

YESHIVA UNIVERSITY

THE OFFICE OF THE PROVOST

POLICIES AND GUIDELINES HANDBOOK

Academic Year 2019-2020

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Minimum Class Size Guidelines for Undergraduate Courses

The following guidelines on minimum class size apply to undergraduate courses during the academic year, excluding summer school. The purpose of setting a minimum class size is to ensure curricular effectiveness and at the same time to achieve an efficient use of resources. Minimum class size is intended to serve as a “flag” for the provost’s office, the deans’ offices, and department chairs to review small classes with the intention of either cancelling or consolidating them, or articulating a rationale for their continuation.

A high degree of academic advisement and program planning will be required, with the result that deans and department chairs may elect to offer courses in cycles such as every other semester or possibly every other year. Courses with low enrollments may also encourage faculty to use technology as a pedagogical tool so that blended courses across the campuses become standard.

These guidelines do not apply to summer school, directed readings, laboratories with limited spaces, or music lessons, nor do they imply that minimum class size should become the default and drive enrollment planning. On the contrary, courses that enroll students in numbers higher than the floor are desirable both for educational purposes as well as for fiscal prudence.

Exceptions will be considered for courses needed for graduation or because they are essential to the major, or because they are specialized courses that prepare students for graduate education, with directed studies being the first option explored.

1. Multiple sections of the same course should be combined with caps set according to the norms of each discipline.
2. Rarely should classes run with fewer than 10 students, though ideally the number of students per course should rise to at least 12.
3. On the recommendation of the Dean to the Provost, selected honors courses, language courses, and majors with small numbers of students may still be offered. Where appropriate, they will be offered in a blended fashion across the campuses, as a multi-level course (for example: studio art - intro, intermediate, and advanced students in same class (listed as 3 sections) but with the same faculty member counting the class as one class in load) or other arrangements that maximize the number of students a faculty member engages.

Effective January 2015

Faculty Workload Policy - Undergraduate Programs

Faculty workload will be consistent with the mission of the undergraduate programs (and graduate programs where relevant) including Yeshiva College, Stern College for Women, Sy Syms School of Business, and the IBC and JSS programs, and with the Faculty Handbook. These guidelines apply to tenured faculty, tenure track faculty, and full-time contract faculty. This policy recognizes the different components of a faculty member's responsibilities and includes instruction, research and creative activity, and service to the university and to the community.

Faculty workload described generally in letters of appointment to date are applicable and intended for the initial period of those contracts and may no longer be consistent with the business objectives or fiscal realities of the University. Where letters of appointment or reappointment provide for a specific number of courses to be taught per year, those provisions will remain in force for the term of the letter, and thereafter the workload provisions will follow this policy. For all others, faculty workload from this point will be guided by the following policy:

The standard university teaching workload for all full-time, tenured/tenure-track faculty in the undergraduate schools is equivalent to six courses per academic year, or the equivalent of eighteen contact hours distributed across the academic year. This presupposes that faculty members will also be research active, will participate in advising in the major and mentoring students, and will be active in departmental, college, and/or university activities.

The standard university teaching workload for all full-time, contract faculty teaching undergraduates at Yeshiva College, Stern College for Women, and Sy Syms School of Business will be at least six courses per year, or the equivalent of at least eighteen contact hours distributed across the academic year. The standard university teaching workload for all full-time contract faculty teaching undergraduates in the IBC program will be eight courses per year, or the equivalent of at least twenty contact hours distributed across the academic year. The standard university teaching workload for all full-time contract faculty teaching undergraduates in the JSS program will be between eight and twelve courses per year, or the equivalent of at least a corresponding sixteen or twenty-four contact hours distributed across the academic year.

The standard university teaching workload for full-time laboratory and language instructors in the undergraduate colleges will be eight courses per academic year, or the equivalent of at least twenty-four contact hours distributed across the academic year. This is typically four courses per semester.

At the discretion of the deans, and in consultation with the provost, faculty teaching workload may be adjusted to allow faculty members the time to pursue additional

activities that are consistent with university mission and advance the priorities of the department. This may include conducting research leading to publication or grant activity, performing administrative functions or service to the department, school, and/or university beyond the aforementioned expectations, or similar mitigating (faculty workload policy cont.)

circumstances. A separate document pertaining to additional administrative assignments beyond the aforementioned expectations will be issued.

The deans and department chairs will steward the assignment of teaching responsibilities to ensure that they are consistent with this policy and also serve the needs of the students. Teaching workload assignments made by chairs must be approved by deans and communicated to the provost each semester. Efforts will be made to balance enrollment among faculty within departments. The standard teaching load, delineated above, may include teaching in graduate programs, teaching in summer school, teaching in credit bearing degree, and non-credit programs. If a faculty member's courses are under-enrolled and cancelled, after consultation with the dean and provost, s/he may be assigned to teach another course in the department, in the general education/core curriculum, or in another program.

Effective January 2015

Faculty Leave Without Salary Policy (Unpaid Leave)

A leave without salary (unpaid leave) refers to any period during which Yeshiva University does not pay a faculty member's salary.

