

DRAFT
HANDBOOK OF THE FACULTY OF YESHIVA

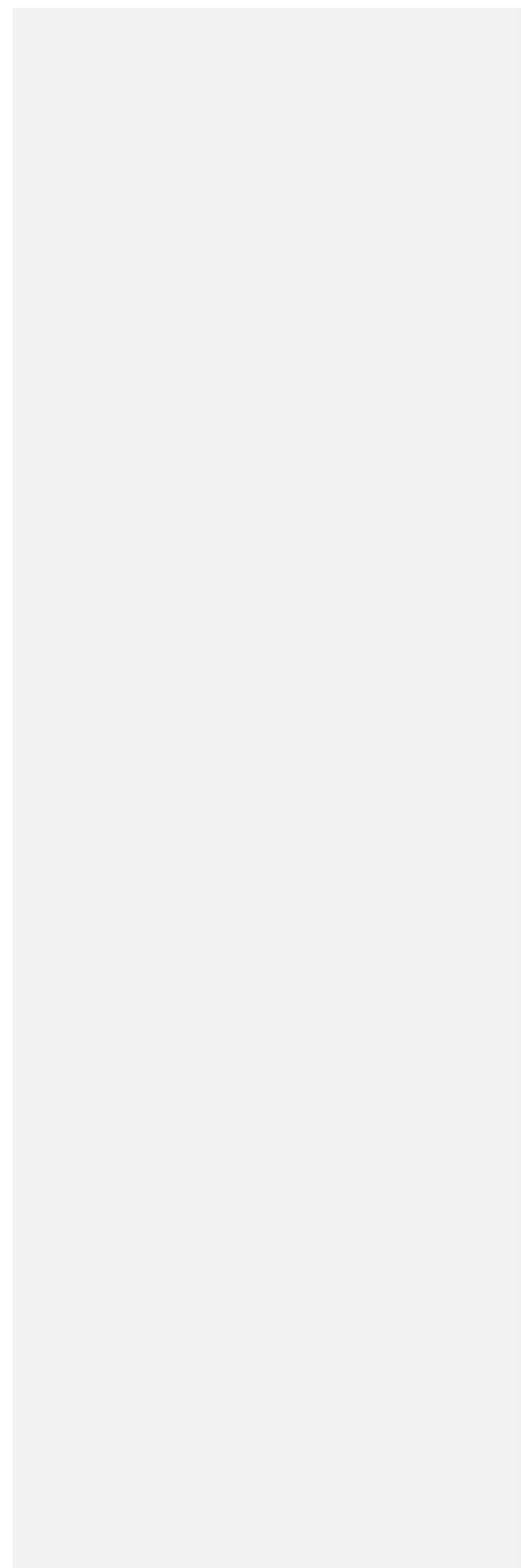
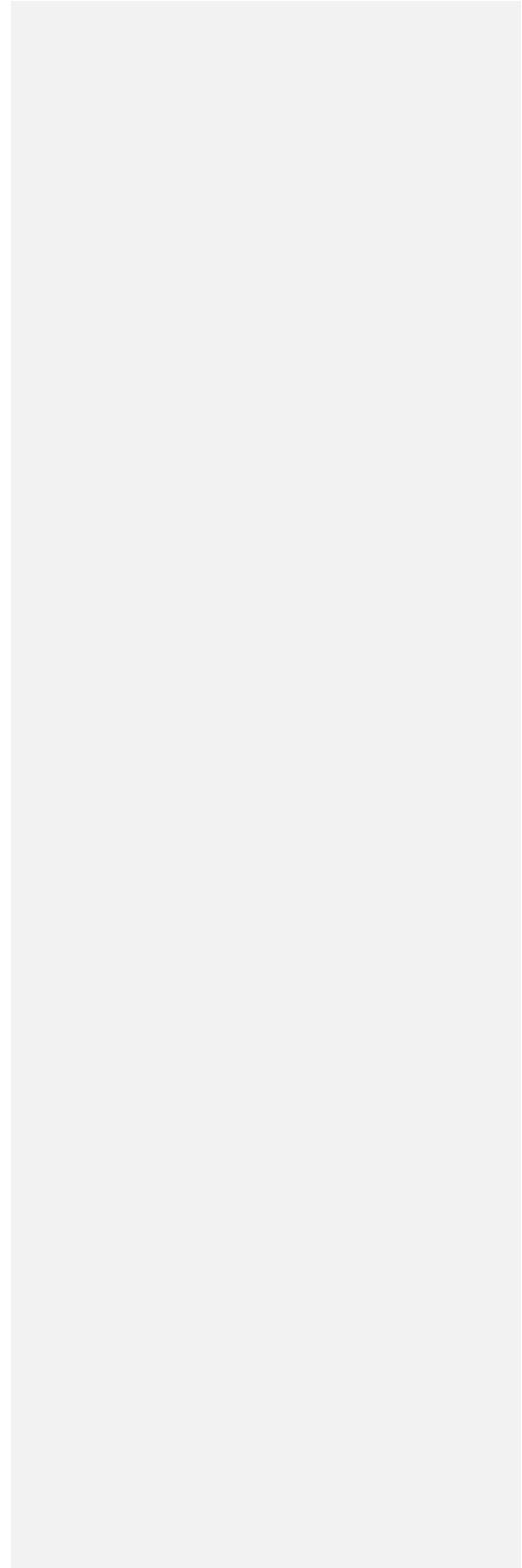


