



GRAND VALLEY STATE UNIVERSITY®

COLLEGE OF HEALTH PROFESSIONS FACULTY MANUAL

*2026-2027
ACADEMIC YEAR*

CONTENTS

SECTION I.	GENERAL OPERATING INFORMATION	6
Section I.1	Philosophy.....	6
Section I.2	Mission, Vision, and Core Values	7
Section I.3	University Standards and Policies	7
Section I.4	Commitment to Inclusion and Equity and Equal Opportunity	8
Section I.5	CHP Administration, Positions, and Responsibilities.....	8
	ADMINISTRATIVE OFFICES AND POSITIONS.....	8
	CHP ADMINISTRATIVE POSITION RESPONSIBILITIES.....	10
SECTION II.	COLLEGE SPECIFIC POLICIES	10
Section II.1	CHP Absence Policy.....	10
Section II.2	CHP Meeting Attendance Policy	10
Section II.3	CHP Working Hours Policy	10
Section II.4	CHP Office Hours Policy.....	11
Section II.5	CHP Communication Policy	11
Section II.6	CHP Curriculum Development and Revision Policy	11
Section II.7	CHP Catalog Copy Policy	11
Section II.8	CHP Human Research Policy	12
Section II.9	CHP Grant Policy	12
	PURPOSE	12
	APPLICABILITY.....	12
	INSTITUTIONAL AND COLLEGE ROUTING REQUIREMENTS.....	12
	REQUIRED COMPONENTS FOR COLLEGE REVIEW	12
	COLLEGE REVIEW PROCESS	13
	INVESTIGATOR RESPONSIBILITIES	13
	EXCEPTIONS	13
	EFFECTIVE DATE.....	13
	PROCESS	13
Section II.10	CHP Accreditation Policy	13
Section II.11	Program Advisory Board Requirements	14
Section II.12	CHP Faculty Onboarding Policy	14
	CHP ONBOARDING POLICY SEMINAR CALENDAR (TENTATIVE MONTH AND TOPIC).....	15
Section II.13	CHP Mentorship Policy.....	16
Section II.14	CHP Faculty Health Compliance Policy	16
Section II.15	CHP Student Exposure Policy	17
Section II.16	Procedure for Donated Equipment	18

SECTION III. HEALTH CAMPUS OPERATIONS	19
Section III.1 Health Campus Buildings.....	19
Section III.2 Building Hours	19
Section III.3 Building Access.....	19
Section III.4 Student Access.....	20
Section III.5 Keys	20
Section III.6 Locking/Re-locking Doors.....	20
Section III.7 Facilities Maintenance, Custodial and Cleaning	20
Section III.8 Recycling.....	20
Section III.9 Mail/Mailboxes	20
Section III.10 Health Campus Map.....	21
Section III.11 Transportation	21
Section III.12 Parking.....	21
DCIH VISITOR PARKING DIAGRAM:	22
Section III.13 Health Campus Dining Options.....	22
Section III.14 Coffee, Microwave, and Refrigerator/Freezer	22
Section III.15 Campus Safety and Emergency	22
SECTION IV. FACULTY RESOURCES	23
Section IV.1 Faculty Learning Opportunities	23
Section IV.2 Information Technology	23
Section IV.3 Cyber Safety	24
Section IV.4 Classroom Reservations and Technology	24
CLASSROOM RESERVATIONS	24
CLASSROOM TECHNOLOGY	24
Section IV.5 Fax, Scan, and Copy Services	25
Section IV.6 Textbooks, Forms, and Supplies.....	25
TEXTBOOK ORDERS	25
FORMS.....	25
OFFICE SUPPLIES	25
BUSINESS CARDS	25
WORK REQUESTS	25
Section IV.7 Library Information	25
HEALTH SCIENCES LIBRARY.....	25
LIBRARY COURSE RESERVE.....	26
REFERENCE SERVICE	26
LIBRARY ACCOUNTS	26
SECTION V. FUNDING AND EXPENSES.....	26
Section V.1 Faculty Professional Development Fund	26

