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**Founding Goals**

- To develop the full potential of the individual
- To realize the highest ideal of education
- To improve governmental achievements
- To solve the age-old problem of crime and all behavior that brings unhappiness to our world family
- To bring fulfillment to the economic aspirations of individuals and society
- To maximize the intelligent use of the environment
- To achieve the spiritual goals of humanity in this generation

**Mission Statement**

Maharishi University of Management was founded in 1971 by Maharishi Mahesh Yogi to fulfill the highest ideals of education. Foremost among these ideals is developing the full potential of consciousness in every student — to help students develop the ability to think and act in accord with the laws of nature and to live fulfilled and successful lives. This fulfills the long-sought goal of education: to produce fully developed individuals, citizens who can fulfill their own aspirations while promoting all good in society.

We have pioneered a unique system of higher education, *Consciousness-Based Education*℠, that systematically cultures students’ full creative intelligence, the basis of learning. Consciousness-Based education gives traditional academic study a proper foundation: complete knowledge of consciousness coupled with simple, natural, scientifically validated technologies for developing consciousness.

These technologies are the Transcendental Meditation® (TM) and the TM-Sidhi® programs, including Yogic Flying. This integrated approach develops students’ ability to manage their lives successfully, to grow steadily in health, happiness, and wisdom, and to achieve professional success and personal fulfillment.

Our unique educational programs fulfill a commitment to four broad areas of responsibility:
Holistic development of students — cultivation of consciousness, mind, body, and behavior

Academic excellence — training at the forefront of knowledge in each discipline and in the ability to think critically and act effectively and ethically

Scholarship that expands the domains of knowledge, expressed in all four areas of scholarship — discovery, teaching and learning, integration, and application.

Improved quality of life for the individual, the community, the nation, and the world.

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DUTIES AND POWERS

The Board of Trustees is custodian of all the properties of the University and is vested with all corporate powers of the University expressed in its Articles of Incorporation. The Board approves general policies for the operation and control of the University and may delegate the performance of duties and exercise of powers to officers and agents of the University from time to time as it shall by resolution determine.
OFFICERS
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PRESIDENT: DUTIES AND POWERS
The Board of Trustees, by majority vote, appoints the President of the University. The President serves as an ex officio member of the Board and recommends for appointment by the Board other officers of the University. The President appoints the chief administrative and academic leaders of the University, including Deans and Registrar. In making such academic appointments, the President will normally consult with the Dean of Faculty and the Faculty Senate. Appointments of Department Chairs and Associate Chairs and similar appointments are normally made by Faculty Personnel Committee. The principals of the Maharishi School of the Age of Enlightenment Upper, Middle, and Lower Schools are appointed by the School Board in consultation with the President.

As Chief Executive Officer, the President exercises general supervision over all University activities. Responsibilities include inspiring and monitoring development of major operational objectives of the University and actions for implementing them. The President ensures that the University is always evolving toward the fulfillment of its mission. Major operational roles of the President include:

- Serving as a representative of the University both in the U.S. and internationally, presenting the University’s programs to educators and educational organizations;
- Generating support for the University from its external constituencies;
- Approving faculty appointments, major academic and administrative policies, and development plans.

VICE PRESIDENT OF ACADEMIC AFFAIRS: DUTIES AND POWERS
The Vice President of Academic Affairs oversees everything related to academics at the University. He is a member of the President’s Cabinet and the Academic Planning Council.

**VICE PRESIDENT OF OPERATIONS: DUTIES AND POWERS**

The Vice President of Operations oversees many operational areas of the University especially the administrative areas. Distance Education also reports to the Vice President of Operations. The Vice President of Operations is a member of the President’s Cabinet and participates in several administrative committees of the University.

**VICE PRESIDENT FOR DEVELOPMENT AND ALUMNI AFFAIRS: DUTIES AND POWERS**

The Vice President for Development and Alumni Relations reports directly to the President of the University and is a member of the President’s Cabinet. The Vice President serves as the pleasure of the President as a senior Administrator. The Vice President guides and counsels the President and his cabinet on all planned and executed activities involving donor prospects and strategic fundraising activities. The Vice President helps position the President as a leader in the community and among alumni. The Vice President provides to the President active leadership and guidance in the planning, design and implementation of major comprehensive fundraising campaign and ensures that those campaigns purposes have broad support among the University Deans and the Board of Trustees.

**VICE PRESIDENT OF ENROLLMENT MANAGEMENT AND MARKETING: DUTIES AND POWERS**

The Vice President of Enrollment Management and Marketing oversees the following areas of the University: Marketing, Admissions, the Enrollment Center (Registrar, Financial Aid, Student Accounts), and Student Life. He is a member of the President's Cabinet and the Academic Planning Council.

**INTERNATIONAL VICE PRESIDENTS: DUTIES AND POWERS**

The International Vice Presidents are responsible for international curriculum development and materials and work with universities, colleges, and schools around the world that wish to adopt Consciousness-BasedSM education programs.

**VICE PRESIDENT FOR ASIAN EXPANSION: DUTIES AND POWERS**

The Vice President of Asian Expansion focuses on establishing educational collaborations between MUM and universities in Asian countries. He facilitates high level visits between institutions to improve mutual understanding and educational cooperation. He encourages academic exchanges and scientific research among partner institutes and recruits students throughout Asian countries.

**TREASURER: DUTIES AND POWERS**
The Treasurer has signatory responsibilities. The Treasurer is a member of the Executive Council and works with University departments in budgetary planning and decision-making. The Comptroller and the Accounting Department report to the Treasurer.

SECRETARY: DUTIES AND POWERS

The Secretary is the custodian of the corporate seal and is responsible for certifying and maintaining corporate documents. The Assistant Secretary performs the functions of the Secretary in the Secretary’s absence.

President’s Cabinet

Overall University governance is vested in the President’s Cabinet under the leadership of the President and Vice President of Operations and with oversight by the Board of Trustees. The President’s Cabinet consists of the President, Vice President for Academic Affairs, Treasurer, Chief Administrative Officer, Provost, Dean of Faculty, Vice President of Enrollment Management and Marketing, Vice President for Development and Alumni Affairs, Legal Counsel, and any other members appointed by the President.

The President's Cabinet:

• Oversees strategic planning, budgeting, and institutional assessment;
• Formulates institutional objectives, providing the framework for departmental planning;
• Reviews departmental planning, assigns priorities, reviews implementation, and evaluates results;
• Oversees annual employee performance reviews;
• Drives continuous improvement of all University functions;
• Addresses any issues that cannot be addressed at the departmental level;
• Reports regularly to the Board of Trustees and carries out directives from the Board.

The President's Cabinet meets monthly or as needed.

The University utilizes a five-year planning cycle. Detailed plans are formulated for the first two of the five years, with more general plans for the remaining three years. The plan is revised and extended annually.
The budget is prepared annually and is integrated with planning. The Treasurer, with input from department heads, develops budgets for each area, integrates these into an overall University budget, and submits the budget to Executive Council. The Treasurer then presents the proposed budget to the Board of Trustees. The Board reviews and approves the annual budget and monitors its progress during the course of each year.

PROVOST AND ACADEMIC COUNCIL

The Academic Council is the executive body of the Faculty Senate. It is chaired by the Provost and is comprised of the Deans, academic Department Chairs, the Director of Evaluation, the Director of the Library, and the Registrar.

While the Faculty Senate (all full-time faculty) has ultimate responsibility for all academic affairs of the University, major academic issues are discussed and decided by the Academic Council at its monthly meetings. The Academic Council reviews decisions and minutes of Faculty Senate committees and monitors academic programs. The Academic Council reports routine academic committee decisions directly to the Faculty Senate for final approval, generally through the Docket procedure. (See description of Faculty Senate and procedures below.)

The Vice President of Academic Affairs, the Provost, and the Dean of Faculty oversee all academic departments. The Vice President of Enrollment Management and Marketing oversees the Enrollment Center; the Dean of Faculty oversees the Library and is responsible for the annual performance review of all faculty and academic department heads.

CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer of the University oversees all administrative departments, including the Office of Human Resources, Facilities Management, Food Services, Housing, Information Systems, the Recreation Center, Campus Safety and Security, the Invincible America Department, and MUM Farms.

ENROLLMENT CENTER

This includes three components:
• The Registrar is responsible for the academic calendar, class schedules, student registration, students’ records, the awarding of degrees, and transcripts. The Enrollment Center organizes and oversees graduation exercises;

• The Financial Aid Office works with students and applicants to assure that their financial needs are met, through grants, loans, and scholarships;

• The Director of Student Accounts tracks students’ charges for tuition, fees, room, and board; posts the financial aid awards; and collects payments from students.

OFFICE OF ADMISSIONS

The Office of Admissions is responsible for recruiting new students; hosting visitors during Visitors Weekends throughout the year; reviewing and processing applications for admission; and advising on content for the University website.

OFFICE OF INSTITUTIONAL ADVANCEMENT

The Office of Institutional Advancement oversees donor relations to support the University and Maharishi School of the Age of Enlightenment. The office provides opportunities for individuals, foundations, and corporate sponsors to help in the expansion of the institution through financial support of its strategic goals. The office also oversees the Alumni Office and the Office of Corporate and Foundation Relations.

ACADEMIC ADMINISTRATION

FACULTY SENATE

Faculty Senate is the primary governing body for all the University’s academic areas.

Membership

Voting members of the Faculty Senate include all full-time faculty members whose Faculty Senate presentations have been approved, the Chair of the Academic Council, all Deans, Research Faculty, the Registrar, Librarians, the Director of Evaluation, and the Director of Maharishi School of the Age of Enlightenment.

Meetings

The Faculty Senate meets monthly during the academic year, or as announced. Meetings or portions of meetings involving decisions may be restricted to voting members of the Faculty
Senate. Meetings of Faculty Senate are chaired by the Dean of Faculty, the Dean of Academic Programs, or the Dean of Teaching and Learning.

To ensure consensus about important academic matters, all faculty are expected to attend all Faculty Senate meetings. Absences should occur only when a faculty member is ill or out of town. Adjunct Faculty, Lecturers, Fellows, Researchers-in-Residence, Maharishi School teachers, Admissions officers, consultants, and other guests may, at the invitation of the Dean of Faculty, attend Faculty Development Seminars focusing primarily on knowledge.

Functions

The Faculty Senate has final responsibility for all academic functions and policies of the University, including:

- Academic policies and regulations, degree requirements, recommendation of candidates for degrees, general admissions requirements, curricula, degree programs, residency requirements, and language requirements for international students;
- Policies for students in matters of attendance, examinations, grading, scholastic standing, honors, and conduct;
- Faculty appointments, ranks, promotions, and compensation planning;
- Teaching standards, assessment, and evaluation;
- Research, grant funding, and publication;
- Continuing education and international programs;
- Off-campus and distance education courses and programs;
- The Library;
- The academic calendar;
- Decision-making processes.

