degree Program Curriculum Content Analysis" developed by the Department; therefore, although instructors have significant freedom over methods of instruction and are encouraged to include additional material or teach additional skills beyond those identified in these documents, instructors are expected to cover the identified basic content areas. They will be evaluated by students and in regular performance evaluations on how effectively this has been accomplished.

4.3 Office Hours and Availability to Students. All faculty members are expected to be available each week for student meetings and consultation and to keep the Dean informed concerning their office hour schedules or any changes to their office hour schedule. In general, faculty members are expected to make a minimum of two hours available per week during the period of time in which they are teaching a course. This requirement may be modified, when deemed appropriate, by the Dean. Acceptable methods of meeting these requirements include in-person meetings, phone meetings, or use of e-mail. Instructors are encouraged to use their discretion as to which method works best in terms of

students' schedules. In instances where instructors wish to use telephone communication or e-mail to make themselves available to students, they shall make it clear in their syllabi that such contacts are only for purposes related to course work requirements.

4.4 Student Assignment. In an ordinary semester system, a 3-credit course which has 3 hours of lecture per week will require 7 1/2 hours of outside work each week by the student. These norms should guide the planning of courses; within these time guidelines, assignments of outside work should be projected to yield the greatest benefit to the student and to the classroom experience around which the course is designed. In summer sessions, inter-terms, or in other calendar variations, the same overall credit norms apply, with adjustments made in individual lecture times and preparations to accomplish the same course ends.

4.5 Classes

4.5.a. Instructors are expected to be in their classrooms promptly at the beginning of the class period. Habitual tardiness is considered a serious neglect of duty. The instructor should vacate the classroom promptly at the end of the scheduled course meeting time.

4.5.b. The time and location of scheduled classes are not to be changed by instructors without prior notification of the Dean. At the end of each class, the instructor is responsible for the condition of the classroom, which should be left in good order for the benefit of the next instructor and students who use the room. Smoking, eating, and drinking are not permitted in classrooms or lecture halls of the Institute during class periods, except in those cases in which the instructor assumes full responsibility for the condition of the classroom and ensures that it is clean and neat prior to departure.

4.6 Examinations. The integrity of examinations is essential to the academic process. Instructors should construct examinations and arrange for administering such examinations in such a way as to diminish the opportunity for cheating.

4.7 Student Absences

4.7.a. All students, whether enrolled on a full-time, part-time, or course-for-credit basis are required to attend all scheduled classes and complete all examinations and other requirements. Students may miss no more than two classes of any course. Absences exceeding these limits will result in the student being dropped from the class unless the student receives a written exemption granted jointly by the instructor and the Dean.

Through the end of the 7th week of a course, if a student is dropped from a course due to excessive absences, no grade will be given to the student for the course and a "W" will be noted on the student's official transcript. After the 7th week, the student will be assigned an "F". The Dean will notify the student of such action. The Dean's decision will be final.

4.7.b. Instructors may permit students to be absent from a specific class, lab or examination for legitimate reasons, including health problems and official extracurricular activities. In considering whether to grant permission, instructors should take into account the adequacy of the student's performance in the class.

4.8 Grading

4.8.a. To ensure that grades are awarded fairly and uniformly, all members of the faculty are required to provide to students in their course syllabus a clear explanation of the grading principles that will be used in determining final grades. These principles may include an overall evaluation of the student by the instructor, but this should be clearly stated to the students enrolled in that class. Grades are expected to be an evaluation of the quality of learning achieved during a class; instructors should not imply or suggest to students that the simple completion of certain assignments or exams - without regard to quality of performance - will satisfy the criteria for obtaining a given final grade in the course. The explanation of the grading principles is a duty of the instructor and a right of the students.

4.8.b. The awarding of grades at the end of a course is a serious duty of every faculty member. Every grade given by an instructor involves a judgment by the instructor of the student's learning, achievement and growth during the term. A faculty member's judgment concerning the grades assigned to students is privileged and must be defended by colleagues and administrators unless valid reasons suggest that the faculty member's judgment should be called into question. But this judgment must never be subject to quibbling by students, easy challenges, or undue interference from administrators or outsiders.

4.8.c. It is the responsibility of every faculty member to be aware of and to comply with the current grading policies issued by the Registrar. In addition, it is the responsibility of each course instructor to include relevant grading policies in their syllabi.