Section V.2	Supplemental Professional Development Fund.....	26
Section V.3	CHP Dean's Innovation Grant.....	27
Section V.4	Travel and Expense Reimbursement	27
SECTION VI.	EMPLOYMENT AND HIRING	27
Section VI.1	Procedure for Hiring Faculty.....	27
Section VI.2	Faculty Complaint and Grievance Procedure.....	28
Section VI.3	Disciplinary Action	28
SECTION VII.	FACULTY APPOINTMENT, STANDARDS, AND RESPONSIBILITIES	28
Section VII.1	Faculty Appointment and Standards	28
	Regular Faculty	28
	NON-TENURE TRACK FACULTY.....	29
Section VII.2	Faculty Responsibilities	29
Section VII.3	Scholarship, Service, and Teaching.....	29
	ACHIEVEMENTS IN THE AREA OF SCHOLARSHIP	29
	ACHIEVEMENTS IN THE AREA OF SERVICE	30
	ACHIEVEMENTS IN THE AREA OF TEACHING.....	31
SECTION VIII.	PERFORMANCE EVALUATION AND ANNUAL REVIEW	32
Section VIII.1	Evaluation of Faculty Performance.....	32
	STUDENT EVALUATION OF TEACHING PERFORMANCE (CLASSROOM OR CLINICAL).....	33
	UNIT HEAD/PEER EVALUATION OF TEACHING PERFORMANCE	33
	ADMINISTRATIVE REASSIGNMENT ASSESSMENT	33
	SCHOLARSHIP ACTIVITIES.....	33
	SERVICE ACTIVITIES.....	34
Section VIII.2	Written Performance Summaries completed by Unit Heads, Dean's Office.....	34
Section VIII.3	Point Expectations for Contract Renewals, Tenure, and Promotion	34
	TEACHING EXPECTATIONS	34
	SCHOLARSHIP EXPECTATIONS	35
	SERVICE EXPECTATIONS	36
Section VIII.4	Affiliate Review Procedures for Contract Renewal.....	37
	Reviews will occur in winter semester.....	37
	Affiliate Faculty Contract Renewal Form can be found in the Appendix.	39
Section VIII.5	Faculty Performance Development Plan (PDP) for Teaching Policy.....	39
	PDP PROCESS.....	39
	PDP TIMELINE (FOR 12-MONTH FACULTY ONLY)	39
	PDP AND ANNUAL REVIEW	40
SECTION IX.	PERSONNEL ACTIONS	40
Section IX.1	Contract Renewal, Promotion, Tenure, and Dismissal.....	40
Section IX.2	College Personnel Actions	40

COLLEGE PERSONNEL COMMITTEE (CPC)	41
Section IX.3 Unit Personnel Actions	41
FACULTY ACADEMIC TENURE	42
PERSONNEL ACTIONS FOR REGULAR AND NON-TENURE-TRACK FACULTY	42
Personnel Actions for Promotion to Senior Affiliate.....	42
Section IX.4 Schedule for Personnel Actions	43
ALL PERSONNEL REVIEWS (EXCEPT PROMOTION TO PROFESSOR AND SENIOR AFFILIATE)	43
PROMOTION TO FULL PROFESSOR	43
UNIT NOTIFICATION AND CANDIDATE MATERIALS (EXCEPT FOR PROMOTION TO SENIOR AFFILIATE)	43
Section IX.5 Portfolio Requirements.....	44
REFLECTIVE STATEMENT	44
DOCUMENTATION OF TEACHING QUALITY	44
DOCUMENTATION OF ADMINISTRATIVE DUTIES QUALITY	44
DOCUMENTATION OF ADVISING QUALITY	44
REVIEW PERIODS (TIME FRAME OF DATA TO INCLUDE IN ACCUMULATING POINTS).....	44
DOCUMENTATION OF SCHOLARSHIP	44
DOCUMENTATION OF SERVICE	44
SECTION X. SABBATICAL.....	45
Section X.1 Unit login instructions for reviewing sabbatical proposals	45
Section X.2 Unit Head Responsibilities	45
Section X.3 Unit Head Instructions	45
Section X.4 Additional information	45
SECTION XI. STUDENT RELATIONS AND ADVISING.....	46
Section XI.1 Advising and Student Services.....	46
Section XI.2 Student Handbooks.....	46
Section XI.3 Graduate Research Handbooks.....	46
Section XI.4 Career Center.....	46
Section XI.5 Student Records	47
ACADEMIC RECORDS	47
STUDENT HEALTH INFORMATION.....	47
ACADEMIC REVIEW POLICIES.....	47
Section XI.6 Student Conduct.....	47
ACADEMIC HONESTY.....	47
PROFESSIONAL ETHICS.....	47
Section XI.7 Student Probation and Dismissal.....	48
UNSATISFACTORY STUDENT PERFORMANCE GUIDELINES.....	48
STUDENT GRIEVANCE.....	48