TABLE OF CONTENTS

- I. Statement of Academic Freedom
- II. University and Faculty Governance
 - › Composition of the Faculty Council
 - › Faculty Council Meetings
- III. Yeshiva University Faculty Policies
 - › Amendments and Modifications to these Policies
 - › Appointments, Rank and Promotion
 - › Tenure and Review
 - › Duties
 - › Leave
 - › Termination

I. STATEMENT ON ACADEMIC FREEDOM



Deans of the Constituent Schools provide academic and strategic leadership in their respective schools and colleges. They provide the link between the administration and the department chairs/program directors, faculty, students, and academic staff.

4. Faculty

The Board of Trustees authorizes the establishment of faculty governance. Faculty have primary responsibility for curriculum, instructional methodologies, and academic standards. Educational practices must conform to the policies of the Board of Trustees, as well as the rules and regulations of the New York State Education Department, the Middle States Commission on Higher Education and any other accrediting body having jurisdiction over a

by the Office of the General Counsel, the Dean will convey the draft to the Provost for approval on behalf of the President.

The bylaws of each constituent school must address:

- x Goals and curriculum framework for general and/or graduate education
- x Long-range academic planning
- x Procedures for regular review, update, and amendment of the bylaws
- x Provisions for the dissemination of information to all faculty members

4. The Faculty Council

The Faculty Council is the representative body of the faculty of the Manhattan Campuses

a-1. Representatives

~~The Faculty Council shall consist of two elected representatives from each Constituent School's full-time faculty. The Yeshiva University Faculty Council for Manhattan Campuses, the governing body of YU faculty, shall consist of representatives apportioned to the schools in proportion to the size of their respective full-time faculty bodies. Each faculty body shall have one Representative for every 15 faculty members, rounded up or down to the nearest full number. Each faculty body shall have at least one Representative, but no faculty body shall have more than five Representatives.~~

~~From February 2012, the Council will consist of 23 full-time faculty members, as follows. This should be revisited every three years to take account of changes in faculty composition.~~

~~Yeshiva College: 83 faculty = 5 reps (1:17)~~

~~Stern College: 78 faculty = 5 reps (1:16)~~

~~Sy Syms: 26 faculty = 2 reps (1:13)~~

~~Torah Studies: 38 faculty = 2 reps (1:19)~~

~~Azrieli: 11 faculty = 1 rep (1:11)~~

~~Cardozo: 59 faculty = 4 reps (1:15)~~

~~Ferkauf: 27 faculty = 2 reps (1:13.5)~~

~~Wurzweiler: 17 faculty = 1 rep (1:17)~~

~~Revel: 10 faculty = 1 rep (1:10)~~

2-a.

