Vanderbilt Divinity School

Faculty Handbook

Fall
2018
PREFACE

The Faculty Manual (https://www.vanderbilt.edu/faculty-manual/) of Vanderbilt University is a guide to University policies and procedures for all Vanderbilt University faculty. The Vanderbilt Divinity School Faculty Handbook supplements the University Faculty Manual by providing additional details regarding the procedures and criteria used by VDS. In cases where there are policies or procedures described in this Handbook and the Manual that conflict, the Faculty Manual supersedes. The contents of this Handbook are made an express part of the contract of employment between each faculty member and the School.

VDS seeks feedback on the impact of policies and procedures on faculty. Concerns about policies that impact the professional life of faculty should be brought to the attention of the chair of the Faculty Committee on Personnel and Policy Committee (P&P) who will process the concern or recommendation through the committee. P&P may send its recommendations to the Institutional Planning Committee (IPC) which has responsibility for revising the Handbook. IPC reserves the right to modify, eliminate, or add to the contents of this Handbook from year to year. After a vetting by all relevant parties, IPC will send the revisions to the full faculty for ratification. The Dean then submits changes to the Handbook to the Provost or the Provost’s designee who will review the document and inform the schools of any problems prior to the beginning of the next academic year. Appendices may not require full faculty approval.

The Handbook is published on the Vanderbilt Divinity School website.
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CHAPTER I
THE ADMINISTRATION AND GOVERNANCE OF THE DIVINITY SCHOOL

1.1. Administration

1. Dean
2. Associate Dean for Academic Affairs
3. Associate Dean for Graduate Education and Research
4. Assistant Dean for Development and Alumni Relations
5. Assistant Dean for Academic Affairs
6. Assistant Dean for Admissions, Vocation, and Stewardship
7. Assistant Dean for Student Life
8. Director of Communications
9. Director of the Divinity Library
10. Chief Business Officer

1.2. Academic Program Directors

1. Director of Cal Turner Program for Moral Leadership in the Professions (CTP)
2. Director of Carpenter Program in Religion, Gender and Sexuality
3. Director of Field Education
4. Director of Global Education
5. Director of the Kelly Miller Smith Institute on Black Church Studies (KMSI)
6. Director of Religion in the Arts and Contemporary Culture (RACC)
7. Director of the Riverbend Program
8. Director of the Theology and Practice Program (T&P)

1.3. Also Appointed by the Dean

1. Chair of the Graduate Department of Religion
1.4. Committees of the Divinity School

The Dean carries responsibility for the assignment of faculty members to most committees and for designating the persons to serve as chairs. Student members, when needed, are traditionally assigned by the other members of the committee.

1.4.1. Faculty Committee on Personnel and Policy

The Faculty Committee on Personnel and Policy is the only elected committee in the School. There are five voting members of the committee elected for two-year terms by the faculty. Persons elected must be full-time faculty whose primary appointment is in the Divinity School and who will not be on leave any time during the first year of their term. Three of the five members, including the chair, must be tenured. Non-tenure track members of the committee do not participate in the deliberations or vote on matters related to reviews of tenured or tenure-track faculty. The chair of the committee is elected by the faculty to a one-year term with the possibility of a second term. Members of this committee may not be re-elected to continuous terms. If a voting member’s term is interrupted by an appointment to an ex officio role, the faculty member finishes the voting term at the conclusion of the ex officio appointment. Individuals serving on or elected to the Faculty Senate are exempt from serving on P&P while serving as a senator. The Dean, associate dean for academic affairs, and chair of the Graduate Department of Religion participate in deliberations of the committee as ex officio members with voice but without vote. The assistant to the deans serves as recording secretary.

Responsibilities of the chair:
- Serve as chair of the faculty, consulting with the Dean and representing the faculty during the year.
- Consult with the Dean prior to the formation of search committees and faculty review committees since at least one representative from P&P serves on each review and search committee. This representative reports to P&P on the progress of the committee.

Responsibilities of the committee:
- Approve job descriptions developed by the search committees in consultation with the Dean.
- Make recommendations to the faculty regarding faculty positions.
- Make recommendations to the Dean regarding faculty leaves.
• Represent the faculty on matters of policy.
• Advise the Dean on other matters as requested or at its own initiative.
• Assess colleagues’ readiness for promotion from tenured associate professor to tenured full professor. Make recommendation to the faculty member.

1.4.2. Academic Programs and Assessment Committee
The Academic Programs and Assessment Committee consists of the associate dean for academic affairs, assistant dean for academic affairs, director of global education, and at least four faculty members (to include at least two tenured faculty), professional divinity librarian, and a member of the field education faculty. The assistant to the deans serves as recording secretary.

APAC is concerned with the overall pedagogical strength of the Divinity School and makes recommendations to the faculty to this end. Curricular development is the purview of the faculty as whole; however, the Academic Programs and Assessment Committee has oversight over the curriculum. This committee discusses the components of the syllabus of all new courses and the relation of the new course to the advancement of the School’s mission statement and how to designate the course within the curricular foundational requirements and core requirements of the degree programs.

APAC annually reviews assessment data and forwards information and proposals for curricular improvement to the faculty.

1.4.3. Institutional Planning Committee
The Institutional Planning Committee consists of the Dean; the associate dean for academic affairs; chair of the faculty; chair of the Graduate Department of Religion; associate dean for graduate education; assistant dean for academic affairs; assistant dean for admissions, vocation, and stewardship; chief business officer; assistant dean for student life; director of communications; and director of the library. The assistant to the deans serves as recording secretary.

The Institutional Planning Committee is responsible for setting up and maintaining the assessment of the institutional practices of the School, excluding curricular assessment which falls under the Academic Programs and Assessment Committee. It also engages in strategic planning, evaluating, and making recommendations for the overall physical and
fiscal health of the School.

The Institutional Planning Committee attends to the School’s continuing vitality by reviewing relevant data to assess performance and evaluates the School’s overall progress toward fulfilling its mission and meeting its desired goals.

The committee reviews all grants of $25k or more proposed by the faculty and staff before submission to make sure there are no duplication of efforts, attention has been paid to sustainability, that the School has the infra-structure and resources to accomplish the grant’s goals, and there is coherence with the Statement of Commitments and the Purpose Statement.

IPC is responsible for the Faculty Handbook.

In addition, the committee reviews the work and budgets of the school’s co-curricular and worship programs on an annual basis.

1.4.4. Admissions Committee

The Admissions Committee consists of the assistant dean for admissions, vocation, and stewardship; Dean; associate dean for academic affairs; assistant dean for student life; and two faculty members.

The Admissions Committee reviews applications for admissions to the Divinity School’s degree programs and decides admissions offers to the entering class for the next academic year. It also acts as a consultative body for the assistant dean for admissions, vocation, and stewardship.

1.4.5. Honor Council

The Honor Council consists of five faculty members and 10 student members.

The Honor Council seeks to preserve the integrity of the Honor Code of the Divinity School and Vanderbilt University. It seeks to secure justice for any student under suspicion of dishonesty, to vindicate the student’s name if innocent and if guilty, to protect the honor and standing of the remaining students by imposing a punishment as set forth in the Constitution of the Vanderbilt Divinity School Honor Council (Appendix D).

1.4.6. Worship Committee

The Worship Committee consists of the assistant dean for student life, the director of RACC, the associate director of RACC, and at least two student interns.

The Worship Committee provides a place for regular, ongoing
dialogue about the worship program and its goals. This committee consults on the roster of liturgical leadership, provides feedback and reflection for worship interns, reflects on the strengths and areas for growth in the worship program, and fosters discussions about the integration of worship, academics, and other events of community life.

Convocation, weekly worship services, and the celebration and thanksgiving service prior to Commencement are under the purview of the Worship Committee.

1.5. Faculty Participation in University Governance

Faculty members carry University governance responsibilities as well. The faculty elects two persons to serve on the Faculty Senate. The terms are three-year terms. Faculty who will be on leave any time during the first year of the term are not eligible. At least one of the faculty senators must be tenured or tenure-track.

One senior faculty member serves on the Promotion and Tenure Review Committee (PTRC) that reports to the Provost. Others serve on other committees of the University both standing and ad hoc.

The Dean serves on the Academic Affairs Leadership Committee and the Council of Academic Deans which meet with the Provost of the University.

1.6. The Context of Faculty Work in a University

The world of higher education has many traditional procedures and expectations which have been codified as questions and disputes arise. Several basic factors shape the usages of higher education:

From the beginnings of the university, it has been understood that faculties are responsible for admission of students, programs of study, evaluation of students, and granting of degrees. Faculties have also insisted on the rights of peer review, discipline, and appeal, with all the responsibilities accompanying those rights.

At the same time the university as a legal corporation has increasingly become differentiated from the faculty, especially in the raising of funds, the maintenance of facilities, and the administration of programs of research and instruction. Faculty members in one sense are employees of the university; in another sense they are the university. All policies and procedures that affect the faculty and the programs of study continue to be reviewed by the faculty or its representatives in bodies such as the Faculty Senate, and the terms of their employment are stated in documents such as the Faculty Manual.

Because of the importance of education in society, the operations of the
university are increasingly scrutinized by the public, regulated by law, adjudicated within the university through complaint and appeal procedures, and litigated in the courts. While faculty members have access to the courts as individuals or through organizations such as the American Association of University Professors, they are also aided and protected by the legal counsel of their universities, for in carrying out their activities they are acting as agents of the university – but only when they are acting within the authority that accompanies their capacity as faculty members or administrators of programs.
CHAPTER II
FACULTY POLICIES

2.1. The Faculty

2.1.1. Faculty Membership in the Divinity School

The faculty of the Divinity School includes all faculty members regularly offering instruction in the programs leading to degrees conferred by the Divinity School. Voting members of the faculty include all those who hold the rank of senior lecturer, assistant professor, associate professor, and professor and whose primary assignment is in the Divinity School and is full-time. Administrative staff may be given voting privileges upon recommendation of the Dean and approval by the faculty. Written absentee ballots will be accepted in all faculty meetings. Secret ballots are allowable only during hiring decisions or reappointment or promotion reviews.

2.1.2. Faculty Membership in the Graduate Department of Religion

The faculty of the Graduate Department of Religion includes all faculty members regularly offering instruction in the programs leading to the M.A. and the Ph.D. degrees. The department meets regularly to conduct its business. It selects representatives to serve on committees or other deliberative bodies of the Graduate School.

Vanderbilt faculty members with primary appointments in the Religious Studies department or the Divinity School are potentially eligible to become full members of the Graduate Department of Religion upon approval of the GDR faculty. In addition, designated faculty members of other schools or departments of the University who pursue scholarly interests in any of the GDR programs of study may be nominated by GDR areas to become associate members of the Graduate Department of Religion with voice but no vote on the GDR faculty, including all areas of policy and admissions decisions. The faculty of the Graduate Department of Religion must approve all candidates for membership, including assignment to an area of specialization. After faculty approval, the chair of the GDR shall provide to the Dean of the Divinity School a letter addressing a candidate’s potential contribution to the graduate program and recommending appointment to the Graduate Department of Religion.

From time to time, the Jewish Studies faculty may select a faculty
member who is not a member of GDR to serve as the director of the Jewish Studies area in the GDR. While that person serves as area director, they will be a voting member of the Graduate Policy and Admissions Committee (GPAC). The position does not confer *de facto* membership or voting rights in the GDR.

Faculty members associated with the Graduate Department of Religion have additional responsibilities as members of the graduate faculty. It is to be noted that the dean of the graduate school appoints faculty members to all qualifying committees and dissertation committees. Attendance at meetings to discuss examinations, approve dissertation proposals, and conduct dissertation defenses is expected. The GDR administrative assistant makes every effort to find meeting times that are satisfactory to all committee members. Lack of cooperation could mean that degree candidates will be unable to be graduated. Special problems are created when faculty members exclude whole days from consideration. While efforts are made by the GDR administrative assistant to accommodate their work schedules, faculty members should be available on any day of the week for committee meetings, including dissertation defenses.

Collegiality in instruction and governance is a traditional expectation in the world of higher education. Additional responsibilities are involved in graduate study where faculty members have advisory, mentoring, and “apprentice” relationships with students, and where recommendations by faculty members are crucial to their academic careers. It is essential that students not be caught in the midst of faculty rivalries or be under the control of a single faculty member in the old-world tradition of the *Doktorvater*. Students are admitted to the department and to a specific area, not to tutelage under a particular faculty member, and financial aid is given by the department as a whole. It is important that all faculty members in the program be involved in advising and course work and be included on examination and dissertation committees. When grants are administered by a single faculty member, there still are responsibilities to the University and to the department or school. One of the widespread customs in programs that are “grant driven” is to share the benefits with other faculty members and their students, knowing that funding may vary from year to year.
2.2. Academic Titles and Terms of Appointment in the Divinity School

2.2.1. Lecturer and Senior Lecturer

The titles Senior Lecturer and Lecturer designate teaching appointments that are not within the normal promotion sequence from Instructor to Professor. Lecturers may be part time or full time and are appointed for terms of no more than one year. Senior Lecturers may hold part-time or full-time teaching positions and may be appointed for terms of no more than three years.

2.2.2. Instructor and Assistant Professor

The titles Assistant Professor and Instructor may be part time or full time, are term appointments, and do not imply tenure. For tenure-track faculty, full-time service in these two ranks is counted in the probationary period leading to mandatory action by the University either promoting the individuals to tenure rank or notifying them that they will not be promoted. The maximum number of years of probationary service in the tenure-track is seven; followed by an eighth terminal year if an adverse decision on tenure is reached in the seventh year. The limit may be extended under certain conditions as specified in the University’s Faculty Manual (II, 3, B-4).

Assistant professors may be appointed for a term of not more than three years at a time. Instructors are appointed from year-to-year. Candidates who hold the Ph.D. degree or equivalent are usually appointed to the rank of assistant professor; those who are in process of completing the doctoral degree normally are appointed to the rank of instructor.

Appointment to the rank of assistant professor on the tenure track shall be for an initial term of three years (August 16, X – August 15, X+3), with the possibility of additional appointments of two (August 16, X+3 – August 15, X+5) and then three years (August 16, X+5 – August 15, X+8) if the record supports such additional appointments. Persons initially appointed to this rank who have served elsewhere at the rank of instructor or assistant professor shall be appointed for terms of service that take account of their prior service but only to the extent that the previous service offered opportunities for professional growth and achievement comparable to those enjoyed by tenure-track appointees at Vanderbilt. At the time of appointment to a tenure-track position at Vanderbilt, the candidate and the Dean must agree on the number of prior years to count
toward tenure.

2.2.3. Associate Professor and Professor
Professors and Associate Professors hold academic tenure if so specified at the time of appointment to that rank. Non-tenured or non-tenure-track faculty at this rank are appointed to terms of not more than five years. Appointments are renewable depending upon successful review. Faculty at this rank may be part time or full time.

2.2.4. University, Distinguished, and Named Professor or Associate Professor
The titles University Distinguished Professor, Distinguished Professor, University Professor, and Named Professor or Named Associate Professor signify tenured positions at Vanderbilt. Except for University Distinguished Professor and University Professor, these faculty titles carry a major field or area designator. In the early 2000s, seven-year, renewable term limits were imposed on faculty holding these titles.

2.2.5. Visiting
The prefix “Visiting” designates faculty members who normally are based at other institutions of higher education and who temporarily transfer their main base to Vanderbilt. The titles are applicable for full-time or part-time service at Vanderbilt.

2.3 Faculty Categories in the Divinity School
Faculty in these categories may hold any of the titles described above.

2.3.1. Adjuncts
Adjuncts are part-time faculty teaching a course or two on a semester-by-semester basis. They do not participate in faculty meetings or serve as student advisors. Neither are they assigned to committees of the School.

2.3.2. Long-term Adjuncts
Long-term adjuncts are part-time faculty teaching a course or two year after year. They do not participate in faculty meetings or serve as student advisors. Neither are they assigned to committees of the School.
2.3.3. Teaching Staff

Teaching staff are full-time staff who have teaching responsibilities. The faculty appointment does not carry any advising or committee service responsibilities.

2.3.4. Non-Tenure Track, Practice Faculty

Non-tenure track practice faculty are full-time faculty who are appointed for their expertise in an area of the practice of ministry and appointed with the designation of the practice of ministry in their titles. Practice faculty are integral to the teaching mission and faculty leadership of the institution. Strong practice faculty members are critical to advisory, supervisory, instructional, and administrative demands of the School’s programs, particularly the Master of Divinity. Practice faculty will be voting members of the bodies of which they are members (the Divinity School faculty, its committees, and committees of the University). Practice faculty members may be voting members of review and promotion committees for practice faculty at or below their rank in the School. They are eligible for academic leave on the same basis as tenured and tenure-track faculty.

2.3.5. Non-Tenure Track, Research Faculty

Non-tenure track, research faculty are full-time ranked faculty who are not on the tenure track yet are expected to pursue an active program of research parallel to that of tenured and tenure-track faculty. These faculty usually serve concurrently as faculty in the Graduate Department of Religion. They are eligible for academic leave on the same basis as tenured and tenure-track faculty.

2.3.6. Tenure-Track and Tenured Faculty

Tenure-track and tenured faculty are full-time faculty seeking or holding tenure. “Academic tenure” at Vanderbilt refers to the University’s commitment to continue any faculty member appointed as Professor or Associate Professor in that office, unless otherwise specified at the time of appointment, until the faculty member voluntarily terminates the appointment or until retirement or permanent disability, or dismissal for cause. These faculty serve concurrently as faculty in the Graduate Department of Religion.
2.3.7. Emerita or Emeritus Faculty

An Emerita or Emeritus faculty is a tenured faculty member who served the University with distinction over a period of years, who remained in active status until retirement, and who was awarded the title of Emeritus or Emerita by action of the Board of Trust. (See section 2.15 of this Handbook.) No public announcement of the award may be made until after the Board of Trust action. Public recognition of Emeritus or Emerita status is made at Commencement at the end of the academic year.

