

This *Manual* applies to the Washington College of Law faculty only when not inconsistent with the *Washington College of Law Manual* (Section II, Part VI of the *Manual of Information and Procedures*). The *Washington College of Law Manual* conforms to the *Faculty Manual* of the University except in instances where long-standing practice or principles enunciated by the Association of American Law Schools and the American Bar Association have resulted in different policies or procedures. In particular, faculty appointments in the Washington College of Law are not subject to review by the University Committee on Faculty Relations (except appointments as University Professors), although the faculty grievance procedures of the University Committee on Faculty Grievances do apply and are available to faculty of the Washington College of Law.

This *Manual* also applies to University Library faculty only when not inconsistent with the approved *Library Faculty Manual* (Section II, Part V of *The Manual of Information & Procedures*). The *University Library Faculty Manual* conforms to the *Faculty Manual* of the University except in instances when long-standing practices or criteria or principles specific to University Library faculty members have resulted in different policies or procedures. *The shaded sections in the Library Faculty Manual apply to teaching rather than to library faculty; italicized sections apply to Library faculty. In connection with policies and procedures related to University Library faculty members, appropriate terms such as “University Librarian,” and “administrative head” are used.*

This *Manual* also applies to the Law Library faculty of the Washington College of Law only when not inconsistent with its approved *Law Library Manual* (Section II, Part V of *The Manual of Information & Procedures*). The *Law Library Faculty Manual* conforms to the *Faculty Manual* of the University except in instances when long-standing practices, or criteria or principles specific to Law Library faculty members have resulted in different policies or procedures.

GENERAL INFORMATION

1. A Short History of American University

American University was established in the District of Columbia by an Act of Congress approved on February 24, 1893, primarily as a result of the efforts of Methodist Bishop John Fletcher Hurst (1834-1903).

Bishop Hurst and his colleagues were concerned with building an institution that would meld the strengths of the German universities with the strengths of the existing university system in America. As their plans developed during the early years, they began to conceive of American University as:

- a privately-supported university financed principally by the membership of the churches of the Methodist Episcopal Church, which had founded many colleges and universities in the early years of American history;

- an internationally-minded institution where scholars from across the nation and throughout the world would gather to dedicate their combined efforts to advance and disseminate knowledge; a center of higher education and research activities which, while independent of the government, would draw freely on the intellectual and scientific resources of the nation's capital to supplement and extend its own capabilities;
- an institution which would contribute to the general cultural life and development of the Capital in much the same manner that state-supported universities in other world capitals contributed to their communities.

After more than two decades devoted principally to securing financial support, the University was officially dedicated on May 15, 1914. The first instruction began on October 6 of that year, when twenty-eight students were enrolled (nineteen of them graduate students, nine of them special students who were not candidates for a degree). The First Annual Commencement, at which no degrees were awarded, was held on June 2, 1915. The Second Annual Commencement was held on June 2, 1916, and the first degrees (one master's degree and two doctor's degrees) were awarded.

During the next ten years, instruction was offered at the graduate level only, in accordance with the original plan of the founders. In the Fall of 1925, the College of Liberal Arts (subsequently named the College of Arts and Sciences) was established. Since that date, both undergraduate and graduate degrees and programs have been offered by the University.

The present structure of the University began to emerge in 1949. The Washington College of Law became part of the University in that year, having begun in 1896 as the first coeducational institution for the professional study of law in the District of Columbia. Shortly thereafter, three departments were reorganized as schools: the School of Business Administration, subsequently named the Robert P. and Arlene R. Kogod College of Business Administration (1955); the School of Government and Public Administration (1957); and the School of International Service (1958). From 1965 to 1977, the College of Continuing Education existed as a degree-granting college with responsibility for on- and off-campus adult education programs. The Lucy Webb Hayes School of Nursing provided undergraduate study in Nursing from 1965 until 1988. In 1972, the School of Government and Public Administration, the School of International Service, the Center for Technology and Administration, and the Center for the Administration of Justice (subsequently named the School of Justice) were incorporated into the College of Public and International Affairs. In 1988, the College of Public and International Affairs was reorganized to create two free-standing schools: the School of International Service and the School of Public Affairs, incorporating the School of Government and Public Administration and the School of Justice. The School of Communication became independent from the College of Arts and Sciences in 1993.