The Faculty Senate has delegated many of its responsibilities to the Academic Planning Council, Academic Council, or Faculty Senate committees. Certain matters, although considered initially by a committee, must be presented to the Faculty Senate as a whole for final decision. These include:
• Adding new graduate or undergraduate degree programs and deleting existing programs (these decisions must also be approved by the Board of Trustees);

• Recommending students to be awarded degrees;

• Appointing new full-time faculty members;

• Modifying the academic governance structure.

Some of these items (e.g., recommending students to be awarded degrees) may be presented to the Faculty Senate through the Faculty Docket for approval, in which case any individual faculty member may request formal discussion by the full Faculty Senate (see below).

In other matters, policy recommendations of Faculty Senate committees are reviewed by the Academic Planning Council, and then, as a next step:

• Routine matters or matters that affect only a few departments — These are published in the Faculty Docket (distributed by e-mail to all members of the Faculty Senate — see below), or reported directly to the Faculty Senate at its regular monthly meetings;

• Recommendations for major decisions (e.g., those that affect many departments) — These are referred by the Academic Council to the Faculty Senate for discussion and decision, as described above;

• Regarding items published in the Docket — Any Docket item may be placed on the Faculty Senate agenda:

  o If, within one week after distributing the Docket to the faculty, one or more members of Faculty Senate express concern about the item and if the Dean of Faculty determines that the item should be considered by Faculty Senate, or

  o if 10% of the voting members of Faculty Senate present on campus petition the Dean of Faculty to place the item on the Faculty Senate agenda.

If a Docket item is not placed on the Faculty Senate agenda, it becomes final after one week. If placed on the Faculty Senate agenda, it will be examined at the next regular Faculty Senate meeting. After concerned faculty have presented their views and Faculty Senate has discussed and made a recommendation on the item, the item will be referred back to the committee that originally considered it. The committee will make revisions in accord with the Faculty Senate’s recommendations and report the item to the Academic Council. After review by the Academic Council, the item will again be placed in the Docket.

Appeal procedure
The appeal procedure on matters of academic policy is described below. In certain cases, an individual may wish to initiate an appeal on a personnel matter (promotion, re-appointment, or similar actions) or on a question of academic freedom or due process. In this case, an ad-hoc committee will be formed consisting of one member appointed by the President, one appointed by the Faculty Senate, and one appointed by the member of the instructional staff initiating the appeal. This committee will make a recommendation on the matter to the Faculty Personnel Committee (FPC), which will consider the recommendation of the committee and convey this recommendation, along with its own recommendation, to the President for final decision.

Faculty Senate Docket

Regularly during the academic year, each faculty member receives an e-mail copy of the Faculty Senate Docket. One section of this publication may include a description of policy decisions made by Faculty Senate committees and approved by the Academic Council. The Docket also includes information about upcoming meetings of Faculty Senate and its committees and any significant matters to be considered at those meetings, as well as information of general interest to all faculty and items from other areas of the University. Such information may also be provided to the faculty through announcements at Faculty Senate meetings, e-mail, or other appropriate means.

ACADEMIC COUNCIL

The Academic Council monitors the progress of the University’s academic programs and reviews the decisions of all Faculty Senate Committees before they are reported to the Faculty Senate (generally through the Docket procedure). The Academic Council may originate consideration of any academic matter, but where the matter relates to a Faculty Senate committee, it may make its recommendations to that committee for more detailed consideration. The Academic Council may modify decisions of Faculty Senate committees or ask committees to consider certain matters further before they are reported to the Faculty Senate.

The Academic Council meets twice per academic block or as announced to consider major questions of academic policy and key academic issues. (If any Department Chair is absent from campus, the Associate Chair should attend the meeting.)

Questions may come to the Academic Council from Faculty Senate committees or may originate with the Academic Council. Decisions of the Academic Council become final upon direct approval by the Faculty Senate at its monthly meetings or through the Docket procedure. For minutes and further details, see the Dean of Faculty Website.

FACULTY SENATE COMMITTEES

Committee meetings are generally open to all interested members of the Faculty Senate, except portions of meetings of the Faculty Personnel Committee dealing with personnel matters.
There are three major academic committees: the Curriculum Committee, the Teaching and Learning Committee, and the Faculty Personnel Committee.

Curriculum Committee (CC)

The Curriculum Committee is responsible for graduate, undergraduate, certificate, and technical training curriculum development, including new courses, programs, majors, and credit courses proposed for continuing education programs.

The Curriculum Committee includes one member from each academic department (normally the program director for the major), the Registrar, the Graduation Advisor (who advises students on meeting their degree requirements and is a non-voting member), and other members appointed by Academic Planning Council. It is chaired by the Dean of Academic Programs. The Curriculum Committee meets twice per block or as needed.

The committee’s responsibilities include:

- Evaluating ongoing courses, programs, and majors and reviewing their descriptions in the Catalog;
- Approving changes in existing courses, programs, and majors, as well as any schedule changes;
- Overseeing teaching methods and strategies;
- Reviewing assessment plans and student outcomes in each major;
- Overseeing academic procedures and policies, including degree requirements and academic grading policies, directed study criteria, and fieldwork guidelines.

Curriculum Committee may delegate certain areas of responsibility to subcommittees whose decisions it reviews before they are sent to the Academic Council for final approval. For further details, membership, and minutes, see the Dean of Faculty Website.

Teaching and Learning Committee (TLC)

The Teaching and Learning Committee works with the Dean of Teaching and Learning to promote continuous improvement in teaching and learning across the curriculum of M.U.M. Continuous improvement is aimed at four compatible goals:

- Teaching the most current knowledge of the discipline;
- Integrating that knowledge with knowledge of the Science of Consciousness;
- Using the principles and practices of Consciousness-Based Education (CBE);
• Using best teaching practices for the discipline, including new pedagogical techniques that are compatible with the principles of CBE.

To support these broad goals, TLC establishes standards for teaching both in the face-to-face classroom and for online learning/distance education; develops organizational capacity to produce teaching materials that support Consciousness-Based Education; provides TLC (tender loving care) for the faculty, including basic faculty training in Consciousness-Based Education; oversees ongoing training and development in teaching, assessment and the scholarship of teaching and learning; provides support for new program launches, especially in the Online and Distance Education areas; assesses faculty members’ teaching skills and their effectiveness in fostering student learning.

The Curriculum Committee, and the Teaching and Learning Committee meet together twice annually under the leadership of the Associate Dean of Academic Programs to oversee and review and update the annual assessment plan for both undergraduate and graduate programs. This joint group’s responsibilities include:

• Reviewing the assessment plans for the general education goals and objectives, the undergraduate majors, and the graduate programs;

• Evaluating the effectiveness of the assessment instruments for the general education goals and objectives and proposing new instruments as needed;

• Discussing new strategies for improving the undergraduate major and the graduate program assessment procedures or making them more efficient.

Faculty Personnel Committee (FPC)

FPC is primarily responsible for all matters of faculty appointment, evaluation, promotion, and discharge; the quality of faculty life; and Faculty Senate committees and their membership. FPC is chaired by the Dean of Faculty and meets as needed. Specific duties of FPC include:

• Appointments, re-appointments, promotions, and termination of full- and part-time faculty and fellows, including Distance Education and Continuing Education faculty;

• Supervising evaluations of faculty performance and establishing qualifications for academic ranks;

• Approving sabbaticals;

• Approving faculty leaves with and without pay;

• Establishing policies concerning outside professional activities by faculty;
• Establishing committees of the Faculty Senate, defining committee responsibilities, and appointing their membership;

• Reviewing faculty rights and responsibilities and faculty concerns;

• Establishing guidelines for and monitoring faculty workloads;

• Overseeing any other matters relating to faculty appointments and policies.

Members of FPC are appointed by the Academic Planning Council with the approval of the President. The Dean of Faculty and any Assistant or Associate Deans of Faculty are ex officio members. The Dean chairs the committee (or the Associate or Assistant Deans in the absence of the Dean). Members of the committee must be engaged at least half time in teaching or research, and must reflect the highest personal standards, as well as maturity in their disciplines and in the understanding and application of the Science of Creative Intelligence®. Members must be Governors of the Age of Enlightenment. In addition, members are chosen so as to provide a balanced representation among the various academic disciplines. For membership and further details, see the Dean of Faculty Website.

**Smaller Academic Committees**

**Academic Computing Committee (ACC)**

The Academic Computing Committee oversees the distribution of fees collected each semester for the improvement of the technological infrastructure of the University. The committee membership consists of the Dean of Faculty, the Technology Coordinator, and the Director of Information Technology. For membership and further details, see the Dean of Faculty Website

The committee’s responsibilities include:

• Collecting requests from each academic department and Information Technology for technological needs and improvement each semester;

• Prioritizing these requests in light of their overall contribution to the technological infrastructure of the University and creating a Technology budget to satisfy these requests accordingly.

The committee meets as needed at the beginning of each semester to carry out these responsibilities.

**Academic Standards Committee (ASC)**
The Academic Standards Committee maintains the University’s high academic standards and upholds its academic policies. Curriculum Committee develops and changes policies, whereas ASC applies policies to individual students. ASC may waive academic regulations, providing flexibility to handle individual student needs. Student petitions must be approved by the appropriate academic department before being considered by ASC. ASC meets every other Tuesday morning or as needed in the Registrar’s Office. ASC consists of the Registrar, the Dean of Students, and other faculty. Its functions include:

- Reviewing student petitions for exceptions to academic regulations;
- Approving internships, directed study courses, and auditing of classes;
- Monitoring students’ academic progress (including the Research in Consciousness course) and putting students on probation (or alert for Research in Consciousness) or suspension, if necessary, for low academic performance or academic dishonesty;
- Reviewing transcripts of students, especially regarding courses required for graduation;
- Determining which undergraduate candidates receive honors at graduation.

The decisions of ASC are recorded on student petitions and by the Registrar, as appropriate. ASC also makes recommendations to the Curriculum Committee based on its experience in these areas. Decisions of the Academic Standards Committee are subject to review by the Curriculum Committee, as appropriate, and by the Academic Council. For membership and further details, see the Dean of Faculty website.

**Library Board**

The Library Board reviews and makes recommendations to the Director of the Library on Library activities and services and makes recommendations to the University about Library priorities. The Library Board includes the Dean of Faculty, the professional librarians (ex officio members of the committee), and faculty members representing varied academic areas. The committee is chaired by the Director of the Library and meets as needed. For further details, see the Dean of Faculty website.

**Protection of Human Subjects and Animal Rights Committee**

This Committee was established to meet the requirements of the U.S. Department of Health and Human Services for the protection of human subjects in research studies. The committee reviews research proposals and research activities conducted at the University by its faculty in light of these regulations and makes recommendations to funding agencies, to the principal investigator, and to the faculty and administration. Members include senior research faculty, legal counsel, at least four full-time faculty, and one member from outside the University. Meetings are held as necessary. For further details, see the Dean of Faculty website.
Publications Committee

The Publications Committee oversees academic publications published through Maharishi University of Management Press. It establishes policies for proposal review and approval, editing, proofreading, and design, and it oversees these activities. The committee includes the director of Maharishi University of Management Press, the academic editor(s), and other relevant faculty members.