4.8.d. Each instructor may determine policy regarding the awarding of "incompletes"; however, each instructor must notify the registrar within three weeks following the final day of scheduled exams if an "incomplete" is to be assigned for a given student.

4.8.e. Each instructor is also responsible for notifying the registrar when the "incomplete" status is to be changed to a grade. In general, "incompletes" should only be awarded under extraordinary situations and should include some adjustment to the student's grade in fairness to other students who completed requirements on time.

4.8.f. A student who believes a final grade has been miscalculated should - within the time limits of section 4.8.g. - first request that the instructor review the matter. If a grade change is warranted, the instructor must report it to the Registrar in a timely manner.

4.8.g. If the student wishes to appeal the Instructor's decision, or if the student is unable to contact the instructor, the student may submit a written request for a review by the Dean. This request must be filed within 45 days of the last day of scheduled exams for the semester in which the grade was obtained. The Dean or the Dean's designee will then discuss the matter with the student and instructor, and will attempt to resolve the dispute concerning the grade. Failing such a resolution, the instructor's grade will stand.

4.8.h. Unless authorized by the Dean, no grade change request will be accepted following 45 days from the last day of the scheduled exams for the semester in which the grade was obtained. In cases in which the student's grade point is at issue in relation to eligibility for scholarships, academic honors, graduation, or in cases related to dismissal for academic deficiencies, grade change requests must be made before the regular date on which those actions are taken.

4.9 Syllabi. The development of a syllabus is a very individualistic endeavor and the Institute has respect for each professor's unique approach. Nonetheless, there are basic types of information which the Department has identified as being essential for inclusion in all syllabi to ensure adequate information for students and uniform representation and compliance with Institute policies.

It is especially important that faculty members include in their syllabi all learning objectives and outcomes identified for their course in the most recent "M.S. (or Psy.D.) Program Curriculum Content Analysis." These learning outcomes and objectives serve as central criteria for student evaluation of each course, and serve as the foundation of curriculum integrity and mission effectiveness. Departmental requirements regarding syllabi construction are set forth in the most current version of the document "Syllabus Information Requirements" which can be obtained from the Chair of the Department of Psychology.

Upon request, the Institute will assist instructors by reviewing syllabi to ensure that they are in compliance with the most recent version of the document

"Syllabus Information Requirements." When a syllabus is submitted for review, the material included in the syllabus will be formatted in a standard format and any modifications or additions needed to comply with departmental standards will be added. The instructor will be allowed to review the syllabus to ensure that all changes or modifications are clear and that none of the original intent of the instructor is missing from the document. Instructors should submit syllabi on disk (any DOS, Windows, or MacIntosh format is acceptable) to the Chair of the Department of Psychology according to the following schedule:

July 1 for Fall semester

November 1 for Spring semester

March 1 for Summer Courses

A final master copy of all course syllabi should be turned into the Chair of the Department of Psychology according to the schedule noted below. The Institute will assist instructors by making copies of their syllabi for distribution in class if the course instructor complies with the schedule noted below. Otherwise the instructor will be responsible for making copies of the course syllabi for distribution in class.

August 1 for Fall semester

December 1 for Spring semester

April 1 for Summer Courses

4.10 Book Order Requests. The Institute will assist instructors by ordering books required for courses being taught by an instructor in the upcoming semester. However, it is imperative that the Institute be notified of which books to be order well in advance of the semester so that books arrive for the start of classes. Book order request lists should be provided to the Chair of the Psychology Department according to the following schedule.

July 1 for Fall semester

November 1 for Spring semester

March 1 for Summer Courses

4.11 Classroom Materials. The Institute also will assist professors by copying journal articles, book chapters and other resource materials to be distributed to students for use in a given course. The cost of duplication of such materials will be borne by the students. Institute staff will take care of duplication, obtaining payment and distributing such materials. Instructors should make every effort to provide the Chair of the Department of Psychology with a master copy of all materials needing to be copied for courses by:

August 1 for Fall semester

December 1 for Spring semester

April 1 for Summer Courses

4.12 Faculty Involvement of Students in Non-Course Related Activities. It is Institute policy that faculty members desiring to involve students in any academic activities not directly a part of classroom requirements must first receive approval from the Chair of the Department of Psychology. Such activities would include, but are not limited to: research, presentations, workshops, and scholarly writing. Faculty desiring to involve students in such non-course related activities should submit a brief description of the proposed activity, as well as estimates of the level of time commitment that would be required of the student.