2-b. All members of each School's full-time faculty, regardless of rank, are eligible to serve on the Faculty Council and vote for Faculty Council

The Vice Speaker will serve a one- year term.

4.d. The Secretary is responsible for taking minutes of the Faculty Council meetings, maintaining a file of all resolutions adopted by the Council, and conducting the election of officers at the beginning of each academic year. The Secretary will maintain a file of the minutes of the Faculty Council Executive Committee meetings submitted by the Vice -Speaker. The Secretary will s a r6ina.6 0 Td ()Tj 0j 0. 0 Tc 0 Tw 4./ -2 (t)-1 a r6in S

ulty guidance to the Chief Financial Officer as to faculty advice and priorities for future budgets. The Academic Affairs committee shall provide faculty advice on the creation of new schools within the University and the creation of new degree programs spanning more than one school. The Academic Affairs committee shall maintain liaison with the Board of Trustees Academic Affairs committee.

a-ii. Ad Hoc Committees

The Council may establish and dissolve ad hoc committees as necessary from time to time. Such committees will report to the Council at the Speaker's request.

a-5. Faculty Council Meetings

i.a. Frequency: The Faculty Council will meet at least once per semester. The Speaker may call additional meetings of the Council at his or her discretion. The Speaker is required to call a meeting within two weeks of a request by the Provost, a majority of the Faculty Council Executive Committee, or a petition signed by 10 Council Representatives.

ii.b. Notice: Written notice of each regular Faculty Council meeting, stating the date, time and place of the meeting, must be distributed electronically at least 14 business days before the meeting. Notices of special meetings will identify the person(s) calling the meeting and state the purpose of the meeting.

iii.c. Rules:

a. Meetings of the Faculty Council shall be conducted by the Speaker or, in his or her absence, by the Vice-Speaker.

b. Robert's Rules of Order will provide guidance for protocols
fill

4.d. Minutes: At every meeting, minutes shall be taken to memorialize topics of discussion, motions made, and actions approved. Minutes of all Faculty Council meetings shall be distributed to the President, the Provost, the Deans, and all Council Representatives, and shall be made available to all faculty and students on the Faculty Council website.

4.e. Quorum: A quorum is required for all action items. A quorum is a simple majority of the entire Council membership. Voting is by a show of hands. However, if at least two Council Representatives request a secret ballot, voting will be by written ballot. A motion will carry if it passes by a majority of those present.

4.E. The Faculty Review Committee

a-1. Composition of the Committee

- a. The Faculty Review Committee is an elected, standing committee of the University Faculty Council whose function is to hear appeals in certain cases as set forth in sections 2 and 3 below. The Faculty Review Committee is composed of a rotating membership of five tenured faculty members, and three tenured alternates, all elected by the Faculty Council at its last meeting of the academic year.
- b. Faculty Review Committee members serve specific and staggered terms. In the first year of election the two faculty members with the most votes will serve for two years. The three faculty members with the next highest number of votes will serve one year. The next three faculty members with the next highest number of votes will serve for one year as first, second and third alternates. After the first year, elections will be held in May for the following year(s) and all newly elected members will serve two-year terms.
- c. The term year begins and ends June 30 for Committee membership, except that the prior year's committee will continue to function for appeals that are already in progress.
- d. Members of the Faculty Review Committee may run for and be elected to a maximum of two consecutive terms.

- h. Any findings or recommendations will be based solely on the hearing record, and such recommendations will be made by majority vote.
- i. A verbatim record of the hearing will be taken, and a transcript will be provided to the faculty member, without cost, upon request.
- j. The parties will maintain confidentiality and avoid public comments or disclosure of the proceedings to third parties except as provided for in this Handbook.

a-3. Additional Procedures for Cases of Termination of a Faculty Member

A-a. Following an Appellant's request for an appeal of termination of employment, the Provost will issue a Notice of Hearing within 30 days which will state the specific issues to be considered. The Appellant may waive a hearing or may respond to any or all of the issues in writing before the hearing. If the Appellant waives the hearing, the Faculty Review Committee will evaluate all available evidence and provide its written recommendation to the Provost on behalf of the President.