2.3.8. Secondary and Affiliate Faculty

Secondary and Affiliate faculty are Vanderbilt faculty members with primary appointments outside the Divinity School but who have been approved by the Divinity School faculty as having mutual interest and scholarship. Their association with the Divinity School faculty may be as either affiliate or secondary faculty. A secondary appointment, unlike an affiliate faculty appointment, is a term appointment. Secondary appointments require decanal approval from the primary appointment home. Faculty members with approved affiliate or secondary appointments may be noted as such on the Divinity School website and other public media, and may themselves note this on their faculty web pages, curricula vitae, etc. Affiliate faculty appointments do not appear in The Registry; secondary appointments should. Affiliate and secondary appointments in the Divinity School do not confer voting rights in the Divinity School, service on committees or advising students, or financial obligation on the part of the Divinity School.

2.3.9. Dual Faculty

Dual faculty are Vanderbilt faculty who have received a joint appointment in two different schools of the University. The letter of appointment designates the primary school or division for administrative purposes, and the Dean of that school will carry the same responsibility as though all parts of the appointment were in the same school. The dual appointee holds tenure, and therefore voting rights, in both schools.
2.4. Guidelines for Appointments and Renewals for Part-time Faculty

2.4.1. Adjunct Faculty

These part-time faculty are hired by the associate dean for academic affairs. Typically, these positions are temporary and designed to fill a short-term need. Appointments are dependent upon student registration and may be terminated should enrollment not support the course. Adjunct faculty are appointed at a faculty rank based on their degrees, credentials, and professional experience and are not traditionally eligible for promotion. They are evaluated by the associate dean for academic affairs.

2.4.2. Long-term Adjunct Faculty and Teaching Staff

Long-term adjunct faculty are hired by the associate dean for academic affairs. The associate dean, in consultation with the Dean, invites staff to teach courses from time to time. The terms of these annual appointments are communicated in a letter signed by the associate dean. Appointments are dependent upon student registration and may be terminated should enrollment not support the course.

Biennial reviews of these faculty will follow the procedure outlined below.

1. The associate dean for academic affairs will produce a report on the faculty member’s teaching evaluations.
2. The associate dean for academic affairs will ask the faculty member to produce a report for the Academic Programs and Assessment Committee on what they have taught and how the course(s) contribute to the field and to the School’s mission.
3. APAC will discuss the reports and the committee chair will bring a summary report with recommendation to the full faculty.

Long-term adjunct faculty are appointed at a faculty rank based on their degrees, credentials, and professional experience and are not traditionally eligible for promotion.

Teaching staff are appointed and serve at the rank of Lecturer. They are not eligible for promotion in faculty rank.

2.5. Guidelines for Appointments, Renewals, and Promotions for Full-time Faculty

Because of the importance of peer review and the role of the faculty in recommending appointments and promotions, faculty members are expected to
participate, in every appropriate way, in searches for new appointments and in reviewing colleagues for renewal or promotion. Even if they are not on search or review committees, they are expected to read the materials that have been compiled for evaluation.

The University’s procedures for promotion and tenure require that all recommendations be approved by a majority of all the faculty members qualified to vote, including those who are on leave. Persons on leave may be responsible from time to time for acquainting themselves with the relevant materials and casting a vote, especially in the case of faculty members in their own or related fields.

Because of the delicacy of peer review of those who may continue to be colleagues and the need for thorough deliberation which may lead individuals to change their perceptions and judgments, faculty members are expected to maintain confidentiality about all aspects of the appointment and review process, including the content of inside and outside letters, the deliberative process, and all votes.

2.5.1. Ex parte private communications

An ex parte letter is defined as any unofficial message offered by one person, usually a faculty member, to a dean or other administrative official about a candidate for appointment, renewal, tenure, or promotion that is communicated privately without the knowledge of other persons, such as faculty of the school, and which seeks to influence decisions about the candidate’s appointment, renewal, tenure, or promotion. Ex parte messages will not be considered by the Dean in reaching a decision and will not be included in tenure and promotion files sent to the University’s Promotion and Tenure Review Committee (PTRC) and the Provost’s office. Letters received from outside the School which have not been solicited by the School will not be included in the candidate’s file.

2.5.2. Policies and Procedures for Initial Appointments

Vanderbilt is an Equal Opportunity Employer; therefore, all employment and hiring practices, including those for filling faculty positions, must be in accordance with relevant federal and state statutes and regulations and in accordance with the Affirmative Action Plan of Vanderbilt University (see Part III, Chapter 2, Section E of the Faculty Manual). Deans of the schools and the Equal Employment Opportunity Office has detailed information regarding these requirements.

The Divinity School seeks to achieve diversity with respect to racial
or ethnic minorities and women in its faculty appointments and to increase their numbers on the faculty.

2.5.2.1. Authorization of Academic Positions

The faculty shall assess regularly unmet needs in instruction. Any member of the faculty or the Dean may propose the need for a faculty appointment. Such a proposal would be presented to the Faculty Committee on Personnel and Policy for review. If it is supported there, the recommendation would then be taken to the faculty for approval.

In the event of the resignation, retirement, or death of a faculty member, the Faculty Committee on Personnel and Policy shall review the school's instructional needs and make a recommendation to the faculty.

Before any faculty search request to the Provost can be made, the Divinity School faculty and Dean must approve. The request shall include the rank and specialization. Authorization in writing must be obtained from the Provost before a formal search to fill a full-time faculty position may begin. A position is not assumed to be authorized simply because a faculty member has left the University. Authorizations for faculty positions are terminated (1) when vacated by retirement, resignation, or other reason; and (2) when not filled within the year in which they are budgeted. Positions may be carried over to a new budget year on specific authorization. All position authorizations, including renewals, must be determined in light of School-wide and University-wide priorities.

The Provost issues guidelines for Faculty Search Authorization Requests each year.

2.5.2.2. Search Committee Composition and Procedures for Initial Full-time Appointments

When authorization for an appointment has been made by the Provost, the Dean shall appoint the members of a search committee in consultation with the chair of the Faculty Committee on Personnel and Policy. The Dean shall inform the Faculty Committee on Personnel and Policy of the membership of the search committee. Tenured, tenure-track, and non-tenure-track faculty may serve on search committees but at least two of the members must be tenured. A search committee should have between five and seven members.
The chair of the committee must be a tenured faculty member and from an area not closely related to that of the appointment. The search committee shall include at least one faculty member of the Faculty Committee on Personnel and Policy and at least one faculty member whose discipline is closely akin to that of the appointment to be made. Special consideration shall be given to the adequate representation of women and minorities on the committee. The Dean serves as an *ex officio* member of the search committee. At least one Divinity and one GDR student shall serve on the search committee. The chair of the search committee shall give regular progress reports on the search to the Dean and to the faculty.

The committee, with staff support from the assistant to the deans, shall conduct a national search through advertisements and through contacts with persons at other institutions. (See “Procedures for Conducting a Faculty Search,” Appendix F.)

When the search committee recommends appointment of a candidate, that recommendation is submitted to the Divinity School faculty as defined at the beginning of Chapter II of this *Handbook*. The faculty should have at least a week to review candidate dossiers before meeting to discuss the committee’s recommendation. The VDS faculty makes its own recommendation to the appropriate body of tenured faculty for its approval or disapproval. Recommendations for an appointment at the instructor, assistant professor, or associate professor levels shall be referred to the tenured faculty for approval or disapproval and for decision on rank and tenure. Recommendations for appointments at the level of professor shall be referred to the tenured faculty at the professor level.

The chair of the Graduate Department of Religion shall, in the case of a faculty appointment to an area involving that department, submit to the Dean of the Divinity School (with a copy to the dean of the graduate school) an evaluation of the potential contribution of candidates to the graduate program and a recommended course of action.

The recommendations of the search committee, the faculty, and the appropriate tenured faculty body shall be forwarded to the Dean for action.

If a recommended appointment is approved by the Dean, the complete file is sent via REDcap to the Provost for consideration.
The recommendation for a new appointment will include information and documentation specified by the Provost (or Provost’s designee). Traditionally, the file includes:

- Draft of an offer letter
- Letter from the Dean
- Search Committee report
- Minutes of the two faculty meetings
- The Dean’s Search Plan, if available

The candidate’s CV and letters of recommendation (three or six depending on the rank and tenure status) are available to the Provost via Interfolio.

The Provost notifies the Dean of the final action, and the Dean executes the appointment, after which time the announcement of the appointment can be made to the search committee, P&P, the dean of the graduate school (if appropriate), faculty, staff, and students. Initial appointments to tenure-track positions require the additional approval of the Chancellor (or the Chancellor’s designee).

2.5.2.3. Standards and Procedures for the Award of Tenure from Outside the University

Candidates for a tenured appointment from outside the University must meet the standards established for such rank as specified in the Faculty Manual and the statements prepared by the Divinity School.

The information that must be obtained on candidates from outside the University for positions carrying tenure is specified by the Provost. It corresponds insofar as possible to the information assembled on behalf of internal candidates for tenure, although inevitably some of this information is not readily available for external candidates.

The appointment from outside the University normally requires a positive recommendation by a majority of the Divinity School faculty members who hold tenure. Normally, for appointments at the rank of full professor, a positive recommendation by a majority of the school’s tenured full professors is required as well.

The Dean normally will arrange for each candidate to visit the campus for interviews with members of the School, the Dean, and the Provost. Other University officers may be involved in special
appointments. The campus visit may be omitted in certain cases.

After the proposed appointment is approved by the Dean, the complete file is sent via REDcap to the Provost for consideration. The Provost recommends tenured appointments to the Chancellor and the Board of Trust. Tenured appointments from outside the University are not reviewed by the Promotion and Tenure Review Committee.

The action of the Board of Trust is transmitted by the Provost to the Dean. The Dean notifies the candidate. No announcement of a proposed tenure appointment is made until the Board has acted and the candidate has been informed.

2.6. Policies and Procedures for Reviews and Promotions for Full-time Practice Faculty

It is important that practice faculty be held to high standards that are consistent with their critical roles in the Divinity School. Excellence in teaching, intellectual leadership, administrative duties, and service activities is expected. Given the differentiated job descriptions that exist among practice faculty, however, it is expected that review criteria will also be individualized to fit the job descriptions of individual faculty. Further, expectations for scholarship among practice faculty are not commensurate with expectations for scholarship for tenure-track, tenured, and research faculty. Practice faculty must evidence intellectual leadership related to practice, rather than traditional academic research, although practice faculty may elect to engage in such research.

The guiding principle is that a candidate undergoing a review for promotion must demonstrate intellectual leadership that will be accessible to a larger educational, ecclesial, and/or professional community and must have impact on the field of study or practice. See examples in 2.6.5 below. Promotion in rank indicates an increasing level of excellence in teaching, leadership, and service.

A successful candidate for reappointment and/or promotion will have received a positive recommendation from their review committee, a positive recommendation from a majority of the tenured faculty, and approval of the Dean. Reappointment or promotion recommendations of practice faculty go to the Vice Provost for Academic and Faculty Affairs for approval.

In all cases of review, faculty members who receive reappointment shall receive a detailed letter that provides formative feedback addressing their professional development. This letter shall include areas of strength to sustain, areas for improvement, and an evaluation of whether or not the practice faculty
member is on track for promotion as well as guidelines for achievements necessary for promotion. A copy of each formative feedback letter must be included in the practice faculty member's file. It is, however, understood that these expectations represent guidelines and do not assure successful review or promotion. Moreover, nothing in the foregoing policy shall be interpreted to restrict an assistant professor's right to request early consideration for promotion.

2.6.1. Expedited reviews

An expedited review is appropriate for reappointment only. It cannot be conducted when a practice faculty member is being reviewed for promotion. An expedited review requires the same procedures and documentation of continued effectiveness as a full review but without the use of external referees.

A full review (i.e. with external letters) can be required at any review period by the Dean. Practice faculty who remain at the assistant level must complete a full review at least every other review for reappointment.

2.6.2. Review and Promotion Committees

The Dean shall appoint, in consultation with the chair of the Faculty Committee on Personnel and Policy, a three-person committee of faculty to conduct the review of the candidate. This committee shall include: (a) a tenured member of the Faculty Committee on Personnel and Policy, (b) a member of the practice of ministry faculty, normally of senior status to the candidate, and (c) another tenured member of the faculty.

This committee shall give close study of the gathered material and make a written report of its findings to the tenured faculty. The report shall conclude with one of the following recommendations: (a) that the appointment not be continued and the contract be permitted to expire, or (b) that the appointment be continued at the current rank, or (c) that—in the case of a full promotion review—the faculty member's rank be advanced when the next appointment commences.

2.6.3. Timeline for Reviews

Practice faculty shall undergo review in a timely manner such that written notices of renewal or nonrenewal will be made thirteen months prior to the expiration of the appointment term, e.g., by June 1 of the penultimate year of an appointment coinciding with the academic year.

The faculty member’s dossier, including any external letters, is due
in the Dean’s Office approximately six weeks prior to the date the tenured faculty will meet to review it.

2.6.3.1. Eligibility for Promotion to Associate Professor
Practice faculty who have completed a minimum of two terms (i.e., have been appointed for a total of 6 years; or who have a total of 6 years at the assistant level if years of experience at other institutions are negotiated at the time of appointment as included in the required 6 years) at the assistant level can, with agreement of the Dean, apply for both 6th year renewal and promotion to the associate level. Application for promotion to the associate level can occur in conjunction with a scheduled review or independently of a scheduled review.

2.6.3.2. Eligibility for Promotion to Professor
Practice faculty who have completed a minimum of one term at the associate level can, with agreement of the Dean of the School, apply for both renewal and promotion to the rank of professor of the practice. Less than one full term at Vanderbilt may be sufficient if years of experience at other institutions are negotiated at the time of appointment as included in the required years of service.

2.6.4. Dossiers
Practice faculty shall prepare a dossier that includes:
- a personal statement on teaching, scholarship, service (and administrative work as applicable)
- curriculum vitae
- copies of the products of scholarship

Materials gathered by the Dean’s office:
- teaching evaluations since the last review or initial appointment
- For faculty who are accountable to an external board, or other such group, for a portion of their administrative responsibilities, the Dean will request a letter from that external board attesting to the individual's administrative strengths and weaknesses based upon that body's own considered review.
- Except in the case of an expedited review, two outside letters
from scholars in the candidate’s field. When the practice faculty member is being considered for promotion, the school shall add to the review file four letters, not two, from internal and external evaluators as appropriate and/or required. The external reviewers shall be determined by the Dean in consultation with the chair of the Faculty Committee on Personnel and Policy, the chair of the review committee, and the practice faculty candidate. At least two reviewers should be professional peers to the practice faculty candidate. Others reviewers may include, (but are not limited to) members of the broader local community and wider arenas of association as appropriate to the scope and reach of the candidate’s professional activity.

- copy of the previous review committee report
- copy of the previous counseling letter from the Dean

### 2.6.5. Criteria

#### 2.6.5.1. Criteria for Reappointment Review

For reappointment of practice faculty, the Divinity School requires that the review include assessment of the candidate's teaching, service, scholarship, administration, and continued expertise as applicable. Practice faculty members are expected to be excellent teachers who provide intellectual leadership in the education and preparation of our students. Practice faculty are expected to engage in those forms of intellectual leadership (as understood by their field and appropriate to their expertise, job descriptions, and responsibilities) that promote the formation of religious leadership. Practice faculty members in administrative positions, or who engage in administrative duties, are expected to be highly effective in those activities. Practice faculty are also expected to demonstrate a high level of effectiveness in service at the university, regional, and national levels, as appropriate to their job descriptions.

#### 2.6.5.2. Criteria for Promotion to Associate Professor of the Practice

Promotion to the associate level requires continued excellence in teaching, service, and administrative duties as applicable, and requires scholarship and products of intellectual leadership
appropriate to the job description of an individual practice faculty member of such high quality as to gain favorable recognition within that faculty member's professional peer group. When candidates participate in co-authored products of scholarship, it is their responsibility to provide a means for distinguishing their contributions from those of their co-authors. Both the quantity and quality of the products of scholarship will be considered in determining whether the candidate is eligible for reappointment and/or promotion.

2.6.5.3. Criteria for Promotion to Professor of the Practice

Promotion to professor of the practice requires, in addition to continued excellence in teaching, service, and administrative duties as applicable, new evidence of intellectual leadership in one’s field of a quality as to sustain continued favorable recognition within that faculty member's professional guild groups since promotion to the associate level. Moreover, the candidate must demonstrate a well-developed and recognized record of service both to the Divinity School and to the field.

2.6.6. Process for Reappointments and Promotions

At a meeting of the faculty at or above the rank of the candidate for review and/or promotion the Dean shall preside with voice but without vote and appoint an assistant for the day. A simple majority of all members of the faculty (not just those present and voting) is required to establish concurrence or non-concurrence with the recommendation brought by the committee. The process requires a positive recommendation by a majority of the faculty to be forwarded to the Dean for action. Written absentee ballots will be accepted and counted in this tally.

The assistant of the faculty for the day shall produce a report that summarizes the proceedings and the conclusion reached. The minutes of the meeting shall reflect the full range of views expressed at the meeting, the names of all present and absent when the vote was taken, and the vote tally. The report shall be available to the faculty who attended the meeting. Any member present for the discussion who believes that the summary does not fairly reflect the deliberations and who is unable to persuade the assistant to revise the summary to the faculty member’s satisfaction may submit a letter to the Dean expressing one’s concerns. (Note: The letter
must be concerned with the accuracy of the summary; it is not to deal with the merits of the case.) The letter must be submitted no later than the second working day following distribution of the final text. The summary, and any letters expressing unhappiness with the summary, will become part of the candidate’s file.

The Dean shall forward the file with a recommendation on the candidate to the Vice Provost for Academic and Strategic Affairs. If the file raises concerns, the Vice Provost will consult with the Provost. The file includes:

- Letter from Dean
- Draft of counseling letter
- curriculum vitae
- Minutes of the faculty meeting
- Review Committee report

2.7. Policies and Procedures for Reviews and Promotions for Non-tenure Track Research Faculty

A successful candidate for reappointment and/or promotion will have received a positive recommendation from their review committee, a positive recommendation from a majority of the full-time, tenured or tenure-track faculty at or above rank, and approval of the Dean. Reappointment or promotion recommendations of non-tenure track research faculty go to the Vice Provost for Academic and Faculty Affairs for approval, not the Provost or the University’s Promotion and Tenure Review Committee.