Scientific Research Committee

For details, see the Dean of Faculty website.

Teacher Education Advisory Committee

This committee is composed of teachers and school administrators drawn from area public schools. This committee advises the Education Department on policy regarding teacher education to ensure that the University’s teacher education program reflects the highest standards of contemporary educational practice and addresses issues of teacher education arising in public and private schools. For more details, see the Dean of Faculty website.

Ad Hoc Committee to Evaluate Scientific Conduct

In accord with requirements of the U.S. Department of Health and Human Services for institutions receiving grant funding, the following procedures have been adopted by the University for dealing with and reporting possible misconduct in science:

Any allegation of scientific misconduct will be reported to the Chair of the Academic Council, who, with the Dean of the Graduate School, will appoint an ad hoc committee of impartial and qualified members of the faculty to initiate an immediate inquiry. The committee will complete the inquiry and provide a written report of its findings to the Chair of the Academic Council and the Dean of the Graduate School within 60 days of receiving the allegation. This report will be retained by the Chair of the Academic Council for at least three years and will be available upon request to authorized personnel of the Department of Health and Human Services. “Misconduct” or “Misconduct in Science” means fabrication, falsification, plagiarism, or other practices that seriously deviate from those commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

If the findings of the inquiry provide sufficient basis for conducting a full investigation, the committee will initiate the investigation within 30 days of completion of the inquiry. This full investigation must be completed within 120 days. At the discretion of the Chair of the Academic Council and Dean of the Graduate School, alternate or additional members of the faculty may be appointed to the committee conducting the full investigation. The Office of Scientific Investigation (OSI) at the National Institutes of Health will be notified if a full investigation will
be conducted. If at any time there is reasonable indication of possible criminal violations, OSI will be notified within 24 hours. Documentation to substantiate a full investigation and findings will be prepared by the committee and maintained for at least three years by the Chair of the Academic Council. The final report will be sent by the Chair of the Academic Council to the Office of Scientific Integrity of the Public Health Service (PHS).

The members of the faculty appointed to the inquiry or full investigation committee will be from outside the department of the person initiating or receiving the allegation, in order to preclude real or apparent conflict of interest.

Person(s) initiating or receiving the allegation will have the opportunity to comment on the allegations and findings of the inquiry or full investigation.

The members of the committee will be requested to maintain the confidentiality of their inquiry or investigation, including the person initiating or receiving the allegation, except where necessary to complete their task. The committee, as well as the Chair of the Academic Council and the Dean of the Graduate School, will determine, based on the circumstances, any necessary steps to protect (or restore) reputation or the position of those who in good faith make allegations of scientific misconduct, and those against whom allegations of misconduct are not confirmed. These parties will also be responsible to determine appropriate sanctions to be imposed on individuals when the allegation of misconduct has been substantiated.

In the case of Federally funded research, the Chair of the Academic Council, Dean of the Graduate School, and members of the appointed committee will take appropriate administrative actions to protect Federal funds and ensure that the purposes of the Federal financial assistance are being carried out. If at any time during the course of an investigation facts are disclosed that may affect current or potential Department of Health and Human Services funding for the individual(s) under investigation, or that the PHS needs to know to ensure appropriate use of Federal funds and otherwise protect the public interest, the Chair of the Academic Council will promptly advise the Office of Scientific Integrity.

RESPONSIBILITIES OF ACADEMIC OFFICERS AND ADMINISTRATORS

The positions of academic officers and administrators described below may be held by one or more individuals.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

Needs content

PROVOST AND CHAIR OF THE ACADEMIC COUNCIL

Needs content

DEAN OF FACULTY
DEAN OF ACADEMIC PROGRAMS

The Dean of Academic Programs is the academic officer responsible for overseeing the University’s academic programs. The Dean works with each undergraduate program to ensure that students in each area are receiving the highest quality undergraduate education, and with the Dean of the Graduate School to assess the impact of changes in policies of graduate programs on undergraduate programs. The Dean also works with each undergraduate program to ensure that its policies and activities are consistent with the overall policies and goals of the University, monitors their compliance with general University graduate education requirements, reviews the educational outcomes of programs for consistency with their goals and objectives, and monitors the achievement of program development objectives. The Dean chairs the Curriculum Committee and is an ex officio member of the Academic Council.

DEAN OF TEACHING AND LEARNING

The Dean of Teaching and Learning ensures the quality of instruction at M.U.M. in the context of Consciousness-Based Education. Continuous improvement in Consciousness-Based Education (CBE) focuses on faculty members:

- Teaching the most current knowledge of the discipline;
- Integrating that knowledge with knowledge of the Science of Consciousness;
- Using the principles and practices of Consciousness-Based Education (CBE);
- Using best teaching practices for the discipline, including new pedagogical techniques that are compatible with the principles of CBE.

Responsibilities of the Dean of Teaching and Learning include:

- running the annual Faculty Orientation and the Faculty Development program for continuing faculty;
- assessing faculty teaching performance by visiting classes;
- running the annual undergraduate student Knowledge Fair;
- overseeing the Writing Center;
- conducting semester review of student feedback forms;
- updating the faculty teaching handbook.
The Dean chairs the Teaching and Learning Committee and is an ex officio member of the Academic Planning Council and Academic Council.

DEAN OF THE GRADUATE SCHOOL

The Dean of the Graduate School oversees the University’s graduate programs. The Dean works with each graduate program to ensure that its policies and activities are consistent with the overall policies and goals of the University, monitors their compliance with general University requirements for graduate programs, works with the Dean of the College of Academic Programs to assess the effect of changes in policies of graduate programs on undergraduate programs, reviews the educational outcomes of programs for consistency with their goals and objectives, and monitors the achievement of program development objectives. The Dean works with the Academic Council and the Faculty Senate on the quality and progress of graduate programs. The Dean of the Graduate School is an ex officio member of the Academic Council.

DEAN OF STUDENT LIFE

The Dean of Student Life oversees all aspects of student life, including first-year student quality of life, the Resident Advisor program, Residence Hall Directors, Orientation, the Career Development Center, Global Student Council, Student Activities, and all disciplinary activities.

ACADEMIC DEPARTMENT CHAIRS

Department Chairs are responsible for guiding and supervising their departments. They work closely with the other department faculty in the following areas:

- developing curricula and establishing requirements of the major;
- assigning faculty teaching loads; developing new graduate and undergraduate programs;
- developing descriptions of programs for the Catalog;
- establishing program assessment procedures;
- approving departmental expenditures;
- ensuring effective teaching within the department;
- encouraging faculty participation in professional activities including professional associations and conferences;
- approving non-meditating guest speakers for speaking in the classroom;
- bringing visiting scholars and curriculum advisors to the University;
- keeping informed of faculty members’ outside professional activities;
• evaluating and recommending faculty within the department for promotion or other action.

Decisions of the departments concerning curriculum changes and faculty appointments are reviewed by the appropriate Faculty Senate committees. Budget recommendations are reviewed by the Chair of the Academic Council, Academic Planning Council, and the Executive Council. Department Chairs conduct weekly departmental meetings.

ASSOCIATE DEPARTMENT CHAIRS

Associate Department Chairs are appointed by Faculty Personnel Committee in any department in which the Department Chair needs additional assistance. The Associate Department Chairs take responsibility for routine departmental administrative matters and act on behalf of the Department Chairs when they are absent from campus or on their request.

REGISTRAR

The Registrar helps formulate and implement policies and procedures for all Enrollment Center areas. Specific responsibilities include: student histories, fee billing, loan deferments, withdrawals and leaves of absence, transcript preparation, University academic requirement archives, assignment of transfer credit, and preparation of various state and government reports. The Registrar chairs the Graduation Committee, and is responsible for all aspects of graduation including diplomas, program, and guest housing. The Registrar is an ex officio member of the Academic Council and the Curriculum Committee, and is chair of the Academic Standards Committee.

DIRECTOR OF THE LIBRARY

The Director of the Library is responsible for planning, organizing, and directing Library operations and services in furthering the educational goals of the University. This includes creating electronic access to a broad range of resources, as well as developing a core collection within the Library walls that supports the University’s academic programs and the educational experience the University seeks to provide. The Library Director oversees processing and organizing Library resources for convenient access as well as overseeing the teaching and proper use of these resources.

DIRECTOR OF EVALUATION

The Director of Evaluation is responsible for evaluation of the general education outcomes of the student body, including the creation and revision of program assessment plans. The Director of Evaluation is an ex officio member of the Teaching and Learning Committee, Academic Council, and Faculty Senate.

ACADEMIC OFFICERS AND ADMINISTRATORS
DEANS

- Scott Herriott, Provost and Chair of the Academic Council, Dean of the College of Business Administration
- Catherine A. Gorini, Dean of Faculty
- Amellia Hesse, Dean of Student Life
- Greg Guthrie, Dean of Educational Technology
- Keith Levi, Dean of the College of Computer Science
- Christopher Jones, Dean of Assessment and Undergraduate Studies
- William Sands, Dean of the College of Maharishi Vedic Science
- Jane Schmidt-Wilk, Dean of Teaching and Learning
- Fred Travis, Dean of the Graduate School
- John Fagan, Dean of Sustainability
- William Goldstein, Dean of Global Development and General Counsel
- Robert Schneider, Dean of the College of Integrative Medicine

ACADEMIC DEPARTMENT CHAIRS

- Art and Design, Jim Shrosbree
- Business Administration, Vicki Alexander Herriott
- Media and Communications, Stuart Tanner
- Computer Science, Keith Levi
- Education, Paula Armstrong
- ESL, Mark Ellinghaus
- Exercise and Sport Science, Ken Daley
- Maharishi Vedic Science, Fred Travis
- Mathematics, Anne Dow
- Physiology and Health, Keith Wallace and Robert Schneider
• Sustainable Living, John Fagan

ASSOCIATE DEPARTMENT CHAIRS
• Art and Design, Matthew Beaufort
• Computer Science, Steve Nolle
• Sustainable Living, Kari Bedi
• Physiology and Health, Liis Mattik

REGISTRAR
• Taniya Hallman

DIRECTOR OF EVALUATION
• Sonja Gobec

UNIVERSITY TECHNOLOGY COORDINATOR
• Bruce McCollum

PART 2 - FACULTY POLICIES AND PROCEDURES

FACULTY ASSIGNMENTS AND RESPONSIBILITIES

In accordance with the mission of the University, Maharishi University of Management faculty have responsibilities in six major areas:

• Academic Excellence
• Development of Consciousness
• Scholarly Activities
• Advising: academic, non-academic, and by example
• Governance
• Contributing to Community and the World

To fulfill these responsibilities, each faculty member should have the following documents:

• The Faculty Handbook
• **University Catalog**

• Faculty Development Manual, including chapters on Maharishi’s Principles of Ideal Teaching, Guidelines for Classroom teaching, making a syllabus, and all Consciousness-Based education teaching materials, available during the Faculty Training Course or from the Dean of Faculty

• Academic Advising Manual (for departmental academic advisors only), available online with password protection only after training has been completed

• **Student Handbook** (also available from the Dean of Students)

• Resources for Faculty and Administrators, available at the Dean of Faculty Website.