B-b. A faculty member facing termination who poses a risk of harm to him- or herself and/or to others will -

4.A. Faculty Appointments

a.1. Appointments

~~a.~~ The faculty of the University includes:

a.o Tenured faculty

B.b. Faculty appointments are usually made after consultation with faculty in the unit(s) involved, according to procedures developed by those units in their bylaws and approved by the Provost on behalf of the President.

B.c. For any faculty member receiving research funds or research support (including summer research support, start-up funds, or private funds), those awards will be outlined in letters of appointment. Research accounts will be set up for each faculty member receiving those funds by the Director of Academic Finance and Budgeting in the Office of Academic Affairs who will assist the faculty member's to access to those funds.

a.B. Tenured and Tenure-Track Appointments

i.1. Initial tenure-track appointments are normally for a term of two or three years, subject to renewal. Faculty members with a full-time, tenure-track appointment will be informed, in writing, whether their appointment will be renewed. See Section --- below for further details concerning non-renewal.

ii.2. If the appointment is to be renewed, the written notification will include tenure eligibility details.

iii.3. Faculty members with multi-year, tenure-track appointments will be subject to annual review by tenured members of their respective departments

-- 0.28 ofty re f (t)1

final year of a multi-year contract, the faculty member will be offered an additional, one-year terminal contract.

vi.6. Appeal of Non-renewal of Tenure-Track Appointments

e.a. The faculty member may appeal the decision of non-renewal within 30 days of the date of the Notice by written request to the Provost to convene the Faculty Review Committee. (See Section II.E for Appeals to the Faculty Review Committee.)

e.b. The only issues on appeal are whether the non-renewal was based on:

1-i. Failure to follow the procedures of the relevant Academic Unit, or the process set forth in this Handbook,

2-ii. A violation of academic freedom, or

3-iii. Discrimination as defined by New York law.

1-c. In any appeal of a decision of non-renewal, the burden of proof will rest with the faculty member (the "Appellant").

d. The Faculty Review Committee will confine its review to the three criteria listed above and will not substitute its judgment for that of the original decision-maker, nor otherwise opine on the merits of the case.

~~e.~~ If the Faculty Review Committee concludes that the decision was based on failure to follow the procedures of the relevant Academic Unit or the process set forth in this Handbook, violation or t Tc 0.01 Tw 0.2.4.678 08.186 0.46c orollow

A-a. Each Academic Unit of a School or College will provide written requirements for faculty rank, normal time for service in each rank, and criteria for promotion in rank ("Requirements for Rank and Promotion") to the Provost. These Requirements will be formulated with the participation of the Unit's faculty and will be reevaluated periodically.

B-b. Once approved, the Requirements for Rank and Promotion will be circulated among all members of the faculty of that Academic Unit. Tenure-track faculty will be evaluated for reappointment and tenure under the relevant standards in effect on the date of their initial appointment. Tenured faculty must satisfy the Requirements for Rank and Promotion that are in effect at the time they are recommended for promotion.

D-c. The department and/or division, together with the Dean of the Academic Unit, will make recommendations for promotion to the Provost, based on the relevant Requirements for Rank and Promotion in each case.

4-d. The Provost will exercise independent judgment and either accept or reject the recommendation. A faculty member who is denied promotion or has not received timely consideration for promotion by the Academic Unit may appeal to the Provost for re-consideration. The decision of the Provost is final, and if the appeal is unsuccessful, no further appeal may be made for at least two years.