Section XI.8 Outstanding Student Achievement.....	48
The university will recognize and honor students who demonstrate outstanding academic achievement in their professional programs in the final year of their respective programs.....	
Section XI.9 Program and Student Organizations	48
CLASS ORGANIZATIONS	48
PREPROFESSIONAL CLUBS	48
SECTION XII. APPENDICES	49
Section XII.1 College of Health Professions Grant Proposal Submission Checklist and Timeline	49
Grant Proposal Timeline (Based on Sponsor Deadline).....	49
College of Health Professions Grant Submission Checklist.....	49
Principal Investigator Acknowledgement.....	50
Section XII.2 Administrative Reassignment Assessment Form (Part A)	51
Section XII.3 Administrative Reassignment Assessment Form (Part B)	58
Section XII.4 Administrative Reassignment Assessment Form (Part C)	65
Section XII.5 Administrative Reassignment Assessment Form (Part D)	68
Section XII.6 Affiliate Faculty Contract Renewal Form	73

SECTION I. GENERAL OPERATING INFORMATION

Section I.1 Philosophy

The College of Health Professions (CHP), as an academic unit of Grand Valley State University (GVSU) supports the mission of the university in empowering learners in their pursuits, professions, and purpose. In alignment with the university, the CHP contributes to the enrichment of society through excellent teaching, active scholarship, and public service. The curricula provide educational experiences which encourage social construction of knowledge and intellectual achievement, development of critical thinking and self-expression, while maintaining emphasis on the importance of human values and cultures. The CHP initiates and maintains relationships with the global community to share resources and knowledge in approaches to health care. The role of the faculty is to educate health professionals who will be involved in actual or potential health problems, and to contribute to the scholarship and dissemination of health-related inquiry.

In response to the changing needs of society, the faculty subscribe to the following beliefs about humanity, environment, well-being, and clinical professional education:

Humanity. The faculty believe in the innate worth and dignity of individuals. Individuals have a uniqueness, which is the result of a dynamic interaction with the environment and integrated physiologically, psychologically, socially, culturally, and spiritually. The family and community are primary social systems essential for the fulfillment of basic needs and personal goals. Social systems provide the framework for human interaction by defining relationships and establishing rules for behavior and modes of action.

Environment. Life occurs in the context of dynamic interactions with the environment. Individual direction and development are determined by the environment, which develops through circumstance and choice. Environmental factors are evaluated according to the psychological and intellectual balance within the individual.

Well-being. Well-being is the individual's understanding of their ability to meet needs within the standards of human capacity. Human capacity is defined within the contexts of life stages, cultural and social roles, and is qualified by heredity, behavioral choices, disease, and the environment.

Clinical Professional Education. Clinical professional education is based on the belief that learning is a social and life-long process. The aim of clinical professional education is to facilitate the acquisition of knowledge, attitudes, values, skills, and the development of independence, critical thinking, creativity, and leadership, all of which are necessary in the practice of clinical health professionals.

Professional Conduct. Health care professionals accept responsibility for management of care and exhibit a high degree of accountability as they provide assessments and interventions to individuals, families, groups, and communities in a variety of settings. Behavior patterns of all health care professionals grow from an innate belief by each individual in the respect due to every human being. Accordingly, the role of the health care professional includes the components of health care delivery and management, collaboration, leadership, teaching, research utilization, evaluation, and advancement of the profession. Additional responsibilities include professional behavior in all interactions in the community, on campus, and additional time commitments in academic work and professional activities.

