Faculty Handbook
2007
MAHARISHI UNIVERSITY OF MANAGEMENT

Faculty Handbook

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PART 1
GOVERNANCE

BOARD OF TRUSTEES

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• Petra Stanley  Germany
• Tom Stanley  USA
• David Verrill  USA
• Keith Wallace  USA
• Robert G. Wynne  USA

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

• President  Bevan Morris, D.S.C.I.
• Executive Vice President  Craig Pearson
• Vice President for Expansion  Robert G. Wynne
• Vice President for Expansion  Maureen M. Wynne
• International Vice President  Michael Dillbeck
• International Vice President  Susan L. Dillbeck
• Treasurer  Michael Spivak
• Secretary  Susan A. Tracy
• Assistant Secretary  Melissa Pearson

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, including the Executive Vice President, the Vice Presidents for Expansion, the Treasurer, and the Secretary. The President appoints the chief administrative and academic leaders of the University, including the 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 Senate committees. 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. Primarily this involves inspiring and monitoring development of the major operational objectives of the University and the 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.

EXECUTIVE VICE PRESIDENT: DUTIES AND POWERS

The Executive Vice President supports the President in carrying out his functions and represents the President’s interests on campus. He oversees national and local fund-raising efforts and chairs the University Council meetings. The Executive Vice President consults with the members of the University Council on academic, administrative, and development issues, and he is available to meet with students, faculty, or Ideal Administrators on University matters that concern them.

VICE PRESIDENTS FOR EXPANSION: DUTIES AND POWERS

The Vice Presidents for Expansion focus on making the University’s academic programs available throughout the world, and on all activities that bring students and resources to the University. They work with all areas of the University to generate revenues from the University’s existing resources and activities. (The Development Office, responsible for donor fund-raising, reports directly to the University 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.

TREASURER: DUTIES AND POWERS

The Treasurer has signatory responsibilities. The Treasurer is a member of the University Council and works with the 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.
ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY

UNIVERSITY COUNCIL

All ongoing activities of Maharishi University of Management are supervised by the University Council, comprised of the President, the Executive Vice President, the Vice Presidents for Expansion, the Treasurer, the Dean of Faculty, the Chief Administrative Officer, the Directors of Development, the Dean of Men, the Dean of Women, the Dean of Admissions, and the Executive Director for Institutional Advancement.

The University Council:

• Formulates the overall institutional objectives and assumptions that provide the framework for departmental planning
• Reviews department plans, assigns priorities, reviews implementation, and evaluates results
• Reports regularly to the Board of Trustees.

The Executive Committee of the University Council, comprised of the Executive Vice President, the Treasurer, the Chief Administrative Officer, and the Executive Director for Institutional Advancement, meets weekly to conduct the week-to-week administrative affairs of the University.

The University utilizes a five-year planning cycle. Detailed plans are formulated for the first two years, with less detailed but substantive plans for the remaining three years. The plan is revised and extended each year.

The budgeting process is integrated with planning. The five-year plan includes identifying funding sources for planned activities, ensuring a close link between developing the University’s budget and its long-range plans. The budget is prepared annually. Proposed budgets for each area are developed by the University Council, which formulates the overall University budget and presents the proposed budget to the Board of Trustees. The full Board reviews the budget for final approval.

DEAN OF FACULTY AND ACADEMIC COUNCIL

The Academic Council is the executive body of the Faculty Senate. It is chaired by the Dean of Faculty and is comprised of the Deans, all academic Department Chairs, the Director of Evaluation, the Director of the Library, the Registrar, and the First-Year Advisor. 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 semi-monthly meetings. The Academic Council reviews all decisions 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.)

In addition to all academic departments, the Dean of Faculty oversees the Office of Sponsored Programs, the Enrollment Center, and the Library.

**ADMINISTRATION**

The Administration, chaired by the Chief Administrative Officer of the University, is composed of all administrative departments, including the Office of Human Resources, Facilities Management, Food Services, Accounting, Housing and Custodial Services, Information Systems, the Recreation Center, and Campus Safety.

**ENROLLMENT SERVICES**

This includes three departments.

- The Registrar is responsible for the academic calendar, class schedules, student registration, students’ records, the awarding of degrees, and transcripts. The Registrar’s Office 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 and reviewing and processing applications for admission to Fairfield-campus programs.