• **ACADEMIC EXCELLENCE**

The MUM faculty have long regarded outstanding teaching to be their primary responsibility, and they are dedicated to developing the highest level of academic excellence in the programs offered by the University.

In preparing a course for the first time, faculty review course syllabi and materials from other universities that have outstanding programs in the subject area, making certain that all essential aspects of the topic are covered. They design their courses so that students have the opportunity to gain all the traditional knowledge of the subject, to see how that knowledge is interrelated within the discipline and to the Science of Creative Intelligence (SCI) and Maharishi Vedic Science SM (MVS), and to focus deeply on at least one aspect of the topic through a written, oral, and/or multimedia project.

Since teaching on the block system is demanding, courses are prepared in advance of the course starting date. Preparation includes a detailed syllabus as well as main points for each lesson. Faculty members prepare and post four charts in the classroom so that students have the knowledge at a glance, and so that if their attention wanders, the charts bring them back to the knowledge of the lesson. These four charts are as follows:

• The Course Overview Chart, which shows the sequence of presentations/activities for the entire course

• The Main Point Chart for each lesson

• The Unified Field Chart, which connects the subject area being covered to broader fields of knowledge

• The Unity Chart for each lesson
During each lesson, the teaching faculty member refers to the four charts to give the students a sense of continuity and confidence in what they are studying.

Faculty members use a Unified Field Chart to graphically illustrate:

- The relationship among all the aspects of the discipline
- The relationship of these aspects to the field of total knowledge, or the most fundamental level, located in the discipline
- The relationship of this specific area of knowledge to the source of all knowledge, the unified field of natural law

This exercise, in light of the students’ growing experience of the unified field as their own pure intelligence, is intended to help to make knowledge easily accessible and to give the students joy in learning.

The faculty member usually ends the lesson by reading the Unity Chart, which provides students a connection of what they have just learned to their own Self.

Faculty members begin classes punctually and strongly encourage students to be in the classroom on time. Classes meet in the mornings and afternoons Monday through Friday and Saturday mornings. If students are reading, or working on exercises, or doing other course work during some of the class time, they should be together either in the classroom or in a designated area of the Library where the faculty member can be easily accessible to them.

Faculty generally teach five and one-half academic courses each year (22 weeks or 22 units), including one two-week Forest Academy or one four- or six-week Science of Creative Intelligence (SCI) or Science and Technology (STC) course. The Forest Academy gives faculty and students the opportunity to think together about the most fundamental aspects of their discipline in light of the unifying theories and principles of the Science of Creative Intelligence and Maharishi Vedic Science. This is a refreshing time for faculty and students to focus exclusively on the wholeness of knowledge. Deans have a reduced teaching load. Academic Department Chairs have a teaching load of four and one-half courses, 20 weeks or 20 units.

**DEVELOPMENT OF CONSCIOUSNESS**

Universities have traditionally sought to apply knowledge for the good of humanity. This goal assumes special significance at Maharishi University of Management. Regular practice of the Transcendental Meditation® and TM-Sidhi® programs, including Yogic Flying, in the University’s Golden Domes of Pure Knowledge represents ongoing laboratory work in the Science of Creative Intelligence and fulfills one of the University’s primary goals — the development of consciousness, on both individual and collective levels.
More than 350 peer-reviewed studies on the Transcendental Meditation have been published in medical and scientific journals. Studies have been conducted at 250 universities and research institutes in 33 countries. The results consistently indicate profound benefits for the physiology and psychology of the individual, including improved health, improved creativity, increased intelligence growth rate, and reversal of aging, as well as enhancement of progress, prosperity, and peace of the nation and the world.

All faculty, students, and administrators are thus required to participate in the “Research in Consciousness” course, consisting of the daily collective practice of Maharishi Transcendental Meditation\textsuperscript{SM} and TM-Sidhi programs, including Yogi Flying, as instructed by TM\textsuperscript{®} teachers and TM-Sidhi program administrators approved by Maharishi University of Management. Faculty who are not yet practicing the TM-Sidhi program are expected to learn as soon as possible, normally within one year of hiring. Participation in the “Research in Consciousness” course is assessed by attendance, using an electronic barcode reader, and this data is reviewed regularly by the Dean of Faculty. Faculty members are expected to maintain a high level of regular attendance.

Faculty members are required to practice Maharishi’s programs of self-development exclusively.

\textbf{SCHOLARLY ACTIVITIES}

The University’s overall research focus includes not only basic research in the different disciplines, but research that connects the principles of natural law underlying the different disciplines to the unified field of natural law. This latter research focus is an aspect of the development of Maharishi Vedic Science, and since Maharishi Vedic Science is an evolving discipline, faculty research significantly contributes to the development of this field of knowledge.

Faculty members are encouraged to interact with their peers at other universities — to take part in professional associations, present papers at scholarly conferences and seminars, and to invite scholars to participate in conferences hosted by the University on campus. Faculty are also encouraged to engage in collaborative research with faculty both here and at other universities, and, as appropriate, to spend time at another university pursuing research. (See Scholarly Leaves of Absence and Sabbaticals.)

The University may sometimes award seed grants from its own funds to faculty engaged in research. These funds are awarded based on the recommendation of the faculty’s academic department and the recommendation of the Chair of the Academic Council. One key factor that is considered in awarding seed money is the likelihood that the research will be eligible for
outside funding once the initial phase of the project is completed. Faculty are encouraged to seek grants and other outside funding for their research, curricular, or professional development.

ADVISING: ACADEMIC, NON-ACADEMIC, AND BY EXAMPLE

University faculty are responsible for academic advising of students in their departments. Generally, each Department Chair will assign one faculty member to be primarily responsible for student advising, and therefore, that faculty member is expected to stay current on all departmental and University requirements affecting students.

One of the most fundamental aspects of faculty responsibility is to serve as a role model for all students at the University. Faculty, in their dress, behavior, and in all aspects of their personal and professional lives, are expected to reflect the highest values of life, whether on or off campus. This means that the faculty should be at the highest level of life as described in the Student Handbook. Since faculty families live on the University campus and participate in University functions, they too should reflect the highest standards of dress and decorum.

Alcohol and drug use

The use of alcoholic beverages and non-prescribed, illegal drugs by faculty is not permitted on or off campus.

Research indicates that serious health problems arise from abuse of alcohol and non-prescription drugs. For this reason, the possession, use, or distribution of alcohol is prohibited on or off campus. Also the possession, use, or distribution of illegal drugs (such as marijuana) is prohibited, whether faculty are on or off campus. The University regards an infraction of these rules as a breach of conduct for faculty, which will result in immediate dismissal from the faculty.

THE GOVERNANCE PROCESS

Academic governance at Maharishi University of Management is conducted primarily through a collegial decision-making process. (See Part 1, Governance.) The faculty have found that the most effective decisions about academic policies are made when the faculty think together about them. The University adheres to this consensus-based decision making in important academic matters.

Since the Faculty Senate has the ultimate responsibility for all academic decisions, it is vital that all full-time faculty attend Faculty Senate meetings regularly, missing a meeting only when they are out of town or ill. The same is true for the weekly academic department meetings. Important
decisions about the curriculum, teaching, faculty, publications, research, and other matters are made in departmental meetings and it is imperative that every faculty member participates.

In addition, faculty members are frequently asked to serve on one or more Faculty Senate committees. These committees focus on academic areas such as faculty, curriculum, library, or certain aspects of student work and are crucial to the overall functioning of academia. Committee meetings are usually held for no more than one hour a week. When asked to serve on a committee, faculty members are free to decline, but if they accept, they should take their committee responsibilities seriously. Regular attendance and active participation at all meetings are expected.

CONSULTING POLICY

Departments may not hire outside consultants or contractors to perform a service that is already being performed within the University or for which the University has a pre-existing contract (e.g. personal counseling with Optimae Life Services). This includes, but is not limited to, the following services:

- Web design
- Marketing
- Personal counseling and therapy.

Any exceptions to this policy must be approved by Executive Council.

CONTRIBUTIONS TO THE COMMUNITY AND TO THE WORLD

In their service to Maharishi University of Management, faculty reflect their deep commitment to improving the quality of education throughout the world and to developing a permanent basis for world peace through the collective daily practice of the Transcendental Meditation and TM-Sidhi programs, including Yogic Flying, in the Golden Domes. University faculty members may also be invited to travel to other countries to speak about Consciousness-Based Education or to assist academic institutions with educational objectives similar to those of Maharishi University of Management.

In addition, faculty members may wish to contribute in some way to business, industry, or government within the United States and within their own community. Outside professional activities that enhance the faculty member’s abilities and contribute to the greater community good are always encouraged. Faculty members are expected to inform their Department Chairs and the Dean of Faculty about any outside professional activities and to ensure that these activities do not interfere with their primary responsibilities to the University. (See “Consulting Policy” below.)
ENSURING THE SUCCESS OF UNIVERSITY FACULTY IN ALL ENDEAVORS

Maharishi University of Management works to ensure the success of its faculty in all their endeavors in two major ways:

Programs for the development of consciousness

One of the greatest benefits that Maharishi University of Management offers its faculty is a regular program for individual development. The University’s daily routine is structured around the collective practice of Maharishi’s programs for the development of consciousness, practiced morning and evening by everyone in the University community. Combined with a day that is balanced in rest and activity, it constitutes the most fundamental element of the University’s integrated system of education.

Programs for faculty development in academic disciplines

Maharishi University of Management provides its faculty with frequent opportunities to enhance their knowledge and increase their expertise in their own fields of study, to significantly develop their teaching skills, and to find valuable ways of connecting their disciplines to other domains of knowledge, in particular to the unified field of natural law. This is carried out through the following:

• A regular program of faculty development that includes
  
  o The basic Faculty Training Course taken by all new and visiting faculty before they teach at the University or as soon as possible
  o Maharishi’s 33-lesson Science of Creative Intelligence Course
  o Annual Faculty Development Seminars
  o Periodic Faculty Development Workshops
  o Tapes and lectures at Faculty Senate, departmental meetings, and community meetings
  o Visits and advice of faculty from other universities
  o Training programs offered on the University campus by outside agencies
• Opportunities outside the University, including conferences and seminars, visits to other universities, collaborative research with peers in other institutions, sabbaticals, and scholarly leaves

ACADEMIC FREEDOM

Maharishi University of Management subscribes to the following statement on academic freedom from the 1940 AAUP statement on “Academic Freedom and Tenures” and the 1970 Interpretive Comments (available at http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure). The 1940 AAUP statement is as follows:

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their 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.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public might judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

ACADEMIC RANKS

The following are the general standards and criteria for faculty appointments and promotion. Each department may have additional standards. Individuals applying to the University who hold faculty appointments at a comparable university or research institution may be considered for appointment at their current level.