4-D. Non-Tenure Track Appointments

Different titles may be used for non-tenure track faculty positions as listed here and will be reflected in their respective Letters of Appointment.

a-1. Firstlevel: Instructor or Clinical Assistant Professor
To be appoint tic

- a. Each Academic Unit will provide for faculty participation in the formulation and continual reevaluation of the requirements and criteria for the granting of tenure ("Tenure Requirements").
- b. The Tenure Requirements will then be circulated among all members of the faculty of that Academic Unit, and take effect when approved by the Provost on behalf of the President.
- c. Periodically, the Academic Units will review their respective Tenure Requirements and notify the Provost of any proposed changes.
- d. Faculty will be evaluated for reappointment and tenure under the Tenure and Promotion Requirements in effect at the time of their initial appointment.
- e. A preliminary review is an important precursor to the review for tenure. Typically, it is conducted during the third year of appointment, after two - and -a half years in the tenure-track position. This preliminary review should precede every tenure review, even if the faculty member has been granted credit -in-rank from a prior faculty position. Should the faculty member have been granted an extension to the tenure track, after consultation with and approval by the Provost, the third-year review will be delayed accordingly. Research leaves do not result in such extensions or delays, and so do not impact the timing of the third-year review.
- f. The final tenure review will normally take place in the sixth year of appointment in accordance with the Academic Unit's approved Tenure Requirements. Review may be delayed for reasons of parental leave or serious illness. The Academic Unit in which the faculty member has his or her primary appointment shall make a recommendation for the granting or denial of tenure, based on the following:
 - b-i. The recommendations of the department,
 - b-ii. and/or the division to the Dean,
 - b-iii. and the Dean's recommendation to the Provost.
 - b-iv. The Provost, on behalf of the President, shall exercise independent judgment and either accept or reject the recommendation.

written request to the Provost for a hearing before the Faculty Review Committee within 30 days of receiving the notice of denial of tenure. See Section III.B.5 and 6 (page -) for further details.

b-4. Post-Tenure Review

- a. The University has instituted a post-tenure review policy to encourage and assist all faculty in their professional growth and to contribute to the University's mission of academic excellence in learning, teaching and research. Post-tenure review is intended to enhance each faculty member's professional development by periodically reviewing his or her recent and proposed academic pursuits, working collaboratively to support these pursuits, and determining ways to best match the faculty member's academic interests with the research and instructional needs of the department or unit.
- b. Post-tenure reviews are not intended to reexamine the scholarly or academic merits of the individual faculty member. That assessment was made at the time of the tenure decision and in connection with pre- and post-tenure promotions. Instead, post-tenure review provides an opportunity for the faculty member to discuss their work with the review committee.

Provost's approval, the post-tenure review may be advanced to the year prior to the leave.

- d. If faculty members are considered for promotion in the same year that they are eligible for post-tenure review, then the promotion evaluation will take precedence and the faculty member will not be eligible for post-tenure review for another five years.
- e. The review will take place in a meeting between the faculty member and the head of the Academic Unit. Prior to the review, the faculty member will provide a current curriculum vitae, a written five-year plan detailing goals for teaching and research, descriptions of works in progress, presentations scheduled for the year, and any other information related to academic endeavors s/he would like to be considered (collectively, the "Material").
- f. The two parties will review the Material and examine the relationship of planned activities to the current unit and departmental needs, as determined by the chair of the department. The parties will discuss any modifications to the five-year plan in order to further the faculty member's professional growth and to better align the plan with unit and/or departmental needs.
- g. After the review, the head of the Academic Unit will prepare a Memorandum, summarizing the Material, the discussions, and any suggested modifications to the five-year plan. S/he will provide a copy of the Memorandum to the faculty member, who may, within 30 days of receipt, provide written comments. The Memorandum along with any comments provided by the faculty member will be forwarded to the Dean and the Provost and will be placed in the faculty member's personnel file.