Health care professionals uphold certain obligations that include:

1. The obligation to maintain a professional demeanor,
2. The obligation to know and accept a professional “code of ethics”, and
3. The obligation to maintain an attitude of compassion and “welfare of the patient first.”

Health care professionals are expected to demonstrate consistent and courteous behavior in all interactions with peers, faculty, staff, patients, and public audiences.

Section I.2 Mission, Vision, and Core Values

Mission

The CHP empowers learners to impact the health and well-being of individuals and society through experiential education, evidence-based practice, and meaningful community engagement.

Vision

Through innovative education of tomorrow’s health professionals, the CHP will support the advancement of inclusive and equitable health and healthcare delivery.

Core Values

- Professional and ethical behavior
- Inclusive and equitable community
- Interprofessional education and practice
- Lifelong learning
- Innovation and excellence in teaching, scholarship, and practice
- Social responsibility
- Celebrating and supporting student success
- Individual, group, and population health and well-being

Section I.3 University Standards and Policies

The CHP abides by the authoritative [University Policies](#) approved by the University’s Board of Trustees (BOT) and Senior Leadership Team (SLT) and Shared Governance (SG) policies, including other policies contained in the Faculty Handbook and the Student Code. The CHP college-specific policies in this manual are based on the standards set forth by the university. Faculty are expected to abide by all university-specific policies. The following links reference just a few of the policies that all CHP faculty and staff should consider and follow:

- [University Policies–Anti-Harassment Policy and Procedures](#)
- [University Policies–Alcohol and Other Drugs Policy](#)
- [University Policies–Smoking \(and Vaping\) Policy](#)

- [University Policies–Professional Ethics](#)
- [University Policies–Outside Employment and Conflict of Interest](#)

Section I.4 Commitment to Inclusion and Equity and Equal Opportunity

The CHP is committed to inclusion and equity, and strives to establish a climate that welcomes and affirms the contributions of all students, faculty and staff based on [University Policies–Commitment to Inclusion and Equity and Equal Opportunity/Affirmative Action](#)

Section I.5 CHP Administration, Positions, and Responsibilities

In addition to administration, the CHP has Executive, Administrative, and Professional (EAP) positions and Professional Support Staff (PSS) positions with various titles and roles within the college. The CHP also utilizes student workers to assist and support the CHP administrative offices and unit/program suites. The student workers are the first line of contact at the reception desks and have varying duties, with the primary responsibilities of greeting visitors, answering phones, distributing mail, scanning, faxing, and shredding documents, running health campus errands, and assisting with special projects as needed.

ADMINISTRATIVE OFFICES AND POSITIONS

CHP Dean's Office

- Dean
 - o Reports directly to the provost and provides leadership, direction, and guidance for the administration of the college and works closely with the associate and assistant deans.
- Associate Dean for Graduate Programs
 - o Reports directly to the dean and works closely with the unit heads and provides leadership, direction, and guidance for academic activities of the college. This is a reassigned time faculty position. The amount of reassigned time is determined by the CHP Dean.
- Associate Dean for Research
 - o Reports directly to the dean and works closely with the unit heads, senior associate dean, and dean of the Graduate School, and provides leadership, direction, and guidance for the research activities of the college with the goal to grow scholarly excellence and develop extramural funding opportunities. This is a reassigned time faculty position. The amount of reassigned time is determined by the CHP Dean.
- Associate/Assistant Dean of Undergraduate Programs
 - o Reports directly to the dean and works closely with the unit heads, senior associate dean, and associate dean for research, and provides leadership, direction, and guidance for curriculum and undergraduate academic activities of the college. This is a reassigned time faculty position. The amount of reassigned time is determined by the CHP Dean.
- Dean's Administrative Assistant (PSS)

- Reports directly to the dean assisting in the daily operations of the dean's office with primary responsibilities of managing the dean's calendar, the CHP budget, adjunct and visiting faculty contracts, and hiring of new faculty.
- Dean's Office Assistant (PSS)
 - Reports directly to the dean assisting in the daily operations of the dean's office with primary responsibilities of assisting with the salary adjustment and annual review process, personnel actions, organizing college events, maintaining website, publishing newsletter, and updating the faculty manual, organizational data and committee information.

