

Pacific Lutheran Theological Seminary

Faculty Handbook



22 April 2006

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The following spelling, grammar, and reference corrections were made to the *PLTS Faculty Handbook* on 31 July 2007:

- Page 10 “A Climate of Academic Freedom: ATS Statement on Academic Freedom and Professional Ethics”
Paragraph 1, Line 2
Original: *ATS Bulletin* 46.1, pp. 153-155 **Correction:** *ATS Bulletin* 47.1, pp. 41-42
- Page 11 “Professional Ethics and Fundamental Commitments”
Paragraph 1, Line 1
Original: *ATS Bulletin* 46.1, 2004, pp. 180-183 **Correction:** *ATS Bulletin* 47.1, 2006, pp. 68-71
- Page 18 “Participation in Community Life”
Paragraph 2, Line 5
Original: “...appropriate person (Dean, Chair)...” **Correction:** “appropriate person (President, Dean)...”
- Page 20 “General Policy Statement”
Paragraph 1, Line 2 and Line 4
Original: *ATS Standards* 6, 2004, p. 63 **Correction:** *ATS Standards* 6, 2006, p. 161
Original: *ATS Standards* 6.1.7, 2004, p. 64 **Correction:** *ATS Standard* 6.1.7, 2006, p. 162
- Page 22 “Medical Leave”
Paragraph 2, Line 1
Original: “...for the Faculty member...” **Correction:** “...for the Faculty member’s...”
- Page 25 “Financial Exigency and Retrenchment”
Paragraph 3, line 2
Original: *ATS Bulletin* 46.1, pp. 178-180 **Correction:** *ATS Bulletin* 47.1, pp.66-67
- Page 35 “Periodic Review”
Paragraph 1, Line 1, Line 3
Original: “...the PLTS sabbatical programs...” **Correction:** “the PLTS sabbatical program...”
Original: “...it appropriate to integrate...” **Correction:** “...it is appropriate to integrate...”

Table of Contents

MISSION STATEMENT OF PACIFIC LUTHERAN THEOLOGICAL SEMINARY	1
INTRODUCTION: PURPOSE AND ASSUMPTIONS	3
I. Purpose of the Faculty Handbook.....	5
II. Assumptions	5
PART I: POLICIES	7
I. The Purpose and Role of the Faculty of Pacific Lutheran Theological Seminary.....	9
II. The Nature and Role of Confessional Commitment.....	9
III. A Climate of Academic Freedom: ATS Statement on Academic Freedom and Professional Ethics	10
A. The Roots of Freedom	10
B. Principles of Academic Freedom: Freedom of Teaching and Research.....	10
C. Professional Ethics and Fundamental Commitments	11
Six Dimensions of Ethical Responsibility.....	11
a. To One's Academic Specialty in Respect to the Intellectual Search for Truth and Testing It.....	11
b. To One's Students.....	12
c. To One's Own Institution as a Community of Colleagues	12
d. To the Church and One's Own Parish and Denomination	13
e. To One's Social and Civic Community	13
f. To One's Self as a Person	13
IV. A Climate of Mutual Respect and Responsibility	13
A. Governing Values.....	14
1. A Spirit of Collegiality.....	14
2. A Spirit of Freedom	14
3. A Spirit of Excellence and Inquiry	14
4. A Spirit of Equality and Access	14
5. A Spirit of Forgiveness and Love.....	14
B. Community Policy On Discrimination and Harassment.....	15
1. General Policy.....	15
2. Sexual Harassment Policy	15
3. Policy of Non-Retaliation.....	15
4. Resolution of Alleged Discrimination, Harassment, or Other Policy Violations.....	15
5. Confidentiality and Protection of Complainant and Respondent.....	16
V. The Faculty	16
A. Definition of Faculty	16
1. Elected Faculty	16
2. Adjunct Faculty.....	17
3. Affiliated Faculty	17
4. Lecturers	17
5. Teaching Fellows	17
6. Emeritii and/or Retired Faculty.....	17
B. Faculty Responsibilities and Rights	17
1. Responsibility and Rights for the Seminary's Vocations	17
2. Effective Teaching and Teaching Loads.....	17
3. Participation in Community Life.....	18
4. Theological Variety and Respect for Diversity.....	19

5. The Work of Full-Time Faculty Member.....	19
6. Faculty Participation in the Larger Life of the Church.....	19
C. Appointment, Reappointment and Non-Reappointment, Review, Promotion, and Election to Tenure	19
D. Sabbatical Leaves, Reduced Loads, Research Leaves, and Other Leaves of Absence	20
E. Faculty Organization	20
F. Compensation and Support	20
1. General Policy Statement	20
2. Salaries and Other Institutional Support	20
3. Institutional Support	21
4. Housing.....	22
5. Medical Leave	22
6. Family Leave	22
G. Cessation of Faculty Status	23
1. Resignation	23
2. Retirement	23
3. Phased Retirement	23
4. Non-Reappointment	24
5. Termination.....	24
6. Dismissal	24
7. Financial Exigency and Retrenchment.....	25
H. Appeals	26
VI. Administration	26
VII. Administrative Personnel with Faculty Status.....	26
VIII. Amendments.....	26

PART II: PROCEDURES	27
I. Organization of the Faculty.....	29
A. Faculty Organization and Officers.....	29
B. Standing Faculty Committees	29
1. The Academic Committee	29
2. The Community Life Committee	29
C. Program Directors	30
D. The Faculty Meetings.....	30
II. Procedures for Appointment of Full-Time Faculty.....	30
A. Definitions and Occurrence of a Faculty Vacancy	30
B. The Authorization of a Faculty Search	31
C. Establishment of the Search Committee and Search Committee Membership	31
D. Search Committee Responsibilities	31
E. Responsibilities of the Office of the Dean of the Faculty	32
F. Responsibilities of the Full-Time Faculty.....	32
G. Guidelines for Components of On-Campus Visit and Interviews.....	32
H. Final Steps in the Search Process.....	33
III. Procedures for Reappointment, Evaluation, and Promotion of Full-Time Faculty.....	33
A. Conditions and Procedures for Reappointment.....	33
B. Conditions and Procedures for Promotion.....	33
C. Conditions and Procedures for Granting of Tenure	34
IV. Faculty Review.....	34
A. Purpose	34
B. Standards for Review.....	34
C. Annual Review	35
D. Periodic Review	35

V. Faculty Sabbatical Policy	35
A. Purpose	35
B. Eligibility	36
C. Definitions	36
D. Procedures.....	36
E. Sabbatical Schedule	37
F. Other Policies.....	37
VI. Leaves of Absence, Special Assignments, and Reduced Loads.....	37
VII. Legal Representation	38
VIII. Amendments.....	38
PART III: APPENDICES.....	39
I. Constitution of Pacific Lutheran Theological Seminary.....	41
II. By-Laws of Pacific Lutheran Theological Seminary	44
III. Academic Relationships	50

**MISSION STATEMENT OF
PACIFIC LUTHERAN THEOLOGICAL SEMINARY**

Pacific Lutheran Theological Seminary develops leaders for the church by deepening faith in Christ, challenging the mind, expanding the heart, and energizing for mission.

**INTRODUCTION:
PURPOSE AND ASSUMPTIONS**

Introduction: Purpose and Assumptions

I. PURPOSE OF THE FACULTY HANDBOOK

- A. To express the common commitment of the Faculty to the mission of Pacific Lutheran Theological Seminary and to identify those structures and responsibilities to the institution and to one another that we believe will enable the effective fulfillment of this mission.
- B. To set forth in an orderly manner the policy statements adopted by the Board of Directors and/or the Faculty pertaining to the internal operations and procedures of the Faculty as guidelines for the Faculty's internal organization and operation.
- C. To describe how the Faculty implements the Constitution and By-Laws of Pacific Lutheran Theological Seminary.
- D. To facilitate the evaluation of these operations and procedures by the Board of Directors and other appropriate persons and groups.
- E. To provide for structures and a climate for decision-making that balance responsibility to the mission and institutional needs of Pacific Lutheran Theological Seminary with the common individual good of Faculty members.
- F. To provide a resource for orientation or reference for all Faculty members regarding policies and procedures adopted by the Board of Directors and/or Faculty.

II. ASSUMPTIONS

- A. The Faculty Handbook is divided into two major sections—the first sets forth basic policies adopted by the Board of Directors upon recommendation of the Faculty; the second sets forth those specific procedures adopted by the Faculty and the Administration for implementation of those policies and procedures. The Faculty Handbook, therefore, is to be reviewed periodically and revised in the light of the actions taken by both the Board of Directors and the Faculty.
- B. The Faculty Handbook seeks to express a collegial, participatory, decision-making process involving the Board of Directors, the Administration, and the Faculty. At the same time, it seeks to express our mutual accountability to the mission of the Seminary.
- C. The Faculty Handbook exists in order to strengthen the environment in which we work and to assist in our collegial, participatory, consultative, and evaluative processes so as to foster intellectual rigor and personal support to all members of this community of Christian faith and mission.
- D. The Faculty Handbook seeks to express our relationship to the Faculty of our cluster partner, Luther Seminary in St. Paul, Minnesota. Wherever possible, common language is employed to describe the policies and procedures by which our two Faculties do the work entrusted to us.

**PART I:
POLICIES**

Part I: Policies

I. THE PURPOSE AND ROLE OF THE FACULTY OF PACIFIC LUTHERAN THEOLOGICAL SEMINARY

Pacific Lutheran Theological Seminary is a seminary of the Evangelical Lutheran Church in America that exists to serve this church's mission in faithfulness to its confessional commitments. Within this Community of Faith, Faculty and Students are expected to explore how the/a Christian best expresses this faith with freedom and with ecumenical respect for the unity all Christians share in our common confession of the Triune God's working in history for the salvation of God's creation.

This task involves sound scholarship on the one hand, and a concern for the students' personal faith and life on the other hand. Since Pacific Lutheran Theological Seminary is both a graduate school and a professional school, this scholarly and formational task encompasses both the theological articulation of the church's faith and the development of leaders for the church.

It is almost an axiom that the welfare and future of any civilization are in the hands of the teachers of the society. The welfare of the teacher is therefore one of the central concerns of society. Welfare includes several things: (1) A people's regard for truth and a vigilance that its teachers be committed to the pursuit of truth; (2) the teacher's own responsibility to love truth, to maintain one's own integrity, and to serve the society to which one belongs; (3) society's willingness to support its teachers with trust, with freedom, and with the remuneration that will enable them to work effectively.

In the tradition of the Lutheran churches and of this Seminary, great trust is reposed in the Faculty. A high priority is assigned to the education and care of teachers of the church. It may not be an overstatement to say that in general the church has recognized that "as the seminaries go, so go the churches." The teachers of the church are committed to Jesus Christ as uniquely the truth and the key to the fulfillment of life for people. The church, in turn, entrusts to them the faithful witness of the Gospel and the education of its pastors and leaders.

II. THE NATURE AND ROLE OF CONFESSIONAL COMMITMENT

Reflecting its careful concern for the clarity of the Gospel proclamation, the Lutheran church regards the Scriptures and Confessions as normative for a clear understanding of the Gospel; hence, Lutheran Faculty and Students are expected to affirm the evangelical Lutheran doctrine as set forth in the accepted symbols of the Lutheran church. The Confessions are historical referents and guides pointing to faithful witness to the Word of God. As such they continue to remind Lutherans of the centrality of this Word and of the unity we share with Christians of other traditions. Pacific Lutheran Theological Seminary thus seeks and welcomes the presence of diverse expressions of the faith in this community of learning, witness and service. It is the expectation that non-Lutheran Faculty and Students will also affirm the same central commitment to the Word of God, respect the confessional traditions and commitments of this Seminary, and will enrich our common witness to giving faithful expression in this community to their respective confessional or faith traditions.