F. Faculty Duties

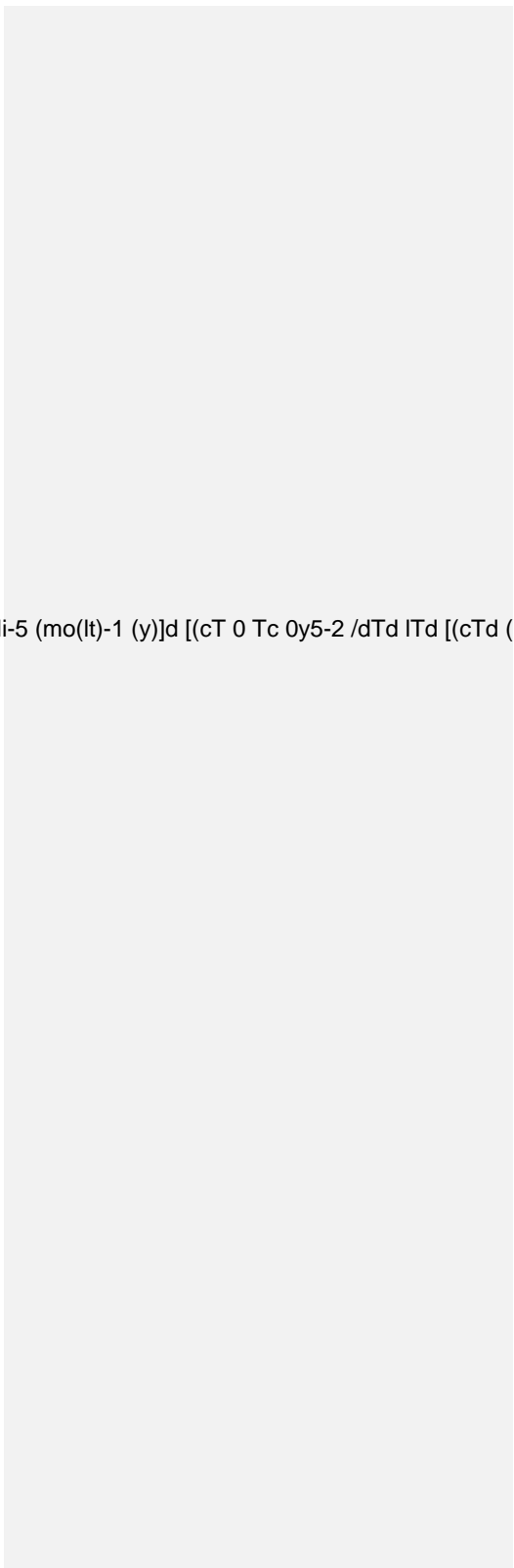
1. Yeshiva University faculty facilitate the fulfillment of the University's mission. Accordingly, full-time faculty shall dedicate their full-time attention to their University responsibilities.

2. The Deans and Directors of each Academic Unit will establish, in consultation with their faculty, regulations defining full-time faculty duties, consistent with University standards and aligned with the needs of the Unit. The Dean will convey the draft of these regulations

they are approved by the President or the Provost on behalf of the President.

3. The Dean or Director of each unit may establish regulations which permit full-time faculty to accept work beyond their designated full-time duties. These regulations will be effective once they are approved by the President or the Provost on behalf of the President. However, outside employment is not permitted if it might interfere with job performance or pose a conflict of interest.

- a. During the academic year, full-time faculty members may not devote more than 20 percent of their time to outside consultations or assignments without the express written approval by the Provost and after consultation with the faculty member's Dean or Director. In order to monitor compliance with this requirement, each September Deans will distribute and collect a form from faculty requesting approval.



to meet with their advisees at least once a semester to mentor on academic success and education objectives, to assist in course selection for the next term, and to assess progress toward the degree.