LECTURER

Lecturers are full-time members of Maharishi University of Management staff who teach at least one course for credit during the academic year. Lecturers are not members of the Faculty Senate.

INSTRUCTOR

Instructors are full-time faculty at the University who do not have the highest degree in their field. A minimum of a master’s degree is normally required for appointment to this rank. Their
primary responsibility is teaching at the undergraduate level. Instructors are members of the Faculty Senate.

**ASSISTANT PROFESSOR**

The rank of Assistant Professor is a full-time teaching and research position for those who have earned the highest academic degree in their field, generally a doctoral degree, or who have demonstrated outstanding scholarly or professional achievement in their field.

**ASSOCIATE PROFESSOR**

This rank is recommended by the Department and approved by the University, generally after a person has held the rank of Assistant Professor for seven years, at least two of which should be at the University. Individuals recommended for this position should be outstanding in all professional areas: teaching, research, and service to the University. In addition to teaching excellence, individuals recommended for this position should have made a significant contribution to their discipline or to the fulfillment of the academic mission of the University documented by publications, presentations, or grants.

**PROFESSOR**

This rank is recommended by the Department and approved by the University, generally after a person has held the rank of Associate Professor for seven years, two of which should be at the University. Individuals recommended for this position should be outstanding in all professional areas: teaching, research, and service to the University. In addition to teaching excellence, individuals recommended for this position should have made a significant contribution to their discipline and to the fulfillment of the academic mission of the University documented by publications, presentations, or grants. They should be recognized leaders in the creation of new knowledge integrating Maharishi Vedic Science with their academic disciplines.

**PROFESSOR EMERITUS**

This rank is recommended by the Department and FPC and approved by the President. A faculty member must have been full-time on University faculty or full-time for affiliates of the University for a minimum of 20 years, be at least 65 years of age, will no longer be working for the University or its affiliates full-time, and be committed to maintaining a continuing and significant relationship with the University.

Benefits determined by FPC may include room and board; Dome badge; Recreation Center pass; Bookstore and Golden Dome Market discounts; and credit and non-credit courses offered by the University.

**RESEARCH PROFESSOR, ASSOCIATE RESEARCH PROFESSOR, AND ASSISTANT RESEARCH PROFESSOR**
Appointment to this rank is based on the same criteria as appointment to Assistant Professor, Associate Professor, and Professor and is given to individuals who are making a significant contribution in research or in program development that has a national or international impact. This appointment has its own salary determined by the Dean of Faculty and may be held jointly with other faculty ranks. In some cases appointment to this rank may be contingent on an individual’s national recognition in the field as evidenced by project support from non-University resources.

LIBRARIAN

This is a full-time faculty entry-level appointment for those with an MLS or equivalent advanced degree who have less than three years professional experience in an academic library. Librarians are members of the Faculty Senate.

SENIOR LIBRARIAN I

Appointment or promotion to this rank is for librarians with an MLS and at least three years experience in an academic library with at least one year at the University (if a new librarian, professional competence must be gained in at least one major area of library operations). A second master’s degree may qualify an individual who has less experience for this rank. Individuals should have demonstrated outstanding scholarly or professional achievement in library science.

SENIOR LIBRARIAN II

This rank is recommended by the Library Board and approved by FPC, generally after a person has held the rank of Senior Librarian I for seven years, at least two of which should be at the University. Individuals recommended for this position should have made an outstanding contribution to the field of library science or to the fulfillment of the academic mission of the University, documented by publications, presentations, or grants.

UNIVERSITY LIBRARIAN

This rank is recommended by the Library Board and approved by FPC, generally after a person has held the rank of Senior Librarian II for seven years (at least two at the University). Individuals recommended for this rank should have an MLS, a second master’s degree, or a doctoral degree, and should have made a significant contribution to library science and to the University’s academic mission, documented by publications, presentations, or grants. They should be a recognized leader in creating new knowledge and integrating the Science of Creative Intelligence and Maharishi Vedic Science with library science.
SENIOR STATUS

Faculty who have served at the University for 25 or more years and who are 67 years or older may request senior status. Their teaching duties and compensation will be reduced.

VISITING FACULTY (INSTRUCTOR THROUGH PROFESSOR)

Visiting Faculty hold an academic appointment at another university and are appointed at Maharishi University of Management based on a departmental recommendation. Usually, Visiting Faculty are in continuous residence with full-time teaching responsibilities for at least one semester. They are not members of Faculty Senate.

ADJUNCT FACULTY (INSTRUCTOR THROUGH PROFESSOR)

Adjunct Faculty have an academic relationship with a department and may teach one or more courses, but are not full-time faculty. They must have appropriate academic or professional qualifications. Adjunct faculty may be invited to attend Faculty Senate as non-voting members.

POST-DOCTORAL FELLOW

Post-doctoral faculty work with a senior faculty member who helps them increase the breadth and depth of knowledge in their specialty, helps them forge connections and networking with other researchers, and helps them publish and secure grant funding.

FELLOW IN MAHARISHI VEDIC SCIENCE

A Fellow in Maharishi Vedic Science is a scholar who has demonstrated mastery of Maharishi Vedic Science, mastery of his or her discipline (arts, sciences, or professional area), and has integrated Maharishi Vedic Science with his or her area or in different levels of society. This appointment carries no teaching responsibilities.

CLINICAL FACULTY

Clinical faculty are physicians who are appointed to the faculty of the Department of Physiology and Health. They have an ongoing academic relation with the University but are not full-time resident members of the faculty.

VISITING OR ADJUNCT RESEARCHER

Visiting Researchers hold a faculty appointment at another institution and are typically in continuous residence at the University conducting research full-time for at least one semester.
Adjunct Researchers are those with specialized knowledge in their fields who are affiliated with a department, institute, or research center for the purpose of conducting original research.

VISITING SCHOLAR

Visiting Scholars have a record of excellence in scholarship and are typically in continuous residence at the University conducting research or working with other faculty members. They are affiliated with a specific department, institute, or research.

DOCTORAL FELLOW

Post-doctoral fellows hold a Ph.D and are gaining advanced training or conducting research, affiliated with a department and working with graduate faculty.

TECHNICAL TRAINING FACULTY

This rank is a full-time appointment for those teaching technical training courses.

MENTORING FACULTY

Because of the unique nature of the University’s educational community, most faculty will have the designation Mentoring Faculty and are required to be available for students outside of the regular class time and are required to live on campus. Like all faculty, they are also required to participate in twice daily group practice of the Transcendental Meditation and TM-Sidhi programs in the Golden Domes with students. Each faculty member with this designation is also responsible for one or more of the following activities:

- Personal instruction in the Transcendental Meditation program
- Checking of the Transcendental Meditation program
- Teaching Residence Courses
- Teaching the 33-Lesson Science of Creative Intelligence course
- Academic advising
- Dorm Director
- Academic Program director
- Academic Standards Committee
- Recreation Course teacher
FACULTY APPOINTMENT PROCEDURE

All faculty are appointed through the following faculty appointment procedure:

- Request for application and justification for the position are made in writing to the Office of the Dean of Faculty by using the online form Request to Hire New Faculty form by the appropriate Department Head. Preliminary approval can be made with this form and a curriculum vitae have been submitted to FPC;
- President's Cabinet and President give budgetary approval;
- Application is sent to applicant by the appropriate departmental administrator;
- Completed application sent by the departmental administrator to the Dean of Faculty;
- Academic departmental review of application and written recommendation is sent to Dean of Faculty;
- Faculty Personnel Committee reviews and approves application;
- Candidate presents to Faculty Senate;
- Approval by Faculty Senate;
- Dean of Faculty gives notification of appointment;
- Final approval is published in the Docket.

All formal correspondence with faculty applicants occurs through the Office of the Dean of Faculty. When applications are received, the appropriate Department Heads are asked to review the files. Applicants for faculty positions should demonstrate a strong commitment to the University’s mission and objectives. The University prefers to accept faculty applications from Governors of the Age of Enlightenment and practitioners of the Transcendental Meditation and TM-Sidhi programs.

If the departmental review is favorable, Faculty Personnel Committee will review the application. Any changes that involve increasing the payroll budget of the University or the academic budget to cover honoraria must be approved by the President's Cabinet.

After approval by FPC, the applicant will be invited to prepare a faculty presentation for the Department and for the Faculty Senate. The Faculty Senate has final responsibility for all faculty appointments, and makes its decision for appointment based on a prospective faculty member making a 15- to 20-minute presentation to the Senate. Until successful completion of a
presentation to the Faculty Senate, all faculty appointments are provisional. The application is finally considered by the President.

THE FACULTY SENATE PRESENTATION

Prospective faculty members give a presentation to the Faculty Senate to demonstrate their mastery of the discipline, expertise in Maharishi Vedic Science, skill in connecting the discipline to Maharishi Vedic Science, excellence in teaching, and dignity appropriate to being a member of the faculty at Maharishi University of Management.

Presentations should

- develop and communicate some aspect of the deepest knowledge of the field of specialization (the depth of the presentation is relative to the level of academic appointment)

- relate the knowledge of the field to Maharishi Vedic Science using a Unified Field Chart, Main Point Chart, and Unity Chart. The Main Points should reflect the latest understanding of SCI and Maharishi Vedic Science and TechnologySM.

Presentations should assume an intelligent but non-specialist audience.

Presentations are made first to the respective academic department (including at least four voting members of the Faculty Senate) before an initial faculty appointment will be made. Departmental presentations should be publicized and are open to any member of the Faculty Senate. The prospective faculty member should incorporate suggestions from the Department and, ideally, give the presentation again to the department. Then the presentation is made to the Faculty Senate. The presentation to Faculty Senate is thus assumed to be the most polished presentation possible.

The Faculty Senate will discuss the presentation and reach a consensus regarding the qualifications of the candidate for a University appointment. The final decision on full-time appointments is made by the Faculty Senate. The applicant will be notified of the decision by the Dean of Faculty.

FACULTY APPOINTMENTS

Appointment to faculty for a second year is contingent upon successful completion of the presentation to the Faculty Senate. Presentations should therefore be made to the Faculty Senate within nine months of an initial appointment.

The appointment of any faculty member may be terminated, upon written notice by the Dean of Faculty, for failure to fulfill the faculty responsibilities described in this Handbook. The appeal procedure is set forth in Part 1 of this Handbook.
APPOINTMENT OF CONTINUING EDUCATION FACULTY

Faculty may be appointed to teach courses in the Continuing Education program. They do not hold specific academic ranks. They must be appointed through the procedures described above for adjunct faculty. The application is initiated through the Dean of Faculty Office.