The Confessions, then, do not serve as a substitute for, nor as a corrective of, the Scriptures, but as faithful witnesses to the nature of the Gospel. As valuable helps, they perform a normative function within the community of those who have found in them a true reflection of the Gospel. Beyond the scope of the Lutheran church they serve as necessary and valuable guides in the understanding and appreciation of other denominations and churches. Within the curriculum, the Confessions are studied and taught ecumenically rather than polemically.

III. A CLIMATE OF ACADEMIC FREEDOM: ATS STATEMENTS ON ACADEMIC FREEDOM AND PROFESSIONAL ETHICS

PLTS subscribes to the “roots” and “principles” of the “freedom of teaching and research,” included in the ATS Statement, “Academic Freedom. (*ATS Bulletin* 47.1, pp. 41-42), as follows:

A. THE ROOTS OF FREEDOM

Freedom has been affirmed, developed, and safeguarded by many persons and groups concerned with justice, with due process, and with commitment to free inquiry. In many lands, the protection of the rights of citizens and groups is provided for in the constitution, in legal precedents and practices, and in the charters and by laws of educational and other institutions.

There also are vital religious roots of freedom. Israel's prophets insisted upon speaking the truth of God despite the opposition of those in authority. The early Christians insisted that they were required to obey God rather than humans. Freedom, as viewed by Jew or Christian, is as much a gift of God as is life itself.

Recognizing that there are various theological approaches to freedom, theological schools acknowledge that they share a common concern for realizing the highest possible standards of freedom in all institutions of education. Theological schools also acknowledge that the grounds for their understanding of freedom, and thus of academic freedom, need to be stated clearly and adhered to.

The following are fundamental to a Jewish and Christian view of academic freedom:

1. Both Jewish theology and Christian theology direct all thought and life toward God, the source of truth, the judge of all human thoughts, and the ultimate end of all theological inquiry.
2. The freedom of the person of faith always involves a commensurate responsibility toward God and neighbor. It is never the freedom to be left alone or to ignore basic obligations.
3. Freedom has specific import in the context of a religious confession of faith. Theological schools may acknowledge specific confessional loyalty, both in the institutions and among their individual members. At the same time, no confessional standard obviates the requirement for responsible liberty of conscience in the Jewish or Christian community or the practice of the highest ideals of academic freedom.
4. While freedom must ultimately be realized through the spirit and the loyalties of men and women, it must take form and be protected through concrete standards of institutional practice. Every statement of such standards moves somewhat in the sphere of law and regulation. The effectiveness of such stated principles depends finally upon the dedication within the theological school to a genuine concern for liberty of mind and spirit in theological teaching.

B. PRINCIPLES OF ACADEMIC FREEDOM: FREEDOM OF TEACHING AND RESEARCH

1. Central to the vocation of the theological school and to its Faculty members and Students is the inquiry for truth. This inquiry is both a communal and an individual vocation.
2. In pursuit of the inquiry for truth, a theological school which has a confessional or doctrinal standard may expect that its Faculty subscribe to that standard; and the requirement for such subscription should be mutually understood at the time of their affiliation with the institution. The question of a Faculty member's adherence to the standard may be opened according to specified procedures [*cf. II and III.B.4*].

3. Any challenge to the confessional or doctrinal regularity of a Faculty member should be subject to open hearing before the Faculty member's colleagues and before the governing board of the school after consultation with students.
4. When controversy arises within a religious body concerning the understanding of its confessional or doctrinal standards, the governing body of the school which subscribes to such standards should provide its Faculty members with all appropriate procedural safeguards for the protection of their academic freedom.
5. Faculty members should be free to teach, carry on research, and publish, subject to adequate performance of academic duties as agreed upon with the school.
6. Teachers should have freedom in the classroom to discuss the subjects in which they have competence and may claim to be specialists without harassment or limitations.
7. Teachers should be free to express and act upon their own conscientious convictions as individual citizens although they should realize that there is always the tacit representation of their institution in whatever is said.
8. Faculty members should take care lest they violate each other's academic freedom by covert interference with their colleagues' work or through bypassing the orderly processes of full Faculty discussion of curriculum, appointments, and other basic matters.

C. PROFESSIONAL ETHICS AND FUNDAMENTAL COMMITMENTS

ATS Statement on Professional Ethics for Teachers, slightly revised. (*ATS Bulletin* 47.1, 2006, pp. 68-71)

Even though theological teachers are known for their profession and teaching of religious faith, they are susceptible to the temptations common to all people and especially to those which are prominent in the academic setting. A high degree of moral integrity is expected of them in consonance with their faith. By their actions and words they should demonstrate that the work of teaching or administering in a theological school is an authentic form of ministry, a true vocation to the service of God. In addition to the general expectation of moral character and virtue in a person who is called to teach in a Seminary, there is still a manifest need for the definition of standards of excellence and rectitude with regard to this work.

The following propositions set forth such a definition. They are applicable in the main to full-time teachers on all theological faculties, and presuppose the norms in the document on Academic Freedom and Tenure issued by the ATS in 1960.

Six Dimensions of Ethical Responsibility

- a. **To One's Academic Specialty in Respect to the Intellectual Search for Truth and Testing of It**
 - i. Distinguishing knowledge which can be universally demonstrated from convictions which come by faith and opinions which cannot be proven.
 - ii. Maintaining intellectual honesty and encouraging it by personal example.
 - iii. Refining of professional competence and skill throughout one's lifetime by keeping abreast of current thought and using all appropriate teaching methods, as well as wisely using weekends, summers, and sabbatical leaves.
 - iv. Seeking supervision and expert counsel without losing one's own independence.

- v. Not thinking of one's own specialty more highly than one ought to think; that is, regarding it, like all other parts of the theological curriculum, as indispensable but not all inclusive, and not presuming to pose as an expert in all fields.
- vi. Maintaining a proper balance of working-time between research and class preparation, insofar as these may not always be identical.

b. To One's Students

- i. Giving adequate amount of time, attention, and energy to students both in and out of the classroom.
- ii. Respecting the students' integrity and individuality as persons and helping them face personal problems.
- iii. Respecting students' religious faith and vocation, whether or not these agree with one's own.
- iv. Being concerned for the nurture and maturation of the students' motivation as a minister.
- v. Remaining impartial towards one's students, avoiding both favoritism and hostility toward particular students, and avoiding preoccupation with problem students' at the expense of others.
- vi. Avoiding extreme forms of permissiveness and authoritarianism in teaching and personal relations with students.
- vii. Reading and evaluating papers, theses, and examinations with care and constructive criticism.
- viii. Sharing decisions concerning the total academic and/or professional destiny of students with appropriate Faculty colleagues and committees.
- ix. Protecting professional confidences and information that should remain the sole possession of the Administration and Faculty.

c. To One's Own Institution as a Community of Colleagues

- i. Accepting a fair share of teaching assignments in accord with agreed curricular policies.
- ii. Assuming a proper share neither too little nor too much of committee and administrative work.
- iii. Restraining personal ambition for advancement, promotion, or other preferment at the expense of a colleague's position; and also showing due concern for the personal interests of colleagues.
- iv. Respecting the academic specialties and viewpoints of colleagues while maintaining the right to disagree; refraining from disrespectful discussion of them.
- v. Showing due regard for those in administrative positions and for their procedures and policies; expressing legitimate disagreements in an honest and open manner without encouraging factionalism; willingly accepting supervision and helpful criticism.
- vi. Abiding by all terms of a contract or agreement with the institution, as well as by Faculty rules.

- vii. Avoiding the misuse of the right of resignation by not indulging in threats thereof without real decision and consequent action; and by the same token, if an administrator, not threatening punitive or retaliatory action against Faculty members.
- viii. Deporting oneself in relation to persons outside the institution so as to bring credit, rather than disrepute, to the Seminary; and not presuming to represent the mind of one's colleagues nor to involve them in controversies without prior consultation with them.

d. To the Church and One's Own Parish and Denomination

- i. Maintaining the priority of one's ministry as a teacher in accord with the specifications of one's own position; observing faithfully the regulations of one's denomination regarding ordination.
- ii. Supporting one's denomination and other churches, and refraining from falling into either cynicism or apathy toward them when expressing just criticism of their mistakes and failures.
- iii. With respect to outside engagements and responsibilities, holding the factor of personal financial need in balance with that of one's duties to the institution, it being understood that the institution has a duty to the teacher to provide such adequate compensation that full-time service may justly be expected.
- iv. Doing ecclesiastical work in such a way as to contribute to effective academic work and not to militate against it.

e. To One's Social and Civic Community

- i. Recognizing and fulfilling one's responsibilities as a citizen in a democratic society.
- ii. Relating where appropriate the values and insights of one's study, knowledge, and special talents to the well-being of society.

f. To One's Self as a Person

- i. Not allowing the intellectual or functional elements of one's profession to hamper growth toward the wholeness of life in service to God.
- ii. Not allowing preoccupation with academic routine to hinder one's care for physical and mental fitness and social maturity.
- iii. Fulfilling to the best of one's ability the responsibilities of family life.

IV. A CLIMATE OF MUTUAL RESPECT AND RESPONSIBILITY

Pacific Lutheran Theological Seminary is committed and dedicated to providing an environment that is conducive for faith, learning, and living in all facets of its communal life. The Seminary seeks to establish a healthy climate for the development of relationships among its Students, Staff, and Faculty and is dedicated to the pursuit of truth in its academic life in a manner that exemplifies respect, integrity and a valuing of each person in the community.

A. GOVERNING VALUES

The climate which is desirable and maximal for learning is one which fosters the following governing values:

1. A Spirit of Collegiality

A basic understanding of the nature of a Christian community is that it recognizes the value and worth of all persons and their contributions to the enterprise of theological education. Modeling a spirit of collegiality rather than competition in communal life is imperative in training people to become leaders of communities. This climate creates an atmosphere of openness to all people. When, for example, differences in theological positions, denominational affiliations, or understandings of ministry occur, those differences should be expressed and addressed in a manner that respects each person's integrity and value in the eyes of God.

2. A Spirit of Freedom

'For freedom Christ has set us free' so that all members of the body of Christ may live out their lives with freedom for creative expression in the spirit of freedom from sin, death, and the law. The Seminary community seeks to be free from intimidation, threat, coercion, or the abusive use of power in carrying on its discourse in the classroom as well in the decorum of its life together. Freedom of expression in spoken and written word is not only a constitutional right but the expected courtesy accorded to every member of the community. To the extent that the community is reflective of this freedom of expression without recrimination, so it will exhibit an atmosphere of trust and safety rather than fear.

3. A Spirit of Excellence and Inquiry

Excellence and inquiry are essential to the work of the Seminary and to the practice of ministry. Excellence involves the necessity of asking the difficult questions, wrestling with controversial issues and dedicating oneself to the disciplines of prayer, study, research, dialogue and continuing growth. In the spirit of freedom and in dedication to the truth, some issues will be challenging for Students, Staff and Faculty alike. The community values the opportunity to engage in dialogue, debate, and inquiry at its very best without demeaning or devaluing another person in the process.

4. A Spirit of Equality and Access

The Christian community is reminded that in Christ the human divisions predicated on gender, race, or social status are put aside. (Gal. 3:28). The community is to reflect the reality that the dividing walls of hostility have been broken down in the cross. (Eph. 2:13-16) Living in the truth and promise of these assertions, every effort will be made by the members of the community to encourage and insure that the spirit of equality issues in the practice of access for every member of the community.

5. A Spirit of Forgiveness and Love

As a community we are cognizant of the reality of sin as alienation, brokenness and estrangement in relationship to God, others, ourselves and nature. We recognize in particular the issues of power and abuse that are connected to our relationships as women and men and those specific actions of sexual harassment or abuse that have marred even the community of the church (see "Community Policy On Discrimination and Harassment" below). The reality of sin requires repentance and reconciliation in order that restoration may occur. The community will attempt to distinguish itself as one that is ready to forgive at the command and in the spirit of Christ and that welcomes the restoration of the penitent.