**DEVELOPMENT**

The Development Office oversees fund-raising in support of the programs of the University and Maharishi School of the Age of Enlightenment. The office oversees the gathering of resources from outside the University to support development. This office also oversees the Alumni Office, which sponsors the annual alumni reunion, maintains an alumni database, communicates with alumni through an alumni magazine and other mailings, conducts alumni surveys along with the Office of Evaluation, and inspires alumni to support the University and assist in student recruiting.

**EXPANSION COUNCIL**

The Expansion Council, under the direction of the Director of Expansion, oversees business enterprises and public service activities that will create new opportunities on campus, expand the influence of the University, or generate revenue for the University. This Council includes the following business enterprises: Utopia Park, M.U.M. Organic Farms, Press and Press Marketing, the M.U.M. Bookstore and the Golden Dome Market, the World Peace Art Guild, the M.U.M. Business Incubator, the Mandala Two Project, and the construction of new Residence Halls. Public service activities include the Golden Domes; the Institute for Science,
Technology and Public Policy; the Media Relations Center; Maharishi Open University; the Maharishi Invincibility Center; Maharishi Corporate Development ProgramSM; and KHOE radio station.
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, including 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. Only those faculty who have made their Faculty Senate presentations and have been approved may vote to approve new faculty members.

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, or, in his or her absence, by other Deans or members of the Academic Council. 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. Faculty Development Seminars focusing primarily on knowledge may, at the invitation of Faculty Senate, be attended by Adjunct Faculty, Lecturers, Fellows, Researchers-in-Residence, Maharishi School teachers, Admissions officers, consultants, and other guests.

Functions

Faculty Senate is responsible for all academic areas 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 foreign students
- Regulations for students in matters of attendance, examinations, grading, scholastic standing, honors, and conduct
- Faculty appointments, ranks, and promotions
- Teaching standards and evaluation
- Research, grant funding, and publication
- Continuing education and international programs
- Off-campus and distance education programs regardless of location
- Rotating University courses
- The Library
- Academic and athletic calendars
Decision-Making Process

The Faculty Senate has delegated many of its responsibilities to the Academic Council and 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:

- Offering new degree programs, graduate or undergraduate, and deletion of existing programs (these decisions must also be approved by the Board of Trustees)
- Recommendation of students to be awarded degrees
- Appointing new full-time faculty members
- Any changes in the academic governance structure

Some of these items (e.g., recommendation of 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 decisions of Faculty Senate committees are reviewed by the Academic Council, and then, in the case of routine matters or matters which affect only a few departments, published in the Faculty Docket (distributed every two weeks by e-mail to all members of the Faculty Senate — see below), or reported directly to the Faculty Senate at its regular monthly meetings. Major decisions, especially those that affect many academic departments, are referred by the Academic Council to the Faculty Senate for discussion and decision, as described above.

Any Docket item may be placed on the Faculty Senate agenda 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 if 10% of the voting members of Faculty Senate then 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 a question of academic freedom or due process. In this case, a 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 Appointments and Policies Committee (FAPC), 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**

Every second week 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. This 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 is comprised of the Chair of the Academic Council, all Deans, all academic Department Chairs, the Registrar, the Director of Evaluation, the Director of the Library, and the First-Year Advisor. The Academic Council meets every second Wednesday 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 so that all areas are represented.)

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.

**FACULTY SENATE COMMITTEES**

Access to committees of the Faculty Senate is through the office of the Dean of Faculty or the committee chairs. Committee meetings are generally open to all interested members of the Faculty Senate, except those portions of meetings of the Faculty Appointments and Policies Committee dealing with personnel matters.
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 Systems.
The committee’s responsibilities include:
- Collecting each semester requests from each academic department and Information Systems for technological needs and improvement
- Prioritizing these requests in light of their overall contribution to the technological infrastructure of the University and allocating the Technology Fees budget to 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 and Graduate Committee create and change 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.

ASC also makes recommendations to the Curriculum Committee and the Graduate Committee based on its experience in these areas. Decisions of the Academic Standards Committee are subject to review by the Curriculum Committee or the Graduate Committee, as appropriate, and by the Academic Council.

Assessment Committee
The Assessment Committee oversees and reviews the assessment strategies for the general education goals and objectives, the undergraduate majors, and the graduate programs. The committee membership includes the Dean of the College of Arts and Sciences, the Graduate Dean, the Director of Evaluation, and a consultant on accreditation policies.
The committee’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.