Promotion in rank indicates an increasing level of excellence in research, teaching, and service.

In all cases of review, faculty members who receive reappointment shall receive a detailed letter that provides formative feedback addressing their professional development. This letter shall include areas of strength to sustain, areas for improvement, and an evaluation of whether or not the faculty member is on track for promotion as well as guidelines for achievements necessary for promotion. A copy of each formative feedback letter must be included in the faculty member's file. It is, however, understood that these expectations represent guidelines and do not assure successful review or promotion. Moreover, nothing in the foregoing policy shall be interpreted to restrict a professor's right to request early consideration for promotion.
2.7.1. Expedited reviews
An expedited review is appropriate for reappointment only. It cannot be conducted when a non-tenure track research faculty member is being reviewed for promotion. An expedited review requires the same procedures and documentation of continued effectiveness as a full review without the use of external referees.
A full review (i.e. with external letters) can be required at any review period by the Dean. Non-tenure track research faculty who remain at the assistant level must complete a full review at least every other review for reappointment.

2.7.2. Review and Promotion Committees
The Dean shall appoint, in consultation with the chair of the Faculty Committee on Personnel and Policy, a three-person committee of the tenured faculty, normally at/above rank or the sought rank in cases of promotion, to conduct the review of the candidate. This committee shall normally include: (a) a member of the Faculty Committee on Personnel and Policy, (b) a faculty member of the candidate's field or of a closely allied area, and (c) another member of the faculty.
This committee shall give close study of the gathered material and make a written report of its findings to the tenured faculty. The report shall conclude with one of the following recommendations: (a) that the appointment not be continued and the contract be permitted to expire, or (b) that the appointment be continued at the current level, or (c) that the appointment be advanced to the next level in rank when the next appointment commences.

2.7.3. Dossiers
Non-tenure track research faculty shall prepare a dossier that includes:
- A current curriculum vitae
- A statement summarizing past research and plans for future research
- Copies of all scholarly publications and any unpublished scholarly items the candidate may wish to provide
- A statement on teaching. This should indicate the candidate’s approach to and understanding of teaching.
- A statement on service. The statement should summarize the candidate’s service to the school, the University, and the wider
community.

- Course syllabi

Materials to be gathered by the Dean’s office:

- Student course evaluations
- Where appropriate, a report and evaluation by the GDR chair of the candidate’s contribution to graduate studies. This shall include a list of the qualifying exams and dissertations in which the candidate was involved.
- Copies of the Dean’s counseling letters from previous reviews giving information on the candidate’s strengths and areas designated as of concern
- The previous review committee report
- Except in the case of an expedited review, two outside letters from scholars in the candidate’s field. If promotion is being sought, then six outside letters, not two, from scholars in the candidate’s field are required. One/three of those will be selected by the Dean in consultation with the chair of the Faculty Committee on Personnel and Policy and the chair of the review committee from a list of at least three/six recommended by the candidate. The other one/three shall be selected by the Dean in consultation with the chair of the Faculty Committee on Personnel and Policy and the chair of the review committee.
- Other materials the Dean thinks may be helpful to the committee

2.7.4. Timeline for Reviews

Non-tenure track research faculty shall undergo review in a timely manner such that written notices of renewal or nonrenewal will be made thirteen months prior to the expiration of the appointment term, e.g., by June 1 of the penultimate year of an appointment coinciding with the academic year.

The faculty member’s dossier, including any external letters, is due in the Dean’s Office approximately six weeks prior to the date the tenured faculty will meet to review it.

2.7.5. Criteria and Process
2.7.5.1. Criteria for Promotion to Associate Professor

Non-tenure track research faculty may be promoted from the assistant to the associate level by meeting the same eligibility and criteria and by following the same process outlined for promotion for tenure track faculty moving to the rank of associate professor.

2.7.5.2. Criteria for Promotion to Full Professor

Non-tenure track research faculty may be promoted from the associate level to the rank of professor by meeting the same eligibility and criteria and by following the same process outlined for promotion for tenured associates moving to the rank of professor.

2.8. Policies and Procedures for Reviews and Promotions for Tenure-Track Faculty at Instructor Level

Up to the time of a decision on tenure, all faculty holding tenure-track appointments are eligible for reappointment.

2.8.1. Review and Promotion Committees

The Dean, the associate dean for academic affairs, and the chair of the Faculty Committee on Personnel and Policy will conduct the review of the candidate. Their report shall conclude with one of the following recommendations: (a) that the appointment not be continued and the contract be permitted to expire, (b) that the appointment be continued at the instructor level, or (c) that the appointment be advanced to the assistant professor rank when the next appointment term commences.

2.8.2. Timeline

Faculty members holding renewable one-year appointments will normally receive written notices of renewal or nonrenewal by March 1, or, in the case of faculty members not on academic-year appointments, at least four months prior to the expiration of the appointment term.

Tenure-track faculty members holding the rank of instructor, if retained, will be promoted to the rank of assistant professor at the beginning of the academic year following the completion of the Ph.D. degree or its equivalent or after no more than three years of service.

2.8.3. Dossiers
Tenure-track instructors shall prepare a dossier that includes:

- A current *curriculum vitae*
- A statement summarizing past research and plans for future research
- Copies of all scholarly publications and any unpublished scholarly items the candidate may wish to provide
- A statement on teaching. This should indicate the candidate’s approach to and understanding of teaching.
- A statement on service. The statement should summarize the candidate’s service to the school, the University, and the wider community.
- Course syllabi

Materials to be gathered by the Dean’s office:

- Student course evaluations
- Copies of the Dean’s counseling letters from previous reviews giving information on the candidate’s strengths and areas designated as of concern
- The previous review report
- Other materials the Dean thinks may be helpful

2.8.4. **Criteria for Review and Promotion**

Tenure-track faculty members should be recommended for reappointment only if their performance provides a reasonable basis on which to project continued progress that could ultimately enable them to qualify for tenure. The evidence needed becomes weightier with continued time in rank. Some degree of evidence is needed at each renewal period.

2.8.5. **Process**

A simple majority of the eligible voting members of P&P (not just those present and voting) is required to establish concurrence or non-concurrence with the recommendation brought by the Dean.

The Dean shall forward the file with a recommendation on the candidate to the Vice Provost for Academic and Strategic Affairs. The file includes:

- Letter from Dean
- Draft of counseling letter
- *curriculum vitae*
- Review Committee report
Normally, the successful candidate for reappointment will have received a positive recommendation from the Faculty Committee on Personnel and Policy. A positive recommendation of the candidate’s Dean is required, as is approval of the Vice Provost.

2.9. Policies and Procedures for Reviews of Tenure-Track Faculty at Assistant Level

2.9.1. Review Committee

The Dean shall appoint, in consultation with the chair of the Faculty Committee on Personnel and Policy, a committee of the tenured faculty to conduct the review of the candidate. This committee shall include: (a) a member of the Faculty Committee on Personnel and Policy, (b) a faculty member of the candidate’s field or of a closely allied area, and (c) another member of the faculty. This committee shall give close study of the gathered material and make a written report of its findings to the tenured faculty. The report shall conclude with one of the following recommendations: (a) that the appointment not be continued and the contract be permitted to expire, or (b) that the appointment be continued at the assistant professor level.

2.9.2. Timeline

The Divinity School shall conduct reviews of tenure-track assistant professors during the second semester of their second year. If granted an additional two-year appointment in that rank, they shall be reviewed again in the fourth cumulative year to determine if an additional three-year appointment shall be granted in that rank.

At an early date, but no later than three months before the candidate is formally reviewed, the Dean and the chair of the Faculty Committee on Personnel and Policy shall meet with the candidate to review the provisions of the Faculty Handbook and the Faculty Manual regarding the materials to be gathered and the process of review. At this meeting, the date shall be set by which the materials shall be gathered and available for review.

Any tenure-track faculty members become ineligible for tenure if they have not been promoted to a tenured position, or offered a special extension of probation (see Faculty Manual, Chapter 3, Section B, number 4), by the end of seven years of accumulated full-time academic service at Vanderbilt or at other comparable institutions (see Faculty Manual, Chapter
3, Section B, number 3).

2.9.3. Dossiers

2.9.3.1. First Review/Second Year Dossier
For the first review of candidates, in the second semester of their second year, the following information shall be collected:

Materials submitted by the candidate:
- A current *curriculum vitae*
- A statement summarizing past research and plans for future research
- Copies of all scholarly publications and any unpublished scholarly items the candidate may wish to provide
- A statement on teaching. This should indicate the candidate’s approach to and understanding of teaching.
- A statement on service. The statement should summarize the candidate’s service to the school, the University, and the wider community.
- Course syllabi

Materials gathered by the Dean’s Office:
- Student course evaluations

2.9.3.2. Second Review/Fourth Year Dossier
For the second review of candidates, during the fourth year of appointment, the following information shall be collected:

Materials from the faculty member gathered for the review are the same as those submitted for the first review (see above).

Materials to be gathered by the Dean’s office:
- Student course evaluations
- Where appropriate, a report and evaluation by the GDR chair of the candidate’s contribution to graduate studies. This shall include a list of the qualifying exams and dissertations in which the candidate was involved.
- Copies of the Dean’s counseling letter from the previous review giving information on the candidate’s strengths and areas designated as of concern
- The previous review committee report
• Two outside letters from scholars in the candidate’s field. One of those will be selected by the Dean in consultation with the chair of the Faculty Committee on Personnel and Policy and the chair of the review committee from a list of three recommended by the candidate. The other shall be one selected by the Dean in consultation with the chair of the Faculty Committee on Personnel and Policy and the chair of the review committee.

• Other materials the Dean thinks may be helpful to the committee

2.9.4. Criteria for Review

During the years leading to reviews, a tenure-track faculty member is expected to make steady progress toward fulfilling the University’s requirements for promotion and tenure. Clear indications of progress at each renewal period are expected. The evidence needed becomes more weighted with continued time in rank.

To assist in this process, assistant professors will have annual conversations with the Dean about their progress. The Dean and the persons under review may agree upon other means to enhance their years of service at Vanderbilt so that a positive review at each stage can be anticipated.

2.9.5. Process for First and Second Reviews

At a called meeting of the tenured faculty the Dean shall preside with voice but without vote and appoint an assistant for the day. A simple majority of all the tenured members of the faculty (not just those present and voting) is required to establish concurrence or non-concurrence with the recommendation brought by the committee. Written absentee ballots will be accepted and counted in this tally.

The assistant of the faculty for the day shall produce a report that summarizes the proceedings and the conclusion reached. The minutes of the meeting shall reflect the full range of views expressed at the meeting, the names of all present and absent when the vote was taken, and the vote tally. The report shall be available to the tenured faculty who attended the meeting. Any member present for the discussion who believes that the summary does not fairly reflect the deliberations and who is unable to persuade the assistant to revise the summary to the faculty member’s
satisfaction may submit a letter to the Dean expressing one’s concerns. (Note: The letter must be concerned with the accuracy of the summary; it is not to deal with the merits of the case.) The letter must be submitted no later than the second working day following distribution of the final text. The summary, and any letters expressing unhappiness with the summary, will become part of the candidate’s file.

The Dean shall forward the file with a recommendation on the candidate to the Vice Provost for Academic and Strategic Affairs. If the file raises concerns, the Vice Provost will consult with the Provost. The file includes:

- Letter from Dean
- Draft of counseling letter
- curriculum vitae
- Minutes of the tenured faculty meeting
- Review Committee report
- Candidate’s research statement
- Candidate’s teaching statement
- Candidate’s service statement
- Teaching evaluations grid
- Publications, class evaluations, and syllabi upon request
- Dean’s approval of external reviewers

2.10. Policies and Procedures for Promotion to Associate Professor and the Award of Tenure

In the third and final review of assistant professors, University guidelines largely determine the policies and procedures which the Divinity School will follow. They are set forth herewith and in the Faculty Manual.

2.10.1. Review and Promotion Committees

The Dean shall appoint, in consultation with the chair of the Faculty Committee on Personnel and Policy, a committee of the tenured faculty to conduct the review of the candidate. This committee shall include: (a) a member of the Faculty Committee on Personnel and Policy, (b) a faculty member of the candidate’s field or of a closely allied area, and (c) another member of the faculty. This committee shall give close study of the gathered material and make a written report of its findings to the tenured faculty. The report shall conclude with one of the following recommendations: (a) that the appointment not be continued and the contract be permitted to expire, or (b) that the appointment be advanced to
the associate professor rank with tenure.

2.10.2. Timeline

The Vice Provost for Academic and Faculty Affairs establishes the promotion and tenure deadlines each year. Typically, 2/3 of a school’s recommendations are due to the University’s Promotion and Tenure Review Committee (PTRC) the third week of January. All recommendations must be submitted by mid-February. These dates are set so that PTRC can meet their deadline (usually the end of March) to turn in their decisions to the Provost in time for review and preparation for the Board of Trust meeting in April. Working backwards from the Vice Provost’s dates, the follow timeline is normally followed.

January/February the year before – Candidate meets with the Dean and chair of P&P
March 1 – Candidate submits list of potential external evaluators and a current CV
March/April – P&P determines the full list of external evaluators
April/May – the Dean solicits external letters with an October 15 due date. Candidate’s CV is included with the request.
July 1 – Candidate submits all publications and research statement to the Dean’s Office. These materials, along with a current CV, are sent to the external reviewers.
August 1 – Candidate submits remaining dossier items (e.g. teaching and service statements, syllabi, etc.) to Dean’s Office for the review committee
December – Tenured faculty holds its discussion for promotion and tenure
Early January – Dean’s recommendation is added to the dossier and the complete file is forwarded to the Vice Provost for Academic and Strategic Affairs and PTRC

2.10.3. Dossiers

Each file sent to the PTRC shall include the items described below.

2.10.3.1. Letters
Each candidate for review shall submit to the Dean the names of at least six senior scholars external to the University in the candidate’s field of study who might be contacted for an evaluation of the candidate’s scholarship. Not all of these need to be contacted, but letters from at least three must be in the file submitted to the PTRC for review. The candidate should know that the opinions of external reviewers who have little personal or professional connection with the candidate are given special attention in the PTRC’s deliberations. The names of all those proposed by the candidate shall become part of the PTRC file.

The file shall also contain at least three letters selected by the Dean in consultation with the chair of the Faculty Committee on Personnel and Policy and the chair of the review committee. These should be leading scholars in the field with minimum connection to the candidate. Efforts should be made to obtain reviewers from the top programs in the candidate’s field. The Dean must approve those being proposed prior to their being contacted. The file shall include evidence of the Dean’s approval.

The file shall also include: (1) a sample letter sent to potential reviewers, (2) a list of all reviewers from whom the department requested evaluations, (3) biographical information about the reviewers, (4) correspondence with actual or potential reviewers and reports/summaries of telephone conversations between tenured faculty and any reviewers, (5) a statement indicating the amount paid to the reviewers, if applicable.

2.10.3.2. Curriculum vitae

The file shall also include the candidate’s curriculum vitae. It must be dated and all scholarly work presented in clearly labeled categories, such as (a) books, (b) book chapters, (c) articles in journals, (d) conference proceedings, (e) book reviews, (f) working papers, (g) invited presentations, and (h) research grants received. The full citation (including beginning and ending page numbers) to published works must be provided. In describing co-authored works, the description “with” is not acceptable. Instead, the exact
published order of authorship must be indicated, and the
candidate’s contribution to each co-authored work must be
indicated.

The file shall contain copies of the *curriculum vitae* that
served as the basis of the candidate’s second-year and fourth-
year reviews and the counseling information that resulted
from these reviews.

2.10.3.3. Publications and On-going Research

The file shall contain copies of the candidate’s
published materials and any other manuscripts-in-progress
that the candidate thinks might be helpful in the review
process.

2.10.3.4. Group Teaching or Research

An analysis of the candidate’s contribution to any
group teaching and/or research in the school. Such an
analysis must be presented in such manner that the
candidate’s contribution can be distinguished from the
contributions of other leaders of the group.

2.10.3.5. Course Evaluations

Numerical course ratings, together with averages and
other descriptive statistics for all courses the candidate has
taught. The file shall also include one copy of the written
comments by students on standard evaluation forms.

2.10.3.6. Candidate’s Statements

The candidate shall submit statements of scholarly
accomplishments and any plans for research, teaching, and
service.

2.10.3.7. Review Committee’s Recommendation

The file shall include the written report prepared by the
review committee that was presented to the tenured faculty
showing the evaluation of the candidate’s research, teaching,
and service accomplishments and prospects for the future.

2.10.3.8. Minutes of the Faculty
The file must include minutes of the meeting of the tenured faculty that received the review committee’s recommendation.

2.10.3.9. Evidence of special arrangements

The file shall include any evidence/agreements made between the Dean and the candidate that would differ from that normally expected of candidates in the field of study as they move toward promotion and tenure. Such agreements must have the approval of the Provost before they become effective.

2.10.3.10. Other Materials

The file should include any other materials relevant to the candidate’s promotion and tenure that are not mentioned above.

In addition to the items noted above, the following will be gathered for consideration but will not become part of the candidate’s file:

- Where appropriate a report by the chair of the Graduate Department of Religion, with a copy to the dean of the graduate school, of the candidate’s contribution to graduate studies, including the number of dissertations supervised, service as director of studies in the faculty member’s field or as academic guide to students, and assessment of the quality of scholarship.

- A report and evaluation by the Dean of the participation of the candidate in and contribution to the work of the School and the University.

2.10.4. Criteria for Review and Promotion

“For the award of tenure, Vanderbilt requires (1) excellence in research, scholarship, or creative expression in one’s discipline; (2) a high level of effectiveness in teaching; and (3) satisfactory performance in the area of service. From discipline to discipline, the form taken by a candidate’s contributions will vary. But, in each case, Vanderbilt expects the level and quality of achievement in these three areas to be equivalent to that required for tenure in leading departments or schools of other major
research universities. The three standards are independent; a deficiency in one area cannot be offset because the candidate exceeds the required standard in another.” (Faculty Manual, Part II, Chap. 3, Sec. C).