- b. As a courtesy and a necessary convenience for students, faculty are expected to post and keep a reasonable number of office hours, but no fewer than two hours each week during the academic year.

a-5. Attendance at Convocations and Commencement Exercises

Faculty are expected to attend the formal exercises of the University such as Convocations and Commencement. Faculty members should confirm to their Dean that they will attend these exercises. Faculty will be assisted in the rental of caps and gowns and transportation, if practical. Deans will provide a list of faculty attending Convocations and Commencement to the Provost after each event.

a-G. Faculty Leave

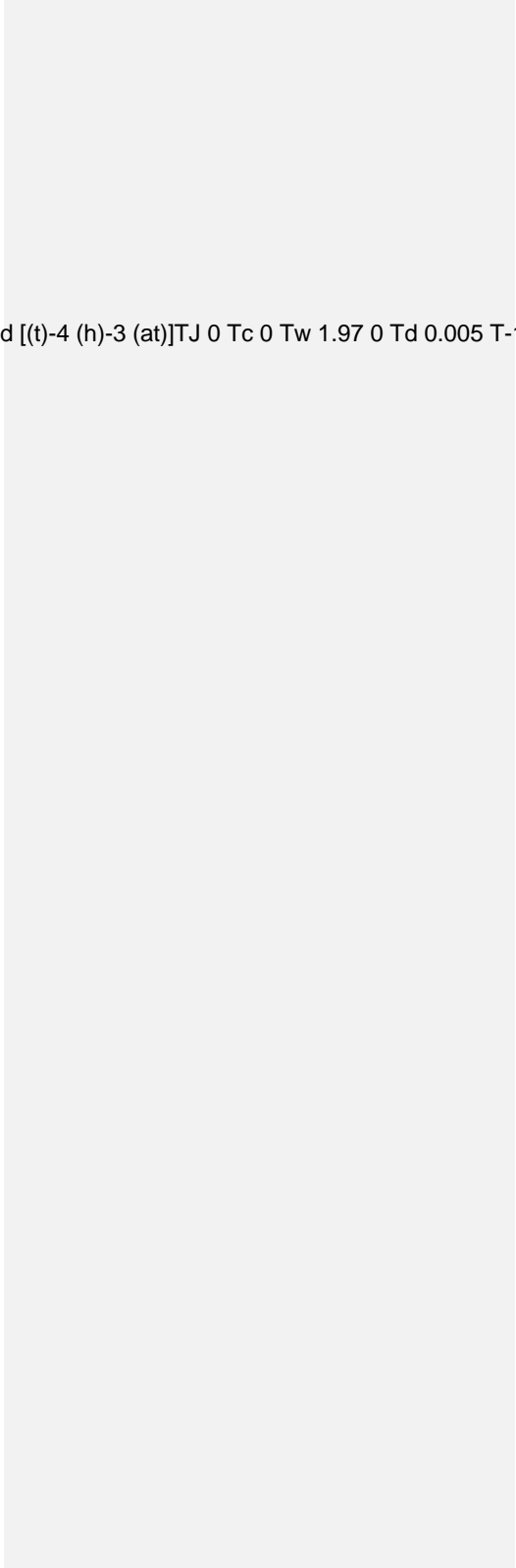
H.1. Sabbatical Leave

- a. The purpose of sabbatical leave is to provide an opportunity for tenured faculty members to engage in scholarship, creative endeavors, research, and/or other academic activities that will enhance their contributions to the University.
- b. Sabbatical leave may be granted to tenured faculty members with the rank of Associate Professor or above.