EVALUATION FOR PROMOTION AND RE-APPOINTMENT

The evaluation of faculty members for salary, promotion, and re-appointment is carried out through the Faculty Personnel Committee, working with the Dean of Faculty and the Department Chairs. In evaluating faculty, FPC considers demonstrated ability in curriculum development, teaching, scholarship, professional activities, participation in departmental and University functions, participation in programs for the development of consciousness, and fulfillment of the responsibilities of faculty members described in this Handbook.

CRITERIA FOR PROMOTION AND RE-APPOINTMENT

The following criteria are used in considering a faculty member for re-appointment or promotion:

• Quality of teaching, indicated by evaluations of FPC, the Department Chair or faculty in the Department, students, and academic deans.

• Productivity in terms of scholarly research that illuminates the field in a profound way, including articles submitted and accepted for publication, papers presented at conferences, and grants received. In particular, a faculty member being considered for promotion to full professor should have written at least one comprehensive article integrating his or her discipline with Maharishi Vedic Science.

• Focus on development of consciousness, including regular participation in the Super Radiance program.

• Participation in student advising and mentoring.

• Contribution to academic administration through service on Faculty Senate committees and other administrative duties, regular participation in Faculty Senate meetings, and regular participation in departmental meetings.

• Interaction with peers from other universities through conferences and colloquia, participation in professional organizations, and collaborative research.
• Participation in programs for faculty development.

• Participation in professional activities in his or her field and in establishing Consciousness-Based education in other locations, which contribute significantly to the well-being of the community, the nation, and the world.

PROCEDURES FOR PROMOTION

Promotion to the level of assistant professor is determined by Faculty Personnel Committee.

For promotion to the level of associate professor, the faculty member submits:

• A curriculum vita

• Two letters of recommendation, including one from the Department Chair (unless the person is the Department Chair)

• An essay that addresses (a) the above criteria from the Faculty Handbook, and (b) plans for the future with respect to these points.

The process concludes with an interview with the Faculty Personnel Committee.

For promotion to the level of professor, the faculty member submits:

• A curriculum vita

• Three letters of recommendation, including one from the Department Chair (unless the person is the Department Chair) and one from outside the University

• An essay that addresses (a) the above criteria points from the Faculty Handbook, and (b) plans for the future with respect to these points. This essay is expected to be more substantial than the one for promotion to associate professor.

• A paper that has been accepted by the print or online edition of Modern Science and Vedic Science.

The process concludes with an interview with FPC. FPC publishes its recommendation for promotion in the Faculty Senate Docket and if no objection is voiced within two weeks, the appointment is approved.

Graduate Instructorships
Departments must request instructorships by February 1 for the following academic year. Requests can be made through the Dean of Faculty website. The teaching load for each Graduate Instructorship or Senior Graduate Instructorship must be given at that time.

FPC and EC Finance Committee must approve the instructorships.

**Teaching loads**

Senior Graduate Instructors – teach three courses *or* teach two courses and TA for two courses

Graduate Instructors – teach one course and TA for two courses *or* TA for three courses.

**Benefits**

Senior Graduate Instructors – tuition, fees, room, and board (up to $500 per month if off campus)

Graduate Instructors – tuition and fees

**Qualifications**

Senior Graduate Instructors – must be outstanding graduate students who are expected to become faculty. They must have completed one year at the doctoral level, complete the Faculty Training Course before teaching, and be recommended by FPC and Dr. Jane Schmidt-Wilk, Dean of Teaching and Learning. They must also have an experience of being a TA or of co-teaching before teaching on their own.

Graduate Instructors – must have completed one year at the doctoral level, complete the Faculty Training Course before teaching, and be recommended by FPC and Dr. Jane Schmidt-Wilk, Dean of Teaching and Learning. They must also have an experience of being a TA or of co-teaching before teaching on their own.

**Application process**

Students must fill out application forms provided by the Dean of Faculty.

**Approval process**

Students will be given an award letter for one year at a time. They will be reviewed each year and continue only for a limited time.

**Any exceptions to these policies must be approved by FPC.**

**FACULTY SALARY AND BENEFITS**

Benefits for University faculty includes a monthly stipend; on-campus meals for faculty and dependents; eligibility for partial tuition scholarships at Maharishi School of the Age of Enlightenment for dependents; and eligibility for partial tuition scholarships at Maharishi
University of Management for one’s self, spouse, and children. On-campus accommodations are provided for Mentoring Faculty and their dependents.

Pets are not permitted on campus, either in buildings or on campus grounds. This policy is strictly enforced in order to maintain standards of health, to minimize odor and damage to living areas, and because many people who share common air supplies in living accommodations are allergic to animals.

Other benefits for full-time University faculty may include health insurance, life insurance, optional dental insurance, pension plan, Golden Dome Market and University Bookstore discounts, courses for the development of consciousness, workers’ compensation, Recreation Center privileges, discounts on Continuing Education courses, and other benefits offered from time to time.

INSURANCE PLANS

Health Insurance

The University has a self-insured program that covers full-time faculty and their dependent children. The University provides a basic amount of insurance, but enrollees have the option to buy additional insurance for a higher level of coverage through monthly premiums deducted from their paycheck. A faculty member has 30 days from the date of hire (date of eligibility) to complete the insurance application form. Coverage begins as of the date of eligibility. To enroll for this coverage after the 30-day deadline, one must complete the CBSA application between December 1 and December 31 or wait another year. Coverage will then begin with MUM’s next contract year beginning January 1.

Those joining the health insurance program at the first opportunity are covered automatically. Those who wait are required by the plan to go through a qualification procedure and may be denied coverage.

The University does not provide health insurance eligibility to dependent children if one of the parents is employed outside the University or self-employed. In a single-parent family, health insurance eligibility for a dependent child will depend on which parent is currently providing the majority of financial support to the child. Independent spouses who are self-employed or employed outside the University are not eligible for health insurance coverage. After joining the plan there may be a period of time in which coverage is not provided for pre-existing conditions. For more information, please contact the Insurance Office at ext. 4108.

Dental Insurance

Any full-time University faculty is eligible to participate in the optional dental plan, which offers dental insurance at a reasonable price. The plan covers most dental procedures, and a brochure is available describing the benefits. The monthly premium is deducted from a faculty member’s
paycheck. Spouses, whether or not they work for the University, and dependent children ("dependent" is defined as unmarried children up to the age of 19 or up to the age of 23 for children who are full-time students and who are dependent upon the University employee for support) are eligible for participation.

If this benefit is desired, you should enroll within 30 days of your hire date. Coverage goes into effect the first of the month following 60 days of full-time employment. To enroll for this coverage after the 30-day deadline, you must wait until the beginning of MUM’s new contract year.

If you are interested, please request a brochure and an application from the Insurance Office, ext. 4108.

Life insurance

Faculty members are also covered by group life insurance called Basic Life and Personal Accidental Death and Dismemberment (AD&D). A faculty member has 30 days from the date of hire (date of eligibility) to complete this application. After the 30 days, a Statement of Health is required. The benefit for Basic Life is $25,000 and the benefit for Personal AD&D is $25,000. Premiums for Basic Life and Personal AD&D are paid by the University. Optional Life Insurance and Voluntary AD&D are also available. The benefit amounts are chosen by the faculty member and the cost is deducted from the faculty member’s payroll check.

If you do not enroll for this benefit within 30 days of your hire date, you may apply at a later date but must then complete a Statement of Health form, which takes about two months to be accepted or rejected.

If you are interested, please request a brochure and an application from the Insurance Office, ext. 4108.

COURSES FOR THE DEVELOPMENT OF CONSCIOUSNESS

University faculty and their dependent spouses and dependent children who practice the Transcendental Meditation and TM-Sidhi programs, including Yogic Flying, as instructed by Transcendental Meditation teachers and TM-Sidhi program administrators approved by Maharishi University of Management, are eligible to participate without charge in the twice daily Super Radiance program at the University and in a regular program of World Peace or other Assemblies.

PARTIAL TUITION SCHOLARSHIP ELIGIBILITY

Faculty are eligible to apply through the Dean of Faculty Office for a partial tuition scholarship to pursue study in a Maharishi University of Management degree-seeking program. Two full years of work will create partial tuition scholarship eligibility for one academic year of study.
(Note: this does not include years when the faculty member is already enrolled in an MUM academic program.) Faculty who qualify for a partial tuition scholarship must begin their academic program within one year of leaving faculty; otherwise credit and eligibility for a partial tuition scholarship is forfeited.

Partial tuition scholarships may be used to pursue any degree (undergraduate, graduate, or PhD). One may apply for partial tuition scholarships for more than one degree. (Note: dependent spouses and/or children are limited to one degree per level. However, they may petition FPC for an exception to pursue more than one degree per level. For more information, please refer to the Spouse and Child benefit sections.)

Once a partial tuition scholarship begins to be used, there should be no break in one’s studies except in the case of a family emergency or illness. If it is necessary to take a break in one’s studies due to one of these reasons, the faculty member must submit a petition to the Dean of Faculty Office and have it approved prior to taking the break. If a break is taken without approval, partial tuition scholarship eligibility may no longer be available.

Faculty may also, with Department Head approval, petition FPC for full tuition scholarships for full-time courses or courses in the Non-Standard programs. They must be able to continue with a full-time work schedule.

Important notes

The granting of partial tuition scholarships and acceptance into the programs is not automatic. Partial tuition scholarships are awarded on the basis of work performance, conduct, and Super Radiance or group meditation attendance. Qualification for admission to the program will be evaluated by the Admissions Office.

Cash, outside grant, and/or outside loan contribution is required for all programs. The usual contribution is $12,000 comprising grants, loans, and cash for undergraduate tuition, housing, and meals. Graduate students pay $2000 cash or loans toward tuition, and must also pay for housing and meals with cash or loans. U.S. Ph.D. students may be eligible for Federal Work-Study cash for books and personal expenses. Former faculty from the U.S. applying for undergraduate or Ph.D. programs are required to apply for federal and state grants, such as the Pell Grant and Iowa Tuition Grant, by filing the Free Application for Federal Student Aid (FAFSA) no later than June 15, prior to the beginning of each academic year. Partial tuition scholarships may then be awarded to cover tuition charges not covered by any federal or state grants received.

Partial tuition scholarships do not cover Distance Education programs or the extra cost above tuition of Rotating University programs or special courses developed at Maharishi Open University and Maharishi Vedic University. Additional cash contributions may also be required for the Physiology and Health major, the standard MA in Maharishi Vedic Science program, and
other master’s degree programs. Tuition scholarships do not cover MBA Distance Education
tuition, Creating Coherence Program tuition, TM-Sidhi program tuition, or Teacher Training
Course tuition. Student fees, International Health Insurance, security deposits, and non-MUM
accommodations must be paid with cash or loans.