Curriculum Committee (CC)
The Curriculum Committee is responsible for undergraduate, certificate, and technical training curriculum development, including new courses, programs, and majors, and credit courses proposed for continuing education programs. Graduate Committee functions in this role for graduate 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 FAPC. It is chaired by the Dean of the College of Arts and Sciences. The Curriculum Committee meets every other Wednesday at 3:10 p.m. 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.

Distance Education Committee (DEC)
The DEC is responsible for formulating policies concerning all aspects of distance education. Recommendations of this committee go to the Curriculum Committee or Graduate Committee for approval, as appropriate. The committee is chaired by the Dean of Distance Education. Other members are appointed by the Dean of Faculty in consultation with FAPC.

Faculty Appointments and Policies Committee (FAPC)
FAPC 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. FAPC is chaired by the Dean of Faculty and meets as needed. Specific duties of
FAPC 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
- Recommending 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 FAPC are appointed by the Faculty Senate 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). Elected 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®. In addition, members are chosen so as to provide a balanced representation among the various academic disciplines.

**Graduate Committee (GC)**

The Graduate Committee works with the Dean of the Graduate School in overseeing all aspects of the Graduate School programs, including planning, curriculum structure and development, evaluation of graduate programs, appointments of graduate faculty, and research.

The Graduate Committee consists of the director of each graduate program in addition to the Dean of the Graduate School and the Associate or Assistant Deans, who are *ex officio* members of the committee. The Dean of the Graduate School chairs the committee. Graduate Committee meetings are held once each month, on Tuesday afternoons, or as announced.

For more information about the Graduate School, see *Graduate School Policies and Procedures* (information for students) and *Graduate School Organization and Administration* (information for faculty).

**Library Committee**

The Library Committee 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 Committee 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.

**Rotating University Committee**

The Rotating University Committee oversees the proposal, planning, and implementation of Rotating University (RU) courses where students study and travel as a group off-campus, typically in foreign countries. The Committee’s recommendations on sites are reviewed by the President of the University. The Committee sets policies on all aspects of Rotating Universities, including course credits, finances, itinerary, and promotion, which are subject to review by the Dean of Faculty. The Committee’s recommendations on course leaders and stipends are considered by the Faculty Appointments and Policies Committee. The Committee is composed of a Chair appointed by the Dean of Faculty in consultation with FAPC and several faculty from different departments who have expertise, experience, or interest in study abroad programs.

**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.

**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.

**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 a 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’s process 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.
MEMBERSHIP OF ACADEMIC COUNCIL
AND FACULTY SENATE COMMITTEES

MEMBERS OF ACADEMIC COUNCIL

• Catherine A. Gorini, Chair of the Academic Council and Dean of Faculty
• Victoria Alexander, Chair, Department of Business Administration
• Sam Boothby, Dean of the College of Arts and Sciences
• Sue Brown, Director of Evaluation
• Ken Daley, Chair, Department of Exercise and Sport Science
• Anne Dow, Chair, Department of Mathematics
• Terry Fairchild, Chair, Department of Literature and Language
• David Fisher, Chair, Department of Life Sciences
• Greg Guthrie, Dean, College of Mathematics and Computer Science
• John Hagelin, Chair, Department of Physics
• Sarah Hea, First-Year Advisor
• Dennis Heaton, Dean of Distance Education
• Christopher Jones, Chair, Department of Education
• Keith Levi, Chair, Department of Computer Science
• David Pohlman, Dean of Men
• Tom Rowe, Registrar
• Susan Runkle, Dean of Women
• Martin Schmidt, Director of the Library
• Jim Shrosbree, Chair, Department of Art and Design
• Fred Travis, Dean of the Graduate School; Chair, Department of Maharishi Vedic Science

FACULTY SENATE COMMITTEES

**Academic Computing Committee (ACC)**

• Tom Hirsch, Chair
• Cathy Gorini
• Bruce McCollum

**Academic Standards Committee (ASC)**

• Tom Rowe, Chair
• Vicki Alexander
• Penny Fitz-Randolph
• Susan Runkle

Curriculum Committee (CC)
• Sam Boothby, Chair
• Vicki Alexander
• Matthew Beaufort
• Anne Dow
• Jim Fairchild
• Lonnie Gamble
• Sarah Hea
• Paul Morehead
• Mark Rainbow
• Tom Rowe
• Kathy Jaffey, ex officio, non-voting