B. COMMUNITY POLICY ON DISCRIMINATION AND HARASSMENT

PLTS strives to be a respectful place of work and study that does not tolerate discrimination based upon race, color, creed, national or ethnic origin, gender, sexual orientation, age, physical or mental disability. The Seminary's commitment, therefore, is to creating and maintaining a community in which all persons can work together in an atmosphere free of all forms of discrimination, exploitation, or intimidation, including sexual harassment.

1. General Policy

Every member of the PLTS community should be aware that any discrimination or sexual harassment is directly opposed to the Seminary's mission. Further, such behaviors on the bases listed above have serious consequences; they are not only inappropriate and wrong, they also may be unlawful.

2. Sexual Harassment Policy

Sexual harassment is using "...one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal; or the creation of an intimidating, hostile or offensive working environment through verbal or physical conduct of a sexual nature." (Equal Employment Opportunity Commission of the United States Government) Behaviors qualifying as sexual harassment include but are not limited to:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- b. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- b. Physical conduct such as assault, unwanted touching, blocking normal movement, etc.;
- c. Threats and demands to submit to sexual requests as a condition of continued employment or academic standing or to avoid some other loss, and offers of employment or academic benefits in return for sexual favors; or
- d. Retaliation for having reported or threatened to report harassment.

Although this definition is taken from established legal principles, PLTS reserves the right to discipline persons for conduct that may not rise to the level of severity or pervasiveness necessary to support a legal determination of harassment.

3. Policy of Non-Retaliation

Any attempt by a member of the Faculty or Administration to penalize or retaliate in any way against a person bringing a discrimination, harassment, or other policy violation charge is prohibited and will be treated as a separate policy violation to be reviewed in its own right.

4. Resolution of Alleged Discrimination, Harassment, or Other Policy Violations

The Dean of the Faculty will receive, investigate, and review any incident of sexual harassment, discrimination, or policy violation by a Faculty member. If the incident involves the Dean of the Faculty, the President of the Seminary shall receive, investigate, and review this incident.

If the complainant cannot or does not desire to resolve directly with the alleged policy violator, then the Dean of the Faculty will have an initial discussion with the complainant for the purpose of providing guidance as to his or her options and available procedures. After this initial discussion, the Dean of the Faculty will begin an investigation at the request of the complainant.

The Dean of the Faculty will review and investigate the complaint as deemed appropriate to determine the merits of the allegation. The investigation may involve interviews and/or written statements from the complainant, the alleged policy violator, and any witnesses who may be able to provide pertinent information about the facts of the case. In the course of the investigation, the alleged policy violator will be informed of the allegation, the identity of the complainant, the facts surrounding the allegations, and will be afforded the opportunity to respond to the allegations.

As a result of the investigation, the alleged policy violator may be found not to have committed a violation of PLTS rules and regulations or may be found responsible for such violations or other inappropriate behavior. Resolution may be of a formal or informal nature. Informal resolution may occur when both complainant and alleged policy violator agree to a procedure without the need for additional proceedings. Formal resolution will involve the Dean of the Faculty taking appropriate disciplinary action including but not limited to counseling or education about sexual harassment, discrimination, or matter pertaining to the alleged policy violation, and a verbal or written reprimand or other such disciplinary sanctions up to and including suspension. Faculty appeals from such disciplinary actions will be handled pursuant to the procedures for Faculty "Appeals" presented in section V.H. of this *Handbook*. If the investigation reveals that the conduct is such that dismissal is contemplated, the procedures for Termination as outlined in Section V.G., "Cessation of Faculty Status," shall be followed. A summary of the results of the investigation will be communicated in writing to both the complainant and respondent.

5. Confidentiality and Protection of Complainant and Respondent

- a. The right to confidentiality of all parties involved in a sexual harassment, discrimination, or other policy violation charge (including witnesses interviewed during an investigation) shall be strictly adhered to insofar as it does not interfere with the Seminary's legal obligation to investigate such alleged violations when brought to the Seminary's attention and to take corrective action.
- b. In the event allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the alleged policy violator if he or she was damaged by the proceeding. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to the Seminary's full range of disciplinary procedures from official reprimand to dismissal.

V. THE FACULTY

A. DEFINITION OF FACULTY

The Faculty of this Seminary shall be constituted by persons serving in the following capacities:

1. **Elected Faculty** are full-time Faculty elected by the Board of Directors according to the procedures prescribed in the By-laws of the Seminary and in this Handbook [Section II.A]. They hold the rank of professor, associate professor, or assistant professor. They enjoy all of the privileges and responsibilities accorded to Faculty by the constitution, by-laws, and Faculty Handbook of the Seminary, including eligibility for tenure.

2. **Adjunct Faculty** are Faculty appointed by the Dean of the Faculty on annual or semi-annual contracts. They do not hold academic rank in the Seminary, but shall be designated as “Adjunct Professor of [subject].” They have neither voice nor vote in the deliberations of the Faculty.
3. **Affiliated Faculty** are part-time Faculty appointed by the Dean of the Faculty upon consultation with the Faculty Academic Committee and with the President. These Faculty may be deployed Faculty for certain extended programs of the Seminary or the Western Mission Cluster [e.g., the TEEM program]. Affiliated Faculty do not hold academic rank in the Seminary, but shall be designated as “Affiliated Professor of [subject].”
4. **Lecturers** are Faculty appointed by the Dean of the Faculty upon consultation with the Faculty Academic Committee and the President and upon approval by the Faculty. Persons appointed as Lecturers will have qualifications comparable to those of an elected Faculty member. Lecturers do not hold academic rank in the Seminary, but shall be designated as “Lecturer in [subject].”
5. **Teaching Fellows** are persons who require an academic affiliation for their scholarly work [e.g., presentations at national and/or international conferences or the need of a library for their research]. Persons appointed as a Teaching fellow will have qualifications comparable to those of an elected Faculty member. Appointment made by the Dean of the Faculty, in consultation with the Faculty Academic Committee and with the approval of the Faculty.
6. **Emeritii and/or Retired Faculty** are those who have retired from their duties. They may be designated “Professor Emeritus of [subject]” by action of the Board of Directors. They may be offered teaching contracts on an annual or semi-annual basis by the Dean of the Faculty, acting upon the recommendation of the Faculty Academic Committee after appropriate consultation. Emeritii and/or retired Faculty may attend regular Faculty meetings except for the executive sessions of such meetings. They may participate in the appointment of new Faculty but only in individual conversations with prospective candidates. They do not vote on recommendations concerning appointment, election, promotion, or tenuring of Faculty.

B. FACULTY RESPONSIBILITIES AND RIGHTS

1. Responsibility and Rights for the Seminary’s Vocation

The responsibilities and rights of the elected Faculty are to be understood in the light of the Seminary’s common mission/vocation—the development of leaders for Christian communities in the twenty-first century. This mission is fostered when the responsibilities and rights of the Faculty are exercised with integrity in the balancing of respectful dedication: to academic specialties and the pursuit of excellence in teaching and learning; to one’s students both in and out of the classroom; to the Seminary as a community of colleagues; to the wider church community; to one’s social and civic community; and to one’s self as a person (see ATS Statement on “Professional Ethics for Teachers” above on pp. 11-13).

2. Effective Teaching and Teaching Loads

All Faculty will have effective teaching as its primary concern. Faculty are expected to teach a minimum of 13.5 units of course work, or their equivalent per academic year. (See “Faculty Compensation and Support” for further detail.) Therefore, class preparation and student-related activities will be the priority in the allocation of time. A corollary of the concern for effective teaching is the expectation that all Faculty will take advantage of opportunities to hone their teaching skills and methods as well as to advance in their areas of scholarly competence. It is expected that the Faculty will have research and scholarly interests and that writing and publication will be seen as an integral part of the teaching office.

Elected Faculty members are expected to meet all of their scheduled classes. Absences can be accommodated through guest lecturers or some other form of planned academic activity. Normally, elected Faculty should not be absent from class in excess of a total of one week of classes per regular term, or three days of classes during interim or summer sessions unless advance approval is given by the Dean of Faculty.

Each Faculty member will provide students at the beginning of each course a syllabus including the goals and objectives of the course, how they are to be met, required readings, papers, projects, examinations, and criteria for grading. A copy of the syllabus is to be filed in the Dean's office at the beginning of each semester.

Each Faculty member is expected to provide students in his or her classes with ample opportunity to provide feedback about their perceptions and reactions to the classes through regular forms of student evaluation. (See "Faculty Review" for additional detail.) Sample evaluation forms will be available in the Dean's office. Faculty members will also provide opportunity for standardized student evaluation of their classes through forms and procedures adopted by the Faculty and administered by the Dean.

Faculty members are expected to be available to students at other times by appointment. This should include both the listing of weekly office hours and the willingness to schedule individual appointments.

It is important that the Faculty see the advisor-advisee relationship as central to the personal and spiritual formation of students and thus as a central responsibility which complements their intellectual and professional formation in the classroom. Faculty are expected to meet their responsibilities to both students and the church in the ELCA candidacy process. Those Faculty who are members of the Graduate Theological Union's Core Doctoral Faculty are expected to accept their share of advisees. Each Faculty member is expected to schedule an appointment of significant length with each of his or her advisees during each semester. The Faculty member will review the students' progress in their courses, make certain that academic requirements are being met, help students in their personal and academic planning, and show their concern for students' self-assessment of their progress and for the interrelationship of their academic work, contextual education, spirituality, and personal/family well-being.

3. Participation in Community Life

A Seminary committed to the development of leaders for the church is a community of faith in its own right. At the center of the community's life is the weekly celebration of Word and Sacrament. It is important that the Faculty be committed to regular attendance and periodic participation as preacher or presider. Attendance at community celebrations and significant events such as commencement, the installation of new Faculty, and convocation lectures by colleagues is expected

As a community with a common mission, the Seminary seeks collegial forms of decision making and administration. The Faculty agrees that attendance at, and active participation in, certain meetings is expected of all its members. These include: Faculty meetings, Faculty retreats, and Faculty seminars. If absence from such common meetings is required, a Faculty member should notify the appropriate person (President, Dean) in advance. In addition, Faculty members are expected to serve on one standing committee and on ad hoc committees as needed and to the degree possible as a matter of good citizenship within and for the community.

4. Theological Variety and Respect for Diversity

While it is expected that the Faculty will affirm its unity in the confession and mission of this Seminary, it is also assumed that the effectiveness of this mission depends on both welcoming and respecting a variety of theological perspectives within the Faculty. Such diversity may be found in such factors as educational background, gender, personality type, racial and ethnic background, age, pastoral experience, experience within the disciplines of theology, and background within Lutheranism or other denominational traditions. The Faculty will also welcome and affirm such a variety of perspectives within the student body and will seek to create and maintain an educational ethos which is supportive of such diversity.

5. The Work of a Full-Time Faculty Member

The work of a full-time Faculty member is a full-time task if the responsibilities of such a person are to be discharged adequately. Hence any form of outside employment or unrecompensed service which infringes significantly on the weekly schedule and extends for a quarter or other academic unit must have prior approval of the President and the Dean of Faculty. Requests for such approval shall be submitted to the Dean of Faculty, who shall consult with the President. These persons will have the responsibility to determine the relationship of any part-time salary received to the salary paid by the Seminary, taking into account, among other matters, whether the person involved would be teaching a reduced load at the Seminary.

6. Faculty Participation in the Larger Life of the Church

Faculty participation in the larger life of the church—denominationally and ecumenically—is affirmed and expected. Teaching, preaching, and consultative activities at congregational, synodical, and churchwide levels is expected of the Faculty in their capacity as “teachers of the church.” Extra-institutional involvement enriches the Faculty, supports the mission of the church, and represents the Seminary in the larger Christian and secular communities. In accepting occasional outside appointments, with or without remuneration, however, the Faculty member shall strive to keep such appointments in proper balance assigned responsibilities at the Seminary so as not to jeopardize the latter.