A leave with salary (paid leave) refers to any period during which a faculty member is not on campus and is unavailable for teaching, advising, or participating in campus activities while Yeshiva University continues to pay his/her salary. A separate set of policies will cover this leave.

Deans must keep records of any faculty member who is on leave, and report to the provost both at the time at which plans are made and for each semester thereafter.

Leave without salary

A faculty member who wishes not to teach, advise, or participate in campus life in a given semester must apply to this/her dean for a leave of absence.

If a faculty member requesting an unpaid leave wishes to be resident at another university, conduct research, or take a temporary academic assignment elsewhere, the department chair and dean must approve before the dean takes this request to the provost. The request from the dean to the Provost should also cc Amanda Riego, Director of Academic Operations: amanda.riego@yu.edu.

The decision of the provost will be made in consultation with the dean and will be based on the needs of the university and the reasons provided by the faculty member and department chair.

Faculty members on unpaid leave will be responsible for payment of all premiums for medical, life, and long-term disability insurance plans in which they participate.

Faculty may remain on unpaid leave of absence for a period of no more than two years.

Tenure track faculty who are granted an unpaid leave of absence by the dean and provost may stop their tenure clock for a period of one year.

Faculty with multi-year contracts who are neither tenure track, nor tenured, who request an unpaid leave of absence because they are unable to continue to fulfill their responsibilities may be in breach of contract.

Exceptional Circumstances

With the dean's approval, faculty may consolidate annual teaching assignments into one semester if all other responsibilities of citizenship (advising, committee participation, etc.) will still be completed over the course of the academic year.

Effective January 2015

Policy on Stopping the Tenure Clock for Tenure-Track Faculty Members

Yeshiva University recognizes the need to offer some flexibility to tenure-track faculty members during extraordinary periods of their lives.

Specifically, when a faculty member is in her/his probationary period and experiences the birth of a child or adoption, she/he may request in writing to the dean and provost the extension of her/his tenure clock. The faculty member must briefly explain in writing how her/his family responsibility will have a substantial impact on her/his research or teaching. The written request should include the date of hire for the faculty member and the reason for stopping the tenure clock.

A faculty member in his/her probationary period may also request a stopping of the tenure clock to care for a child, a spouse, or an aging parent, or to recover from a personal serious illness. The faculty member must briefly explain how his/her condition or his/her family responsibility will have a substantial impact on his/her research or teaching. The written request should include the date of hire for the faculty member and the reason for stopping the tenure clock.

Ordinarily, the tenure clock would be delayed by a full academic year.

The criteria for tenure do not change when one year of service has been excluded from a faculty member's probationary period. No request for extension of the tenure clock can be made during the year in which the tenure would typically be decided.

The request from the faculty member to the Provost and Dean should also cc Amanda Riego, Director of Academic Operations: amanda.riego@yu.edu

Effective June 2016

Promotion and Compensation Guidelines for Yeshiva University Faculty

The Yeshiva University Faculty Handbook stipulates promotion processes for both tenure track and non-tenure track faculty members. This companion policy compliments the Handbook and provides a uniform and consistent standard for the added compensation full-time faculty members receive when they advance from one stage of the promotion ladder to another.

While all Yeshiva University faculty, regardless of rank, play the most essential role in the institution, this policy focuses full-time faculty and the contributions they make to the mission and reputation of the University.

In recognition of their service, tenure system faculty, when moving from assistant professor to associate professor or associate professor to full professor, receive a \$10,000 base salary increase.

The Provost's Office, working with the Finance and Human Resources Offices, will take responsibility for ensuring that the additional compensation is recorded.

Effective July 2016

Academic Travel Policy

Full-time faculty may apply to their deans for travel funds in support of the following:

- 1) Conference attendance—to attend conferences and meetings
 - i) which relate to a faculty member's teaching, research, or university service, or to the college's curriculum AND at which faculty will deliver academic papers, present posters, or participate in panels and workshops
- 2) To conduct research leading to publication

A dean's ability to offer financial support for academic travel is limited by the availability of funds and the number of faculty requests.

Eligible travel expenses may include conference registration fees, transportation, lodging, and meals. Faculty may apply for travel support from their deans for up to two trips per year. Requests by tenure-track faculty receive priority consideration in order to support their research productivity.

Faculty should normally apply for funding at the start of each academic year for conferences that take place in both semesters and in the summer. Deans will then be able to distribute the funding equitably. However, applications received during the academic year may also be considered if travel funding permits.

Gifts made to the colleges or schools for faculty development are disbursed at the discretion of the dean, so this policy does not apply to travel funding stemming from these gifts.

University guidelines for travel apply (for example, the maximum amount reimbursement per meal, purchasing the least expensive economy ticket available, maximum nightly rate for hotel of a certain type, car rental vs. cabs, etc.). Since these policies may be revised by the finance office, faculty should check current policies before they begin each trip.

If a college or school has exhausted funding for travel by its faculty, the dean may present the case to the provost. The provost retains a small fund for faculty travel that deans are unable to fund.

One month after travel is completed, the faculty member must provide the dean with any papers or remarks that are relevant.