Distance Education Committee
• Dennis Heaton, Chair
• Cathy Gorini
• Scott Herriott
• Ron Pleasant
• Richard Thompson

Faculty Appointments and Policies Committee (FAPC)
• Cathy Gorini, ex officio, Chair
• Vicki Alexander
• Sam Boothby
• Terry Fairchild
• Penny Fitz-Randolph, ex officio, non-voting

Graduate Committee (GC)
• Fred Travis, Chair
• Andy Bargerstock
• Paul Corazza
• Christopher Jones

Library Committee
• Martin Schmidt, Chair
Rotating University Committee

- Matthew Beaufort, Chair
- Sam Boothby
- Ken Daley
- Chris Jones

Protection of Human Subjects and Animal Rights Committee

- Fred Travis, Chair
- Anne Dow
- John Salerno
- Robert Schneider
- Ken Walton
- James Pearson, Attorney, outside member

Teacher Education Advisory Committee

- Chris Jones, Chair
- Paula Armstrong
- Ruki Bonthala, M.U.M. Student
- Rena Boone, Teacher, Maharishi Lower School
- Susan Chipman, Home School Teacher
- Christina Englund, Maharishi School Teacher
- Eric Hart, Professor and Consultant in Math Education
- Roger Macklem, Superintendent of Pekin Public Schools
- Dian Ong, English Teacher, Fairfield High School
- Charles Russell, Principal, Douds and Stockport Public Schools
- Art Sathoff, Principal, Pekin High School
- Dave Schmidt, Superintendent of Washington Public Schools
- Steve Tripplett, Superintendent of Fairfield Schools
- Danny Weitzmon, M.U.M. Student
- Charlotte Zmachinsky, Teacher, Maharishi Lower School

RESPONSIBILITIES OF ACADEMIC OFFICERS AND ADMINISTRATORS

The positions of academic officers and administrators described below may be held by one or more individuals.
DEAN OF FACULTY AND CHAIR OF THE ACADEMIC COUNCIL

The Dean of Faculty is the principal academic officer of the University, responsible for all academic matters and academic budgeting. The Dean conducts meetings of the Faculty Senate and works with all Faculty Senate committees, deans, and academic Department Chairs in planning, budgeting for, and evaluating academic programs. The Dean of Faculty is the academic officer responsible for all matters of faculty appointment, evaluation, responsibilities, development, and quality of life. The Dean of Faculty reviews the educational outcomes of programs for consistency with their goals and objectives, and monitors the achievement of program development objectives.

The Dean is an *ex officio* member of the University Council and is the principal advisor to the President on academic matters. The Dean is Chair of the Faculty Appointments and Policies Committee and conducts meetings of the Academic Council as its Chair.

DEAN OF THE GRADUATE SCHOOL

The Dean of the Graduate School is the academic officer responsible for overseeing 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 Arts and Sciences 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 chairs the Graduate Committee and 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 THE COLLEGE OF ARTS AND SCIENCES

The Dean of the College of Arts and Sciences is the academic officer responsible for overseeing the University's undergraduate 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 MEN AND DEAN OF WOMEN

The Dean of Men and Dean of Women oversee all aspects of student life, including the Research in Consciousness program (including Meditation Hall supervision), first-year student
quality of life, the faculty tutorial program, the Resident Advisor program, Residence Hall Directors, Orientation, the Career Development Center, Student Government, Student Activities, and all disciplinary activities.

DEAN OF DISTANCE EDUCATION

The Dean of Distance Education is responsible for developing the instructional materials and academic policies by which the University delivers credit-bearing courses and degree programs to students at a distance from the Fairfield campus. The Dean also oversees the ongoing delivery of these programs to distant students.

ACADEMIC DEPARTMENT CHAIRS

Department Chairs are responsible for guiding and supervising their departments. They work closely with the other department faculty in 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 procedure; approving departmental expenditures; ensuring effective teaching within the department; encouraging faculty participation in professional activities including professional associations and conferences; bringing visiting scholars and curriculum advisors to the University; keeping informed of faculty members’ outside professional activities; and 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 and the University Council. Department Chairs conduct weekly departmental meetings.

ASSOCIATE DEPARTMENT CHAIRS

Associate Department Chairs are appointed 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 Student Services departments. 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, 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.
LIBRARY DIRECTOR

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, and teaching and promoting 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 Academic Council and Faculty Senate and works closely with the Assessment Committee.