The University offers partial MUM or MSAE tuition scholarships for eligible dependent spouses
and dependent children. Dependent spouses and dependent children who meet the eligibility
requirements may apply for a partial tuition scholarship and, in addition, will be required to pay a
minimum cash contribution toward tuition charges. Please contact the Financial Aid Office for
more information on the current minimum cash contribution rates, as policies may change in the
future.

PARTIAL TUITION SCHOLARSHIPS FOR DEPENDENT SPOUSE

Dependent spouses are eligible to apply for partial tuition scholarships only if the full-time
faculty member earning approved dependent spouse benefits continues to be employed full-time
either on faculty or on the University’s Ideal Administrator program. Partial tuition scholarship
eligibility for spouses ends if the full-time faculty member leaves University employment.

Dependent spouses of full-time faculty may apply for partial tuition scholarships through the
Dean of Faculty Office for any degree-seeking MUM academic program (one degree per level),
not including Distance Education programs. Dependent spouses may petition FPC for an
exception to pursue more than one degree per level.

An outside cash grant and/or outside loan contribution is required for all programs. The usual
contribution is $12,000 of grants/loans/cash for undergraduate students and $2000 for graduate
students, but this contribution can vary by program. Dependent spouses from the U.S. applying
for undergraduate or Ph.D. programs are required to apply for federal and state grants, such as
the Pell Grant and Iowa Tuition Grant, by filing the Free Application for Federal Student Aid
(FAFSA) no later than June 15, prior to the beginning of each academic year. Partial tuition
scholarships may then be awarded to cover tuition charges not covered by any federal or state
grants received.

Partial tuition scholarships do not cover Distance Education programs or the extra cost above
tuition of Rotating University programs or special courses developed at Maharishi Open
University and Maharishi Vedic University. Additional cash contributions may also be required
for the Physiology and Health major, the standard MA in Maharishi Vedic Science program, and
other master’s degree programs. Partial tuition scholarships do not cover MBA Distance
Education tuition, Creating Coherence Program tuition, TM-Sidhi program tuition, or Teacher
Training Course tuition.

Housing and meals for dependent spouses are covered through the approved full-time faculty
family benefit package for undergraduate and master’s degree programs, but not Ph.D. programs.
Dependent spouses enrolling as Ph.D. students will be charged for meals and on-campus housing, and if they are U.S. citizens they are required to file a FAFSA to determine eligibility for federal work-study to cover their housing and meals. Dependent spouse Ph.D. students ineligible for federal work-study may apply for an assistantship to cover housing and meal charges.

Dependent spouses may also petition FPC to apply for tuition scholarships for credit-bearing Continuing Education courses and Non-Standard academic programs.

MAHARISHI SCHOOL PARTIAL TUITION SCHOLARSHIPS OR UNIVERSITY PARTIAL TUITION SCHOLARSHIPS FOR DEPENDENT CHILDREN

The following partial tuition scholarship eligibility for dependent children ends if the full-time faculty parent leaves University employment. At age 30, children are no longer eligible for partial tuition scholarships. Grandchildren are also not eligible for partial tuition scholarships.

Up until their 30th birthday, children of full-time faculty are eligible to apply through the Dean of Faculty Office for partial tuition scholarships at Maharishi School of the Age of Enlightenment and/or for any degree-seeking program at the University (one degree per level), not including Distance Education programs. Children may petition FPC for an exception to pursue more than one degree per level.

Parents of children applying for partial tuition scholarships at Maharishi School are required to submit a Financial Aid Independent Review (FAIR) form to the Maharishi School Student Accounts Office. A minimum cash contribution will be required. Parents who have significant personal financial resources may be required to contribute a greater portion of their child’s tuition in the form of cash and/or loans. Maharishi School will cover the cost of submitting the FAIR application for processing. Please contact the Maharishi School Student Accounts Office for further information.

For dependent children enrolling as MUM students, a cash, outside grant, and/or outside loan contribution is required for all programs. The usual contribution is $12,000 of grants/loans/cash for undergraduate students and $2,000 for graduate students, but this contribution can vary by program. Dependent children from the U.S. applying for undergraduate or Ph.D. programs are required to apply for federal and state grants, such as the Pell Grant and Iowa Tuition Grant, by filing the Free Application for Federal Student Aid (FAFSA) no later than June 15, prior to the beginning of each academic year. Partial tuition scholarships may then be awarded to cover tuition charges not covered by any federal or state grants received.

Partial tuition scholarships do not cover Distance Education programs or the extra cost above tuition of Rotating University programs or special courses developed at Maharishi Open University and Maharishi Vedic University. Additional cash contributions may also be required for the Physiology and Health major, the standard MA in Maharishi Vedic Science program, and
other master’s degree programs. Partial tuition scholarships do not cover MBA Distance Education tuition, Creating Coherence Program tuition, TM-Sidhi program tuition, or Teacher Training Course tuition.

Housing and meals are not charged for undergraduate or master’s students who are dependent children. Housing and meals are covered through the approved full-time faculty’s family benefit package for undergraduate and master’s programs, but not Ph.D. programs. Dependent children enrolling as Ph.D. students will be charged for housing and meals, and if U.S. they are required to file a FAFSA to determine eligibility for federal work-study to cover their housing and meals. Dependent children enrolling as Ph.D. students who are ineligible for federal work-study may apply for an assistantship to cover housing and meal charges.

Dependent children who are current Maharishi School or Maharishi University of Management students may also petition the FPC for tuition scholarships for part-time credit-bearing Continuing Education courses or Non-Standard academic programs.

**BENEFITS FOR SPOUSES**

Faculty spouses are encouraged to occupy positions in the University. They receive compensation appropriate to their positions and the full benefits of the Ideal Administrator program. Spouses caring full-time for children at home are considered faculty dependents and receive full benefits. Faculty spouses who work outside of the University are expected to reimburse the University for the expense of their room and board.

**BENEFITS FOR CHILDREN**

Dependent children of full-time faculty are eligible to apply for a partial tuition scholarship at Maharishi School of the Age of Enlightenment and a partial scholarship toward full-time University undergraduate costs of tuition, single room (depending on availability), and board, less the amount for grants and scholarships received by the student (determined by the Office of Financial Aid, as applicable). The student must apply by the appropriate deadline for any grants and scholarships available (determined by the Financial Aid office).

Dependent children may also be eligible to apply for partial tuition scholarship for full-time graduate programs. They will be required to apply for graduate scholarships and assistantships from the appropriate department. Dependent children may apply for partial tuition scholarship for only one degree per level. Again, the faculty member must continue to be employed full-time by the University.

Faculty children who have graduated from the University or who are no longer students may live at home with their parents without paying a room charge while they are on campus on vacation, waiting to go to graduate school, or seeking employment. Children who are employed in town may live at home with no room charge for up to 3–6 months, at the discretion of the Dean of
Faculty. If after this period they wish to continue living at home, they will be asked to pay a standard room and board charge to the University and are not eligible for other benefits.

MAHARISHI VEDIC APPROACH TO HEALTH

Discounted Maharishi Vedic Approach to Health\textsuperscript{SM} preventive health care and products are offered to full-time faculty when such discounts are available through affiliated organizations.

WORKERS’ COMPENSATION

Workers’ Compensation, as mandated by Iowa law, is provided for every University faculty member.

RECREATION FACILITIES PRIVILEGES

Faculty and their dependents may use the University’s 60,000-square-foot Recreation Center (including tennis courts, basketball/volleyball courts, gymnastics area, 4-lane track, climbing wall, and a weight training area) at no charge, and may use the University’s swimming pool at a discounted rate.

CONTINUING EDUCATION COURSES

Full-time faculty may attend non-credit Continuing Education courses and credit-bearing courses at reduced rates.

GUESTS

Room and board on campus (that is, in separate quarters from faculty accommodations if available) are provided for up to two weeks, free of charge, for guests who are immediate family (mother, father, sister, brother) of University faculty. After two weeks, and subject to availability, immediate family may remain in campus accommodations at the current housing rate.

VACATION

Full-time faculty receive three weeks of paid vacation yearly; after ten years of service, faculty receive four weeks of paid vacation yearly. Faculty generally take vacation over the winter or summer breaks. Faculty wishing to take vacation at other times should obtain the approval of their Department Chair. All faculty should notify the Dean of Faculty if they plan to be absent from campus for more than a short time, so that they may be reached in case of emergency and because certain University expenses are based on the number of people on campus at any time.

PROFESSIONAL ACTIVITIES

Association memberships
Faculty are encouraged to join professional organizations in their fields. The University offers financial assistance with memberships approved by their Department and FPC, generally supplementing one half the membership cost for up to two memberships annually for each faculty member.

Attendance at professional meetings

Faculty are encouraged to attend and contribute to professional meetings, conferences, and seminars in their fields. Department funds are budgeted each year to cover registration, travel, and related expenses. Faculty planning to attend professional meetings should request approval from their Department and FPC prior to the meeting.

SCHOLARLY LEAVES OF ABSENCE AND SABBATICALS

The University’s block system lends itself to granting scholarly leaves or sabbaticals. The University will consider faculty leaves for research in their disciplines, developing enriched teaching approaches, deepening knowledge of Maharishi Vedic Science, assisting educational institutions in the U.S. or other countries, or for other reasons approved by FPC. Leaves may range from a few weeks to one year.

Faculty must apply to their Department Chairs in advance with proposals for the sabbatical, including a description of how administrative and academic responsibilities will be covered in the faculty member’s absence. Department Chairs, if in agreement, will forward the proposal to the Dean of Faculty, who reviews it in conjunction with FPC.

Evaluation criteria include the following priorities:

- Membership in departments with graduate programs who wish to strengthen research production;
- Research programs that will lead to grants, publication, or new directions in research;
- Research that clearly furthers the mission of the University to promote Consciousness-Based education or other Maharishi Vedic Science programs in the world;
- Engagement in collaborative research;
- Strong research history and strong service to the University for at least five years.

Final allocation of sabbaticals is made by the Dean of Faculty, and, in case of leaves for international travel, in consultation with the President. Faculty taking a sabbatical must commit to returning to their position with the University for one year after the sabbatical.

Arrangements about expenses and continuation of benefits during leaves are negotiated between the faculty member and the Dean of Faculty, with the advice of FPC and the Department.
FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) entitles faculty who have worked for the University for at least one year to take up to a total of 12 weeks of unpaid leave during any 12 month period for the birth of a child and to care for such child; for the placement of a child for adoption or foster care; to care for a spouse, child, or parent with a serious health condition; bereavement for a family member; or when he or she is unable to work because of a serious health condition. Medical certification may be required for such a request.

CONSULTING POLICY

Success in implementing Consciousness-Based Education requires the full-time commitment and attention of all faculty. Within this context, the University considers it appropriate for faculty to engage in externally funded consulting that, ideally, enhances and develops their professional skills. Faculty may schedule up to one day a week release time for externally funded consulting (16% of one’s work time). This time may be combined into larger blocks (for example, one week every six weeks), but cannot be accrued from one academic year to the next.