Members of the Faculty are encouraged to participate in public and community affairs. In these activities the Faculty members are reflecting the concern of the Church and Seminary for the welfare of the social and civic community. Each has a special obligation, however, to indicate that one is not representing the Seminary when expressing personal political and social convictions.

C. APPOINTMENT, REAPPOINTMENT AND NON-REAPPOINTMENT, REVIEW, PROMOTION, AND ELECTION TO TENURE

Procedures for appointment or reappointment, review of performance, promotion, and election to tenure on the Faculty are established according to the provisions of the PLTS Constitution and Bylaws and are guided by those procedures adopted by the Faculty in Part Two of this Handbook. All recommendations for appointment, reappointment and non-reappointment promotion, or tenure that require approval of the Board of Directors must be presented to the Board by the President, including the Faculty’s own recommendation as well as the President’s.

D. SABBATICAL LEAVES, REDUCED LOADS, RESEARCH LEAVES, AND OTHER LEAVES OF ABSENCE

Sabbatical leaves, reduced loads, research leaves and other leaves of absence are understood as an integral and important part of an overall strategy for enhancing the overall mission of the Seminary through Faculty renewal, development, and growth. As such they are a strategic investment by the Seminary in the continuing excellence of the Seminary's academic program through individual Faculty development in areas of research, writing, and teaching effectiveness. Guidelines and procedures for all such leaves shall be established in order to promote continuing development of Faculty expertise in teaching and research and have as their primary aim the support of the teaching mission of the Seminary. Implementation of such leaves shall be according to the provisions of the *PLTS Faculty Handbook*, Part Two: Procedures.

E. FACULTY ORGANIZATION

In order to fulfill its responsibilities effectively and to provide for a participatory and collegial decision-making process, the Faculty shall organize itself, providing for meetings of the Faculty for plenary deliberation, and establishing and delegating authority to those committee structures necessary for carrying on its work. Such organization shall be set forth in the *PLTS Faculty Handbook*, Part Two: Procedures.

The Faculty as a whole shall act on all matters specifically delegated to the Seminary Faculty by the ELCA and the Constitution and By-Laws of Pacific Lutheran Theological Seminary. The Dean of Faculty shall, through the President, prepare a report for each meeting of the Board of Directors in order to summarize for it the main actions which the Faculty has taken and shall, through the President, bring to its attention items from the Faculty requiring its action.

F. COMPENSATION AND SUPPORT

1. General Policy Statement

“In order for Faculty members to accomplish their purposes, theological schools should assure them appropriate structure, support, and opportunities” [*ATS Standards* 6, 2006, p. 161].
“The institution should support its Faculty through such means as adequate salaries, suitable working conditions, and support services” [*ATS Standard* 6.1.7, 2006, p. 162]

2. Salaries and Other Institutional Support

A Faculty salary schedule providing a minimum cash salary for each professorial rank is established by the Board of Directors upon recommendation of the Resource Committee of the Board in consultation with the Seminary President.

In return for assuming a fair share of teaching assignments, committee and administrative work, Faculty members normally are paid on a twelve-month basis for ten months of teaching and one summer month of teaching preparation, research, writing, necessary committee work, or other Faculty responsibilities.

- a. “Fair share of teaching assignments” for full-time Faculty members is 13.5 units per academic year, including assigned required courses, and electives of the Faculty members choice, taking into account needs of one's GTU area, to be scheduled in consultation with the Dean of the Faculty, in conjunction with the next academic year's course scheduling process. Adjustment of the teaching load may be considered in recognition of special assignments or projects. SRC9999 (Special Reading Course 9999) courses are at the discretion of the Faculty member.

- b. Extension, Learning Network, TEEM, PLTS and GTU Summer Session courses may qualify for additional compensation, if beyond the 13.5 unit expected load. If they are PLTS-sponsored courses, compensation is negotiated with the Dean of the Faculty, in advance of the course being announced. Compensation for non-PLTS-sponsored courses is negotiated directly with the sponsor.
- c. Faculty members are free to accept outside speaking engagements within reasonable limits, and negotiate compensation and expenses directly with the sponsor.
- d. Faculty will be available for occasional constituency relations events, at the request of the Seminary, for expenses only.
- e. Exceptions to the above must be arranged for with the Dean of the Faculty, in advance.

Individual Faculty cash salaries differ within professorial rank because of such factors as seniority or length of service, earned degrees, and special contribution to the Seminary and the church at large.

Individual Faculty cash salaries shall be reviewed annually and adjusted in the light of such factors as those noted in Item 2 above and of such environmental factors as salaries at other Lutheran and GTU seminaries, the Bay Area Consumers Price Index, and e.g., changes in self-employment social security taxes.

- f. The current annual Faculty development grant is \$650, plus payment of professional society dues, up to \$100. Application for funds is made through the office of the Dean of the Faculty. If requests for grants are accompanied by appropriate receipts, the funds are treated as expense reimbursement, for tax purposes; otherwise, they are treated as taxable income.
- g. Part-time Faculty members shall receive that proportion of the allowance corresponding to the proportion of full-time teaching load indicated in the letter of appointment. This financial support is not available while a person is on leave, though such a person may draw on up to three years of previously accumulated reserve.
- h. In general all compensation and classroom assistance matters are provided for in the annual Instructional budget. Therefore, requests for classroom assistance (teaching assistants, guest lecturers, etc., should be made in writing to the Dean of the Faculty by January 15, preceding the academic year for which requests are made.

Ordained Faculty may designate a justifiable portion of the cash salary as housing allowance, within Internal Revenue Service guidelines.

3. Institutional Support

- a. Office with desk, file cabinet, book shelves.
- b. Secretarial assistance for work directly related to teaching and other assigned responsibilities.
- c. Telephone and postage for work directly related to teaching and other assigned responsibilities.
- d. Waiver of tuition at PLTS for spouses and children.

4. Housing Assistance

Subject to the availability of funds, the Seminary may provide up to 20% of the purchase price of a home for a member of the full time Faculty, the President, the Vice President for Seminary Advancement, or the Seminary Steward, up to a maximum of \$50,000, to be secured by a second mortgage. Following the termination of the purchaser's eligibility for such assistance or upon the close of escrow upon the sale of the home, whichever occurs first, the Seminary will receive the greater of the following: (a) the same percentage of the fair market value or net sale price as the percentage of the purchase price paid by the Seminary, or (b) the Seminary's original cash investment plus simple interest at the rate of 5% per annum the first year then escalating one point per year until the interest rate reaches 10%, after which it shall remain constant. The purchaser shall, at his or her option, prepay such interest annually or accrue such interest which shall be paid as indicated above. Upon sale of the home, the Seminary shall have the right of first refusal.

Eligibility for such assistance will normally terminate when the person ceases to be a bonafide owner-occupant, or 6 months after a person leaves the employment of the Seminary.

This policy does not apply to persons who already own a house within commuting distance of the Seminary.

5. Medical Leave

When necessary, Faculty members may be granted a leave of absence for medical reasons, including pregnancy-related disability. Such leaves of absence are governed by the Family and Medical Leave Policy set forth in the *PLTS Staff Employee Handbook*, except that requests for such leave should be presented to the Dean of the Faculty rather than to the Director of Finance and Operations.

During the term of a leave for the Faculty member's own medical condition, the Faculty member will be paid full salary up to three months. Also, the individual will be entitled to one additional month of salaried leave for each year of service, up to a total salaried leave of six months, provided the individual has served the Seminary for three years or more. In each case, when the maximum of salaried leave has been reached, the individual will be referred to the support of his/her pension plan disability coverage, unless other action is taken by the Board of Directors. Faculty status is retained unless dismissal action occurs according to the procedures outlined under Dismissal.

6. Family Leave

Faculty who need to care for a parent, spouse, or child with a medically-documented serious health condition or who have a new baby may be eligible for a leave of absence. These leaves are governed by the Family and Medical Leave Policy set forth in the *PLTS Staff Employee Handbook*, except that requests for such leaves should be presented to the Dean of the Faculty rather than to the Director of Finance and Operations.

It is unlawful for the Seminary or any supervisor or colleague to:

- a. Interfere with or deny the exercise of any right under the federal or state leave laws.
- b. Discharge or discriminate against any person for opposing any practice made unlawful by the federal or state leave laws.
- c. Discharge or discriminate against any person because of involvement in any proceeding under or related to the federal or state leave laws.

The Seminary encourages any employee who thinks that federal or state leave law has been violated to report to the Dean of the Faculty or to the Director of Finance and Operations. All complaints will be promptly investigated.

G. CESSATION OF FACULTY STATUS

1. Resignation

A Faculty member who has decided to withdraw from teaching at the Seminary is expected to give notice in writing of such intention no later than January 1 of the final year at the Seminary in order to permit appropriate arrangements to be made for the fall term. All resignations may be accepted by the President, who shall report them to the Board of Directors.

2. Retirement

A Faculty member who elects to retire is expected to give notice in writing of such intention no later than January 1 of the final academic year at the Seminary.

Those choosing early retirement may negotiate a different effective retirement date or a phased retirement agreement.

The President, in consultation with the Dean and Faculty Academic Committee, and subject to approval by the Executive Committee of the Board of Directors, is authorized to negotiate and contract for the continued services of emeritus Faculty member.

3. Phased Retirement

According to both Federal and State law, there is no obligatory retirement age.

“Phased retirement” is a condition of employment meant to assist Faculty in their choices including individual gifts, personal goals, health, and energy. A tenured Faculty member may wish to reduce his or her Seminary responsibilities with a corresponding decrease in salary. A reduction of responsibilities may include some but not all of the following: teaching, committee work, advising, serving on Masters and Doctoral committees, mentoring theses, serving on the Core Doctoral Faculty.

Agreement to phased retirement is arrived at by mutual consent between the Dean of the Faculty and the Faculty member. A reduction of responsibilities (such as those mentioned above) is negotiated and an agreement is reached which is then drawn up by the President. Included in this agreement are the determination of salary proportionate to the reduced load and the determination of health care program benefits administered under the Evangelical Lutheran Church in America’s Board of Pensions. These benefits are to be comparable to those available to full-time elected Faculty.

The Seminary will make every effort to continue to provide an office (space allowing) along with e-mail access, telephone, and FAX access. Other matters such as paid professional society meeting attendance, the availability of Faculty development monies, and of teaching assistants are subject to negotiation with Dean of the Faculty.

It is to be the understanding of both the Faculty member and the Seminary that a phased retirement agreement can be continued only for a period of five years, after which follows full retirement.

4. Non-Reappointment

Faculty members whose appointments are not renewed shall be notified at least fourteen months prior to the ending date of the appointment. After a formal decision has been made for non-reappointment, the Faculty member shall be promptly informed in writing. The grounds shall be set out in a dated memorandum written in such detail as to explain the negative decision to one not personally familiar with the case. This memorandum, prepared by the Dean of the Faculty, shall be summarized orally and/or in writing to the Faculty member. With this exception, the memorandum will be treated with the same confidentiality as comparable items in the Faculty member's personnel file.

5. Termination

Appointments, whether limited or tenured, may be terminated before their expiration by:

- a. Voluntary resignation or retirement.
- b. Dismissal for reasons specified below.
- c. Retrenchment for financial exigency.

6. Dismissal

Charges which could lead to dismissal include but are not limited to:

- a. Physical or mental disability that cannot be reasonably accommodated.
- b. Neglect of academic duty, incompetence, or inefficient service.
- c. Teaching incompatible with the confessional position of the supporting churches.
- d. Conduct incompatible with the character of the ministerial office.
- e. Sexual harassment.

Charges which could lead toward dismissal may be brought against a Faculty member by:

- f. The appropriate board of either the church or the Seminary according to the constitutional provisions of the governing church body.
- g. The Seminary President, according to the constitutional provisions of the governing churches and Seminary.
- h. No fewer than five tenured members of the Faculty.