ACADEMIC OFFICERS AND ADMINISTRATORS

DEANS

- Catherine A. Gorini, Dean of Faculty and Chair of the Academic Council
- Ron Barnett, Dean of Admissions
- Sam Boothby, Dean of the College of Arts and Sciences
- Greg Guthrie, Dean of the College of Mathematics and Computer Science
- Dennis Heaton, Dean of Distance Education
- Fred Travis, Dean of the Graduate School
- David Pohlman, Dean of Men
- Susan Runkle, Dean of Women

ACADEMIC DEPARTMENT CHAIRS

- Art and Design Jim Shrosbree
- Business Administration Vicki Alexander
- Computer Science Keith Levi
- Education Christopher Jones
- Exercise and Sport Science Ken Daley
- Life Sciences David Fisher
- Literature and Writing Terry Fairchild
- Maharishi Vedic Science Fred Travis
- Mathematics Anne Dow
• Physics John Hagelin
• Physiology and Health Keith Wallace
• Music Isabelle Matzkin

ASSOCIATE DEPARTMENT CHAIRS

• Art and Design Matthew Beaufort
• Business Administration David Goodman
• Maharishi Vedic Science Sam Boothby
• Physiology and Health Paul Morehead

REGISTRAR

• Tom Rowe

LIBRARY BOARD

• Martin Schmidt
• Suzanne Vesely

DIRECTOR OF EVALUATION

• Sue Brown

UNIVERSITY TECHNOLOGY COORDINATOR

• Bruce McCollum
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:

- This Faculty Handbook, available from the Dean of Faculty
- The University Catalog, available at http://www.mum.edu/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 from the Graduation Director
- Student Handbook, available from the Dean of Students or at http://www.mum.edu/pdf/-student_handbook.pdf
- Resources for Faculty and Administrators, available at http://resources.mum.edu/

ACADEMIC EXCELLENCEx

The M.U.M. 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\textsuperscript{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 well in advance of the course starting date. Preparation includes a detailed syllabus as well as main points for each lesson. Faculty 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 Unified Field Chart, which connects the subject area being covered to broader fields of knowledge
- The Main Point Chart for each lesson
- The Unity Chart for each lesson.

During each lesson, the faculty refer to the four charts to give the students a sense of continuity and confidence in what they are studying.

Faculty 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 Main Point and the Unity Charts, which provide students a satisfying summary of what they have just learned in light of the unifying principles of SCI and Maharishi Vedic Science.

Faculty 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 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 six and one-half academic courses each year (26 weeks or 26 units), including one two-week Forest Academy or one four- or six-week Science of Creative Intelligence (SCI) 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. Academic Department Chairs have a load of five and one-half courses, 22 weeks or 22 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 600 scientific studies on the effects of these programs have been conducted throughout the world. 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™ and TM-Sidhi programs, including Yogic Flying, as instructed by TM® teachers and TM-Sidhi program administrators approved by Maharishi University of Management. Attendance is taken using an electronic barcode reader and is reviewed regularly by the Dean of Faculty. Faculty members are expected to maintain a high level of regular attendance.

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

**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 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 money” 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, available at http://www.mum.edu/pdf/student_handbook.pdf. Since faculty families live on the University campus, 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 for 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 all 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 participate.

In addition, faculty 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 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.

CAMPUS EVENTS

All full-time faculty are expected to attend important campus events, including those listed below. Please see the current Academic Calendar at [http://www.mum.edu/calendar/](http://www.mum.edu/calendar/) for academic dates and the Vedic Calendar at [http://calendars.globalgoodnews.com/vedic/vedic-calendar.htm](http://calendars.globalgoodnews.com/vedic/vedic-calendar.htm) for dates of Vedic celebrations.

- January 12th Celebration
- Akshaya Tritiya
- Trustees Meeting with the faculty during the last week of the academic year
- Graduation Banquet and Student Awards Ceremony held the day before Commencement
- Commencement
- Guru Purnima
- Convocation held on the third Monday of the academic year in late August or early September
- Founder’s Day, September 12
- Vijaya Dashami — Victory Day
- Mahalakshmi
- Seasonal celebrations held at the beginning of each season
- Whenever Maharishi is holding a live special event. This does not include press conferences or events during class time for teaching faculty.