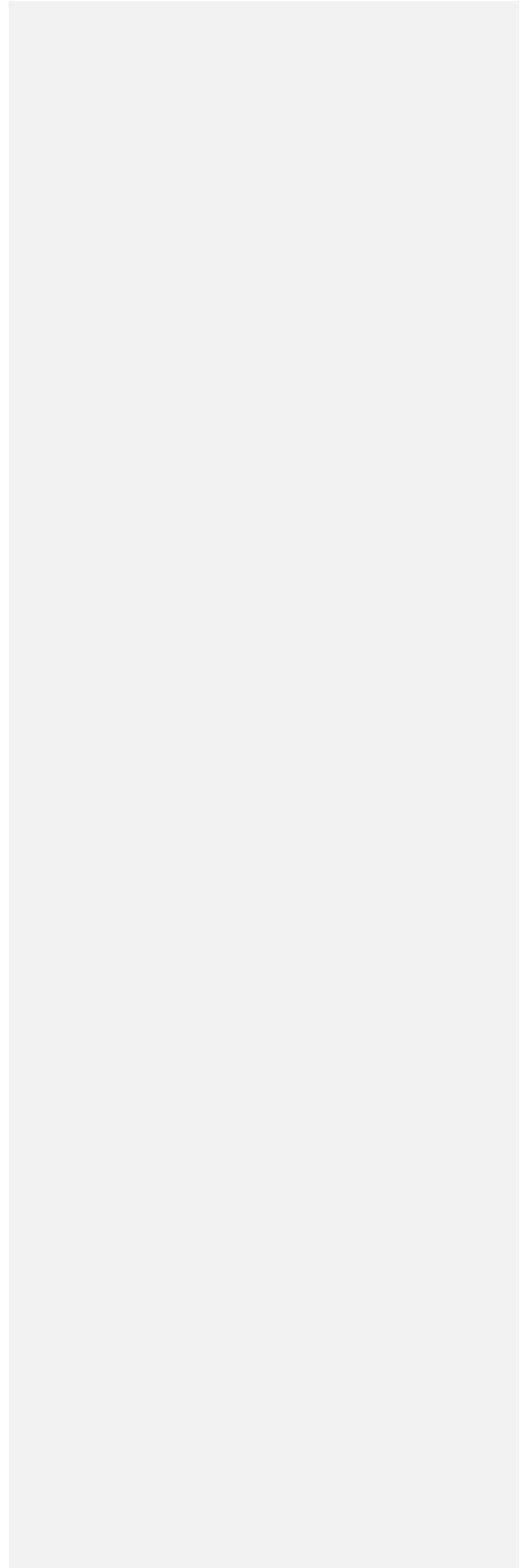
sabbatical leave is required in writing from the Provost.

- d. Sabbatical leave may not be used to take a full-time paid position elsewhere. Fellowships that support scholarship or research plans during a sabbatical are permitted. At the conclusion of the leave, the recipient shall return to Yeshiva University for a period at least

Tw 0.003 Tc (of)Tj 0 0.28 to Tt 0.00E Sabw(c)nc)Stv-5(a)-3 0.0 tt2.7Tj -0.00E archtt2.Td [(t)-4 (h)-3 (at)]TJ 0 Tc 0 Tw 1.97 0 Td 0.005 T-



disability is to be based



a. Termination of tenured faculty positions may occur as a result of the formal discontinuation of a program or department of instruction. The decision to discontinue a program or department may be based on a variety of considerations, including, but not limited to educational need and/or enrollment. The Provost will discuss discontinuation decisions with the representatives of the Faculty Council and the Dean or Director of the academic unit under consideration.

b. Reasonable efforts shall be made to place faculty members from discontinued programs into other suitable positions at Yeshiva University. Financial considerations in addition to appropriate

5 0 Td ()Tj 0.001 Tc -0.0[6-3 (e)]T5 (o)10 (n)]TJ 0 Tc 0 Tw 4.

4-IV. Amendments and Modifications

4-A. The provisions of this Handbook may be amended, altered, or repealed as follows:

~~Amendments require the approval of the Provost, the President, and the Board of Trustees. The Board of Trustees retains the authority to amend or modify these policies.~~

The policies in this Handbook may be amended, altered or repealed, or additional policies adopted, upon review by the Faculty Council and approval by the Faculty Council, Provost, and the President. All faculty are requested to send any suggested modifications of the Handbook to the Provost .

In any matter in which a disagreement arises between the YU Faculty Council and the University, either the Council or the University may request mediation. Except as provided below, the mediation procedure used shall be the same as the mediation procedure available to individual members of the faculty and staff of the University, as provided in the statement of YU Human Resources Policies, YU Mediation Policy and Procedures, found