Effective November 2016

Emeritus Appointment Policy

The president may confer the title of “Emeritus” upon a retiring tenured, full-time professor so long as he or she has served at least ten years at the university.

The president may also confer the title of Emeritus upon a retiring full-time administrator who holds tenured status.

The title of Emeritus is honorific and carries no remuneration. The university will offer library privileges and will continue to offer an email address in conjunction with award of the title.

Designations will follow conventional professional titles, e.g., full professor, emeritus or associate professor, emeritus.

Anyone wishing to carry the title Emeritus must make an application to his/her dean. The dean must provide the president, through the provost, an up-to-date CV and all supporting documentation in support of the nomination. Applications for consideration must be received by December 15 for faculty retiring after the fall semester and by May 15 for faculty retiring after the spring semester.

Emeritus titles may be conferred by the president after nomination by the professor’s department and dean.

The provost will make a recommendation to the president.

Professor Emeriti remain representatives of the University and, as such, are expected to adhere to the same standards of behavior and conduct expected of all faculty associated with the institution.

Effective February 2016

Adjunct Faculty Personnel Policy

Yeshiva University values the adjunct members of the faculty and strives to maintain an employment policy that is transparent and fair.

After consulting with Department Chairs and in consultation with the Provost, Deans are responsible for hiring adjunct faculty, setting the rate of compensation, and establishing workload requirements. Adjunct faculty appointments must be reviewed annually; this should include an evaluation of the teaching skills/effectiveness of the person by means of observation, student evaluations, and so forth at least once per academic year. The dean and the appointing department shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes.

An adjunct faculty member may be appointed by more than one college, subject to the following:

1. Adjuncts may normally teach no more than 10 credit hours at a time period which exceeds three months. An equation of $2.75 \text{ hours} \times \text{class credit}$ is used to determine the credit hours per class for purposes of benefits eligibility.
2. Exceptions to this limit will require that the adjunct be offered health insurance and will require the prior written approval of the dean(s) of the school(s) in which the adjunct faculty member is teaching. For questions regarding part-time status, please consult with Julie Auster in Human Resources.

Adjunct appointments are contingent upon sufficient enrollment in the assigned course and budgetary considerations as determined by the dean after discussion with the department chair.

If the course is cancelled after the add/drop period has begun, the adjunct faculty member will be compensated proportionally.

Effective June 2017

POLICY ON THE USE OF VIDEO CAMERA(S) TO PROCTOR QUIZZES AND EXAMS

This Policy sets forth the internal guidelines and requirements for the use of video camera(s) to proctor University quizzes and exams on campus. This Policy applies to all University on-campus colleges and schools. This Policy does not affect other University policies on the use of video cameras, such as policies on videotaping conferences or lectures, videotaping for research purposes, or videotaping for safety or security, or University policies relating to on-line education or other non-campus activities.

1. All requests to use video camera(s) to proctor quizzes and exams must be approved by the Academic Dean of the School (or his/her designee) and, in the case of a camera or other system which is connected to the University's network, the IT Academic Systems Committee. Installation of any video camera only may be done by the University's Security Department.
2. Video cameras to proctor quizzes and exams only may be used to encourage academic honesty, and to monitor classroom areas when quizzes or exams are being administered.
3. In general, video cameras only may be used for real-time monitoring and should not record. Allowances to permit recording will be made on a case-by-case basis by the Academic Dean of the School (or his/her designee) and (as applicable) the IT Academic Systems Committee.
4. The instructor should give all students written notice of the intention to use video camera(s) to proctor a quiz or exam prior to the quiz or exam.
5. In all classrooms that are equipped with one or more video cameras, signs that are clearly visible must be posted on the door and read: "This area may be subject to electronic surveillance."
6. All operators of the video cameras (as well as all others with access) must maintain and protect student information pursuant to the requirements of the Family Educational Rights and Privacy Act ("FERPA"). Access to the video cameras and any video records must be limited to those who legitimately need such access on behalf of the University.
7. In cases of suspected academic misconduct, the relevant video records (if any) may be disclosed to (i) the instructor of the course and/or (ii) relevant University administrators involved in the student judicial process. If a student is accused of academic misconduct based on evidence recorded by a video camera, the student will be provided an opportunity to view the video records that support the allegation of academic misconduct. If the accused student desires that other individuals be present for such viewing, the student will need to sign a FERPA release form in which the student gives consent for these individuals to view the video records. No other disclosures of video records may be made without the prior approval from the Office of the General Counsel.
8. Recordings (if any) of all video-proctored quizzes and exams should be maintained for a period of one (1) year. In cases of academic misconduct or alleged academic misconduct, the full video recording of the quiz or exam should be preserved in the office of the Academic Dean of the School (or his/her designee) for a period of three (3) years following the end of the applicable student's attendance at the University.

9. Cases of alleged academic misconduct that are identified through the use of video camera(s) will be handled in accordance with the University's applicable campus disciplinary procedures.
10. The storage of any data, procedures for data transfer and other technology related to the video cameras shall comply in all instances with the University's IT and security policies, and other applicable University policies.

Effective March 2019