4.13 Academic Advising. Full-time and part-time faculty members are generally assigned to provide academic advising for students enrolled in the M.S. or Psy.D. degree programs. Academic advisors are required to meet with their assigned students at least once per semester immediately prior to registration for the next semester. In this meeting the advisor and student's discuss the student's intended schedule of classes for the upcoming semester. The advisor must sign the student's registration form in order for the advisee to be able to register for classes in the upcoming semester.

Advisors may choose to document the mandatory and any other meetings or communication with their advisees on the "Student Advising Contact Form" which is available through the Chair of the Clinical Psychology Program. The Chair of the Program also has available an "Advisor Planning Form: Psy.D. Program" and an "Advisor Planning Form: M.S. Program" which may be helpful tools for short-term and long-term academic planning with students, especially in the case in which a student is not taking courses in the exact order and timing indicated in the Institute's Bulletin. All such forms documenting contact, discussions, and planning with students should be submitted for filing in the student's official folder.

During the advisor-student relationship, students may directly or indirectly express a need for formal counseling or psychotherapy; an advisor must prudently determine when the advisor-student relationship is moving beyond the role appropriate for an academic advisor. In such cases the advisor must make clear for the student the limits and boundaries which must be maintained in the advisor-student relationship. The Director of Clinical Training maintains a referral list of mental health professionals who are sympathetic with the mission of the Institute and who have agreed to provide counseling and psychotherapy services for Institute students – often at a reduced fee.

4.14 Nomination for Library Acquisitions.

The faculty exercises an important role in the improvement of library holdings through its nomination of resources to be acquired by the library. On an annual basis (usually in May) the librarian will schedule an acquisitions meeting to which all faculty members will be invited. Participating faculty members will be distributed catalogs and other resources to review for the purposes of making recommendations with regard to acquisitions of general collection materials, reference texts, subscriptions, audio/visual materials, test kits, and other resources. The librarian will establish an alternative process for faculty who cannot attend but who wish to participate in the acquisition process. The librarian will give significant consideration to acquisition nominations made by faculty during this process, subject to budgetary considerations and guidelines laid out in the IPS Library Plan.

The librarian will also solicit the submission of emergency requests from faculty members for the acquisition of materials which are considered “required readings” or “reserve readings” for courses to be taught in the upcoming semester. The deadline for the submission of emergency requests for Summer/Fall courses is June 1 and for Spring classes is November 1. The honoring of such requests may be limited by budgetary constraints so faculty are encouraged to anticipate the need for materials which support classroom instruction and to nominate their acquisition during the annual acquisitions meeting noted above.

Finally, faculty members are encouraged to submit additional nominations for library acquisitions directly to the librarian throughout the year; these nominations will be added to the nominations made in the next annual library acquisitions meeting.

4.15 Requests for Educational Resources.

From time to time a faculty member may find themselves in need of an educational resource to prepare for and support their classroom instruction, but find that the resource is not currently in the library's holdings. In such cases the faculty member should complete a request for purchase containing all ordering information and turn this in to the Chair of the Department. The Chair will explore whether funding is available within the departmental budget or library budget to acquire the requested resource. Such funds are very limited so faculty members should make every effort to anticipate such needs and have them fulfilled during the annual library acquisitions meeting.

4.16 The Ordering of Examination Copies of Textbooks. Faculty members desiring to order an examination or review copy of a textbook should submit the request (along with ordering information and terms established by the publisher) to the Chair of the Department for authorization. If authorized, the Chair will forward them to the Business Office for ordering. Faculty members are required to follow this process even in cases where there is no charge for such examination copies.

Section 5: The Faculty Council and Other Committees

5.1 The Faculty Council.

5.1.a. The Faculty Council serves as a deliberative and consultative assembly of the faculty as a whole. It is the primary means through which the faculty may discharge its collective responsibility for promoting the mission of the Institute, maintaining the integrity of the curriculum, and promoting the quality of the faculty and student learning and achievement. In addition, the Faculty Council is responsible for working with the Institute's administration to develop and/or review policy and procedures governing academic and faculty affairs.

Whenever it proposes the addition of new policies or modification of existing policies which fall outside its delegated authority, the Faculty Council submits its recommendations for review by the Dean and Board of Directors. The Board of Directors has final authority for making decisions related to the Faculty Council's recommendations in these cases.