These criteria are elaborated with reference to the Divinity School as follows:

2.10.4.1. Scholarship and Research

Candidates are considered for tenure who have achieved distinction and who show promise of continuing to achieve excellence in their contribution to the scholarship and research appropriate to their field. The Divinity School expects achievement equivalent to that required for tenure in leading theological schools and graduate programs of religion at major research universities. The School solicits the assessment of outside scholars on the candidate’s scholarship and current standing in the scholarly community as well as promise of future excellence, productivity, and career development. The assessments of outside reviewers provide assistance to the faculty's own judgment of scholarly quality and not a substitute for it.

Our profession’s essential measure for excellence in scholarship is publication. A positive judgment on tenure is based on demonstrated significant scholarly contributions beyond the dissertation and the establishment of a notable trajectory of sustained research. Normally the principal criterion for tenure is the publication during the probationary period: one single-authored, full-length book, which may be the published dissertation; and a second book-length project, which may consist of a completed manuscript or a substantial series of articles contributing to a sustained scholarly project in the field at a high level. Overall, the Divinity School values book and article publication in academic presses and journals esteemed highly in the particular candidate’s field[s]. Judgments about the venue of publication are necessarily field-specific. In any case, the scholarly corpus as a whole will be weighed for quality and contribution to the field. Sermons, opinion pieces, and occasional writings are significant achievements but count heavily toward service, not publication. Digital humanities projects should be peer reviewed and evaluated as scholarship and not service.

Engagement with the wider community of scholars is also an important criterion for tenure. Participation on, and organization of, panels at scholarly conferences, invited lectures at academic
institutions, and holding office in an academic society are important indices of standing in the scholarly community, though these activities do not by themselves establish excellence in scholarship and would normally be assessed under the heading of service.

Candidates for the position of professor must, in addition to the criteria specified for associate professor, have achieved high stature in their discipline. The indicators of achievement in scholarship must be more substantially developed and recognized through engagement with national and international scholars. The Divinity School expects a level of quality and quantity of achievement in published research and scholarship equivalent to that required of professors in leading theological schools and graduate programs of religion at other major research universities. This would include the publication of at least one major single-authored book and three to five articles in refereed scholarly publications beyond those reviewed for tenure.

2.10.4.2. Teaching and Professional Education

Tenured faculty members must be highly effective, able, and imaginative teachers, capable of eliciting interest in learning among students, of joining with them in critical inquiry, of guiding them in work on independent projects, and of responding appropriately to their own views and gifts. Their services as teachers are significantly manifested both in the classroom and in less formal association with students. Insofar as appropriate, faculty members are expected to integrate their scholarly interests and teaching activities to the enrichment of both.

Tenured faculty members should demonstrate concern with the principles of practice proper to contemporary ministry and teaching and with the relation of their field to such practice. They should be prepared to join in the rethinking of the standards and directions of professional education that Vanderbilt and other theological schools and graduate programs in religion must continuously undertake.

2.10.4.3. Service

Tenured faculty members should bear their fair share of responsibility in the community life, activities, and deliberations of the Divinity School. They are members of the University
community for which they likewise have a responsibility. They are related, finally, to the wider communities of city and region, churches or ecclesiastical organizations, and professional or learned societies, and are expected to contribute actively to at least one of these. Exceptionally conscientious or talented service does not lower the standard of quality required in the areas of scholarship and teaching, but may be considered in an evaluation of the quantity and extent of the candidate's productivity in these areas.

2.10.5. Process
At a called meeting of the tenured faculty, the Dean shall preside with voice but without vote and appoint an assistant for the day. A simple majority of all the tenured members of the faculty (not just those present and voting) is required to establish concurrence or non-concurrence with the recommendation brought by the committee. Written absentee ballots will be accepted and counted in this tally. A secret ballot may be taken if any voter requests it; however, a simple majority of those present and voting must approve a secret ballot.

The assistant of the faculty for the day shall produce a report that summarizes the proceedings and the conclusion reached. The minutes of the meeting shall reflect the full range of views expressed at the meeting, the names of all present and absent when the vote was taken, and the vote tally. The report shall be available to the tenured faculty who attended the meeting. Any member present for the discussion who believes that the summary does not fairly reflect the deliberations and who is unable to persuade the assistant to revise the summary to the faculty member’s satisfaction may submit a letter to the Dean expressing one’s concerns. (Note: The letter must be concerned with the accuracy of the summary; it is not to deal with the merits of the case.) The letter must be submitted no later than the second working day following distribution of the final text. The summary, and any letters expressing unhappiness with the summary, will become part of the candidate’s file. The Dean shall forward the file and with a recommendation on the candidate to the Provost. The file includes:
- Letter from Dean which includes the candidate’s appointment history
- Review Committee report
- Minutes of the tenured faculty meeting
- curriculum vitae
- Teaching evaluations grid since hire date
• Teaching evaluations
• Candidate’s research statement
• Candidate’s teaching statement
• Candidate’s service statement
• Sample letter to external reviewers
• External letters
• Biographical information on reviewers
• Copies of correspondence with reviewers
• Curriculum vitae and counseling letters from second and fourth year reviews
• Publications

For a candidate’s dossier to be sent to PTRC, they have to have received a positive recommendation from their review committee, a positive recommendation from a majority of the tenured faculty, and approval of the Dean. Promotion and tenure decisions go to PTRC, the Provost, Chancellor, and then Board of Trust.

A failure by a faculty member on the tenure track to earn tenure normally leads to a termination of employment at Vanderbilt, but Vanderbilt guarantees to members on the tenure track who do not receive tenure the fulfillment of existing multi-year appointments or an additional one-year appointment if the adverse decision on tenure is made during a one-year appointment or during the last year of a multi-year appointment.

2.11. Policies and Procedures for Promotions for Tenured Faculty

2.11.1. Review and Promotion Committee

The review is conducted by a review committee composed of three Divinity School tenured, full professors selected by the Dean and the chair of the Faculty Committee on Personnel and Policy. The committee shall be composed of a full professor on the Faculty Committee on Personnel and Policy, a full professor in the candidate’s field or in a closely allied area, and another full professor in the School. The committee, after completing its review, shall produce a written report of its findings and will recommend (a) the candidate’s continuance in present rank, or (b) promotion to the rank of professor.
2.11.2. Timeline

Review for promotion from associate professor to full professor is initiated at the request of the associate professor, normally no earlier than the beginning of the fifth year of tenure at the rank of associate professor; thereafter the request may be made at any time.

Within 5 to 7 years from achieving the rank of a tenured associate professor, a colleague’s readiness for promotion to full professor will be evaluated by the Faculty Committee on Personnel and Policy. A decision not to request candidacy will be reviewed by P&P in the same way every three years subsequently, until promotion or retirement is achieved.

2.11.3. Dossier

The items in the dossier are the same as required of an assistant professor applying for tenure and promotion (Section 2.10.3) except the CVs will be a current one and the one from when tenure was granted.

2.11.4. Criteria for Promotion

For appointment or promotion to the rank of full professor, the Divinity School expects the level and quality of achievement in research, scholarship, and creative expression to be equivalent to that required of full professors at major American theological schools and universities. The candidate must have attained national or international recognition among leading scholars in one’s discipline for sustained and excellent research, must have taught courses at a consistently high level of effectiveness, and must have demonstrated a well-developed and recognized record of service both to the University and the discipline. The review process examines the candidates’ entire file, but focuses especially on work completed since promotion to associate professor. Most valued are books published in university presses, although other presses are fine if they have a scholarly reputation and a rigorous review process. As in review for tenure, edited volumes are discouraged as they do not demonstrate the candidate’s scholarship as clearly as a single-authored book.

2.11.5. Process

The procedures for promotion to full professor are the same as those for awarding tenure and associate professor rank except only tenured full professors will vote on recommendations received from the review committee. Promotion to full professor decisions go to the Dean of the School, PTRC, the Provost, and then the Chancellor.
All tenured full professors are expected to vote in cases of appointments or promotions to the rank of full professor. Professors who cannot be present when the vote is taken may vote by written absentee ballot. A simple majority of all full professors (not just those present and voting) is required for concurrence or non-concurrence in the recommendation. A secret ballot may be taken if any voter requests it; however, a simple majority of those present and voting must approve a secret ballot. A record of the vote and of the names of the eligible voters present at, and absent from, the meeting will be forwarded to the Dean. Strict confidentiality is required.

The file to PTRC contains:
- Letter from Dean
- Review Committee report
- Minutes of the tenured full professors meeting
- Current curriculum vitae
- Teaching evaluations from last eight semesters
- Candidate’s statement on research
- Candidate’s statement on teaching
- Candidate’s statement on service
- Sample letter to external reviewers
- Candidate’s external reviewers’ letters and bios
- School’s external reviewers’ letters and bios
- Curriculum vitae at the time tenure was granted
- Correspondence with reviewers
- Publications

2.12. Appeals

Decisions of appropriate faculty bodies on tenure and/or promotion cases are reported to the Dean for consideration. In the event of a negative decision by the faculty, the candidate may appeal (within ten days of receipt of notification) to the Dean, who may either accept the negative decision or return it to the appropriate faculty body for reconsideration. On reconsideration, only those faculty participating in the original vote shall be eligible to vote on the matter up for reconsideration. If the original negative decision is reaffirmed by faculty vote, the Dean, if he or she reaches a contrary view, may send a positive recommendation to PTRC. In this case, the faculty body, by a two-thirds affirmative vote of those casting ballots in the original decision, may register their views with PTRC. In such cases the complete file of the candidate will be sent to PTRC for review.
A faculty member who believes that the University, acting through any representative, has breached an obligation owed to them may file a grievance according to the process set forth in the *Faculty Manual*.

### 2.13. Distinguished Professorships and Named Professorships

Recommendations for appointments to distinguished professorships and other named professorships are made by the Dean with the advice of the Faculty Committee on Personnel and Policy. The recommendation of the Dean and P&P is submitted to the Divinity School faculty as defined at the beginning of Chapter II of this *Handbook*. The faculty should have at least a week to review a candidate’s dossier before meeting to discuss the Dean’s recommendation. The VDS faculty makes its own recommendation to the tenured full professors for their concurrence or non-concurrence. Candidates must be scholars of exceptional national and international stature. Appointments shall be to terms of seven years with the possibility of reappointment if the individual continues to work at the level of academic distinction that merited the initial appointment.

During the sixth year of the term, the faculty member sends to the Dean a current CV and a report (may be bullet points) of what has been accomplished since the last renewal or initial appointment. The Dean sends the faculty member’s CV and a recommendation letter to the Vice Provost of Academic and Strategic Affairs who then reviews the request and sends it to the Provost to approve or reject.

### 2.14. Administrative Officers

Administrative officers may or may not possess academic rank. Those who do possess academic rank at or above instructor level will be appointed and promoted on the basis of the policies outlined above.

Usually, promotion beyond the rank of assistant professor for administrative officers devoting less than half time to teaching and scholarship will be without tenure.

### 2.15. Emeritus and Emerita Faculty

There is no mandatory retirement. Issues regarding retirement planning should be addressed to the Dean. The Dean with the approval of the Provost may make provision for retirement incentive arrangements for tenured faculty members.

A tenured faculty member who has served the University with distinction over a period of years and who remains upon active status until retirement may,
upon the recommendation of the Dean, the Provost, and the Chancellor, be awarded the title of emeritus or emerita by action of the Board of Trust. The following website lists the benefits that accompany this title.
http://www.vanderbilt.edu/Provost/resources-faculty/emeritus-emerita.php
CHAPTER III  
FACULTY BENEFITS

3.1. Leaves of Absence

A paid leave of absence from Divinity School duties is most often granted for special research, study, and writing for publication. On occasion, leaves may be connected with academic "retooling" and may not involve prospects of publication or any significant public presentations. In such a case, a proposal for leave shall be submitted to the Faculty Committee on Personnel and Policy along with a supporting letter from the Dean.

Practice faculty whose appointments have been renewed are eligible for paid, short-term professional development leaves, and under special circumstances research leaves, consistent with their duties at the school and the aims of the proposed leave.

The Divinity School seeks to provide paid academic leaves to full-time faculty under the following terms:

- Usually, faculty members will be eligible for a semester-long scholarly leave with full salary and benefits after six semesters of full-time teaching. Alternatively a faculty member may apply for a two-semester leave at half salary and full benefits after six semesters of full-time teaching.
- Scholarly leaves are not cumulative. If more than three years have passed between leaves of absence, that fact will not shorten the required interval between subsequent leaves or allow a full year’s paid leave instead of one semester.
- As a matter of University policy, requests for scholarly leaves of absence are generally not granted more frequently than once every three years, and a longer minimum interval may apply in individual schools and programs. The period between leaves begins with the first full academic year after the leave. Faculty are not permitted to teach an overload (i.e., a summer course) and thereby shorten the length of time between leaves.
- Unless waived in writing by the Provost, leaves will not be provided to tenure-track faculty members if the leave would be taken in the terminal year.
- Unless waived in writing by the Provost, a faculty member who is granted a scholarly leave is obligated to return to active status for at least an equivalent period immediately following such leave.
The Divinity School encourages faculty members to apply for grant support for leaves. If the grant will cover a faculty member’s salary and benefits for a semester, a faculty member may apply to P&P for a two-semester leave at full salary and full benefits after six semesters of full-time teaching. Proposals for academic leave submitted under this provision must have prior approval of the Dean and the Institutional Planning Committee before application is made for grants from any source. See Appendix G for grant guidelines.

Applications for leave must be submitted to the Faculty Committee on Personnel and Policy a full calendar year prior to the beginning of the leave semester and should be coordinated with area colleagues, concentration colleagues, and curricular needs. Applications should include a statement of area and concentration support, a description of the research in which faculty members will engage, the presentation or publication they hope to produce, and information on the most recent leave and the scholarly contributions that resulted from it. P&P sends their recommendation to the Dean. The Dean will notify the faculty member of the decision.

There are practical limits to the number of faculty members who may be on leave in a given semester, and no more than one faculty member in a given area of the curriculum should be on leave in any single semester. It is always understood that leaves are possible only after the curricular needs of the School have been covered. Any special arrangements for leaves should be discussed with the associate dean for academic affairs and the Dean prior to making application for the leave.

At the conclusion of the leave, faculty members will be expected to provide a written report of their activities to the Dean. Such reports will be forwarded to P&P and retained in faculty personnel files. The faculty member may also be asked to provide a lecture that could be part of a continuing education program or an oral report to faculty colleagues at the beginning of the year retreat.

One semester of paid parental leave is available to full-time Divinity School faculty. When a faculty member must be absent from their duties because of their own illness or incapacity of short duration (six months or less), other members of the faculty, with knowledge of the Dean, customarily assume their duties on a temporary basis. If the illness becomes extended so that this is no longer feasible, other arrangements are made by the Dean and the Provost. In certain cases, the faculty member may be entitled to work a part-time schedule (intermittent leave). Intermittent leave requires Occupational Health to determine from a Certification of Health Care Provider form that a qualifying medical condition necessitates the requested schedule. The faculty member must
provide medical certification and advance leave notice. Leave may be denied if these requirements are not met.

Leave may also be granted for personal, family, or medical reasons; military obligations; or special assignment elsewhere in connection with one's work. See the Faculty Manual, chapter 4, sections D and E. A leave is not an automatic right, but a privilege granted with the approval of the Dean and Provost.

3.2. Professional Travel and Research Funding

Each year a designated sum of money is available for faculty travel to conferences and professional meetings and for other professional development or research purchases. The Dean will announce at the beginning of an academic year the amount that can be used by each person. Research funds may be rolled over from one year to the next. However, the total amount in a faculty member’s research account will not exceed two years of funding.

The University policy on travel and allowable business expenses may be found at: https://finance.vanderbilt.edu/travel/files/VUTravelPolicy.pdf

Requests for reimbursement of expenses are submitted through Oracle Cloud https://www.vanderbilt.edu/skyvu/.

3.3. Offices, Equipment, Supplies

Each full-time faculty member of the School is assigned a private office in the Divinity School, furnished with desk, chairs, file cabinet, bookshelves, computer, and general office supplies. The computer will be mapped to shared printers in the building. Additional equipment may be furnished by the faculty member using personal or research account funding.

In the event of an office vacancy, tenured and tenure-track faculty members, whose primary appointment is in the Divinity School, are invited, according to length of service at Vanderbilt, to change offices. In the event that there are two or more persons of equal service, the most senior person in terms of rank is given preference. For purposes of this policy, offices are of three sizes: small (≤ 200 sq. ft.), medium (201 – 305 sq.ft.), large (> 305 sq.ft.).

Office supplies normally used in the course of professional activities are provided. These supplies are kept in the copy/mail room. The faculty assistant restocks the items and places special orders as needed.

Postage is paid by the School on all Divinity School and professional business mailings. Faculty members are expected to pay postage on personal correspondence. Faculty are required to bring items to be mailed to the Dean’s Suite.
Phone service is provided over the computer/data network using IP (Internet Protocol) telephony, also known as Voice Over IP (VOIP). All features of the Lync service can be controlled through your computer’s software, including dialing and answering calls. You may set up a simultaneous ring to any other number. On your computer, Lync integrates telephone, voicemail, email, instant messaging (with optional video), online meetings and conference calls. For more information, visit http://it.vanderbilt.edu/services/uc/lync/2013/

3.4. Support Staff Services
One full-time faculty assistant and several part-time student workers are sometimes available in the Dean’s Suite to provide support to the faculty. Services may include:
- photocopying materials when 20 or more copies are needed
- scanning academic materials
- managing the copy machines/scanners and printers in the mail room
- maintaining adequate stock of office supplies
- assisting faculty members with travel arrangements and reimbursement requests
- mailing school related items
- serving as a secure station for students to pick up/turn in items (e.g., exams, papers)
- assisting with textbook and desk copy orders
- sending and receiving professional faxes
- setting up and taking down meetings and events
- preparing mailing envelopes
- printing recommendation letters on letterhead
- coordinating logistics of faculty office moves
- ordering business cards
- uploading items into Brightspace for courses
- providing status report on research account funds
- other duties as assigned by the supervisor or associate dean for academic affairs.