The charges are to be submitted in writing to the President, who shall in all cases attempt to clarify, mediate, and resolve the differences. If such efforts fail, the President shall request the Academic Committee of the Faculty to nominate a committee of three tenured persons to be elected by the Faculty to investigate the charges.

If either the accused or the accusers are members of the Personnel Committee, they shall be replaced temporarily by other elected tenured Faculty members for the disposition of the case.

This committee of three elected tenured Faculty members shall investigate the charges. The following procedures shall prevail:

- i. The Faculty member or members involved, in addition to the President, shall be informed in writing of the charges and shall have opportunity to present a written defense and be heard in his/her/their own defense by the committee hearing the case.

- j. Both the person or persons submitting the charges and the Faculty member or members charged, as well as the President, shall be permitted to select an advisor who may act as counsel, and to produce witnesses and relevant documents. There shall be a stenographic record of the hearing and testimony, and of the conclusions of the committee, a copy of which shall be provided the accused, the accusers, and the President. The President shall then provide one copy of the transcript and of all documents to each tenured member of the Faculty. The tenured members of the Faculty shall meet in executive session with the President and shall transmit their findings and recommendations to the President and to the Faculty member or members whose appointment is in question.
- k. If the Faculty votes to drop the charges, no further action shall be taken, except that the President shall inform the accused and the Board of Directors of the action taken, together with his or her own recommendation.
- l. If the Faculty votes to sustain the charges, the President shall inform the accused and transmit the full report, together with his or her own recommendation, to the Board of Directors and the Division for Ministry of the ELCA as well as to the synodical bishop of any Faculty member who is ordained.
- m. In all cases, final decision shall be made by the Board of Directors within six months of the beginning of the procedures. If the President and the Board of Directors concur in dropping the charges, no further action is required. If they uphold the charges, in all cases the ELCA constitutional provisions concerning the Committee on Appeals and Adjudication shall pertain.
- n. During the period in which charges are being considered and prior to the tenured Faculty judgment regarding the validity of the charges, all parties involved should deport themselves with an attitude of “innocent until proven guilty” and seek to protect the charged individual from becoming a victim of gossip, backbiting, or illegitimate pressure.
- o. Retaliation against any person for having brought a charge against a Faculty member is prohibited.

7. Financial Exigency and Retrenchment

If for reasons of financial exigency, retrenchment in Faculty is deemed necessary by the Board of Directors, the President shall convene a special meeting of outside and disinterested qualified persons to confirm the reality of the financial exigency and to render judgment regarding the fairness of tentative proposals for retrenchment before these are made public.

Upon a positive report recommending exigency from such a group, the President shall convene a panel of representatives from the Administration, Faculty, Students, and the Board, elected by their respective constituencies, to examine the reasons for the retrenchment as advanced by the Board, and to advise it on possible procedures or strategies, including termination. The determination of which Faculty members will be dismissed shall be made by this committee as a recommendation to the Board. Final decision in all cases and on all questions shall be by the Board of Directors. In no case shall right of appeal through official church processes be abrogated.

In such an emergency the Seminary intends to look for further detailed guidance to the policies outlined in *ATS Guidelines for Retrenchment (ATS Bulletin 47.1, pp.66-67)*.

H. APPEALS

1. The individual Faculty person concerned and/or the full-time Faculty may appeal within 30 days (excluding breaks and vacations) any decision of the President of the Seminary with respect to appointment, reappointment, non-reappointment, promotion, or tenure. Such an appeal shall be made in writing to the Board of Directors. The appeal with the rationale, shall be placed on the agenda of the next Board meeting. When this appeal is reviewed, the President of the Seminary shall present his/her position in writing to the Board.
2. In matters involving alleged discrimination or harassment, the individual may appeal within 30 days any decision of the Dean of Faculty in writing to the President of the Seminary. The appeal with the rationale may, in the President's judgment, be forwarded in writing to the Board of Directors. In consultation with legal counsel the decisions of the Board of Directors to sustain or not to sustain the actions of the Dean of the Faculty and/or President of the Seminary are final.

In matters involving appointment, reappointment, non-reappointment, and promotion with or without tenure, the decisions of the Board of Directors to sustain or not to sustain the action of the Faculty and/or the President of the Seminary are final.

VI. ADMINISTRATION

By the term "Administration" is meant those persons who have accepted special responsibilities in the operation of the Seminary, such as the President, Dean of the Faculty, Director of Finance, Dean of Students and Registrar, Director of Admissions, Director of Contextual Education, Director of Development, and such other persons as may be appointed to fulfill the administrative responsibilities of the Seminary.

VII. ADMINISTRATIVE PERSONNEL WITH FACULTY STATUS

The Dean of the Faculty shall be appointed by the President after consultation with the Faculty, either individually with each Faculty member or with Faculty-elected representatives or standing committees, with representative members of the student body chosen by them, and with the approval of the Board of Directors. This appointment shall be for a specified term, normally three years. The Dean of the Faculty has Faculty status by virtue of his or her office. If Faculty status is granted to other administrative positions, such status may be conferred for such a position only by vote of the Faculty and must be approved by the Board of Directors. Recommendations for such status may come from the Faculty, the Dean of the Faculty, the President, or the board, but the conferring of such status can be done only as described above. Appointment of persons to fill such positions shall be by the President, with the approval of the Board of Directors.

VIII. AMENDMENTS

The section, "Part One: Policies," of the *PLTS Faculty Handbook* may be amended by action of the Board of Directors upon recommendation by a two-thirds vote of the Faculty (present and voting). Any such amendments to these Policies shall be distributed in writing with the agenda of at least one Faculty meeting prior to the meeting at which any final vote is taken.

Whenever such amendments to this section of the *PLTS Faculty Handbook* are approved by the Board of Directors, such amendments shall become effective upon such approval unless another effective date is specified.

**PART II:
PROCEDURES**

Part II: Procedures

I. ORGANIZATION OF THE FACULTY

A. FACULTY ORGANIZATION AND OFFICERS

The President of the Seminary serves as the chair of the Faculty and presides at stated and special meetings.

The Dean of the Faculty is the chief academic officer of the Seminary and has administrative responsibility for its academic program and for the support of the Faculty.

B. STANDING FACULTY COMMITTEES

The purpose of the PLTS committee system is to support the Seminary's mission of excellence in the development of leaders for the church. The committees focus on the people, the programs, and the development of Seminary policies and are an important reflection of the conviction that a collegial, participatory decision-making process strengthens both the environment in which we work and the fulfillment of our mission. Those who serve on the committees are chosen by means deemed appropriate to their representation and responsibilities. Though the deliberative and evaluative processes of the committee system are essential to our common work, the cost of the committee system in Faculty, Staff, Student, and constituent time requires that great care be exercised to keep the committees as few and small as possible and that meetings deal with significant matters as efficiently as possible.

The Standing Committees coordinate the life and work of the Seminary and provide consultation on the development of Seminary policies. These committees are chaired by a member of the Faculty. The Faculty members of the Standing Committees are appointed by the Dean of the Faculty. The Student members are appointed by the Dean of Students according to processes established by the Student Association. The goal is to appoint those persons whose counsel and expertise can enhance the work of the Seminary.

1. The Academic Committee

- a. Membership.
 - i. Dean of the Faculty.
 - ii Two Faculty members.
 - iii Director of Contextual Education.
 - iv One student.
- b. Responsibilities.

This committee meets once-a-month with primary responsibilities for the stewarding of the curriculum and the Faculty.

2. The Community Life Committee

- a. Membership.
 - i. Three Faculty members.
 - ii. Two Staff members.
 - iii. One student.
- b. Responsibilities.

This committee coordinates programs for students and their families, provide activities which foster an authentic community environment, and discusses community concerns and issues. This committee meets monthly.

C. PROGRAM DIRECTORS

Directors of Special Programs of the Seminary are appointed by the President in consultation with the Dean of the Faculty, the Academic Committee, and the Faculty. Or, if these Special Programs are programs of the Western Mission Cluster, a director will be appointed by the Seminary housing the program in consultation with the cluster partner. These programs include Theological Education for Emerging Ministries [TEEM].

D. THE FACULTY MEETING

The Faculty meeting is the plenary deliberative and legislative body of the Faculty. The Faculty shall meet at least once each month, during the academic year. It receives and refers information from and to other bodies, especially the standing committees, any ad hoc committees, program directors, and working groups. Faculty members' attendance at the monthly Faculty meetings is required. Requests for absence need to be cleared with the Dean of the Faculty.

The President of the Seminary shall chair the Faculty meetings. In the absence of the President, the Dean of the Faculty shall serve as acting president. The Dean of the Faculty shall develop and monitor the agenda of Faculty meetings, which shall normally be distributed in advance of each meeting. *Robert's Rules of Order* govern the Faculty's parliamentary procedure unless otherwise specified. Minutes of the Faculty meeting are the responsibility of the Dean of the Faculty who may delegate the task of recording the minutes to a Faculty colleague or to a member of his/her administrative Staff.

Special meetings of the Faculty may be convened by the President at his/her initiative or at the request of a standing committee. In all matters in which the authority to decide has been delegated to the Faculty its decisions are final.

Other individuals who are not members of the Faculty may be invited by the President to attend Faculty meetings, in whole or in part, and speak but not vote. The Faculty may also request the President to invite such persons to be present for purposes of consultation.

II. PROCEDURES FOR APPOINTMENT OF FULL-TIME FACULTY

A. Definition and Occurrence of a Faculty Vacancy

1. The President of the Seminary in conversation with the full-time Faculty will define vacancies in the Faculty in terms of PLTS's curricular needs to fulfill the mission entrusted to it. The result of this conversation will be a proposal of a timetable and a position description prior to the formal authorization of a Faculty search.
2. The position description will include the following criteria:
 - a. Educational preparation.
 - b. Teaching experience and/or effectiveness.
 - c. Productive scholarship [or potential for such].
 - d. Years of service.
 - e. Recommendations.
 - f. Significant contribution to the church.
 - g. Match or "fit" with PLTS and the GTU.
 - h. Potential for contributing to the common work of the full-time faculty.

B. Authorization of a Faculty Search

1. Once the President of the Seminary has reviewed the proposal made by the full-time Faculty, this is then forwarded to the Chair of the PLTS Board of Directors who will formally initiate the process of authorizing a search for a full-time Faculty person.
2. Authorization of a search for a full-time Faculty member is made by the Board of Directors, accompanied by an approved budget.

C. Establishment of the Search Committee and Search Committee Membership

Once a search for a full-time Faculty member has been authorized, the Chair of the PLTS Board, in consultation with the President and Dean, will appoint a Search Committee consisting of at least nine members, to include the following:

1. President of the Seminary.
2. Dean of the Faculty.
3. One student. The Dean of Students, after consulting with the Student Association, will appoint this student.
4. At least three full-time Faculty members elected by their peers, one of whom shall be appointed by the Chair of the Board as Chair of the Search Committee.
5. At least three other persons representing key constituencies and partnerships in theological education, such as the PLTS Board, ELCA Churchwide headquarters, the Graduate Theological Union, the Western Mission Cluster, other ELCA seminaries, etc. At least one of these three persons shall be a member of the PLTS Board.

D. Search Committee Responsibilities

1. Writing the advertisement for the position which will be publicized in the appropriate publication of the ELCA, *The Lutheran*, and in other appropriate venues, such as *Openings*.
2. Soliciting names of candidates from scholars in the field.
3. Reviewing the dossiers received.
4. Selecting a short list of candidates for on-campus interviews and checking their references.
5. Inviting candidates on the short list for on-campus interviews.
6. Hosting the candidates while they are visiting PLTS.
7. Interviewing candidates.
8. Meeting of the Chair of the Search Committee (and other members as available) with the full-time Faculty after the interview process has been completed.
9. Ongoing correspondence with applicants.
10. Reviewing all relevant input from interested parties.
11. Submitting final Search Committee Report to the President and Recommendation to the Chair of the Board.