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 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 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 1) the basic Faculty Development course taken by all new and visiting faculty before they teach at the University; 2) the annual Faculty Development Seminar; 3) tapes and lectures at Faculty Senate, departmental meetings, and community meetings; 4) visits and advice of faculty from other universities; and 5) 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.aau.org/AAUP/pubsres/policydocs/-1940statement.htm](http://www.aau.org/AAUP/pubsres/policydocs/-1940statement.htm)). 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 without additional compensation 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 FAPC 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 FAPC may include room and board; Dome badge; pass to the Recreation Center; Bookstore and Golden Dome Market discounts; and CCP and WPA courses.

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 FAPC, 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 FAPC, 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 integrating the Science of Creative Intelligence and Maharishi Vedic Science with library science.

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 are those with an ongoing academic relationship with a department throughout the year but are not full-time faculty. They must have appropriate academic or professional qualifications. Adjunct faculty may be invited to join Faculty Senate.
POST-DOCTORAL FACULTY

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 work with grants.

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.

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.

POST-DOCTORAL FELLOW

Post-doctoral fellows generally 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 33-Lesson SCI
• Grading of Yogic Flying
• Academic advising
• Dorm Director
• Academic Program director
• Academic Standards Committee
• Recreation Course teacher
• Student Club advisor

In addition, faculty in the following positions are required to live on campus:
• Dean of Faculty
• Assistant to the Dean of Faculty
• Librarian
• Registrar

FACULTY APPOINTMENT PROCEDURE

All faculty are appointed through the following faculty appointment procedure:
• Request for application and justification for the position made in writing to the Office of the Dean of Faculty by the appropriate Department Head
• Executive Committee of University Council gives budgetary approval
• Application sent to applicant by Dean of Faculty
• Completed application sent to the Dean of Faculty
• Academic departmental review of application and written recommendation to FAPC
• FAPC review and approval of application
• Presentation to Faculty Senate
• Approval by Faculty Senate
• President gives final approval
• Dean of Faculty gives notification of appointment
• Publication of final approval 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, FAPC 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 University Council.

After approval by FAPC, 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

The goal of the faculty presentation is to demonstrate that the prospective faculty member is a master of the discipline, expert in Maharishi Vedic Science, skilled in connecting the discipline to Maharishi Vedic Science, possesses excellent teaching skills, and displays the dignity appropriate to being a member of the Maharishi University of Management faculty.

Presentations should develop and communicate some aspect of the deepest, most fundamental knowledge of the field of specialization. The depth of the presentation is, of course, relative to the level of academic appointment.

Presentations should relate the knowledge of the field to Maharishi Vedic Science using a Unified Field Chart, a Main Point Chart, and a 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 Department. The departmental presentation must be completed in the presence of 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 a second time to the Department. Only then is the presentation 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 9 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 Appointments and Policies Committee, working with the Dean of Faculty and the Department Chairs. In evaluating faculty, FAPC considers demonstrated ability in curriculum development, teaching, scholarship, professional activities, participation in departmental and University functions, 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 FAPC, the Department Chair or faculty in the Department, students, and 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 FAPC.
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 Appointments and Policies 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 FAPC along with two additional faculty members who hold the rank of full professor. In each case, FAPC publishes its recommendation for promotion in the Faculty Senate Docket and if no objection is voiced within two weeks, the appointment is approved.

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**FACULTY SALARY AND BENEFITS**

Benefits for University faculty includes a monthly stipend; on-campus meals for faculty and dependents; allowances for dependents of full-time faculty; eligibility for partial tuition scholarships at Maharishi School of the Age of Enlightenment; 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 (when available), workers’ compensation, Recreation Center privileges, Continuing Education courses, and other
benefits offered from time to time.

INSURANCE AND PENSION (RETIREMENT) PLAN

**Health Insurance**

The University has a self-insured program through CBSA Health Insurance Program that covers full-time faculty and their dependent spouse and dependent children (“dependent” is defined as unmarried children up to the age of 19, or up to the age of 23 if the child is a full-time student, who are dependent upon the University employee for support). 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 CBSA application form. Coverage begins as of the date of eligibility. To enroll for this coverage after the 30-day deadline, one must wait until the beginning of M.U.M.’s new contract year with CBSA, which is January 1. Then one must complete the CBSA application between December 1 and December 31 or wait another year.

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 under age 19 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 if the child is a full-time student, 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 1st 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 M.U.M.’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.