5.1.b. Although most permanent or ad hoc committees are appointed by and report directly to the President, Dean, Vice-President of Finance and Administration or the Board of Directors, when such committees issue reports on issues or policies related to areas of faculty responsibility noted in previously in 5.1.a., the party to which the report is directed will generally forward the report to the Faculty Council for its review. The Faculty Council will review such reports and vote recommending approval, approval with suggested amendment, approval with suggested revision, or disapproval. The vote count, and disposition of the Faculty Council, along with any suggested revision or amendment will be sent to the party requesting the Faculty Council review. The disposition of the Faculty Council is given serious consideration, but is not binding on the party sending the report to the Faculty Council for review.

5.1.c. Any member of the faculty may propose issues for consideration by the Faculty Council as long as the issues fall within its scope of responsibility. Normally such a request should be submitted in writing to the Chairman of the Faculty Council who shall place it on the agenda to be considered at the next Faculty Council meeting. A report containing the recommendations resulting from the Faculty Council's deliberations will be forwarded to the Dean. After review, the Dean may comment on the report and return the matter to the Faculty Council for further deliberations, forward the report to a relevant permanent or ad hoc committee for further review and consideration, or send the report directly to the Board of Directors along with commentary by the Dean.

5.2 Faculty Council Membership

5.2.a. All members of the faculty whether employed on a full-time or part-time basis by the Institute are members of the Faculty Council.

All members of the faculty who are employed on a part-time basis by Institute have the option on a semester-by-semester basis of choosing to participate on the Faculty Council as either a voting member or as a non-voting member. Faculty members who choose to participate as voting members of the Faculty Council obligate themselves to regular attendance at meetings. Faculty members are required to notify the current Chairman of the Faculty Council no later than the first day of a given semester regarding their decision to participate as a voting or non-voting member of the Council for a given semester.

5.2.b. All members of the Faculty Council, whether voting or non-voting, may attend meetings, participate in discussions, and receive official minutes of meetings.

5.3 Officers of the Faculty Council

5.3.a. The Chairman, Vice-Chairman and Secretary of the Faculty Council shall be elected annually by the Faculty from its membership, in a secret ballot, at the first meeting of each new academic year. Only voting members of the Faculty are eligible to cast votes for and/or serve in these positions. Both voting and non-voting members of the Faculty Council may nominate faculty members for these positions.

5.3.b. The Chairman of the Faculty Council sets the agenda and presides over meetings of the Faculty Council.

5.3.c. The Vice-Chairman carries out the duties of the Chairman in the latter's absence.

5.3.d. The Secretary keeps accurate minutes of all meetings and furnishes copies to all members of the Faculty Council, the Dean, and other relevant parties. The Secretary may delegate the task of recording minutes to another faculty member or even a non-faculty administrative staff member of the Institute. In such cases the Secretary retains responsibility for reviewing the minutes to ensure accuracy and for the distribution of minutes in a timely manner.

5.4 Meetings of the Faculty Council

5.4.a. The Faculty Council shall meet at least twice during the academic year. Other meetings may be called by the Chairman or by the request of at least one-third of the voting members of the Faculty Council. The Dean or Board of Directors may call for a special meeting of the Faculty Council for timely consideration of issues important to the welfare of the Institute.

5.4.b. Members of the Faculty Council shall be notified in advance of the matters to be discussed at the meetings and the time and location of the meeting. Two-thirds of the voting members of the Council must be present for a vote on any Faculty Council action to be official. Questions shall be decided by an absolute majority of the members present and voting. Each member has only one vote. On any question (except as provided in section 5.3.a. above) the Faculty Council may decide to vote by roll call or by secret ballot. Abstentions shall be counted but, when ballots are taken in writing, blank or illegible ballots shall not be counted.

5.4.c. The Faculty Council may as a whole vote to create sub-committees to assist it in carrying out its functions. The Chairman of the Faculty Council retains the authority to appoint members of sub-committees and to appoint the Chair and Vice-Chair of sub-committees. Because such sub-committees are only advisory in nature, and since all work performed in such committees must be reviewed and approved before it can be sent to the Dean, both non-voting and voting members of the faculty are eligible for appointment to membership on sub-committees and to be appointed as the chair of such sub-committees.

5.5 Other Committees. Faculty members may also be appointed by the President, Dean, Vice-President of Finance and Administration or the Board of Directors to serve on other standing or ad hoc committees of the Institute.

APPENDIX:

ORGANIZATIONAL CHART

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Institute for the Psychological Sciences Organizational Chart FY 06