E. Responsibilities of the Office of the Dean of the Faculty

1. Orienting the Search Committee.
2. Providing administrative assistance to the Search Committee.
3. Submitting the advertisement for the position to the appropriate quarters.
4. Providing the Faculty with the candidates' dossiers and a sampling of their publications.
5. Arranging for interviews of each candidate.
6. Checking the references of each candidate.
7. Preparing, in consultation with the Search Committee Chair, a Dean's Report of the search process, including consultative comments and evaluations from all interested individuals and groups, and submitting it to the full-time faculty and to the Search Committee.
8. Preparing the Search Committee's final Report & Recommendation to the Board.
9. Informing the candidates of the result of the search.
10. The Search Committee Chair, in consultation with the Dean, will provide a final accounting of the expenses incurred in the Search Process.

F. Responsibilities of the Full-Time Faculty

1. Preparation for the on-campus interviews. This will include having read the candidates' dossiers and a sampling of their publications.
2. After these materials have been read, the Faculty meets to determine how the on-campus interviews will be organized—what questions to ask, what concerns to raise, and the like.
3. Attendance at all on-campus interviews. Faculty who are on sabbatical leave may attend if available. [see section G. below]
4. Attendance at the Faculty meeting(s) where the evaluations of each candidate will be presented and discussed.
5. Submitting a written report to the Search Committee through the Dean of the Faculty that contains its recommendations and rationale, including all supporting documents. The rationale will include consideration of the criteria enumerated in A.2 above.

G. Guidelines for Components of On-Campus Visit and Interviews

1. Candidates meet with the Search Committee.
2. Candidates meet with the full-time Faculty.
3. Candidates meet with PLTS students.
4. Candidates meet with the President of the Seminary.
5. Candidates meet with the Dean of the Faculty.
6. Candidates meet with the GTU Dean.
7. Candidates meet with the appropriate GTU Area Convener.
8. Candidates make a public presentation (for example, a lecture or a seminar).
9. Candidates present current research projects.
10. Candidates have an "exit" meeting with the President of the Seminary and the Dean of the Faculty.

H. Final Steps in the Search Process

1. The Search Committee reconvenes to consider the Report of the Dean of the Faculty and any formal recommendation from the faculty, along with any other pertinent information.
2. In the event the Search Committee's recommendation differs from that of the faculty, the Search Committee will prepare a separate report to the Faculty explaining the rationale for a contrary recommendation. Should disagreement still exist, a period of no more than 30 days shall be taken to allow the Search Committee Chair, the President and the Dean of the Faculty to resolve the disagreement prior to proceeding with the Committee's recommendation being submitted to the Chair of the Board.
3. The Search Committee Report and Recommendation will be submitted to the Chair of the Board, who will then present the Search Committee recommendation, along with a recommendation from the President and any formal comments from the Faculty, to the full Board for its consideration.

III. PROCEDURES FOR REAPPOINTMENT, EVALUATION, AND PROMOTION OF FULL-TIME FACULTY

A. Conditions and Procedures for Reappointment

1. Non-tenured Faculty normally are eligible for three-year terms and shall be evaluated prior to reappointment.
2. Recommendation for or against reappointment shall be submitted to the Board of Directors at least one year prior to the expiration of the three year term of appointment and shall be accompanied by:
 - a. The Faculty member's *curriculum vitae*.
 - b. A report in which is included recommendations for or against retention with justifying data for the recommendations. These data will include evaluations by PLTS Faculty and Students, and other relevant individuals, e.g. GTU Faculty members.

B. Conditions and Procedures for Promotion

1. A Faculty member without the doctorate who begins teaching as an Instructor may be promoted to Assistant Professor after two years of full-time teaching experience.
2. Except where the doctorate is not expected for the position, the Faculty member must have earned the degree before being promoted from Assistant to Associate Professor.
3. An Assistant Professor shall normally be considered for promotion to the rank of Associate Professor by the end of a second term of appointment. Previous teaching experience in higher education shall be considered in each case.
4. Promotion from Associate Professor to Professor is considered to be a more substantial promotion and is subject to more careful review and scrutiny.

5. Recommendation for promotion shall be submitted to the Board of Directors by the President of the Seminary accompanied by:
 - a. The Faculty member's *curriculum vitae*.
 - b. A report supporting the recommendation, which shall include the recommendation of the tenured Faculty, the President's own recommendations, and may include evaluations from individual PLTS and GTU Faculty members and Students, and other persons qualified to comment.

C. Conditions and Procedures for Granting of Tenure

1. Tenure is defined as continuous appointment to serve until resignation, death, or retirement, and is subject to termination only for cause or under conditions of retrenchment for reasons of financial exigency.
2. While the institution of tenure itself is affirmed, it is considered advisable that not all Faculty members be tenured.
3. An Associate Professor will normally be considered for tenure by the end of one three year term of appointment. Criteria for such consideration shall include teaching, scholarship, and service.
4. Except where the doctorate is not expected for the position, the Faculty member must have earned the degree before being granted tenure.
5. Recommendations for tenure appointment shall be submitted to the Board of Directors by the President of the Seminary no later than the Board meeting in the spring of the year preceding that in which tenure status is to take effect accompanied by:
 - a. The Faculty member's *curriculum vitae*.
 - b. A report supporting the recommendation, which shall include the recommendation of the tenured Faculty, and may include evaluations from individual PLTS and GTU Faculty members and Students, and other persons qualified to comment, and the President's own recommendations.

IV. FACULTY REVIEW

A. Purpose

Pacific Lutheran Theological Seminary is committed to the continuous improvement of the theological education and preparation for ministry received by those enrolled in its various degree and non-degree programs. Consistent with this commitment, the Faculty is committed to the continuous professional development of its members. The primary purpose of the "Faculty Review" program, therefore is to encourage and facilitate Faculty professional development. A secondary purpose is to provide the basis for informed decisions regarding renewal, promotion, tenure and sabbatical leaves.

B. Standards for Review

Faculty members will be reviewed in terms of:

1. The basic expectations for Faculty members at PLTS, outlined elsewhere in this *Faculty Handbook*.
2. The developmental goals and plans for individual Faculty members, established in the process of annual and periodic review.

C. Annual Review

Annually, each Faculty member meets with the President and the Dean of the Faculty (and, if desired, a Faculty colleague) to review the previous years professional activity (courses taught, students advised, committees, outside speaking, research, publication, etc.), evaluation of that activity in reference to the basic Faculty expectations and developmental goals/plans for the previous year.

Evaluative data to be considered:

1. Student course evaluations—at least one course per semester (coordinated through the Dean of the Faculty’s Office).
2. Results of conversations with colleagues.
3. Other data relevant to the particular developmental goals/plans of that year. The developmental goals/plans proposal for the coming year is reviewed, revised, and filed in its agreed upon form. The Faculty members written material for the above review, and any comments the President and Dean of the Faculty wish to add are also filed.

Reviews related to application for sabbatical, renewal of appointment, promotion and tenure shall constitute the annual review of that year.

D. Periodic Review

Since the PLTS sabbatical program “represents both an investment by the Seminary in institutional excellence and a commitment by Faculty to continuing intellectual, spiritual, and professional growth,” (see below, V. A), it is appropriate to integrate the periodic review and sabbatical procedures. (Since most Faculty elect every-seventh-semester option, this procedure occurs approximately every fourth year.) PLTS Faculty who are members of the GTU Core Doctoral Faculty have their credentials reviewed every five or six years by a committee of peers, constituting an additional element of periodic review. For all PLTS Faculty, the Sabbatical “Policy” (V. following) will be the procedure for the periodic review.

V. FACULTY SABBATICAL POLICY

A. Purpose

As a component of the Seminary’s Faculty development program, the Sabbatical is granted to eligible Faculty in order to enhance their service to the Seminary, the Church, and the world of scholarship. The Sabbatical represents both an investment by the Seminary in its institutional excellence and a commitment by Faculty to continuing intellectual, spiritual, and professional growth.

Sabbatical activities designed by Faculty to fulfill this basic purpose may include, but are not limited to, the following:

1. Study, in schools and otherwise.
2. Research, special studies, and investigations.
3. Professional writing or similar creative work.
4. Travel related to the basic purpose stated above.
5. Teaching in another situation, if clearly supportive of the basic purpose.
6. Participation in the life of the church-at-large, its congregations, agencies, or ancillary institutions.

Faculty members are expected to design sabbatical activities aimed at increased competence both in their academic field of specialization and in relating that academic specialty to the total Seminary program and the emphases of the PLTS mission statement.

B. Eligibility

1. All Faculty of Assistant Professor, Associate Professor, or Professor rank may be eligible for a Sabbatical upon completion of six years of full-time service.
2. Years of full-time service are computed from the beginning of service at the rank of Assistant Professor or higher.
3. Years of full-time service at other institutions prior to appointment to the Faculty (Lutheran or non-Lutheran, stateside or abroad, college, university or seminary) may count toward calculation of the Sabbatical year. This policy shall apply only to time accumulated since the last Sabbatical or to a person who has not had a Sabbatical. No Sabbatical, however, shall normally be granted before a full three-year residence at the Seminary has been completed. Number of years to be credited shall be agreed upon in writing by the Seminary Administration before the candidate's election to the Faculty.
4. Leaves of absence shall not count toward calculation of the six years of service.

C. Definitions

1. A Sabbatical normally is to be defined as twelve months of study leave at full pay after a minimum of six years of full-service and every seventh year thereafter.
2. Faculty members eligible for a Sabbatical may request that it be split, one six-month period to be taken in the scheduled year and the other being taken within three academic years thereafter. The splitting of the Sabbatical year shall not affect the Faculty member's continuing position on the Faculty's Sabbatical schedule.
3. After having been granted their first full Sabbatical by the Seminary, faculty members may request that subsequent Sabbaticals be granted for six-month periods after each three years of full-time service.

D. Procedures

1. Sabbaticals will be granted only after formal application to and approval by the Faculty and Board.
2. Faculty members planning for a Sabbatical shall consult with other PLTS and GTU Faculty, especially Faculty members in their area, so that they may suggest Seminary or area needs for study or skill development. Consultation with the Dean of the Faculty should include sensitive reflection on data posed by annual reviews since the previous Sabbatical.
3. Faculty members prepare a proposal for their Sabbatical program of study. Each proposal shall include the Faculty member's personal and professional goals; program designed to achieve those goals; value to Seminary, Church, and world of scholarship; means by which achievement of goals will be evaluated; financial and travel arrangements; and time period.
4. Faculty members submit their proposals, along with a current resume, to the Faculty Academic Committee through the Dean of the Faculty at least one year before the proposed Sabbatical is scheduled to begin. The Committee's review of the proposal will include an interview with the Faculty members. With the approval of the Committee the proposal is transmitted to the Faculty and, with Faculty approval, to the Academic Committee of the Board for Board action at its next regular meeting.
5. Following completion of the Sabbatical, the Faculty member provides a detailed written report to the Dean of the Faculty for transmission to the Board and inclusion in the Faculty member's file.

E. Sabbatical Schedule

1. A projected Sabbatical schedule will be prepared by the Dean of the Faculty and approved by the Faculty. Seniority in years of service to the Seminary shall normally take precedence in establishing the order. The Dean of the Faculty shall make public the approved Sabbatical schedule, projecting Sabbaticals for at least three years, by July 1 of each year.
2. Approval of the schedule by the Faculty does not guarantee the granting of the Sabbatical by the Board. The granting of the Sabbatical shall be dependent on the Board's approval of the Sabbatical proposal.
3. Ordinarily no more than two Faculty members nor more than one Faculty member from each academic area shall be on Sabbatical leave concurrently.
4. Faculty members are expected to accept a Sabbatical at the designated time in the schedule unless they establish acceptable reasons for delay or advancement and satisfactory arrangements can be made to cover their responsibilities.
5. Advancement or delay of a Sabbatical year, however, will not affect the established schedule of a Faculty member's subsequent Sabbaticals nor alter the length of the period of leave. Normally a Sabbatical leave should not be delayed longer than three years.