These positions cannot:
- keep schedules for individual faculty members
- routinely answer phone calls/take messages for individual faculty members

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- make personal appointments
- run errands
- perform housekeeping

3.5. Duplication of Materials

The school provides at no cost to the student, copies of syllabi, bibliographies, and examinations. Lecture outlines, summaries, diagrams, and other brief instructional materials will also be provided at no cost to the student if the instructor deems them essential; however, the cost of curricular reading material (e.g., copies of journal articles or chapters in books) must be paid by students or the instructor.

Memoranda and other documents relating to programs and governance of the School and University may be duplicated as needed, as may documents relating to work done by faculty for academic professional organizations. In both cases charges should be made to special budgets when such are available.

3.6. House Hunting and Relocation Expenses

The Divinity School will pay for a portion of house hunting and relocations expenses for new faculty. The details will be included in the offer letter. If reimbursed for taxable items (see IRS Publication 521), the amount must be treated as compensation, subject to required payroll tax withholding, and reported on the employee’s Form W-2.

Vanderbilt has negotiated special pricing, terms, and conditions with some moving companies. New faculty should check the Gold Guide in e-procurement for the list and contact information. Faculty are encouraged to use Vanderbilt-approved movers. The faculty assistant will help with these arrangements. https://finance.vanderbilt.edu/purchasingservices/gold-guide/

3.7. Research Assistants, Teaching Associates, and Work-Study Students

The associate dean for graduate education and research supervises the assignment of GDR students as teaching associates and research assistants. GDR students are expected to serve either as a research assistant or a teaching associate every semester while they are receiving stipends.

Policies for Teaching Associates:

Assignments of GDR students as teaching associates cannot be guaranteed until the tenth-day enrollment figures are in hand. The policy stipulates that one teaching associate is allowed for every 25 Divinity students in
a Divinity School class or for every 25 undergraduate students in a Religious Studies class. However, if a Divinity School course with an enrollment of 25 or more includes ten or more undergraduates, the College pays for a teaching associate. Likewise, if Religious Studies course with an enrollment of 25 or more includes ten or more Divinity students, the Divinity School pays for a teaching associate. Teaching associates are not allowed to grade the work of MA and PhD students.

Foundational courses in the Divinity School are allowed one TA with 15 students enrolled and then an additional TA for every 20 students enrolled thereafter. Thus a second TA would be assigned when enrollment reaches 35, a third TA when enrollment reaches 55, and so on. This policy applies to the following foundational courses only:

6500 Hebrew Bible
6600 New Testament
6700 History of Global Christianities I
6708 History of Global Christianities II
6801 Introduction to Christian Theology
7000 Pastoral Theology and Care
6901 Fundamentals of Preaching
6701 History of Christian Liturgy

If the faculty member utilizes the services of a teaching associate, the faculty member is responsible to insure that the teaching associate is aware of these policies and has completed the FERPA tutorial. The full policy on TA assignments is on the GDR website (http://www.vanderbilt.edu/gdr/portal-student/guidelines_for_teaching_associates_updated081916.pdf)

Policies for Research Assistants:
A GDR-assigned research assistant is limited to only ten hours per week during the two semesters, fall and spring. They are not expected to do any work during the breaks unless the research assistant agrees with the faculty that they are doing so as a substitute for some of the hours during term. The research assistants will keep a log of their hours, the work done, and the faculty member whom they assisted. They will receive their full stipend even if they are not asked to work the full number of hours.

The GDR does not expect the research assistant to work off an accumulation of unworked hours, which could become an unnecessary burden on them. Furthermore, the research assistant should avoid logging hours ahead.
The best practice all around is to hold to a steady pace of ten hours of work per week.

Appropriate kinds of work include proof-reading, library research, and other tasks associated with research. They should not be asked to run errands or do any personal work for the faculty member. Research assistants should not do secretarial-type work. Research assistants and teaching associates have different responsibilities, and faculty members should not confuse the two positions. For example, research assistants should not be asked to grade papers, lead discussion groups, or lecture a course.

Work Study Divinity School students are centrally hired, and their positions are allocated by the Dean's Office. Faculty who are on medical or family leave or out of residence are not assigned research assistants or student workers. A faculty member who agrees to supervise Work Study students agrees to assign only appropriate Vanderbilt-related business to those students in their work assignments.

3.8. Discounts

The University’s Human Resources office maintains on their website a list of products and services for which employees receive special pricing, terms, or conditions. You may sign up to receive their email alerts when new discounts are available.
CHAPTER IV
RESPONSIBILITIES

All faculty are expected to familiarize themselves with the on-line Divinity School Catalog (http://www.vanderbilt.edu/catalogs/divinity/index.html) and the “Living the Commitments” document (Appendix A).

4.1. Annual Conflict of Interest Report

Increasingly, faculty members of the University are involved in off-campus remunerative activities. Several years ago this led the University to adopt a policy regulating such activity (see Faculty Manual, chapter 3, "Conflict of Interest and Commitment Policy"). Part of the policy states “the maximum expenditure of time spent on external activities by a full-time faculty member appointed on a nine-month basis should not exceed forty days during the academic year, including holidays.” The Office of Conflict of Interest and Commitment Management is responsible for overseeing the implementation of this policy. They will review all violations of this policy, including: (a) failure to comply with the disclosure process (by refusal to respond, by deliberately responding with incomplete, inaccurate, or misleading information, or otherwise); (b) failure to remedy conflicts of interest; and (c) failure to comply with a prescribed management or monitoring plan.

4.2. Annual Conversation with the Dean

Annually, each full-time faculty member, who is not on leave, will be invited by the Dean to a conversation about matters of mutual concern. The faculty member will send an updated copy of their CV to the assistant to the deans prior to the appointment with the Dean. The conversation with the Dean is intended to be supportive of the work of the faculty member. Topics may include:

- Classes taught, with enrollments, including any reading courses offered
- Other services to the Divinity School (such as committee work, etc.)
- Services to the University
- Publications during the academic year
- Writings completed and accepted for publication but not listed under #4 above
- Writings and/or projects in process or in immediate prospect. Include discussion of how these relate to the faculty member's overall plan for scholarly research, if any
• Service to the church/community
• Service to the academy
• Specific needs for professional support and growth
• Other comments or observations that the faculty member may wish to include

4.3. Academic Load

The normal teaching load each semester is two regular courses (normally for three hours credit each). Those courses which enroll less than four Divinity students will be canceled unless there is an over-riding reason requiring that they be offered. If there is a cancellation, the instructor will be required to teach during the summer or accept an alternative teaching assignment. Adjustments may be made by the Dean for persons carrying unusually heavy administrative or committee responsibilities.

4.4. Course Offerings

Faculty members are expected to cooperate in the planning of courses for each academic year, meeting with others in their programs of study. It is important that curricular needs be met by the faculty members in each field working together. Students appreciate it when established scholars in a field teach the large required courses. Decisions about course offerings are finalized in September or January for the following semester but notification of changes in faculty course offerings are requested as early as possible. Because students and faculty need to be able to rely on the representations we make, no change should be made without giving sufficient notice. It is now the practice to project courses three years in advance and to publish this information in the catalog so that students will be able to plan their programs of study. Whenever it is feasible, courses should be offered on a two-year (or in some cases three-year) rotation.

All faculty members are expected to participate regularly in the teaching of core courses in the Divinity curriculum unless their area and the associate dean for academic affairs have approved another arrangement.

Faculty members are expected to cooperate in the scheduling of course times. The process is administered by the associate dean for academic affairs and the assistant dean for academic affairs. This is always a difficult process, because a number of factors must be taken into consideration: avoiding conflicts between core courses and between courses in the same concentration; balance among introductory, intermediate, and advanced courses; and meeting the preferences of individual faculty members. At times it is impossible to satisfy individual preferences, and faculty members are expected to adapt to the needs of the
School. Because students make use of the announced course schedule in planning their programs of study and registering for courses each semester, faculty members are expected (a) to notify the assistant dean for academic affairs of preferred times and their consent to alternative times and (b) not to request a change in the schedule once it is published except for the most unforeseen and unavoidable reasons.

4.4.1. New Courses Approval Process
Guidelines established by the Academic Programs and Assessment Committee can be found on the portal:

4.5. Syllabus Requirements
Instructors of record for each course in an academic term are required to distribute a course syllabus, either in print or online, to each student on the first day of a class. To comply with the requirements prescribed by the Commission on Colleges for the Southern Association of Colleges and Schools and the Commission on Accrediting for the Association of Theological Schools, a syllabus for a Vanderbilt Divinity School course must include the following elements:

1. Purposes of the course -- Why the course exists, what it intends to accomplish, and how it addresses the learning goals of the relevant programs.
2. Outcomes of the course and the way these outcomes will be assessed
3. Correlation of outcomes of the course to degree learning goals
4. Grading policy for the course -- List of requirements, accompanied by valuations (percentages, points) for each; some indication of what constitutes “successful” work
5. Statement of the honor code. You should also provide any additional details about permissible and impermissible behaviors for your particular course, e.g. rough drafts must include proper citations; students are encouraged to discuss the answers to exam questions with other students, TAs, and faculty. The Honor Code applies to all aspects of a course, and faculty members are expected to know both the provisions of the Honor Code and the procedures to follow if a violation is suspected. See Appendix D.
6. Mandatory reporter statement
7. Disability accommodation statement
Faculty members are also expected to be available for consultation about ways to satisfy the requirements for the course and to counsel with students about difficulties in the course. The syllabus should include faculty contact information.

Graded papers and examinations are to be returned to the student in a manner that protects the confidentiality of grades and other evaluative comments. The University’s Registrar has approved Brightspace as a FERPA-compliant resource for returning graded student work.

4.6. Textbook Lists

The Higher Education Opportunity Act (HEOA) enacted on August 14, 2008, reauthorized the amended version of the Higher Education Act of 1965. Institutions of higher education where students receive financial assistance from the Federal government are required by this mandate to display textbook information at the time enrollment opens for an academic term. The Act specifies that the institution display the textbook title, price, the International Standard Book Number (ISBN), and any supplemental materials for each course listed in the institution’s schedule. The text of the HEOA may be read at https://www.gpo.gov/fdsys/pkg/PLAW-110publ315/html/PLAW-110publ315.htm. Vanderbilt complies by requiring that this information be posted in YES at the time enrollment opens.

Faculty members are expected to respond to Barnes and Noble at Vanderbilt University’s online request and submit, by their stated deadline, a list of texts required and recommended each semester. The faculty assistant may be able to provide some assistance in this task.

Similar information concerning textbooks and reading materials is to be supplied to the Divinity School librarian.

4.7. Advisory System

Each incoming student is assigned a faculty advisor. Every effort is made to distribute advisory responsibility equally among the faculty. The advisor will assist students in planning their courses of study and serve as a guide as they reach decisions involving future academic plans and vocational objectives.

Faculty members are expected to advise students both academically and vocationally. This is especially important in a diverse school like Vanderbilt Divinity School where students come from a variety of backgrounds and have a variety of vocational goals. Each faculty member is assigned formal advisory responsibilities in the professional and graduate degree programs. At the minimum, these involve awareness of the requirements for the pertinent
curricula, counseling with the student at the time of registration, approving changes in course registrations, discussing the student’s vocational goals, counseling with the student concerning possible activities after receiving the degree, and dealing with the student’s questions concerning options to the particular degree program. But advisory responsibilities are not limited to this minimum. Any student may have the need at any time to discuss issues involving a particular course, pressures experienced in a particular semester, or continuation in the degree program.

Because they are at the center of the programs of the Divinity School and the Graduate Department of Religion, faculty members are expected to be available to students for consultation about particular courses, general programs of study, and further opportunities for study at Vanderbilt or elsewhere. Availability to students includes (a) making appointments to consult with particular students, (b) posting office hours and being available for consultation, (c) being in the office through the day for several days of the week, and (d) being accessible by telephone or e-mail.

4.8. **Summer Responsibilities**

Faculty members, unless they have administrative responsibilities or are teaching a summer course, are not responsible for advising matriculated students or reading students’ work between May 15 and August 15. It is expected, however, that they will respond to inquiries about various details within reason; for example, evaluating assignments and reporting the final grades for August degree candidates who were granted an Incomplete in a course during the most recent spring semester. A faculty member who is first or second reader of a dissertation is expected to read drafts and otherwise give advice during the summer and leave periods.

4.9. **Attendance at Meetings and Events**

Faculty members are expected to share in the policy making and operation of the School through participation in its committees. Assignments to committees that are not elected by the faculty are made by the Dean. Additional assignments to *ad hoc* committees may be made as necessary. Every attempt is made to distribute committee responsibilities equitably.

Because faculty governance is essential to educational excellence, attendance at Divinity Faculty and Graduate Department of Religion Faculty Meetings is expected for faculty who are not on leave. Notification and explanation of absence from faculty meetings should be sent directly to the Dean well in advance. Area faculties are also expected to meet regularly to assess,
improve, and plan their current curricular offerings.

Students prize the presence of faculty at major transitions in their academic careers; faculty are, therefore, expected to be present at convocation and graduation each year unless they are on leave. Notification and explanation of absence from these important community events should be sent directly to the Dean well in advance.

Faculty members who are not on academic leave are required to be available for Divinity orientation events and be physically present for assigned advising for incoming students.

4.9.1. Faculty Meetings

Stated meetings of the faculty are traditionally held monthly. Necessary absences should be cleared with the Dean. Even though a quorum is not defined in order to be able to conduct business, a faculty member should not miss more than three faculty meetings per year. Special meetings of the faculty may be called by the Dean or by the Faculty Committee on Personnel and Policy.

4.10. Absence from Classes

Faculty members are expected to meet their classes as scheduled. If they know in advance that they will be unable to meet with a class, they are expected to make arrangements for instruction by another qualified person, or, if necessary, to cancel the session, giving reasonable notice. In the case of an emergency, they are expected to notify the students and the school.

Faculty members are encouraged to participate in the life of their religious bodies, in the religious leadership of the community, and to take active part in the work of their scholarly and professional societies. Such participation should not involve absence from teaching responsibilities more than the equivalent of one week of instruction each semester. In cases exceeding such absences from class, the Dean's office must be notified in advance and additional instructional time must be scheduled to compensate for the missed class meetings.

4.11. Non-University Duties of Faculty Members

From time to time, faculty members may be asked to serve as interim ministers of churches or to take on other remunerative assignments. Faculty members must clear any long term commitments of this sort with the Dean and secure approval in advance. Vanderbilt University’s policy is that the maximum expenditure of time on outside remunerative activities each year is forty days, including holidays. (Chapter III, Article 3 of the University Faculty Manual.)
4.12. Reading of Master of Divinity Projects

Each M.Div. student in their final fall semester must write a degree project. Each project must be read by two full-time members of the faculty. One of these shall be the faculty member who gives leadership to the senior seminar. Second readers will be assigned by the associate dean of academic affairs with the concern being to distribute this responsibility throughout the faculty. All faculty members are expected to carry this part of the faculty work.
CHAPTER V
OTHER INFORMATION

5.1. Grading
The School’s policy on grading will be found in the current issue of the School’s catalog.

5.2. Academic Credit
Any Divinity School educational program for which academic credit is awarded requires approval by the Divinity School faculty.

5.3. Class Schedule
The assignment of meeting times for all classes is made by the associate dean’s office. Faculty members are invited to indicate their preferences in these matters but are expected to accept the assignments made in the light of the total requirements of the curriculum. For courses receiving three semester hours of credit, there are three standard weekly formats: three times weekly for 50 minutes each, twice for 75 minutes, and once for 160 minutes.

The assistant dean for academic affairs' office is also responsible for the assignment of classrooms. If the faculty member wishes to be assigned a different room for class instruction from that previously assigned, this change must be cleared through the assistant dean's office.

5.4. Office Hours
The administrative offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday. In order to encourage students to consult the faculty on academic and other issues, faculty members are asked to post on their doors when they will be available in their offices and observe adequate and regular hours.

5.5. Documents Reflecting the School's Commitments
An important statement on the "Purpose" and "Commitments" of the Divinity School is found in the Divinity School Catalog. See the section titled "Theological Education in a University Setting." The school’s longstanding commitments have also been elaborated in companion documents throughout the years. From 2010-2011, students, staff, and faculty built on the legacy of those documents to craft a statement discussing how the school currently attempts to live into these commitments. Passed by the faculty in May 2011, “Living the
Commitments: The Vanderbilt Divinity School’s Ethical Statements” discusses the core convictions and virtues of the community and subsequent guides to ethical action within the Divinity School as it relates to poverty and economic injustice, racism and ethnocentrism, religious diversity, sexism, and sexual and gender identity. See Appendix A. Additionally, a document on inclusive language ("Toward a More Inclusive Language for Vanderbilt Divinity School and the Graduate Department of Religion") has been used since 1979 (revised most recently in 2012); it represents the School’s leadership and commitment on this issue and serves as an introduction and guide to members of the community. It is distributed to faculty, staff, and all entering students. See Appendix B. Faculty are expected to read and take seriously these commitments. [Note: these documents are being viewed and revised in 2017-2019.]

5.6. Confidentiality of Student Records

Vanderbilt University is subject to the provisions of the federal law known as the Family Educational Rights and Privacy Act (the Buckley Amendment), affording students rights of access to education records and imposing obligations on the University in the release and disclosure of those records to third parties. Only the following is deemed "directory information" and available to any person without consent of the student unless the student gives notice otherwise: the student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. All other information is deemed confidential and may not be released without written permission of the student.

Covered by this rule of confidentiality are (1) papers in the student's admission file, (2) grades on examinations, term papers, etc., and (3) papers prepared by the student to fulfill course assignments, etc.; therefore, the faculty member must take steps to protect the student's rights of confidentiality. Grades must not be posted, and papers prepared by a student, if not returned directly to him or her by the instructor, must be returned in a sealed envelope in the administrative suite to be picked up by only the student him or herself. Faculty who wish to leave graded assignments for pick-up are asked to put the paper in a sealed envelope with the student’s name and the semester and year of the course and give it to the assistant dean for academic affairs or the assistant to the deans. Papers not picked up by students will be shredded at the end of the following semester.