Student Services Office (SSO)

- Director (EAP)
 - Reports directly to the dean and works closely with unit heads and program directors. This is a full-time EAP position.
- Assistant Director (EAP)
 - Reports directly to and assists the SSO director in the fulfillment of their job responsibilities.
- Academic Program Advisor/Senior Academic Advisor (EAP)
 - Report directly to and assist the SSO director in the fulfillment of their job responsibilities and represent the CHP programs in advising students.
- Advising Program Assistant (PSS)
 - Works with the units and programs that have a secondary admission process for acceptance into the designated academic program and assists the SSO director in the fulfillment of their job responsibilities.
- Office Coordinator (PSS)
- Student Program and Marketing Specialist (EAP)

University Health Compliance

- Senior Director for Health (EAP)
- Clinical Initiatives Specialist (EAP)
- Health Compliance Specialist
- Health Compliance Coordinator (EAP)
- Health Compliance Assistant (PSS)

Units (Departments and Schools Housing Individual Programs)

- Department of Communication Sciences and Disorders (CSD)
- Department of Occupational Science and Therapy (OST)
- Department of Physical Therapy and Athletic Training (PTAT)
- Department of Physician Assistant Studies (PAS)
- School of Interdisciplinary Health (SIH)
 - School Director

- Reports directly to the dean
- Program Director for the individual programs
- Academic Coordinator (PSS)
 - Report directly to the school director and provide administrative support for the daily operations of the school and program faculty, directors, and coordinators

CHP ADMINISTRATIVE POSITION RESPONSIBILITIES

The CHP maintains a list of specific administrative position responsibilities that will be updated as job duties and roles change. The list can be accessed through the following link to a non-public CHP webpage: [CHP Administrative Position Responsibilities](#).

SECTION II. COLLEGE SPECIFIC POLICIES

Section II.1 CHP Absence Policy

Faculty and staff are required to notify their unit head or supervisor if there is an unexpected illness or an emergency. The CHP abides by the university absence policy. Faculty are required to submit a Faculty Absence Form (available on CHP website under “Faculty Resources, Faculty Forms”) three weeks in advance of a scheduled absence that may impact classes. In the case of online or hybrid classes, faculty are still required to complete an absence form. This is required if faculty team-teach with other faculty. Faculty and staff are not required to notify of an absence if the university is closed due to inclement weather or emergencies. All absences and requests are to be reported in [Workday](#).

Section II.2 CHP Meeting Attendance Policy

Unit and college-wide meetings are deemed mandatory. Faculty are required to notify their unit head if they cannot attend the unit meeting and the dean’s office if they cannot attend a college-wide meeting. Acceptable reasons for missing a unit or college-wide meeting are:

- Class teaching time
- Student clinical supervision (faculty working for the clinic will not be excused)
- Conference attendance
- Personal illness
- Family emergency
 - Child or spouse/partner illness requiring emergency room visit
 - Death of immediate family member

Section II.3 CHP Working Hours Policy

The program director or unit head will establish working hours that are appropriate for each faculty member based on their teaching and research load, and any administrative duties that are assigned. It is the responsibility of the program director and unit head to schedule faculty working hours to ensure coverage of program operations during all business hours.

Section II.4 CHP Office Hours Policy

The CHP has established the following policy of office hours that faculty are expected to maintain:

- Adequate office hours of at least one hour per three credits of class
- No more than two-thirds of office hours can be virtual/online
- Post office hours in syllabus
- Post office hours on office door
- Notify students of a change in scheduled office hours which may include posting on their office door in cases of illness or urgent matters.

Individual units can increase faculty office hours but not less than the above CHP policy.

Section II.5 CHP Communication Policy

Faculty are expected to provide the unit head, program director, and PSS with their semester schedule to assist student workers and staff in contacting faculty when necessary. Faculty and staff are also expected to respond to voicemail and emails within a reasonable period.