F. Other Policies

1. Faculty members who accept a Sabbatical leave are obligated to return to their duties and responsibilities at the Seminary for at least one full year after completion of the Sabbatical, or for a period equal to the time of the sabbatical. If they do not do so, they shall reimburse the Seminary for all salary and benefits provided during the period the Sabbatical leave was in effect. Exceptions to this agreement can be made only with the approval of the Board or its Executive Committee.
2. A Faculty member on Sabbatical retains the right to speak and vote if in attendance at Faculty meetings.
3. A Faculty member on Sabbatical leave will receive a salary which includes all increases and other adjustments that would have applied had the individual remained on campus.

VI. LEAVES OF ABSENCE, SPECIAL ASSIGNMENTS, AND REDUCED LOADS

Leaves of absence, including leaves for special assignments such as to a GTU center or program unit, Western Mission Cluster, or other churchly/academic program unit or educational institution, can be granted upon written request to the President and approval by the Board, in consultation with the Dean of the Faculty. The details of such a leave, including adjustment in compensation, will be worked out in consultation with the President and approved by the Board. Such leaves shall be granted for a specific period of time not to exceed three years.

In no case shall the granting of a leave result in loss of Faculty rank or salary status.

Leaves of absence, special assignments, and reduced loads shall not count toward calculation of the Sabbatical year except in instances of special Seminary assignment or by special action of the Board. Sick leaves of up to six months in duration will not affect an individual's Sabbatical schedule.

If salary adjustments are scheduled, a person on leave shall be included in the schedule, even though it may not be immediately applicable.

A member of the Faculty on leave of absence may attend Faculty meetings and retains the right to speak and vote.

Only in exceptional cases (e.g., sickness, one-time opportunity, institutional need) shall a leave of absence be considered for the year preceding or following a Sabbatical.

Instructors and assistant professors may be granted special leaves, especially for completion of a doctoral program, even before completion of six years of service.

VII. LEGAL REPRESENTATION

The Seminary's insurance policy provides legal coverage for Faculty in the event they become defendants in a sexual harassment, discrimination, or other policy violation law suit. The insurance company's interpretation of the nature and extent of that coverage remains on file in the office of the Dean of the Faculty.

VIII. AMENDMENTS

This section, Part Two: Procedures of the *Faculty Handbook* may be amended by action of the Faculty, by a majority vote of those present and voting, upon recommendation of the Faculty Academic Committee. Any such amendments to these Procedures shall be distributed in writing with the agenda of at least one Faculty meeting prior to the meeting at which any final vote is taken.

When approved by the Faculty, such amendments shall become effective upon such approval unless another effective date is specified.

**PART III:
APPENDICES**

Part III: Appendices

I. CONSTITUTION OF PACIFIC LUTHERAN THEOLOGICAL SEMINARY

ARTICLE I. NAME AND ORGANIZATION

Section 1. The name of this institution is “Pacific Lutheran Theological Seminary.”

Section 2. This Seminary is located at Berkeley, California, and incorporated under laws of the State of California.

ARTICLE II. PURPOSE

The primary purpose of the Seminary is to prepare committed and competent men and women for the ministry of the Church of Jesus Christ, especially in Lutheran church bodies, so that such persons will be enabled to relate the gospel faithfully with clarity, power, and sensitivity to people, social structures, and situations in God’s world.

The Seminary shall also provide resources for and programs of continuing education, and research to assist the Church in elucidating and carrying forward the ministry of Jesus Christ.

ARTICLE III. DOCTRINAL BASIS

The faith, teaching and life of the seminary shall be in harmony with the confession of faith of the Evangelical Lutheran Church in America, hereinafter ELCA, or its successor.

ARTICLE IV. OWNERSHIP

Section 1. The seminary shall be owned by and controlled under policies defined by the ELCA.

Section 2. The ELCA shall be the sole member of the corporation entitled PACIFIC LUTHERAN THEOLOGICAL SEMINARY.

ARTICLE V. GOVERNANCE

Section 1. The Board of Directors, hereinafter Board, shall have all power and authority conferred in the Articles of Incorporation and granted by the laws of the State of California, subject only to the policies established by the Division for Ministry of the ELCA.

Section 2a. The Board shall be composed of at least twenty-four (24) persons and will be selected as follows:

- (1) At least five members elected by the Division for Ministry of the ELCA.
- (2) One bishop from Region I elected by the Bishops of the supporting synods of that Region; and one Bishop from Region II elected by the Bishops of the supporting synods of that Region.
- (3) One member elected by each of the following synods of the ELCA: Alaska, Northwestern Washington, Southwestern Washington, Eastern Washington-Idaho, Oregon, and Montana.
- (4) Three members elected by the Sierra Pacific Synod of the ELCA.
- (5) Two members elected by each of the following synods of the ELCA: Southern California (West), Pacifica, Rocky Mountain, and Grand Canyon.

Section 2b. The Board, in consultation with the Board for Ministry of the ELCA and the synod councils of each supporting synod shall establish a process that will ensure that at least sixty percent (60%) of the members of the board shall be lay persons, that as nearly as possible fifty percent (50%) of the lay directors shall be female and fifty percent (50%) of the lay directors shall be male, that the representation of ordained ministers shall include both female and male persons and that at least ten percent (10%) of the directors shall be persons of color and/or persons whose primary language is other than English.

- Section 2c. Employees, faculty and students of the seminary shall be ineligible for membership on the board of directors.
- Section 2d. A representative of the Division for Ministry of the ELCA shall be a consultant to the Board with voice but no vote.
- Section 3. The term of a director shall be for six years and no director may serve more than two consecutive terms. Approximately one-third of the directors shall be elected each two years. Elections shall be so arranged that the terms of all directors elected in any year shall commence simultaneously. Appointment or election to one-half or more of an unexpired term shall be construed as one full term.
- Section 4. The term of a director shall begin with the first regular meeting of the Board following July 1 or the year in which the person is elected. The term of a director shall conclude when his/her successor takes office.
- Section 5. If a member of the Board dies, resigns, or is absent from three consecutive regular meetings, the office shall be declared vacant. Vacancies on the Board shall be filled by the electing body in a manner prescribed by that body.
- Section 6. The Board shall hold at least two regular meetings each year, one of which shall be the annual meeting. The annual meeting shall be the first regular meeting following July 1. Special meetings of the Board may be called by the chairperson of the Board, and shall be called by the Chairperson upon written request of any seven members. Robert's Rules of Order, latest edition, shall be used in the conduct of the business.
- Section 7. A majority of the voting membership of the Board shall constitute a quorum.
- Section 8. The officers of the Board shall be a chairperson, a vice-chairperson, a secretary, and a treasurer. All officers, with the exception of the treasurer, and all chairpersons of the standing committees must be member of the Board. If the treasurer is not a member of the Board, the treasurer will have voice but no vote at meetings of the Board.
- Section 9. The Executive Committee shall be composed of the chairperson, vice-chairperson, secretary, treasurer and chairpersons of the standing committees of the Board. If the treasurer is not an elected member of the Board, the treasurer will have voice but not vote at the meetings of the Executive Committee. The Board shall consider the criteria of the ELCA for inclusiveness in the selection of the persons comprising the Executive Committee.
- Meetings of the Executive Committee may be called by either the chairperson of the Board or the president of the Seminary. The Executive Committee shall have the power to act on behalf of the Board between meetings. All actions of the Executive Committee are subject to the review and ratification of the Board.
- Section 10. Such committees of the Board as are needed may be authorized at any meeting of the Board. The chairperson of the Board in consultation with the president of the Seminary shall appoint the chairpersons and members of the committees, subject to the review and approval of the Board.
- Section 11. The Board shall have the power to appoint an advisory board and/or advisors to the Board who shall have voice but not vote.

ARTICLE VI. ADMINISTRATION

Section 1. There shall be a president of the Seminary who is the chief executive officer of the Seminary. The president shall be or become a member in good standing of a congregation of the Evangelical Lutheran Church in America, and, if an ordained minister, shall be in good standing in the ELCA, and shall be nominated and elected in a manner prescribed in the Bylaws. The president shall have faculty status, and shall be eligible for retirement according to policies established by the Board.

ARTICLE VII. FACULTY

Section 1. Faculty members shall be elected, promoted, and granted tenure by the Board.

Section 2. Faculty members shall normally be ordained ministers of a Lutheran church.

ARTICLE VIII. STUDENTS

Section 1. Admission to the student body of the Seminary shall be open to persons who meet the requirements established by the Board.

Section 2. Students may be suspended or dismissed from the Seminary according to the policies adopted by the Board.

ARTICLE IX. BYLAWS AND AMENDMENTS

Section 1. Amendments to this constitution may be adopted by a two-thirds vote of the members of the Board present and voting at any two successive regular meetings. The full text of the proposed change shall be mailed to each member of the Board within thirty days after the initial favorable action.

Section 2. Amendments to this constitution are subject to approval by the ELCA in the manner prescribed in its documents.

Section 3. Notwithstanding the provision of Sections 1 and 2 or this Article, any action by the Churchwide Assembly of the ELCA changing the name of any of the supporting synods referred to in Article 5 above shall be deemed an amendment of this constitution without action by the Board.

Section 4. The Board may adopt Bylaws not in conflict with this constitution. Such Bylaws may be amended by a two-thirds vote of the members of the Board present and voting at any meeting, provided that thirty days' written notice of proposed change has been given. In the absence of prior notice, a proposed Bylaws amendment must have unanimous approval of members present and voting.

Section 5. Amendments to the Bylaws are subject to approval by the ELCA in the manner prescribed in its documents.

Adopted November, 1987

Amended April 27, 2003

II. BY-LAWS OF PACIFIC LUTHERAN THEOLOGICAL SEMINARY

SECTION I. THE BOARD OF DIRECTORS

Item 1. Officers of the Board of Directors

- a. The officers shall be elected for two-year terms at annual meetings of the Board. The terms shall be so arranged that two officers shall be scheduled for election each year. Newly-elected officers shall assume office immediately following the meeting at which their elections occur.
- b. The mode of nomination of officers shall be determined by the Board of Directors.
- c. In the event of vacancy of an office, the Executive Committee is empowered to appoint a successor to serve until the next meeting of the Board.
- d. The Chairperson of the Board shall:
 1. preside at all meetings of the Board of Directors and Executive Committee;
 2. prepare the agenda for all meetings of the Board of Directors and Executive Committee in consultation with the president of the Seminary;
 3. be ex-officio a member of all committees; and
 4. perform other functions assigned by the Board of Directors.
- e. The vice-chairperson shall perform the duties of the chairperson in the event of the chairperson's absence or inability to act, and, when so acting, shall have all the powers and duties conferred upon the chairperson. The vice-chairperson shall perform such other duties as may be assigned by the chairperson or the Board of Directors.
- f. The secretary shall keep the minutes of the meetings of the Board of Directors and of the Executive Committee and shall:
 1. receive reports of the committees and file them for record;
 2. give notices in accordance with the Constitution and these Bylaws;
 3. keep a register of the mailing addresses of every member of the Board of Directors; and
 4. perform other functions assigned by the chairperson or the Board of Directors.
- g. The treasurer shall be the chief financial officer of the corporation, shall have charge and custody of all funds and securities of the corporation and shall be responsible for their safe keeping. The treasurer shall also:
 1. give bond for faithful discharge of responsibilities in such sum and substance and with such surety as the Board of Directors shall determine;
 2. provide for receiving and giving receipt for monies due and payable to the corporation from any source whatever;
 3. provide for depositing monies in the name of the corporation in such banks and other depositories as shall be selected by the Board of Directors;
 4. present to the Board of Directors quarterly and at the end of each fiscal year, and when otherwise requested, a full statement of the financial condition of the Seminary; and
 4. perform other function assigned by the chairperson or the Board of Directors.
- h. The vice-chairperson shall perform the duties of the chairperson in the event of the chairperson's absence or inability to act, and, when so acting, shall have all the powers and duties conferred upon the chairperson. The vice-chairperson shall perform such other duties as may be assigned by the chairperson or the Board of Directors.