The University’s Registrar has approved Brightspace as a FERPA-compliant resource for returning graded student work.
If the faculty member utilizes the services of a teaching assistant, the faculty member is responsible to insure that the teaching assistant is aware of these policies and has completed the FERPA tutorial.

Faculty and administrative staff who have a legitimate educational interest in confidential material on a student as a result of their professional responsibilities will be permitted to examine the records of that student. **When in doubt, do not act without first consulting the associate dean or assistant dean for academic affairs.** The online FERPA tutorial as provided by the University is a requirement of employment.

### 5.7. Facsimile Services

The Divinity School has a fax machine in the administrative suite (DIV 113). The number is (615) 343-9957. The faculty assistant or a student worker may be able to offer assistance if it is needed.

### 5.8. Library Support

The Divinity Library provides instructional and research support. See [http://www.library.vanderbilt.edu/faculty-staff/](http://www.library.vanderbilt.edu/faculty-staff/) for more information. And [http://www.library.vanderbilt.edu/services/placingreserves.php](http://www.library.vanderbilt.edu/services/placingreserves.php) for guidelines on placing items on reserve.

Copyright clearance needs to be obtained for all electronic resources used as reserve materials. Faculty may ask the library to help post the reserves material, or may post the material in Brightspace themselves. The first and best option for securing copyright clearance is through SIPX, which is integrated into Brightspace.

### 5.9. Faculty Lounge

DIV#129 is dedicated as the faculty lounge. Only faculty members may reserve the room for faculty gatherings.

### 5.10. University Travel

Travel on University business must be cleared by submitting a travel form to the Dean's office in advance; this includes an expense report form which is completed after the trip has been made.

### 5.11. Divinity School Calendar
The master calendar for the Divinity School is kept by the assistant to the deans. Before meetings of any sort are scheduled, persons should check with the assistant for conflicts.

The VDS and GDR community gathers for meals, worship, and meetings on Monday – Thursday from 12:10 – 1:00 p.m. No Divinity classes are to be scheduled during this time.

Committee assignments and meeting dates will be distributed by June 1 each year.

5.12. Scheduling Use of Rooms
The use of any classroom must be scheduled in advance with the assistant to the deans.

5.13. Communication
A number of means are used to acquaint the Divinity School community with information on current events. The emailed Digest shares announcements each Monday with faculty, staff, and students. The e-Spire, our on-line alumni/ae newsletter, is published monthly from September to June to inform the School's constituency of matters of common interest and coming events. The Hustler is a twice-weekly student-edited newspaper of the general Vanderbilt community. MyVU is published weekly by the University's Office of Public Information and provides news of interest to the University community.

Faculty who wish to engage with the VDS Community on social media, may do so through the following social media platforms:
Facebook: https://www.facebook.com/vandydiv
Twitter: https://twitter.com/vudivinity
Website: Divinity.Vanderbilt.edu

As a school within the University, VDS is governed by the same policies that govern all other electronic communications for Vanderbilt University. You are encouraged to view these policies before engaging in any social media campaign as part of your official duties at Vanderbilt and if you use social media for personal purposes.
https://web.vanderbilt.edu/resources/social-media/social-media-handbook/important-policies-social-media/
# APPENDICES

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Living the Commitments
The Vanderbilt Divinity School’s Ethical Statements

The Commitments of the Divinity School are written to indicate the kind of just and hospitable world the faculty and students seek to promote through education, proclamation, and service. These convictions do not emerge from a single religious community; rather, they emerge from several religious and humanistic traditions. The Commitments constitute an invitation to students and faculty to engage in an ongoing conversation about faith and human relations, in the world and in the Divinity School itself.

The Commitments of an institution that seeks justice, inclusion, and respect for diverse kinds of human beings must be lived if they are not to stand in judgment of the people who affirm them. In order to effect these Commitments, therefore, students and faculty alike are asked to practice the following convictions and virtues:

**Generosity**—to give freely, based upon the trust that the value of education and wisdom is not diminished through sharing.

**Hospitality**—to welcome all at the table of learning, making a special effort to enlarge that table for people unlike ourselves and for those who are excluded from other tables.

**Humility**—to accept that others may know more about a given situation, to realize that one may know more through others, and to accept that no one is right about everything.

**Imagination**—to envision a world that is better than the one we have and to engage in learning so as to make that new world more manageable to others.

**Patience**—to pursue understanding with hope, even in the face of misunderstanding and disappointment.

**Reflexivity**—to cultivate awareness of one’s individual and intuitional history, so as to overcome inherited practices.

**Respect**—to dignify the selfhood and tradition represented by each other member of the community, irrespective of the historical, theological, and
embodied differences that person may represent to oneself.

From time to time it is appropriate for various parts of the Divinity School community, and for all parts of the larger community, to examine the practices and aims of the School with respect to its stated purposes and commitments. At every such juncture, it is vital to remember that Commitments become real not by their invocation or revision, but by the manner in which they are lived. The policy statements that follow are the result of careful deliberation between students and faculty and are provided as guides to ethical action within the Divinity School community as its members seek to live the commitments. They belong to a long-standing tradition of the school, some portions having been initiated in the 1960’s and other portions having been added more recently. Like all human institutions, the Divinity School remains imperfect; yet it hopes that these Commitments will motivate students and faculty toward a mutual fulfillment of their premises.

**Poverty and Economic Justice**

In 1875, Bishop McTyeire proclaimed Vanderbilt’s Biblical Department, the predecessor of today’s Divinity School, to be a “School of the Prophets.” Striving to embody the spirit of that proclamation, the Divinity School has historically engaged issues of poverty and economic (in)justice. The various faith traditions represented at the School recognize the multidimensional reality of poverty and uphold commitments to foster human flourishing and care for those who are in need.

To this end, the Divinity School is committed to designing curricular programs—in both academic research and field education—that critically interrogate the institutionalization of economic injustice, the persistence of poverty, and the intersection of class oppression with other structures of marginalization such as gender, race, sexuality and ability. It will train future ministers, teachers, activists, and other graduates to engage thoughtfully and pastorally in cross-class congregations, classrooms, and anti-poverty organizations. It will develop new programs, institutes, and scholarships that make admission and access to the resources of the Divinity School available to economically poor students and members of the Nashville community. It will cultivate the value of the experiential knowledge of the poor by giving particular attention to student, faculty, and outside community voices of poverty.

The Divinity School will also support a work environment, in its premises
Appendix A

particularly and at the University generally, that offers wages and benefits that ensure that no employees—including those who maintain the grounds, service the building, and serve food in the cafeterias—are kept in poverty by their employment. And it will continue to include among the faculty cohort those whose scholarship and teaching brings a focus to issues of poverty, class, and economic justice, and it will encourage student organizations whose focus is on issues of poverty, class, and economic justice.

**Racism and Ethnocentrism**

As generally understood, racism designates forms of prejudice, bias, discrimination, violence and terror directed at persons or groups, based on differences in traits, characteristics, manners, customs, or other cultural markers such as language, dress or skin color. Ethnocentrism involves evaluating other cultures and ethnic groups in light of one’s own cultural or ethnic standards, and it promotes putative superiority over these other groups, leading to manifestations of chauvinism and racism that are directed against distinct populations perceived as inferior, often within the same geographical region.

The history of the United States has been especially marked by racism and ethnocentrism. This condition has resulted in prejudice, discrimination, and violence—physical, psychological, and institutional—against persons of (among others) African, Asian, Native America, Latino, Muslim, and Jewish descent. Racism and ethnocentrism not only manifest themselves in individual attitudes or personal prejudice, but they also operate through systemic social structures, permeating the life-worlds of groups, communities, nations and societies. At the same time, racism and ethnocentrism often manifest and reinforce themselves through demeaning language or characterization as well as through notions of American exceptionalism. These problems call for us to remain vigilant and to resist their influence in the classroom, community and society.

Combating racism and ethnocentrism is an ongoing task. Personal or group intervention alone will not cure these prejudices. Sensitivity is not enough to remove the injury and injustice that racism and ethnocentrism introduce into our conversations, classrooms, social spaces, and writings. Nor do a diverse faculty, staff, and student body ensure that racism and ethnocentrism will not persist. To combat such prejudice, Vanderbilt Divinity School is resolved to continue to diversify at all levels of its administration, faculty, staff and student body, to
improve financial aid to racially and ethnically underrepresented groups, to promote a safe environment and respect for all, and to stimulate the creation of courses and public presentations that enhance racial and ethnic understanding.

**Religious Diversity**

Vanderbilt Divinity School commits to a program of theological education that is open to and takes account of the religious pluralism in our world. It seeks to familiarize students with the diverse manifestations of faith throughout the world and to acquaint them with the language of interfaith encounter. It recognizes that in the past failure to respect diversity of religions—both doctrine and practices—has been a source of conflict. It affirms that a multiplicity of religious traditions enriches our community. When founded in 1875, the Divinity School primarily prepared candidates for the Christian ministry. While the majority of its students and faculty still stem from the Christian tradition, the School now seeks to embrace a wide spectrum of religious faiths, both in Christian denominations and in other religious traditions. Its students prepare for a variety of leadership positions, both inside and outside formal religious institutions.

The Divinity School is one of a handful of university-based interdenominational institutions. It believes that preparation for religious leadership today happens best in a religiously plural pedagogic environment. It therefore expects to appoint scholars from diverse branches of Christian and other religious traditions. It commits to create core courses as well as electives that will introduce different traditions, that explain how misrepresentations and misconceptions about the other develop, and that expound on how distortions might be prevented. It pledges to seek resources to sustain study in a global context.

To fulfill its goals of religious diversity, the School must not be parochial, either in its curriculum or in its student and faculty composition. It must resist and confront caricatures of the faiths, practices, and traits of others. The Divinity School will continue to support student investment in their own particular traditions, will seek to stimulate recruitment of a diverse body of students and faculty, and will sponsor named lectureships (e.g. Cole Lectures, Antoinette Brown Lectures, Harrod Lectures) that sustain the spectrum of religious expression.
Sexism
Sexism is an interlocking system of advantage based on gender. Sexism is an act, an attitude, an opinion, or a feeling that has prejudicial effect. In a patriarchal society or institution, sexism is manifested through male privilege. Male privilege refers to many implicit and explicit ways by which one sex receives concrete benefits of access to resources and rewards that are denied the other sex. This privilege has allowed one sex to institutionalize norms and values to the detriment of another. Despite efforts to protect the equal rights of women, institutionalized sexism remains both prevalent and systemic, embedded in every institution in society.

Women as a marginalized group, represent diverse particularities that include (but are not limited to) race, class, sexual orientation, religious background, and physical ability. Women are significant participants in religions; in America, they have constituted the majority of most denominations. However, women’s religious lives have often been relegated to spheres separate from the “normative” activities. Further, until the development of women’s studies in 1970s and 1980s, little critical analysis of religious sexism existed, and most of the history of women in religion remained largely hidden. Increasingly, scholars and others attentive to the concerns of women have recovered and are documenting women’s leadership of, participation in, and contributions to religious life. Moreover, educators and researchers are continuing to critically engage how religions speak about women and whether they provide options to them.

The Vanderbilt Divinity School commits continuously and explicitly to include gender as an analyzed category and to mitigate sexism in the Divinity School’s curricula. It will deliberately seek to fill faculty and administrative vacancies with women of underrepresented racial, ethnic, theological and religious backgrounds and sexual identities. All faculty members, especially those who teach courses in the core curriculum, are committed to work toward course outlines in which both the experiences of, and the scholarship by, women—especially those of other underrepresented identities—are integrated. They will encourage students to create a positive classroom and cultural climate in which women’s self-confidence as scholars and professionals can be nurtured and strengthened. This includes consistent attention to the use of inclusive language, especially in relation to the Divine. Faculty, students, and administration will strive to reinforce these values in extra-curricular events and programs.

Sexual and Gender Identity
Controversies in religious communities over sexual and gender identity continue worldwide. Religiously based homophobia is often mobilized for political
purposes. It threatens family and community unity and contributes significantly to the high suicide rates among gay and lesbian teens. While homosexuality is the primary lightning rod, the controversy is broadening as public awareness of the variety of sexual and/or gender identities expands. The now common acronym LGBTQI includes not only gays, lesbians, and bisexuals, but transgendered, transsexual, and intersexed persons, as well as those who identify as “queer.” These vectors of identity are also inseparable from others, including race, ethnicity, class, nationality, and religion. Discrimination and misunderstanding, therefore, take many forms. The sheer variety of these terms indicates an ever-shifting and growing understanding of the complexity of the relationship among identity, embodiment, self-expression, and cultural expectations. This, we cannot assume that our interpretation of how people look or act is a reliable window into their self-understanding.

The Divinity School’s commitment to social justice on these issues is grounded in an affirmation of the goodness of a diverse human community as God’s creative intention. Given the autonomy of religious communities, the School’s primary contribution to the resolution of conflict around sexual and gender identity will occur through the education of our students. The School embodies this commitment in the Carpenter Program in Gender, Sexuality, and Religion, the Carpenter Scholarships, GABLE (the Office of Gay, Lesbian, Bisexual, and Transgender Concerns), and in our course requirements. Many of our faculty, alumnae/I and current students (both divinity and graduate) are engaged in scholarship and activism in these areas.

We recognize, however, that fully realizing this commitment to the eradication of unjust treatment of people on the basis of (actual or perceived) gender and/or sexual identity is a work in progress. To that end, the Divinity School’s faculty and administration commit to assess regularly the curriculum’s success in teaching students about LGBTQI issues in ways that are both intellectually sound and practically relevant, to signal concretely our welcoming intent (for example, providing safe space on campus for those who are transitioning from one gender to another), and to review constantly official policies and procedures for unintended discriminatory effects, making changes as needed.
Toward A More Inclusive Language
For
Vanderbilt Divinity School
And the
Graduate Department of Religion

In 1979 a committee of the faculty and students of Vanderbilt Divinity School and the Graduate Department of Religion, called by the dean and supported by a resolution of the faculty at large, drafted a document on inclusive language that was revised in 1987. The argument for inclusive language rested on several convictions:

a. Language shapes and reflects the world we experience
b. Language should affirm diversity among groups of people
c. Language should respect and never demean the full personhood of each individual
d. Responsibility for the values conveyed through language and for the usage of appropriate language is not just an individual matter, but of concern for the entire VDS/GDR community, as this institution seeks to be just and faithful

The original document focused on sexism in language and served both as an introduction for those new to the issue and as a resource for those struggling to find alternatives for exclusive terms. Today sexism is not the only problem that must be addressed, and the need for an introduction and a step-by-step resource for alternative language is not as necessary as it was three decades ago. Today racist, heterosexist, homophobic, and other forms of language that denigrate persons and groups require comparable attention and reformation. Changing inadequate and destructive language is only the surface of broader ideological and structural transformations necessary to achieve genuine respect for diversity.

Nonetheless, the approach for correcting sexist language summarized briefly below may offer an elementary model for the kind of careful attention required to change negative, hostile, demeaning, exclusive language in other areas. The establishment of appropriate language must attend to at least the following four areas:

1. Human references

Ministers and teachers should pay attention to the bias behind pronouns, nouns, idioms, and axioms used unwittingly from the religious tradition to refer to the name, titles, and roles people occupy in life. Gendered nouns, (e.g., mankind, brotherhood) can be replaced easily by inclusive nouns, (e.g., humankind, community, household).
2. God references

Masculine titles, pronouns, and imagery for God have served as a cornerstone for patriarchy. However, religious tradition in scripture and history offers a richness of expression. In addition, a few biblical references for God imply no gender at all (e.g., friend, creator, redeemer, sustainer). Exploration of fresh language for God requires a serious effort to comprehend our personal experiences and understandings of God and a respect for the diversity of the practices of different worshiping communities.

3. Bible translation

New Bible translations such as the Inclusive Language Lectionary or the New Revised Standard Version have attempted to address the problems of exclusive language in a variety of ways with varying degrees of success. Beyond the work of revision committees, all persons who read scripture share the responsibility of translation. Some masculine expressions do appear in the original Hebrew or Greek texts and cannot be replaced easily without misconstruing the text. Other references reflect historical situations of an ancient patriarchal society and present greater difficulty in appropriate translation. Translations that respect human diversity and divine mystery rest on several assumptions: (a) patriarchalism should not be an essential part of religious faith; (b) translation is an ongoing process, and the authority of the text does not rest on the actual words of the text; (c) many regard some texts as revelatory and some texts as counter-revelatory; and (d) careful attention and due responsibility are necessary to avoid oppressive and destructive use of particular texts.

4. Liturgy

On the one hand, using inclusive language in new liturgies seems relatively simple. Yet, on the other hand, creeds, confessions, the Lord’s Prayer, sermons, and hymns often possess an almost sacred status. Fortunately, new hymns and new hymnals have appeared over the past two decades. Some ministers now attempt to use a wider diversity of examples and gender references in sermons and prayers. Change in the other areas of creeds and confessions has progressed more slowly.

Changing religious and liturgical language touches on deeper matters related to theological understandings of key religious doctrines, traditions, and practices. Extensive research and publication related to questions of inclusivity have occurred not only in the area of language and worship, but also in several areas of religious studies. In addition to reflection on gender and language, scholarship on race, sexuality, and class has expanded. While knowledge and awareness have increased, there is still more work to do. Efforts to challenge sexist language must be extended to the other arenas of racist and heterosexist language. Ongoing community attention to the use of language in the VDS/GDR remains a critical shared concern.

Revised Spring 2012
New Faculty Checklist

As a new Faculty Member, the following checklist has been designed to guide you through the employment process and help you complete the necessary tasks and paperwork when joining our school.

____Complete Employment Forms
On or before the first day of work, please complete and return the following forms to the chief business officer for the Divinity School.
- New Employee Information Form
- W-4 (for the current year)
The Employment Eligibility Verification/I-9 Form is required by HR. Instructions for completing it are found at: http://hr.vanderbilt.edu/i9/

____Apply for VUnet ID and Password
Your VUnetID and ePassword will be your login credentials (user name and password) for the majority of systems at Vanderbilt. You will be able to claim your account at: http://www.vanderbilt.edu/accessvu/new/ You automatically get a VUmail address when you activate your VUnet ID. Your address will have the form firstname.mi.lastname@vanderbilt.edu. It will be your permanent email address the entire time you are at Vanderbilt. It’s a good idea to add up to two alternate VUmail addresses—for example, if you want to drop the middle initial or use a nickname. You will have to follow the policies for selecting those addresses.

