Faculty Handbook
Stevens Institute of Technology
# Stevens Institute of Technology

## Faculty Handbook

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Prologue

The Faculty is at the core of Stevens Institute of Technology. The Faculty has responsibility for essential activities linked to the mission of the Institute: developing curricula and the methods of curricular delivery; establishing the criteria by which students are admitted; shaping and developing students through engagement in academic experiences; conducting high-quality research; developing and participating in the processes by which Faculty are reviewed, promoted and granted tenure; and participating in the governance of the Institute. The Stevens Faculty takes pride in being members of a learned profession and seeks to fulfill the spirit of that tradition through their actions. The members of the Faculty are afforded the protections guaranteed by academic freedom, which includes the free expression of ideas, opinions, and the results of their research and other academic pursuits, whether by verbal, written or other means of dissemination. Stevens Faculty members are expected to display the ideals of professionalism, high ethical character, and openness to and respect for the ideas of others, as is befitting a member of the Institute's community of scholars.

The Stevens Institute of Technology Faculty Handbook presents the rights, privileges, responsibilities, and related procedures that affect the Faculty in their unique role within the Institute.

This Faculty Handbook is one of the University's core governance documents and includes policies that are uniquely related to the role and responsibilities of the Faculty of the Institute. The policies contained in the Handbook describe the relationship between members of the Faculty and the Institute. While individual schools and college(s) may have additional policies governing their faculty, such policies must be consistent with this Faculty Handbook. Additional policies that may affect members of the Faculty in their role as employees of the Institute can be obtained from the Office of the Provost (Institute-wide Academic Policies), the Office of Human Resources, the Office of Sponsored Programs, and other departments as appropriate. Members of the Faculty, like all other employees of the Institute, are expected to follow all Institute policies and procedures.

The Faculty Handbook will be reviewed periodically. Proposed changes to the Faculty Handbook shall be made as described in Section 2.5, and the Faculty Handbook shall be promulgated following the approvals described in such Section.
Section 1: Stevens Institute of Technology

1.1 History and Mission of the Institute

The official history of the Trustees of the Stevens Institute of Technology, commonly known as the Stevens Institute of Technology began on April 15, 1867 when Edwin Augustus Stevens bequeathed a block of land adjoining the family estate at Castle Point in Hoboken, New Jersey: $150,000 for the erection of a building and $500,000 as an endowment for an "institution of learning." He died in 1868, and in his will provided for the founding of an institution within three years of his death. Although not explicitly stated in his last will and testament, it was known that Stevens had planned for this institution to be devoted to the advancement of the "mechanic arts." The executors decided that the new institution should be a school of technology, and an act incorporating the Trustees of the Stevens Institute of Technology was approved by the state legislature on February 15, 1870.

During the summer of 1870, Professor Henry Morton, the Chairman of the Department of Chemistry at the University of Pennsylvania and the secretary and editor of the "Journal of the Franklin Institute," was appointed the first President of The Stevens Institute of Technology. The first class, consisting of 21 students, entered Stevens shortly thereafter. The original course of study was a single, rigorous curriculum based upon the European model of science, with the Institute's first catalog stating that the Institute would provide "general and not merely industrial training." Coursework was offered in mathematics, physics, mechanical engineering, mechanical drawing, chemistry and metallurgy, French, German, and Belles-Lettres.

Over the subsequent decades the Institute has grown significantly, evolving from a relatively small four-year undergraduate college of engineering into a multifaceted institution of significant cross-disciplinary research activity and a variety of graduate and undergraduate programs stressing not only engineering but also science, management, and the humanities. Today, Stevens Institute of Technology exists at the intersection of industry, academics and research. Students and faculty collaborate in an academic culture of innovation, research and entrepreneurship to develop, implement and leverage technology to confront global challenges.

While the breadth of academic programs has expanded since 1870, the rigorous technical preparation and a focus on addressing critical, contemporary challenges, remain the hallmarks of a Stevens education to this day. These norms are reflected in the Stevens Institute of Technology mission: To inspire, nurture and educate leaders in tomorrow's technology-centric environment while contributing to the solution of the most challenging problems of our time.
1.2 Statement of Non-Discrimination

Stevens Institute of Technology stands committed to the principle of equality of opportunity in employment and in education. It is the policy of Stevens Institute of Technology not to discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status or any other category protected by law. The full Statement of Non-Discrimination is available in the Stevens Catalog, published annually at the beginning of the Academic Year at http://www.stevens.edu/catalog/.

