I. Faculty and Academics Policies - Definitions

These Faculty and Academic Employment Policies (FAP) form the basis of faculty employment at the College. The FAP section:

- contains all policies unique to faculty status; in adition to these policies, faculty shall adhere to College employee-wide policies in the *Board Policy Manual*.
- adheres to the philosophy and objectives of the College as stated in the *Northwest College Catalog*.
- recognizes the role of the Faculty Organization in shared governance.

II. Amendment of Faculty and Academics Policies (FAP)

Proposed amendments to the Faculty and AcademicsEmployment Policies (FAP) shall follow the procedures outlined in section 2140 "Board Policy Development" of the *Board Policy Manual*.

III. Amendment of the Appendices of the Faculty Employment Policies (FEP)

Appendix A **NWC Faculty Employment Contract** Amendments to the contract are initiated by the College administration. The College administration shall notify the Faculty Organization Welfare Committee of changes to the Faculty Employment Contract by March 1st along with the rationale for those changes. The Welfare Committee may request a meeting with the administration for clarification of the rationale and for a discussion of the changes and their implications. The goal of this meeting is to reach a consensus on the changes prior to their being sent to the Board. If consensus is not reached the changes shall nonetheless be forwarded by the administration to the Board.

Appendix B **Faculty Salary Schedule** See 3500 "Salary" regarding how salaries are set and modified year to year.

Appendix C **Constitution of the NWC Faculty Organization (FO)** Amendments are at the sole discretion of the Faculty Organization. The amendment process is contained in Article VIII of the Constitution.

Appendix D **Timetable: Notice of Reappointment and Non-reappointment** Amendments must follow the procedures of Section II.

Appendix E **Timetable: Interim Review, Promotion, and Tenure** Amendments must follow the procedures of Section II.

Appendix F **Peer Evaluation Questionnaire** Amendments are made by the Rank and Tenure Committee (RAT) in consultation with the Vice President for Academic Affairs (see 3620 "Documents and Procedures Used for Evaluation").

Appendix G **Job Description: Division Chair** Amendments are made by the Vice President for Academic Affairs after consultation with the Academic Advisory Council.

Appendix H **Job Description: Academic Program Coordinator** Amendments are made by the Vice President for Academic Affairs after consultation with the Academic Advisory Council.

Appendix I **Terms of Office: Division Chair and Academic Program Coordinator** Amendments are made by the Vice President for Academic Affairs after consultation with the Academic Advisory Council.

Appendix J **Division Chair Deadlines** Amendments are made by the Vice President for Academic Affairs after consultation with the Academic Advisory Council.

Appendix K **Teaching Load Procedure** Amendments are made by the Vice President for Academic Affairs after consultation with the Academic Advisory Council.

Appendix L **Academic Committees** Amendments are made by the Vice President for Academic Affairs after consultation with the relevant committee and the Academic Advisory Council.

II. - Revised & Adopted 04/09/2018
Revised & Adopted 04/10/2017
Revised & Adopted 01/11/2021