



Faculty Appointment
KC Policy # AC 140

APPLIES TO: All Faculty

ISSUED: December 20, 2016

KEYWORDS: Regular Faculty, Contract Faculty, Adjunct Faculty

EFFECTIVE: December 20, 2016

PURPOSE: Except in situations where there is a clearly defined Kettering College policy for faculty, the KHN Employee Guide shall be in force. The KHN Employee Guide is available online.

DEFINITION OF TERMS IN THIS POLICY:

Regular Faculty—persons whose job descriptions include responsibility for facilitating the learning of students and who have been appointed to part- time or full-time academic rank.

Contract Faculty—faculty who are contracted for a specified period of time, usually one semester, to teach specific classes or clinical rotations.

Adjunct Faculty—faculty who are invited to participate in teaching activities in the classroom, laboratory, or clinical setting.

POLICY DETAILS:

QUALIFICATIONS FOR FACULTY APPOINTMENT: Individuals appointed to the faculty of Kettering College have earned all advanced academic degrees and professional credentials appropriate for the area of their appointment. In addition, faculty appointment assumes full participation in the governance, Christian mission, and activities of the academic community which constitutes Kettering College. A faculty member accepting appointment at Kettering College assumes various academic duties which promote student learning and include didactic instruction and/or clinical supervision and the attendant responsibilities that accompany effective teaching such as class/clinical preparation, delivery of instruction, evaluation, and reporting. Faculty also have other generally accepted academic professional obligations which include academic advising, committee membership, service – both internal and external to the college, and attendance of academic and/or professional meetings (i.e. Faculty Colloquium, Faculty Forum, conferences, etc.). Scholarship and research are also considered a part of faculty appointment.

EMPLOYMENT OF REGULAR FACULTY: The Board of Directors officially makes all regular faculty and administrative appointments at the recommendation of the President. The appointment of faculty and the determination of rank, salary, and specific conditions of employment shall be recommended by the President after appropriate consultation with college administration. The appointment or reappointment of a faculty member becomes official when all appropriate individuals have signed the letter of appointment. **INITIATION OF APPOINTMENT:** When a faculty position becomes vacant or when budgetary allocation has been made for a new position, the Program Chairperson shall submit a job description and a plan to recruit interested candidates for the position which shall be submitted to College Administration for approval. Under most circumstances, a search committee will be formed as part of the recruitment plan. The recruitment plan must not violate the guidelines of the Medical Center Human Resources Department. After the plan has been approved and implemented, the Dean for Academic Affairs, program chair, and the division director

and/or search committee whenever appropriate, shall recommend a candidate or short list of candidates to the President. The President will make the appropriate appointment. ETHICAL PRINCIPLES IN COLLEGE TEACHING Following are principles that have been taken from "Ethical Principles in University Teaching" (Society for Teaching and Learning in Higher Education) and adopted by the faculty of KETTERING COLLEGE as a statement of our own academic values and principles. They are intended to guide and inform individual faculty members as they seek to define their professional responsibilities in their role as teachers. They are also intended as an aid in designing academic and institutional policies.

- **Content Competence:** A college teacher maintains a high level of subject matter knowledge and ensures that course content is current, accurate, representative, and appropriate to the position of the course within the student's program of studies.
- **Pedagogical Competence:** A pedagogically competent faculty member communicates the objectives of the course to students, is aware of alternative instructional methods or strategies, and selects methods of instruction that, according to research evidence (including personal or self-reflective research), are effective in helping students to achieve the course objectives.
- **Sensitive Topic Understanding:** Topics that students are likely to find sensitive or discomforting are dealt in an open, honest, and positive way.
- **Student Development:** The overriding responsibility of the teacher is to contribute to the intellectual development of the student, at least in the context of the teacher's own area of expertise, and to avoid actions such as exploitation and discrimination that detract from student development.
- **Dual Relationships with Students:** To avoid conflict of interest, a teacher does not enter into dual-role relationships with students that are likely to detract from student development or lead to actual or perceived favoritism on the part of the teacher.
- **Confidentiality:** Student grades, attendance records, and private communications are treated as confidential materials, and are released only with student consent, or for legitimate academic purposes, or if there are reasonable grounds for believing that releasing such information will be beneficial to the student or will prevent harm to others.
- **Respect for colleagues:** A university teacher respects the dignity of her or his colleagues and works cooperatively with colleagues in the interest of fostering student development.
- **Valid Assessment of Students:** Given the importance of assessment of student performance in university teaching and in students' lives and careers, instructors are responsible for taking adequate steps to ensure that assessment of students is valid, open, fair, and congruent with course objectives.
- **Respect for Institution:** In the interests of student development, a university teacher is aware of and respects the educational goals, policies, and standards of the institution in which he or she teaches.

Faculty and others who are interested in the full document prepared by the Society for Teaching and Learning in Higher Education may consult the Society's web site:

<http://www.mcmaster.ca/stlhe/documents/Ethical%20Principles%20in%20University%20Teaching.pdf> The full document develops the principles in greater detail. TRANSFER BETWEEN SDA INSTITUTIONS: The policy of the General Conference of Seventh-day Adventists pertaining to "calls" from one SDA institution to another shall apply to Kettering College employees who transfer from or to an SDA institution. PERIOD OF APPOINTMENT: The normal period of appointment for all faculty members begins prior to the opening of Fall Term and extends for twelve months thereafter, except as specifically provided in individual letters of appointment. Before any contract period begins, faculty members



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are asked to sign a letter of appointment that lists their salary and obligations to the institution. DOCUMENTATION: As part of the appointment process, the College will prepare a file for each incoming faculty member. The new faculty member must provide an original transcript for the degree for which s/he was hired, and must provide and maintain a current curriculum vita. The faculty member may choose to put additional information in his/her file, such as records of awards granted or letters of gratitude from graduates. The College will keep copies of official correspondence, including contract letters, in the file.

Related KHN Policy: N/A

Maintained by: Office of the Academic Dean

HISTORY OF REVISION:

Revision dates: N/A

Original date: December 20, 2016