2. The University and the United Methodist Church

The development of the University has been supported by many sources, but particularly important has been The United Methodist Church. As the result of an amendment to its Charter by

the Congress of the United States on August 1, 1953, the University became closely associated with the General Board of Higher Education Ministry of The United Methodist Church, which makes an annual contribution to the University. Active management of the corporate affairs of the University is vested in the University's Board of Trustees.

American University is non-sectarian in its educational philosophy and academic programs. The United Methodist Church, recognizing the integral place of religion in human experience, seeks to provide optimum opportunity for religious development on its campuses. But it always has taken care to guarantee the values of academic freedom. The faculty and student body of American University represent a diversity of religious as well as academic and national backgrounds and experiences. The Board of Trustees has delegated to the faculty basic responsibility for the academic programs of the University.

3. Statement of Common Purpose

In November 1994, the University Senate and the president recommended and the Board of Trustees approved the following Statement of Common Purpose for American University.

Statement Of Common Purpose

The place of American University among major universities with first-rate faculties and academic programs grounded in the arts and sciences is secured by its enduring commitment to uncompromising quality in the education of its students. But its distinctive feature, unique in higher education, is its capacity as a national and international university to turn ideas into action and action into service by emphasizing the arts and sciences, then connecting them to the issues of contemporary public affairs writ large, notably in the areas of government, communication, business, law and international service.

Recognized for its emphasis on personalized teaching and experiential education, the University provides for the direct involvement of faculty and students in the institutions and culture of the most important capital city in the world. Since its founding by an Act of Congress in 1893 as a private, independent, coeducational institution, under the auspices of The United Methodist Church, American University has been a national and international university. This is reflected in the scope of its teaching and research programs and the diversity of its faculty, staff, alumni, trustees, and student body, today representing 145 countries.

The University actively encourages a commitment to public service, inclusive participation in University governance, equity and equal access, and an appreciation of diverse cultures and viewpoints. Its commitment to social justice, its ability to respond to the needs of a changing world

while retaining its core values, and its capacity to turn to educational advantage the resources of the nation's capital are hallmarks of the institution.

The University distinguishes itself through a broad array of undergraduate and graduate programs that stem from these primary commitments:

- **Interdisciplinary inquiry** transcending traditional boundaries among academic disciplines and between administrative units;
- **International understanding** reflected in curriculum offerings, faculty research, study abroad and internship programs, student and faculty representation, and the regular presence of world leaders on campus;
- **Interactive teaching** providing personalized educational experiences for students, in and out of the classroom;
- **Research and creative endeavors** consistent with its distinctive mission, generating new knowledge beneficial to society;
- **Practical application** of knowledge through experiential learning, taking full advantage of the resources of the Washington, D.C. metropolitan area.

The central commitment of American University is to the development of thoughtful, responsible human beings in the context of a challenging yet supportive academic community.

4. Academic Freedom at American University

American University endorses the *Statement of Principles on Academic Freedom and Tenure* issued jointly in 1940 by the American Association of University Professors and the Association of American Colleges. The principles with respect to tenure set forth in that document are incorporated in the relevant entry in Section 12 of this *Manual*. With respect to academic freedom, the principles in effect at American University are best described in the words of the *1940 Statement*, as follows:

- (a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her¹ other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

¹ Gender references in the *1940 Statement* have been altered by the University from the original document.

(b) The teacher is entitled to freedom in the classroom in discussing his/her subject, but should be careful not to introduce into his/her teaching controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When the teacher speaks or writes as a citizen, s/he should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a man/woman of learning and an educational officer, s/he should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence s/he should show respect for the opinions of others, and should make every effort to indicate that s/he is not an institutional spokesperson.

UNIVERSITY ORGANIZATION AND POLICY-MAKING

5. Administrative Organization of the University

The legal powers of the University are vested in a Board of Trustees of not less than twenty-five nor more than fifty members. Members can be elected by the Board to three-year terms. The General Board of Higher Education and Ministry of The United Methodist Church must approve the election of trustees. Ordinarily, the Board meets three times a year, in the fall, winter, and spring --the winter meeting being devoted principally to the enactment of the budget for the ensuing year. An eleven-member Executive Committee of the Board acts for the Board between regular meetings.

The president of the University is the chief executive officer of the University. The president is responsible for presenting information and recommendations to the Board and is charged with responsibility for the execution of the policies of the Board for operation, development, and promotion of the University. The president represents the University to the public.

The provost is appointed by the president with the approval of the Board and continues in office at the pleasure of the president. The provost:

- a) is the chief academic officer of the university, second in responsibility only to the president;
- b) reports to the president, and has other powers and duties assigned by the president;