- i. The secretary shall keep the minutes of the meetings of the Board of Directors and of the Executive Committee and shall:
 - 1. receive reports of the committees and file them for record;
 - 2. give notices in accordance with the Constitution and these Bylaws;
 - 3. keep a register of the mailing addresses of every member of the Board of Director; and
 - 4. perform other functions assigned by the chairperson or the Board of Directors.

- j. The treasurer shall be the chief financial officer of the corporation, shall have charge and custody of all funds and securities of the corporation and shall be responsible for their safe keeping. The treasurer shall also:
 - 1. give bond for faithful discharge of responsibilities in such sum and substance and with such surety as the Board of Directors shall determine;
 - 2. provide for receiving and giving receipt for monies due and payable to the corporation from any source whatever;
 - 3. provide for depositing monies in the name of the corporation in such banks and other depositories as shall be selected by the Board of Directors;
 - 4. present to the Board of Directors quarterly and at the end of each fiscal year, and when otherwise requested, a full statement of the financial condition of the Seminary; and
 - 5. perform other function assigned by the chairperson or the Board of Directors.

- k. The Board may elect other officers with such duties as it may assign.

Item 2. The policies for internal operation of the Seminary shall be adopted and revised by a majority vote of members of the Board of Directors present and voting, and shall include but not be limited to the following items:

- a. position descriptions for the president and other administrative personnel;
- b. evaluation of the president, other administrative personnel and faculty;
- c. personnel policies governing Faculty and Administration, including but not
- d. limited to:
 - 1. academic freedom;
 - 2. professional ethics;
 - 3. appointment, renewal, promotion, and tenure;
 - 4. termination of service;
 - 5. leaves, sabbatical and other; and
 - 6. discipline, subject to the rules of the church to which the person belongs.
- e. policies concerning the academic programs of the Seminary;
- f. admission and dismissal of students; and
- g. financial policy, including exigency.

Item 3. Indemnification:

- a. Right of Indemnity. To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Section 9246(a) of the California Corporations Code, including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section and including an action by or in the right of the corporation, by reason of the fact that such person is or was a person described by that Section. "Expenses," as used in this bylaw, shall have the same meaning as in Section 9246(a) of the California Corporations Code.

- b. Approval of Indemnity. On written request to the Board by any person seeking indemnification under Section 9246(b) or Section 9246(c) of the California Corporations Code, the Board shall promptly determine in accordance with Section 9246(a) of the California Corporations Code whether the applicable standard of conduct set forth in Section 9246(b) or Section 9246(c) has been met and, if it has, the Board shall authorize indemnification. If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of members. At that meeting the members shall determine under Section 9246(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 9246(b) or Section 9246(c) has been met and, if it has, the members present at the meeting in person or by proxy shall authorize the indemnification.
 - c. Advancement of Expenses. To the fullest extent permitted by law and except as is otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under Sections a and b above of these bylaws in defending any proceeding covered by those Sections shall be advanced by the corporation before final disposition of the proceeding, on receipt by the corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the corporation for those expenses.
- Item 4. Insurance: The corporation shall have the power to purchase and maintain insurance on behalf of its officers, directors, employees, and other agents against any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising out of the officer's, director's, employee's, or agent's status as such.

SECTION II. COMMITTEES

- Item 1. The Executive Committee shall:
- a. receive reports from all standing and special committees;
 - b. acquaint new Board members with the operation of the seminary;
 - c. consult with and assist the president of the seminary;
 - d. implement a planning process to develop and review long- and short-range goals and relevant strategies to implement those goals; and
 - e. suggest criteria for the selection of Board members including geographic representation, inclusiveness, needed skills and capabilities.
- Item 2. Standing committees shall be authorized by the Board of Directors and appointed on an annual basis as provided by the Constitution.
- a. Membership may include representatives of the faculty, staff, student association, alumni association, and seminary auxiliary who will have voice and vote on committees, and voice in meetings of the Board.
 - b. On confidential matters, chairpersons of standing committees shall have the power to declare executive sessions that only Board members may attend. Chairpersons of standing committees shall begin their service on the Executive Committee and as chairpersons of their respective committees upon appointment.

SECTION III. ADMINISTRATION

Item 1. As chief executive officer of the seminary, the president shall:

- a. supervise and maintain the seminary and its program;
- b. provide spiritual and theological leadership to the faculty and students of the seminary;
- c. make recommendations to the Board regarding faculty appointments, renewals, promotions and tenure;
- d. implement policies approved by the Board of Directors;
- e. coordinate the long-range planning process of the seminary;
- f. provide general oversight for the development program of the seminary;
- g. develop and recommend an annual budget for the seminary;
- h. approve expenditure of funds in accordance with the adopted budget;
- i. serve as chairperson of the faculty;
- j. represent the Seminary at meetings of the synodical assemblies of the supporting synods, at meetings of the Board for Ministry of the ELCA, and at appropriate meetings of professional associations;
- k. direct the affixing of the seal of the corporation to all official documents; and
- l. perform other duties as assigned by the Board.

Item 2. A search for a president shall be conducted by a committee authorized by the Board. The chairperson of the Board shall appoint persons to the committee from among the Board and the seminary's faculty, staff, students, auxiliary and alumni. The Division for Ministry of the ELCA shall appoint two persons not directly related to the seminary to serve on the committee. Notice of the search for president will be publicized in the official publications of the ELCA and in other appropriate quarters. The Search Committee shall present its nomination(s) to the Board.

Item 3. The election of the president shall be by the Board for a term of six years, with no limitation on the number of terms which an incumbent may serve. A two-thirds vote of the Directors present and voting is required for election.

SECTION IV. THE DEAN

There shall be a dean appointed by the Board who shall be responsible to the president. The dean shall:

- Item 1. arrange, in cooperation with the faculty courses of study and class schedules;
- Item 2. supervise academic relationships within the faculty and between the faculty and students;
- Item 3. implement the academic rules and policies adopted by the faculty and Board;
- Item 4. exercise general supervision of the academic program;
- Item 5. provide leadership in the development of the academic program;
- Item 6. fulfill the position description as adopted by the Board; and
- Item 7. perform other duties as assigned by the president.

SECTION V. FACULTY

- Item 1. The faculty of the Seminary shall consist of the president, those persons elected by the Board as faculty members and such other administrative officers as the Board may determine and designate.
- Item 2. A search for a faculty member involving tenure or eligibility for tenure shall be conducted by a committee authorized by the Board. The chairperson of the Board shall appoint persons to the committee from among the Board, the Seminary's faculty, and students. The Division for Ministry of the ELCA shall appoint two persons not directly related to the Seminary to serve on the committee. Notice of the search for a faculty member will be publicized in the official publication of the ELCA and in other appropriate quarters. The nomination of the Search Committee, accompanied by the recommendation of the president, shall be presented to the Board. The election of a faculty member shall be by a two-thirds vote of the members of the Board present and voting.
- Item 3. The faculty shall determine the time, place, and manner of holding its meetings, elect a secretary, and keep proper records. A majority shall constitute a quorum.
- Item 4. In addition to the teaching responsibilities requisite for the various programs conducted by the Seminary, the faculty shall:
- a. foster the spiritual and theological development and capacities in ministry of themselves, their colleagues, and their students;
 - b. maintain and develop their individual academic competence and scholarship;
 - c. assure that students have the opportunity to fulfill requirements relating to certification for call to the ministry of the ELCA or its successor.
 - d. recommend academic aims and policies;
 - e. recommend the basic curricula;
 - f. determine and maintain academic standards and grading policies;
 - g. recommend policies and standards for the admission of students, and grant admission to students accordingly;
 - h. recommend candidates for degrees;
 - i. suspend or dismiss students according to policies adopted by the Board of Directors;
 - j. recommend the academic calendar;
 - k. assist in the planning of, and participate in the worship and other non-curricular life of the Seminary;
 - l. participate in planning and administering graduate and continuing education programs;
 - m. serve on committees of the Board and of the church bodies; and
 - n. recommend to the Board items for inclusion in a faculty handbook that sets forth faculty responsibilities.
- Item 5. The termination of faculty members for cause shall be according to procedures adopted by the Board and specified in a faculty handbook.

- Item 6. The Board shall have the responsibility for and authority to direct or determine circumstances of, eligibility for, or mandatory conditions of retirement of a faculty member, as well as the amount, kind, and terms of any retirement, survivor, or similar benefit that it may deem appropriate. It shall likewise have authority to direct or determine the compensation and conditions of any continued service to the Seminary by a faculty member who is of the age or condition of retirement.

SECTION VI. FINANCIAL MATTERS

- Item 1. The fiscal year of the corporation shall begin on July 1 and end on the following June 30.
- Item 2. Checks may be signed by any officer or official authorized to do so by the Board. All drafts, notes, and other evidences of indebtedness of the corporation in an amount exceeding \$5,000 shall be signed by two officers, one of whom shall be the treasurer or, in the absence or incapacity of the treasurer, the president.

Adopted November, 1987

Revised July, 1989

Revised April 29, 2001

III. ACADEMIC RELATIONSHIPS

- 1) Pacific Lutheran Theological Seminary is accredited by the Association of Theological Schools.
- 2) This seminary is also a founding and participating member of the Graduate Theological Union, a consortium of nine seminaries representing various Roman Catholic orders, Protestant denominations, and faculty in Eastern Orthodox and Jewish studies.
- 3) Because of its membership in the Graduate Theological Union, this seminary has approved the "Consortial Faculty Hiring and Development Agreement." The full text of that agreement is as follows:

CONSORTIAL FACULTY HIRING AND DEVELOPMENT AGREEMENT

Approved by the GTU Board of Trustees, 13 May 1999

Coordination in the search for new faculty by member schools or the GTU should be as extensive as possible, with the understanding that the ultimate decision lies with the school making the appointment. To that end:

- a. Member schools shall explore with each other strategies for sharing faculty resources, or rotating faculty searches, to maintain a pool of full-time faculty whose composition reflects diversity of competence, race, gender and ethnicity.
 - b. The Council of Deans shall conduct an annual survey of the academic needs of member schools, and of the doctoral program [i.e., the areas], as well as how previous needs were addressed through faculty appointments or curriculum revision.
 - c. Member schools, prior to initiating a faculty search, shall:
 - 1) notify in writing the Council of Deans concerning the nature and purpose of the search, in order to elicit early feedback regarding (a.) possible parallel searches by other schools, (b.) perceived needs which a new faculty appointment might address for the wider GTU community, and (c.) potential candidates for the position;
 - 2) inform, and solicit suggestions from, the core doctoral faculty area likely to be affected by the appointment; and, when appropriate, from representatives of the University of California Berkeley faculty;
 - 3) invite a faculty member from that core doctoral area, but from outside the member school, to join the school's search committee for the purpose of representing the faculty interests of the wider GTU.
 - d. The GTU Dean shall consult with the Council of Deans regarding the appointment of rostered faculty in order to ensure
 - 1) that faculty resources currently available at the member schools are taken into consideration; and
 - 2) that the rostered appointments enhance the GTU doctoral program as well as address the needs of the professional and ministerial programs of the member schools.
- 4) Pacific Lutheran Theological Seminary, along with Luther Seminary, is a participating and collaborating partner in the Western Mission Cluster and Western Mission Network.
 - 5) This seminary holds membership in a variety of professional organizations for both faculty and staff.