____Complete the FERPA Tutorial and Quiz
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. All faculty must take a FERPA quiz. Please go to the following page on the University Registrar’s website for more information and for instructions on accessing the FERPA tutorial and quiz: https://registrar.vanderbilt.edu/ferpa/

____Obtain a Vanderbilt University Faculty Identification Card
This card is also known as the Commodore Card. This will also serve as your library card. Faculty members should take a Photo ID and a copy of appointment letter to the Commodore Card Office which is located at 184 Sarratt Student Center. The first Commodore Card is free of charge for faculty. ID cards are available for faculty spouse or same-sex domestic partner and dependents. Your family member(s) must present a Photo ID, and the faculty member must accompany the family member(s) and present a valid Commodore Card. The Commodore Card Office produces and distributes cards Monday through Friday, 8:30 a.m. until 4:00 p.m.

____Obtain Parking Permit
In the interest of the security of Vanderbilt students, faculty, and staff, and to manage limited parking resources effectively, the University requires that all vehicles operated on campus by members of the University community be registered with the Office of Traffic and Parking. Registration is required for automobiles; sport utility vehicles (SUV’s), trucks, vans, golf carts,
mopeds, and motorcycles, etc. Bicycles should be registered with the VPD. The registration policy applies to all students, whether they reside off campus, in a University residence hall, or in a fraternity or sorority house; to all faculty members; to all staff members; to vendors doing business on University premises; and to construction workers.

Information and online registration is found at: http://www.vanderbilt.edu/traffic_parking/ You will be asked to enter your VUnet ID and password. Please have available the license plate number, state where registered, make, model, year and color of the vehicle(s) to be registered before you log in.

There are many alternative transportation options encouraged at Vanderbilt.
- Vanpool/carpool
- MTA/VU Ride to Work Program
- RTA Express Buses
- Music City Star
- Occasional Campus Parking Hang Tag
- Emergency Ride Home Program
- Zipcar
- WeCar
- Vandy Vans
- Bicycles

For more information visit the Traffic and Parking website and select “Alternative Transportation”.

_____ Have Your Faculty Headshot Taken
The appointment should be scheduled with a photographer via the following link: http://www.mc.vanderbilt.edu/npa/phototracker/ This is a service provided by the Creative Services Office.

_____ Provide Information for Website and Faculty Information System (FIS)
Send your CV and a brief bio to the VDS director of communications along with notification that your studio headshot has been taken.

_____ Attend the new faculty orientation hosted by the Office of the Provost.
In 2018, the date is Friday, August 17. You should get an email invitation to attend this all day orientation. Additional resources can be found at: https://www.vanderbilt.edu/provost/

_____ Attend “Teaching at Vanderbilt: An Orientation for New Faculty” at the Center for Teaching
In 2018, the date and time are Thursday, August 16 from 1:00 – 5:00 p.m. You may register at the CFT website: https://cft.vanderbilt.edu/tav/

_____ Attend New Faculty Benefits Orientation
Please refer to the following website, http://hr.vanderbilt.edu/benefits/faculty.php to request to attend one of the sessions for new faculty benefits orientation. Seating is limited. Your Benefits Enrollment Form is due within 30 days of your appointment date. If you miss your enrollment
deadline, your benefits elections will be the default coverage.

__Attend the Fall Faculty Assembly__
This is usually held on the first Thursday of the semester from 4:00-5:00 p.m. in the Student Life Center. A reception will follow.

__Pick Up Your Keys__
You will be issued 3 keys by the assistant to the deans: the key to your office; the key to classrooms, lounges & mailroom; and a key to the exterior doors. Replacement keys are $5.00 each.

__Bookmark the Vanderbilt Divinity/GDR Web Portal__
https://divinity.vanderbilt.edu/portal/ contains helpful links to various electronic resources at Vanderbilt and elsewhere. Consider using it as your homepage.

__Make Note of Your Mailing Address__
Name
Vanderbilt Divinity School
411 21st Avenue South
Nashville, TN 37240

__Make Note of How Phone Calls are Made from Campus Extensions__
To another campus extension, including fax machines - Dial the last 5 digits of the number. There are four possible prefixes for Vanderbilt numbers: 343-XXXX, and 322-XXXX, 936-XXXX, and 875-XXXX. If you are dialing from a campus extension or fax, the number will be a 2, 3, 5, or 6 followed by the last four digits of the phone number.
The Vanderbilt Honor System was instituted in 1875 with the first final examinations administered by the University. Dean Madison Sarratt summarized the system as follows, “Let every individual who contemplates entering Vanderbilt University ask himself/herself/theirself first this important question: ‘Am I strong enough to give my word of honor and then live up to it in spite of every temptation that may arise?’”

The purpose of the Honor Code is to preserve and promote academic integrity. Ideally, a student’s personal integrity is presumed to be sufficient assurance that in academic matters one does one’s own work without unauthorized help from any other source. The Undergraduate Honor Council and the graduate and professional school Honor Councils are organizations that seek to preserve the integrity of the Honor Code at Vanderbilt University. Each council aims to secure justice for any student under suspicion of dishonesty, to vindicate his/her/their name if innocent and, if guilty, to protect the honor and standing of the remaining students.

The Honor System is only one of the elements provided to Vanderbilt students to aid in the development of creative thinking, intellectual maturity, personal accountability, and respect for honesty, integrity, and truth. The goal of the Honor System is to have all students leave Vanderbilt not only as graduates, but also as citizens of integrity.

Statement of the Honor Code
Vanderbilt University students pursue all academic endeavors with integrity. They conduct themselves honorably, professionally, and respectfully in all realms of their studies in order to promote and secure an atmosphere of dignity and trust. The keystone of the honor system is self-regulation, which requires cooperation and support from each member of the University community.

Honor Code Pledge
I pledge to pursue all academic endeavors with honor and integrity. I understand the principles of the Honor System, and I promise to uphold these standards by adhering to the Honor Code in order to preserve the integrity of Vanderbilt University and its individual members.

General Information
Students are responsible for obtaining from their professors an explanation of the freedom they may exercise in collaboration with other students or in use of outside sources, including:

- the student’s own work prepared and submitted for another course;
- assignments that permit students to discuss the assignment or to collaborate, including during group study sessions;
- all limitations placed on take-home examinations, including use of class or outside materials or discussion with classmates;
- use of examinations or other materials from previous sections of the class; and
- use of Internet or other electronic resources, including proper attribution.
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In the event that a student does not obtain a clear explanation of the application of the Honor Code from an instructor in any class, the student must assume that the Honor Council will follow the strictest interpretation of the Honor Code with respect to that class.

Cheating, plagiarizing, or otherwise falsifying results of study is prohibited. The System applies not only to examinations, but also to all work handed in (including drafts), such as papers, reports, solutions to problems, tapes, films, and computer programs, unless excepted by the instructor. The System also applies to any act that is fraudulent or intended to mislead the instructor, including falsifying records of attendance for class, for events for which attendance is required or for which class credit is given, or for internships or other work service. Work in all courses—including those that involve, in whole or in part, online learning—is subject to the provisions of the System.

Honor Code Violations

Violations of the Honor Code are cause for disciplinary actions imposed by the appropriate honor council.

Possible violations include but are not limited to the following:

- **Giving and/or receiving unauthorized aid** on an assignment, report, paper, exercise, problem, test or examination, tape, film, or computer program submitted by a student to meet course requirements. Such aid includes the use of unauthorized aids which may include crib sheets, answer keys, discarded computer programs, the aid of another person on a take-home exam, etc.; copying from another student’s work; unauthorized use of books, notes, or other outside materials during “closed book” exams; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or any other similar action that is contrary to the principles of academic honesty.

- **Plagiarism** on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one’s own work the work or ideas of another without properly indicating that source. A full discussion of plagiarism and proper citation is provided in the University Student Handbook.

- **Failure to report** a known or suspected violation of the Code in the manner prescribed.

- **Any action designed to deceive** a member of the faculty, a staff member, or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member in another course when such assistance has not been authorized.

- **Any falsification of class records** or other materials submitted to demonstrate compliance with course requirements or to obtain class credit, including falsifying records of class attendance, attendance at required events or events for which credit is given, or attendance or hours spent at internships or other work service.

- **Submission of work prepared for another course** without specific prior authorization of the instructors in both courses.

- **Use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents** and submitted as a student’s own work.

- **Falsification of results** of study and research.

- **Altering a previously graded examination or test** for a regrade.

Note: Examinations and the questions therein, as well as lectures, teaching notes, scholarly writings, course handouts, assignments, and other course materials are the property of the
individual faculty member. Copying or distributing any such materials without the permission of the copyright owner may constitute an infringement violation, and may result in a referral to the office of Student Accountability, Community Standards, and Academic Integrity for corrective action.

Responsibility of the Individual Student
Without the support and cooperation of the entire student body, the Honor System will not work. Students must insist on the absolute integrity of themselves and their fellow students. It is the obligation of every student who suspects an honor violation to take action in one of the following ways, determining the choice of action by the flagrancy and/or certainty of the violation.

If a student has reason to suspect that a breach of the Honor Code has been committed, the student must:

1. Issue a personal warning to the suspected student, and report that warning to the Associate Dean for Academic Affairs, or

2. Report the incident to the Honor Council for action by the chairperson, or

3. Inform the instructor in the course of the suspicions and identify, if possible, the person(s) suspected.

Responsibility of the Individual Faculty Member
Faculty members have an important role in the Honor System at Vanderbilt. Although the Honor Councils undertake each year to educate students in the meaning of the Honor System, it falls to the faculty to make the Honor System an integral part of the academic life of the University. If a faculty member has reason to believe that the Honor Code has been breached, the faculty member is obligated to take action in one of the following ways:

1. Issue a personal warning to the student(s) suspected of academic dishonesty. All personal warnings must be reported to the Associate Dean for Academic Affairs, or

2. Report the incident to the Honor Council for action by the chairperson.

Article I: Jurisdiction

Section I: All students taking a course or courses, including those involving, in whole or in part, online learning, in the Divinity School, including M.Div., M.T.S., and special students, shall be under the jurisdiction of the Divinity School Honor Council. Students whose major registration is in another school of the University shall be under its jurisdiction with respect to suspected violations of the Honor Code at the Divinity School.

Article II: Membership

Section I: The Divinity School Honor Council shall consist of ten students enrolled in the
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Divinity School; and five faculty members. Members shall be appointed within one month of the opening of school in the fall and shall serve until their successors are chosen.

Section II: A hearing board of the Divinity School Honor Council shall consist of the chairperson, a clerk, and five voting members selected by the chairperson from the membership of the Council. The voting membership shall consist of three students and two faculty members. The chairperson shall preside over the hearing. Both the chairperson and the clerk shall be without vote. A quorum shall consist of the total voting membership.

Section III: Any member of the Divinity School Honor Council who fails to conduct himself/herself/theirself in a manner befitting the office may be removed by the chairperson or the Associate Dean for Academic Affairs.

Article III: Chairperson

Section I: Immediately after the members of the Divinity School Honor Council have been appointed, they shall meet and select one of their number to be designated chairperson.

Section II: The duties of the chairperson shall be as follows:
1. to set the time for and to preside at hearings and other meetings of the Divinity School Honor Council;
2. in the event that the chairperson cannot be present for a hearing, to appoint another member of the Council to serve as chairperson for that hearing;
3. to appoint the five-member hearing board from the membership of the Honor Council for a hearing;
4. to appoint an additional person from the Council as a clerk for each hearing board who shall record the entire proceedings of the hearing;
5. to report for each hearing board the findings of all hearings to the Associate Dean or the Associate Dean’s authorized representative;
6. to see to it that all students and faculty members of the Divinity School are informed of functions of the Honor Council System and their responsibilities under it.

Article IV: Student Advisor

Section I: Every accused student will be assigned a Honor Council student adviser from the body of the Divinity Honor Council. A list of all possible student advisers will be made available by the Honor Council Chairperson, and the accused student may select a student adviser from it during the investigation and the hearing. The accused may also select an adviser from the University community: faculty, staff, or student. However, persons related to the accused or who have formal legal training are not eligible to serve as advisers.

Section II: An adviser accompanies the accused student to investigative meetings and the hearing and explains the procedures of the Honor Council regarding investigations, hearings, and the penalties that may be assigned. In addition, an adviser may confer with the accused during the investigation and a hearing, but may not speak directly with Honor Council members on the panel during the hearing.
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Section III: An accused may separately obtain professional legal representation, advice, and counsel. However, an attorney may not participate in or be present during an Honor Council interview or hearing. The Honor Council is a student tribunal untrained in the law. An attorney representing an accused may work directly with the Office of the General Counsel.

Article V: Investigation

Section I: When an alleged violation of the Honor Code is reported, a member of the Office of Student Accountability, Community Standards, and Academic Integrity will be assigned to investigate the incident. The assigned investigator will interview the accuser and collect any available information or documentation related to the alleged violation.

Section II: The accused will be notified via e-mail that a report has been filed, and will be asked to schedule a meeting with the assigned investigator in the office of Student Accountability. The accused is required to respond to the investigator's inquiries within a reasonable period of time.

Section III: The investigator will assemble the evidence and testimony in a concise, logical report. The investigator will provide the investigative report to the Chairperson of the Honor Council who supplies the report to the Hearing Board Members. At least twenty-four hours before the hearing, the accused student will be presented with a copy of the investigator’s report so that he/she/they may comment at the hearing on any corrections or clarifications the accused student feels are necessary or appropriate.

Article VI: Hearings

Section I: Hearings are called by the chairperson of the Divinity School Honor Council.

Section II: Hearings shall take place at the earliest convenience of all parties concerned, but usually not more than thirty days after the chairperson of the Honor Council receives an allegation that the Honor Code has been violated.

Section III: All members of the Honor Council sitting to hear a charge will certify to the chairperson prior to the opening of the hearing that the hearing board member is without conflict of interest. A member may be disqualified upon motion by another member of the board or by the accused. Such a motion must be sustained by a simple majority vote of the voting membership of the hearing board.

Section IV: All hearings shall be closed, and their proceedings held in confidence.

Section V: An audio recording shall be made of the proceedings but deliberations of the hearing board itself are not recorded and remain strictly confidential. A recording of the proceedings shall be available to the Appellate Review Board upon their request. The audio recording shall be deposited with the Associate Dean for Academic Affairs for safekeeping.

Section VI: Determination of guilt shall be by unanimous vote of a hearing board of the Divinity
School Honor Council using a preponderance-of-the-evidence standard.

Section VII: It shall be the duty of the chairperson of the Divinity School Honor Council to notify the accused in writing of the nature of the charges, including the substance of the evidence and the consequences of a finding of guilt, placed against him/her and the name of the student’s accuser. A copy of this Constitution shall accompany the charges securely sent to the student.

Section VIII: The accused shall be entitled to an adviser, a Vanderbilt faculty member, staff member, or student who has not had formal legal training and is not related to the student, if the student desires one. The adviser may not address the board.

Section IX: The accused and the accuser shall be present at the time of the hearing. Each shall present his/her/their case, using, if he/she/they so desires, witnesses, who may be questioned by the members of the Honor Council. The accused and the accuser shall be present during all of the testimony; witnesses shall be present only during the time of their own testimony.

Section X: If the accused refuses to appear before the Honor Council, the accused shall be tried in absentia. Accusers may allow their statement to investigators serve as their participation in the process.

Section XI: After all testimony has been taken from both the accuser and the accused, the witnesses, the hearing board shall deliberate in private until a verdict has been reached. A unanimous vote using a preponderance-of-the-evidence standard shall be necessary for a finding of guilty. The accused and the accuser shall be informed in writing of the decision within twenty-four hours by the chairperson of the hearing board.

Article VII: Penalties

Section I: Where guilt has been established, penalties shall be decided upon a vote of four-fifths of the members of the hearing board.
If the accused is found guilty, the Honor Council determines a fitting penalty based upon
(a) the flagrancy of the violation,
(b) premeditation involved in the offense, and
(c) the truthfulness of the accused throughout the investigation and the hearing

These three factors are ranked on a scale of low, medium low, medium, medium high, or high.
Section II: Should an Honor Code violation hearing board find an accused student guilty of an infraction, the hearing board will then be granted access to any sealed letter(s) concerning the student in question in order to determine an appropriate penalty.

Section III: The presumptive penalty for a first offense is failure in the course. In certain circumstances, after reviewing the flagrancy of the violation, the degree of premeditation, and the truthfulness of the accused throughout the hearing and investigation, the Honor Council may, at its discretion, reduce the penalty on a first offense to include an Honor Council reprimand, with a recommendation for failure on the assignment, or increase the penalty to suspension for one or more semesters, or expulsion. The minimum penalty for a second offense is failure in the
course and suspension for not less than a semester, and depending upon the severity of the violation, the penalty may be suspension for multiple semesters or expulsion. The penalty for a third offense is expulsion.

Article VIII: Post-Hearing

**Section I:** At the conclusion of the hearing, the chair will gather all the material evidence, reports, notes, and other records of hearing and place them in a sealed file in the Associate Dean’s office.

Section II: A brief written summary of the charge, the verdict, and the penalty, if any, shall be reported to the accused, accuser, and the Associate Dean or the Associate Dean’s authorized representative by the chairperson of the hearing board.

Section III: When an individual is found guilty of an Honor Code violation, a sealed envelope containing a letter detailing the infraction and the penalty will be written by the chair of the Honor Council and deposited for safekeeping in the Associate Dean’s office.

Section IV: The Associate Dean or the Associate Dean’s appointed representative will be responsible for retrieving said letters for subsequent cases, but shall not open them.

Section V: The Associate Dean maintains records of Honor Council proceedings in accordance with the office’s document retention policy. Records of convictions and penalties will not be released outside the University absent a written release from the convicted student or unless otherwise required by law in accordance with the Family Education Rights and Privacy Act (FERPA). However, students should be aware that they may be required to sign such a waiver when applying to graduate or professional schools or in the course of any employment or governmental background check.