Release time for consulting should not conflict with the needs of the Department and University. Faculty should request release time as part of the Goals and Planned Activities Report that they submit to the Department Chair and Dean of Faculty at the beginning of the academic year. Faculty members should describe the nature and scope of their consulting including all time commitments (daily, weekly, etc.). Any changes that arise must be approved by the Department Chair and Dean of Faculty.

Faculty must use their release time in accord with University policies and such that their departmental and University responsibilities are fulfilled. Faculty are expected to engage only in those outside professional activities that reflect the dignity of their role as faculty of Maharishi University of Management and to conduct those activities in accord with the highest professional and ethical standards, in a manner that will be a credit to themselves, their profession, and the University.

Faculty must report all consulting time on their monthly time sheet. Faculty exceeding the allowed 16% release time during the academic year (August 1–July 31) must cover their own expenses during that excess time, as approved by the Dean of Faculty.

POLICY ON INVENTIONS AND DISCOVERIES

Ownership of inventions and discoveries of University faculty, staff, and students developed with the substantial use of University funds, equipment, and facilities shall be the property of Maharishi University of Management.

Inventions and discoveries resulting from government or privately sponsored research are subject to the agreement with the sponsor, which should be negotiated with the assistance of the General
Counsel’s Office. The rights acquired by the government usually consist of the reservation of a royalty-free license, leaving the development of practical applications to the University. In the case of private sponsors, Maharishi University of Management will generally wish to retain rights to the invention with a license to the sponsor; however, in exceptional cases, the University may agree to allow the sponsor to acquire such rights, subject to a license to the University.

Income from inventions and discoveries shall be distributed as follows:

- First, all expenses associated with evaluating, licensing, patenting, marketing, and where necessary, legally defending rights to such inventions and discoveries shall be paid.

- Income in excess of such expenses generally shall be distributed as follows: 50% to the University; 35% to the person(s) originating the invention; and 15% to the relevant department. A different distribution may be dictated by the agreement with the government or sponsoring entity.

- In some cases, the University may agree to permit development of the invention or discovery by the person or persons who originated it. In such a situation, compensation to the University shall be negotiated on a case-by-case basis.

COMPENSATION TERM AND RELEASE TIME

Maharishi University of Management has an academic year of 40 weeks. Faculty are allowed one day a week absence for consulting time which may be taken each week or combined into larger blocks of time. In effect eight weeks of release time is allowed for consulting. In addition, faculty are allowed three or four weeks of paid vacation per year, depending on length of service. Thus the full-time equivalent appointment term for the academic year covers about nine months. Faculty must use their release time in such a way that their responsibilities over the academic year are fulfilled. Faculty desiring to be away from campus for more than three weeks must obtain prior FPC approval.

For faculty with 12-month research appointments, consulting time is proportionally reduced as the percentage of research time increases.

Compensation under the Annual Compensation Plan is paid over twelve months in equal payments. Non-monetary benefits such as room and board are provided over twelve months.

SPONSORED RESEARCH INCENTIVE POLICY

To encourage receipt of external grant support, Maharishi University of Management may provide financial incentives to faculty, approved on an individual basis by FPC.
PART 3 - EQUAL OPPORTUNITY POLICIES

EQUAL OPPORTUNITY POLICY

Maharishi University of Management’s educational programs and faculty and staff positions are open to all people, without distinction as to age, race, sex, ethnic origin, religious belief, or handicap. Institutions of higher education are required by law (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973) to provide this broad access to their educational programs and to serve society in a way that treats with equal dignity the diversity of individuals and groups which comprise the social whole. The University’s commitment to this ideal, however, is not based on legal necessity. It arises instead from the University’s very purpose as an educational institution: to bring to the world the knowledge and experience of the unified field of natural law, which will uphold the integrity of every culture, race, and religion, and result in the universal harmony of life lived in accordance with all the laws of nature. Students, faculty, or staff members who have questions concerning the nature of the University’s policy of equal opportunity or the application of that policy are invited to direct their inquiries to William Goldstein, the Equal Opportunity Officer, second floor, Dreier Building, 641–472–1175.

The University encourages prompt and equitable resolution of questions of non-compliance with its equal opportunity policy. In most cases, it should be possible to resolve such questions on an informal personal basis. If not, the student, faculty, or staff member may request a hearing before a committee composed of one faculty member, one member of the Administration, one member of the Student Affairs Council, one student, and one staff member.

This committee will hold a hearing in which the student, faculty, or staff member will have the right to be assisted by an advisor of his or her choice. The student, faculty, or staff member and the University will be given the opportunity to present information relevant to the issue before the committee. In making its decision, the committee will state in writing the factual basis of the decision.

ACCESSIBILITY OF PROGRAMS AND ACTIVITIES TO HANDICAPPED PERSONS

Maharishi University of Management’s policy, in accordance with federal law, is to provide equal opportunity to handicapped individuals for full participation in all University activities and programs. Handicapped individuals are those who have a physical or mental impairment that substantially limits at least one major life activity.

Each Department is expected to review its programs and activities periodically to ensure that they do not discriminate solely on the basis of handicap and that they provide for the full participation of handicapped persons. This applies to academic programs, research, occupational
training, housing, health insurance, counseling, employment, financial aid, physical education, athletics, recreation, transportation, and all other activities, including field trips. Consultation with handicapped students and staff is advised.

Modifications in programs and activities will be made to ensure full participation of handicapped persons in the most integrated setting possible. Separate programs only for handicapped people should not be created unless necessary to offer equal opportunity.

Each program and activity must be operated so that the program or activity, when viewed in its entirety, is readily accessible to and usable by handicapped persons. This does not necessarily mean that each facility must be accessible to and usable by handicapped persons. In most cases, program accessibility can be accomplished by reassigning classrooms and other facilities, or by assigning aides to assist handicapped persons. However, when program accessibility cannot be achieved through methods other than renovation or construction, structural changes may need to be made.

University Catalogs, admissions, and recruitment materials, and other communications to students and employees are expected to reflect the full range of opportunities available for handicapped individuals, including a statement of the University’s policy of nondiscrimination on the basis of handicap in the recruitment and admissions of students, the recruitment and employment of faculty and staff, and the operation of programs and activities. The Catalog and other materials should integrate information on accommodations for handicapped persons in each relevant section (housing, transportation, etc.) rather than creating a separate section on accommodations for the handicapped.

**PART 4 - POLICIES FOR OFF-CAMPUS DELIVERY OF ACADEMIC PROGRAMS**

These policies, adopted by the University’s Board of Trustees, establish University policies on offering programs to students who are studying off-campus, whether in the United States or in other countries.

The University’s Catalog (1974–1975), which has served as a master plan for the University’s development, envisioned using modern technology, in coordination with a program to “increase the learning power and broaden the awareness of its students” as these two approaches would satisfy the world’s demand for knowledge.

As the University looks for opportunities to make its programs available to students who will not have the opportunity to spend time studying at its Iowa campus, the following policies are adopted to guide the faculty and administration in developing these programs and determining where and under what circumstances they may be made available as well as evaluating their outcomes.

**OFFERING A PROGRAM IN ANOTHER COUNTRY**
Proposals to offer programs in other countries will also be reviewed based on the following considerations:

- an analysis of the need for the program in the country
- the pool of potential qualified applicants with appropriate academic preparation and proficiency in English
- the availability of appropriate academic support facilities
- the availability of qualified administrative coordinators
- a partnership or collaboration with an existing academic institution or educational organization in the country which is committed to the program and able to provide or arrange for students to receive (1) instruction or project supervision that connects knowledge gained in the program to the local environment and culture and (2) participation in the same program to develop the students’ creativity and intelligence that are available at Maharishi University of Management
- the technical feasibility of offering the program by distance delivery in the country, i.e., access at a reasonable price to reliable telephone service, fax, internet service including access to the World Wide Web, and express mail delivery
- a legal and regulatory environment that would enable the University to offer the program in the country, enter into a partnership with a local institution, import educational materials, and receive payment in U.S. dollars.

APPROVAL OF PROGRAMS

Approval by the Faculty Senate and Board of Trustees is required to offer an academic program off-campus or to offer a program at a new location (site, state, or country). Proposals must include evidence that all necessary external approvals (including legal and accrediting) have also been obtained. The Global Expansion Committee coordinates the expertise for this delivery method. All programs proposed to be delivered at a distance are reviewed and approved by this committee before they are presented to the Faculty Senate and the Board of Trustees.

PART 5 - HARASSMENT POLICY

Maharishi University of Management is dedicated to creating an ideal community for personal development and therefore does not tolerate harassment in any form, including sexual harassment, which creates a climate that is not conducive to developing full human potential.

DEFINITION OF SEXUAL HARASSMENT
According to the Sex Discrimination Guidelines of the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of sex discrimination. According to the guidelines: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submissions to such conduct is either explicitly or implicitly made to be condition of an individual’s employment or academic performance, or
- Submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

PROCEDURES FOR HANDLING SEXUAL HARASSMENT COMPLAINTS

When a complaint or incident of sexual harassment involving faculty occurs, it should be brought to the attention of the Title IX Coordinator immediately.

Once the University is notified of a complaint, a prompt review of the complaint that is as confidential as possible will be conducted. The accused will be notified of the complaint, afforded an opportunity to respond, and notified of the outcome of the review.

The goal of the review will be to determine if sexual harassment has occurred, and if so, to redress the situation, including taking appropriate steps to prevent it from happening again. The review may result in a recommendation of mediation between the parties, a formal grievance hearing, or legal action.

If a finding of sexual harassment is made, a record will be filed in the harasser’s personnel evaluation file, and further possible disciplinary actions can include a warning letter or termination of employment.

PART 6 - NEPOTISM POLICY

A unique strength of Maharishi University of Management lies in the dedication of our staff and faculty to the University’s special ideals and programs. Individuals and their family members have, as a result, committed themselves to the University in an unprecedented fashion. A great source of the University’s success lies in this extended and expansive familial commitment, which the institution deeply appreciates and does not seek to discourage.

Along with this commitment, the University also seeks to foster a working environment in which people are treated with respect and fairness and without any potential for conflict of interest or
appearance of favoritism. To promote both of these goals, the University's Nepotism policies are as follows:

No person shall be offered or denied compensated employment or any favored term or condition of employment on a preferential basis merely because that person is a relative (e.g., spouse, child, parent, grandparent, brother, sister, niece, nephew, aunt, uncle, grandchild, or in-law or step-relative of same) of another person currently employed at the University.

No employee shall initiate or participate in any personnel decision pertaining to a relative that involves issues of hiring, retention, termination, discipline, leave, performance review, salary, benefits, promotion or transfer, whether or not in the same department or reporting line as the relative. The unrelated direct supervisor of the relative, along with the Chief Administrative Officer, will determine what alternative procedures shall be employed in making such personnel decisions fair and impartial.