**Pension Plan**

The University’s pension or retirement plan is a defined contribution retirement plan funded entirely by the University. At the end of each fiscal year, the Board of Trustees determines how much, if any, will be added to the faculty’s pension accounts. This plan is administered by TIAA-CREF, which administers pension plans for hundreds of colleges and universities. TIAA-CREF offers a wide selection of funds from which one can choose for the investment of funds placed in one’s pension account. The most significant provisions of the plan are:

- All full-time, permanent faculty are eligible for the retirement plan following the completion of one year of employment.
- Enrollment opportunities for eligible faculty exist from time to time.
- The Office of the Dean of Faculty will send an application packet and summary of the retirement plan to eligible faculty whenever new enrollment is possible.
- One is fully vested in one’s benefit after five years of employment. Vesting means having a nonforfeitable right to the money in one’s account.
- One can withdraw money from one’s account at retirement.

**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 M.U.M. 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 Ph.D.). 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 FAPC 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 FAPC 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

Please note that the granting of partial tuition scholarships and acceptance into the programs are 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.

A 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 with the exception of International Ph.D. students who may be covered by assistantships for housing and meals. U.S. Ph.D. students may be eligible for up to $4000 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 M.A. in Maharishi Vedic Science program, and other master’s degree programs. Tuition scholarships do not cover M.B.A. 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-M.U.M. accommodations must be paid with cash or loans.

The University offers partial M.U.M. 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.

**DEPENDENT SPOUSE PARTIAL TUITION SCHOLARSHIPS**

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 M.U.M. academic program (one degree per level), not including Distance Education programs. Dependent spouses may petition FAPC for an exception to pursue more than one degree per level.

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 $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 M.A. in Maharishi Vedic Science program, and other master’s degree programs. Partial tuition scholarships do not cover M.B.A. 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 U.S. 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 FAPC to apply for tuition scholarships for credit-bearing Continuing Education courses and Non-Standard academic programs.

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

Please note: 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 thirtieth 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 FAPC 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 M.U.M. 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 $2000 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 M.A. in Maharishi Vedic Science program, and other master’s degree programs. Partial tuition scholarships do not cover M.B.A. 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 FAPC 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, board, and Dome badge costs. Independent spouses are ineligible University health insurance and CCP and WPA benefits.

**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 HealthSM 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 at no charge and credit-bearing courses using tuition grant (see above). Courses developed at Maharishi Vedic University have an additional charge.

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 ($85 per room per week, which does not include board).

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 Christmas or summer breaks. Faculty wishing to take vacation at other times should obtain the approval of their Department Chairs and FAPC. 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 FAPC, 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 FAPC 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 FAPC. Leaves may range from a few weeks to one year.

Faculty must apply to their Department Chairs reasonably in advance with proposals for the sabbatical, including 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 the Graduate Deans and FAPC.

Evaluation criteria include the following priorities:

- Faculty in departments with graduate programs who wish to strengthen research production
- Senior faculty with research programs in existence for at least five years who plan to apply for grants, publish findings, or take a new direction in their research
- Faculty whose research clearly furthers the mission of the University to promote Consciousness-Based education or other Maharishi Vedic Science programs in the world
- Faculty engaged in collaborative research
- Faculty with a strong research history and strong service to the University for at least five years.

Final allocation of sabbaticals is made by the Academic Council Chair, 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 concerning expenses and continuation of benefits during leaves are negotiated between the faculty member and the Dean of Faculty, with the advice of FAPC and the
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, 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 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 42 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 42-week academic year are fulfilled. Faculty desiring to be away from campus for more than three weeks must obtain prior FAPC 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, including non-monetary benefits such as room and board.

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 FAPC.
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 (1974/75), 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 the two approaches the University would use to 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 years studying at its Iowa campus, the following policies are adopted to guide the faculty and administration in developing these programs, determining where and under what circumstances they may be made available, and evaluating their outcomes.

GENERAL STANDARDS

The Board of Trustees and the Academic Council, along with the University Council, have adopted the principles and characteristics described in the following:

Characteristics of Good Practice for Electronically Delivered Academic Degree and Certificate Program (draft dated December 20, 1994).


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 programs 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 Distance Education 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 the creation of 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 the blossoming of 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 made either explicitly or implicitly a term or 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 Dean of Faculty immediately. If the complaint or incident involves a Dean, it should be brought to the attention of the Executive Vice President.

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.