Article IX: Appeals

All appeals should be filled with the Appellate Review Board in accordance with its procedures, which are outlined in the University Student Handbook.

Article X: Amendments

Section I: This Constitution may be amended at any meeting of the Student Government by a two thirds majority vote of the members present, and by a two thirds vote of the faculty meeting in regular session.

[revised and approved by SGA and VDS faculty in spring 2018]
Divinity School Computer/IT Policy

*** Forthcoming ***
Procedures for Conducting a Search
Revised Spring 2018

This document supplements VDS Faculty Handbook section 2.5.2.2 Search Committee Composition and Procedures for Initial Full-time Appointments

Since Spring 2017, Vanderbilt University has used Interfolio’s faculty search module in order to maintain consistent practices across the University and to collect EEO data.

The assistant to the deans serves as the supporting staff member to each faculty search committee and will manage the logistics of the search.

Neither candidate names nor the contents of confidential committee conversations shall be leaked to the VDS/GDR community or any candidate.

**Job Announcement**
The chair of the search committee prepares a draft of the job advertisement according to the specifications approved by the faculty and Provost. The draft is circulated to the committee for approval. The final copy of the advertisement must be approved by the Dean.

The duration for the announcement will be determined by the search committee and budget.

Typically, a job announcement will include the following details.

- Description of the position
- Qualifications of applicants
- Application materials
  - Application process, including something like: “Cover letter, curriculum vitae, and three recommendation letters should be submitted via Interfolio at: [link will be created when position established]. Applicants will be able to establish a free Interfolio Dossier & Portfolio account.”
- Statements about the University:
  - Vanderbilt is an Equal Employment Opportunity and Affirmative Action employer.
Appointment to this position is contingent upon completion of a background check process and a determination that the results are satisfactory to Vanderbilt.

Sample announcements:

Vanderbilt Divinity School seeks applications and nominations for the Luce Dean’s Fellow in the History and Practice of Christian Worship and the Arts beginning fall 2018. This is an assistant professor, tenure-track level position that may become an endowed chair upon successful completion of tenure. The appointment includes responsibilities for teaching and research in Christian worship and liturgical arts and administrative oversight of the Religion in the Arts and Contemporary Culture (RACC) program. It also entails advising in both the divinity degree programs (MDiv and MTS), which prepare students for ministry and public leadership, and the graduate department of religion (MA, PhD), which prepares students for teaching and research. Appointed faculty will join the Homiletics and Liturgics Area of the Graduate Department of Religion, teach the core MDiv requirements in worship and will also offer a range of courses relating Christian worship and the arts to practices of ministry and public leadership in today’s world. Successful applicants will have completed a doctorate or its equivalent focused on the history, theology and practice of Christian worship and liturgical arts; an ability to teach a wide variety of students; interest in working with other University units such as the Blair School of Music, the department of history, art, or the history of art; and interest in facilitating programs for local clergy, laity, and public leaders. Applications from underrepresented candidates are especially welcome. The school has strong commitments to social justice and places a high value on diversity among its faculty and student body, as well as in research and teaching. Successful candidates will evidence commitment to these priorities. (see http://divinity.vanderbilt.edu/about/purposes.php). The search committee will begin reviewing applications November 1, 2017. Cover letter, curriculum vitae, and three recommendation letters should be submitted via Interfolio at: http://apply.interfolio.com/45660. Applicants will be able to establish a free Interfolio Dossier & Portfolio account.

Vanderbilt University Divinity School invites applications for a tenured position in Hebrew Bible, at the rank of associate or full professor, with a possible active role in various departments of Arts and Sciences, including Religious Studies, Jewish Studies, and Classical Studies. Areas of
specialization may include but are not limited to canonical studies, Ancient Near Eastern studies, philology, contextual hermeneutics, and Mishnaic Hebrew. The successful candidate will have a strong research agenda and body of publications, demonstrated excellence in teaching and mentoring to bring to masters and doctoral-level programs in a pluralistic setting (see http://divinity.vanderbilt.edu/about/purposes.php), and a record of service to academic institutions and professional organizations. Applicants are to send cover letter and curriculum vitae (as .pdf, .doc or .docx files) to marie.mcntire@vanderbilt.edu, asking three recommenders likewise to send letters to the same email address. Review of applications will begin on December 15th. Personal inquiries and confidential nominations may be directed to the search chair, Dr. Bruce Morrill (bruce.morrill@vanderbilt.edu). Vanderbilt University is an affirmative action/equal opportunity employer. Candidates from underrepresented groups in the profession are encouraged to apply.

The Dean’s Office places the ad in AAR/SBL’s Openings and the Chronicle of Higher Education. As part of Vanderbilt’s membership with National Center for Faculty Development and Diversity (NCFDD), VU can post open faculty positions on the site. This service is particularly useful for schools and departments looking for opportunities to reach a more diverse applicant pool. Information is here: http://www.facultydiversity.org/networking/

VDS also sends job announcements to the following organizations to be sent to their listserves and/or placed on their website.

- Society for the Study of Black Religion (SSBR)
- Pacific, Asian, and North American Asian Women in Theology and Ministry (PANAAWTM)
- Hispanic Theological Consortium
- Forum for Theological Exploration
- H-Net
- Academic Jobs Online (the University has a membership, but often uses up its allotted slots)

The search committee may identify other publications or shared with listserves.

Members of the committee and other members of the faculty are encouraged to solicit nominations from colleagues in the academy as well as applications from individual candidates. Members of the committee and other faculty should not provide privileged information to particular candidates.
**Processing of Applications**
The electronic files for applicants shall contain a cover letter, curriculum vitae, and at least three letters of reference. Copies of the candidate’s publications or manuscripts, if any, and evidence of teaching ability may also be included.

The assistant to the deans manages the case in Interfolio and gives access to all materials to the search committee. At the appropriate time, the relevant materials will made available for the full faculty to review.

Applicant inquiries about the status of a search will be forwarded to the chair of the search committee. The chair may answer or instruct the assistant how to answer the inquiry.

**Interview Process**

*Preliminary Interviews*

Typically, a search committee will select candidates to schedule for a preliminary interview at a national meeting and/or by telephone or video conference.

The chair shall inform the identified candidates. If help is needed, the chair will inform the assistant of the dean of the dates and times the search committee and candidates are available for the preliminary interviews and the assistant will schedule them. Typically an hour is blocked off for each candidate – 40 minutes for the interview & 20 minutes for committee discussion.

The assistant will reserve the room and equipment for the preliminary interviews whether they be on-campus or at AAR/SBL.

Candidates who are not scheduled for interviews should not yet be informed of their exclusion.

*On-Campus Interviews*

Following a comprehensive investigation of the candidates available for consideration, the search committee shall schedule on-site interviews of those persons (usually 2-3) judged to best meet the criteria for the appointment. The Dean, the chair of the search committee, and the assistant to the deans shall be responsible for working through the details of the interviews.

Once the on-campus candidates are chosen and their interview dates have been
agreed upon, most of the other candidates may be informed that their applications are no longer under active consideration. However, the committee may decide to hold some candidates as alternates. Alternates need not be informed of their status. Informing candidates of their status shall be the responsibility of the chair of the committee or the chair’s designee. Unless instructed, other members of the committee should not provide such information to the candidates. Candidates are not to be informed of identities of the competing candidates.

The search committee is responsible for writing an executive summary of each candidate selected for a campus interview. In addition to summarizing the candidate’s qualifications and interest in the position, the executive summary should explain why the committee put the candidate on its short list. The summary will be posted for all faculty and administrative staff to review.

The search committee is responsible for identifying which of a candidate’s publications should be available for the full faculty review and communicate this information to the assistant to the deans.

Typical Components of the On-Campus Interview

- Meal(s) with search committee members
- 90 minute conversation with the search committee and P&P Committee. This may be done in conjunction with a catered breakfast.
- 45 – 60 minute conversation with GDR students. The GDR student representative on the search committee facilitates the conversation and works to assure adequate representation from the GDR student body.
- 45 – 60 minute conversation with Divinity students. The Divinity student representative on the search committee facilitates the conversation and works to assure adequate representation from the Divinity student body.
- 45 – 60 minute conversation with the Associate Dean for Academic Affairs
- 90 minute lunch with faculty. Only the candidate’s and facilitator’s meals are provided. The candidate shall be asked to share a brief intellectual autobiographical introduction before an open discussion with faculty.
- A break prior to the public lecture
- 75 minute public presentation (introduction by search committee member, 45-minute lecture, up to 30-minute Q&A). The lecture will be videotaped and posted to a secure website for those not able to attend.
Appendix F

- 45 – 60 minute conversation with the GDR Chair if the candidate will have concomitant appointment in the Graduate Department of Religion
- 30 – 45 minute tour of the Divinity Library
- 30 minute conversation with area faculty, individually
- 60 - 90 minute conversation with the Dean (may be in conjunction with a meal and is usually the final thing on the candidate’s schedule)
- If schedules permit, a 30 minute conversation with the Provost if the candidate would be appointed with tenure or occupy a named chair.
- If requested or deemed important, conversations with subgroups of the faculty or student body, e.g. women faculty, Methodist students

The chair of the committee is responsible for making sure that the candidate is escorted between meetings and events.

The candidate shall be provided with a schedule for the interview, a list of the persons who will be participate in each meeting/event, and where the meeting/event will be held.

Meals, Lodging and Transportation
Transportation to and from Nashville, lodging in Nashville, and reimbursement for additional expenses will be arranged by the assistant to the deans and World Travel representatives. World Travel will finalize and book airline travel in consultation with the candidate because anti-discrimination laws prohibit VU representatives from asking for gender, date of birth, or citizenship information from candidates.

The candidate should normally be met at the airport by a member of the search committee. The return trip to the airport may be by taxi.

Public Presentation
The search committee shall decide which format the presentation should take:
1. a class lecture aimed at the students,
2. a research lecture aimed at faculty but accessible to non-specialists, or
3. a consideration of the field of study and the candidate's own work within it

Candidates should be receive in advance and in writing instructions for the lecture. All candidates shall receive the same instructions.
During the introduction of the candidate, attendees of the presentation shall be informed of the instructions given the candidate.

**Notifying Faculty, Staff, and Students in Advance of the Interviews**

As soon as the dates of the on-campus interviews are set, they should be shared with faculty, staff, and students via the weekly *Digest*. Names of the candidates will not be published in the *Digest* but faculty will be directed to the secure website where candidates’ application materials are uploaded.

No more than a week prior to each candidate’s visit, the assistant to the deans will post a flyer and send an email with details of the visit. The flyer includes the title and brief description of the public lecture, a photo of the candidate, and a biographical paragraph. Flyers for other candidates should not be posted during on-campus interviews of competitors.

Search committee members may also decide to make announcements at community events and in classes.

**Search Committee Deliberations and Recommendation**

The search committee shall solicit evaluations of interviewed candidates from all Divinity faculty, staff, and students. GDR faculty evaluations will be sought if the person appointed will offer courses open to GDR students. The responses shall be distributed to the members of the search committee prior to its meeting(s) to prepare a recommendation to the faculty.

The faculty should have at least a week to review dossiers and the search committee’s report.

The chair, or their designee, will present the committee’s recommendation to the faculty at a faculty meeting. After reading the recommendation, the chair will highlight other portions of the report on the considerations and deliberations of the committee.

The committee’s report shall be added to the appointment dossier that goes to the Provost.
Appendix G

GRANT PROPOSAL GUIDELINES AND PROCEDURES
This document provides instruction on internal requirements for proposal submission for Vanderbilt Divinity School. Divinity’s contact person for grant’s proposal/awards is Ela May at ela.may@vanderbilt.edu

The Vanderbilt University’s contact for grants proposals is the Sponsored Programs Administration office (SPA) at spa@vanderbilt.edu, phone: 2-3827

Grants Guidelines

- Because grants are decreasing their overhead rate returns, it is more important than ever that the Divinity School endeavor to cover its administrative costs when applying for a new grant. All grants should strive to achieve a 20% indirect cost recovery rate, which can be achieved either by (a) overhead furnished by the funder or (b) including in the budget an amount for administrative and/or financial support. In the event that the funder refuses to pay indirect overheads, PI’s should write into the grant an amount to cover the services of faculty administrative support. In small start-up grants, this may not always be feasible, but keep in mind that submitting grant proposals with no overhead support actually costs the School of Divinity money.

- For any grants from private foundations or agencies, Kitty Norton needs to be notified of your intent to submit. For any awards in excess of $100,000, the Provost’s signature must be obtained, and Kitty will shepherd that process in coordination with DAR.

- For grants above $25K, applicants must submit their proposal to the Institutional Planning Committee for review. The Institutional Planning Committee will analyze the impact on the school’s resources, provide feedback for improving the proposal, keep track of all proposals to make sure that a potential funding source is not receiving more than one proposal at a time, and offer guidance on potential synergies within the school/university.

- For grants below $25K, applicants must discuss with the dean.

- Ela May and Judy Peterson are resources to assist in budget development and writing of the budget narrative. They should be involved in the process early, to be sure that proposals meet all HR and financial objectives and policies.

- When appointing staff to your project, approval must be obtained from the staff member’s immediate supervisor prior to submission of the grant. It is important to remember that a different set of compensation rules apply to staff members as opposed to faculty members.

- Consult the University guidelines for grants. Please review the following two links as the University has developed strict guidelines for all grant applications that we must follow.
  
  http://www.vanderbilt.edu/foundation-relations/facultyandstaff.php#approval
  
  http://www.vanderbilt.edu/foundation-relations/grantwriters-toolkit/contents-ofproposal.php
Grants Process

Prior to applying for any grant awards, the full proposal must be reviewed and approved by Dean Townes

Please provide the following information:

- Name of funding agency;
- Program name and/or number (if applicable);
- Deadline for submission;
- Approximate dollar amount of proposal; and
- Any special circumstances or requests surrounding the project/proposal.

The Dean will provide comment and guidance for the next steps.

Grants Proposal – Prior to the Sponsor Submission (COEUS – Vanderbilt Internal Approval Process)

For the Grant’s proposal submission, please make sure you complete the following:

- Once complete, the Budget and Budget Narrative must be reviewed and approved by either Chief Business Officer (CBO) Judy Peterson or Financial Analyst (FA) Ela May prior to submission to the sponsor. Please send your budget and budget narrative for approval at least one week prior to the proposal due date.

- Once the Budget and Budget Narrative are approved and the proposal has been completed:
  - The grants proposal is entered into COEUS by the FA one week prior to submission. For this, the FA will need the following:
    - Name of the sponsor and name of the proposed grant
    - Sponsor proposal’s guidelines/RFP
    - Due date of the grant proposal
    - Title of the proposal
    - Start and end date of the proposal
    - The names of PIs
    - Budget
    - Narrative
    - Any additional documents required by the sponsor
  - The COEUS proposal is entered into PEER by the FA
  - The PI(s) receive email from PEER to complete the Conflict of Interest (COI) and/or PI Assurance (PI)
  - The PI(s) complete COI and/or PI in PEER
  - COEUS proposal is submitted for internal approval by the FA
  - The Divinity School authorized approvers, Emilie Townes or Judy Peterson, approve the proposal in COEUS
  - The COEUS proposal is approved by the Sponsored Programs Administration (SPA) office
The PI submits the proposals to the sponsor

**Once the Grant Is Awarded – Setting up New Center**

- Once the proposal is awarded:
  - The PI forwards the award letter and sponsor’s approved budget to the FA.
  - The FA prepares the budget form to set up new center for the grant.
  - The PI approves the budget form.
  - The PI, CBO, and Dean approve the budget form.
  - The budget form is sent to the SPA office.
  - The SPA office approves it and sends it to the Office of Contract and Grant Accounting (OCGA).
  - The OCGA approves it and creates a new center number for the grant.
  - The OCGA notifies the FA of the new center number.
  - The FA forwards the center # information to the PI and requests access for the PI to view the activity.
  - While the grant is being spent, the PI and the FA review the spending to make sure it is aligned with the sponsored approved budget.

**Awarded Grant – Annual Reporting to the Sponsor**

- For the annual reporting to the sponsor, the following must be prepared:
  - The PI prepares a progress report on the project.
  - The FA or OCGA prepares the annual budget report that includes how the funds were spent in the prior year and the remaining fund balance.
  - The PI submits the annual progress and budget report to the sponsor.
  - The sponsor approves the report.

**Awarded Grant – Budget Revision/No Cost Extension**

- **Budget Revision**
  - If the PI is planning to submit a budget revision on the existing grant, the revised budget needs to be approved by the CBO or FA prior to submitting it to the sponsor.
  - The PI submits to the sponsor the internally approved budget revision.
  - Once approved by the sponsor, the PI emails the approval notification to the FA.
  - The FA prepares a budget revision form.
  - The budget revision form is approved by the PI, CBO, and Dean.
  - The FA sends the budget revision form to the SPA office.
  - SPA approves it and forwards it to the OCGA.
  - OCGA processes it and revises the budget in the system.

- **Grant No Cost Extension**
Appendix G

✓ The PI informs the CBO and/or FA of the extension request in advance of the expiration of the current grant period. No cost extensions aren’t automatically granted.
✓ The FA assists in preparing the budget with the remaining balance.
✓ The PI proposes how the funds will be spent and the end date of the extension.
✓ The PI submits the no cost extension to the sponsor.
✓ The no cost extension is approved.
✓ The PI forwards the no cost extension approval to the FA.
✓ The FA notifies the SPA and OCGA.
✓ The grant end date is updated in the Vanderbilt system (eDog).

Awarded Grant – Close-Out Procedures

✓ At least two months prior the grant’s end date, the FA will send the PI information on the remaining funds.
✓ The PI decides how the remaining funds will be expensed.
✓ Once all the expenditures are posted, the FA will begin the close-out procedures.
  • The FA with OCGA will prepare the final financial report.
  • The FA will prepare the close-out memo to close the center associated with the grant.
  • The FA, PI, and Dean will sign the close-out memo.
  • The FA will send the close-out memo to OCGA to close the center.
  • The PI will prepare and send the final report to the sponsor.