Section 2: Organization of the Institute

2.1 The Board of Trustees

As provided in the February 15, 1870 Act of the New Jersey State Legislature incorporating The Trustees of the Stevens Institute of Technology, "the entire management of the affairs and concerns of the said corporation, and all the corporate powers shall be vested in the trustees to manage and control," and, moreover, "the trustees shall have power to enact by-laws for the regulation and management of the said corporation or institution of learning, to fill up vacancies in the board, and to prescribe the number and description, the duties and powers of the officers, the manner of their appointment, and the term of their office." The Trustees are charged with the responsibility to select and appoint a President of the Institute whose duties shall include the administration of the Institute and the direction of its faculty.

To achieve the mission and key objectives of the Institute, final authority and responsibility are vested in the Board of Trustees of the Institute. The Officers of the Institute are appointed by the Trustees to conduct the management of the Institute and execute the policies and plans approved by the Trustees.

Regular meetings of the Board are held four times each year: during October, December, February and May. The meeting held during October is the annual meeting of the Board. More information regarding the Stevens Institute of Technology Board of Trustees may be found at http://www.stevens.edu/sit/trustees.

2.2 President

The President of Stevens Institute of Technology, as the Institute’s Chief Executive Officer, is responsible to the Board of Trustees. It is the President's responsibility to provide the overall administrative and educational leadership for the Institute. Dr. Nariman Farvardin was inaugurated as the seventh president of Stevens on October 14, 2011. More
information regarding the Office of the President may be found at http://www.stevens.edu/president.

2.3 Provost and Chief Academic Officer

The Provost is the Chief Academic Officer of the Institute. The Office of the Provost is charged with ensuring that the Institute maintains the culture and the human and physical infrastructure necessary to achieve its mission. This allows the Institute to develop new knowledge while educating and inspiring students to acquire the competencies needed to lead in scientific discovery and the creation, application and management of technology to solve complex problems and to build new enterprises. More information regarding the Office of the Provost may be found at http://www.stevens.edu/provost.

2.4 Faculty Organization

2.4.1 Faculty Positions

For purposes of this Handbook, the term “Faculty” refers to both tenure stream Faculty and non-tenure stream Faculty.

The tenure stream faculty include tenured and tenure-track Assistant, Associate and Full Professors. Tenured faculty are faculty with a grant of tenure following the procedures outlined in Section 3.6.5 of this Handbook. Tenure-track Faculty refer to tenure stream faculty who have not yet been granted tenure.

Non-tenure stream Faculty are full-time Faculty who are not members of the tenure stream faculty. These faculty serve a specified-term appointment (which may be renewed) and generally focus the majority of their efforts on either the teaching or research missions of the Institute.

2.4.2 Additional Positions

The term “Visiting Faculty” is used to denote individuals who are temporarily at Stevens while on leave from another institution. These faculty are expected to return to their host institution upon the end of their visit. Such visits will ordinarily be short-term in duration, and may be funded in whole or in part by the Institute. Appointments may be made at the grades of Visiting Professor, Visiting Associate Professor and Visiting Assistant Professor, depending on the qualifications of the individual.

Additional titles are used to describe part-time faculty who contribute to the mission of the Institute as further described in Section 3.
2.4.3. The Academic Units of the Institute

The Stevens Institute of Technology Faculty is currently organized into the Charles V. Schaefer Jr. School of Engineering and Science (SES), the Howe School of Technology Management (HSTM), the School of Systems and Enterprises (SSE), and the College of Arts and Letters (CAL).

2.4.4. The Faculty Senate

In its role as a key partner in the shared governance of the Institute, the Faculty is responsible for being engaged in the most crucial matters affecting Stevens. The Faculty Senate represents the Faculty and works closely with the Provost, the President and other constituencies towards achieving excellence in all endeavors of the Institute. Section 4.3.1 of this Faculty Handbook details the charges, membership, and election of faculty to the Faculty Senate and its associated Executive Committee.

2.5 Promulgation of the Faculty Handbook

Under development.

Section 3: Faculty

[section would continue; under development]