Section II.6 CHP Curriculum Development and Revision Policy

Curriculum development and revision include many facets:

- Program prospectus
- Program proposals
- New courses
- Course revisions
- Course addition of general education supplemental writing skills

Prior to any curricular work, faculty should meet with the assistant/associate deans to review and discuss their curriculum proposal (assistant dean for undergraduate studies and associate dean for graduate studies). This provides the assistant/associate deans an understanding of what the College Curriculum Committee (CCC) workload will be for that academic year. Additionally, it allows faculty the opportunity to see examples of similar proposals and requirements of supporting documents, including catalog copy, etc.

The CHP curriculum development and revision process is detailed, and the following standards and steps are required before submittal to the University Curriculum Committee (UCC):

1. Well-written content (context, grammar, punctuation, facts, etc.)
2. Review and edit by assistant/associate deans
3. Submit to SAIL
4. Review by the CHP CCC

Section II.7 CHP Catalog Copy Policy

Updating catalog copy is an annual process, which may require both minor edits and major revisions. All curriculum proposals, course changes, etc. in SAIL will require the submission of

an updated catalog copy. Catalog copy revisions need to be reviewed and approved by the CHP SSO prior to the SAIL submission.

Certain changes to catalog copy require review by the UCC (even if there are no program or course changes), however, all changes must be reviewed by the SSO. Prior to review, the respective assistant/associate dean will determine what type of review the catalog copy requires.

Section II.8 CHP Human Research Policy

The CHP follows the human research proposal development and submission procedures established by the [Institutional Review Board \(IRB\)](#) within the [Office of Research Compliance and Integrity \(ORCI\)](#). The associate dean for research is the authorizing official (AO) for the CHP, and the IRB will not review proposed research until all required AO signatures are recorded. Faculty are encouraged to meet with the associate dean for research prior to the development of the IRB proposal to ensure the proposal submission follows [IRB Policies, Procedures, and Guidance](#).

Section II.9 CHP Grant Policy

PURPOSE

The purpose of this policy is to establish clear expectations and timelines for the internal review and routing of grant proposals to ensure compliance with University requirements, sponsor guidelines, and College resource considerations.

APPLICABILITY

This policy applies to all internal and external competitive grant proposals submitted by College of Health Professions faculty, staff, affiliate faculty, and visiting faculty, regardless of funding source, dollar amount, or investigator role (Principal Investigator, Co-Investigator, or key personnel).

INSTITUTIONAL AND COLLEGE ROUTING REQUIREMENTS

- Office of Sponsored Programs (OSP)
 - o The University's Office of Sponsored Programs requires that all grant proposals be fully routed and submitted to OSP no fewer than five (5) business days prior to the sponsor's submission deadline.
- College of Health Professions Requirement
 - o The College of Health Professions requires that all grant proposals be submitted for College review no fewer than five (5) business days prior to the OSP routing deadline.
 - o Accordingly, grant proposals must be submitted to the College of Health Professions at least ten (10) business days prior to the sponsor deadline to allow sufficient time for review and approval.
 - o Failure to meet these deadlines may result in the proposal not being approved for submission.

REQUIRED COMPONENTS FOR COLLEGE REVIEW

The following items must be completed and approved prior to College review and routing to the Office of Sponsored Programs:

1. Budget Review and Approval
 - A complete and final budget must be reviewed and approved by:
 - o The Associate Dean for Research

- The Assistant Dean for Budget and Finance
 - The Office of Sponsored Programs.
 - Budgets must comply with sponsor requirements and University and College fiscal policies.
2. Clearance of Reassigned Time / Time Release
 - Any request for reassigned time, course buyout, or workload adjustment related to the proposed project must be reviewed and approved in advance.
 - Approval must be obtained from the Program Director, Unit Head, and the Associate Dean for Research.
 - Written documentation of approved reassigned time must be included as part of the College review materials
 3. Letters of Support and Commitment
 - All required letters of support or commitment, including those indicating the use of College, Department, or University resources, must be finalized and signed prior to College review. (examples: simulation center, BMPL)
 - Letters committing College resources require Associate Dean for Research approval.

COLLEGE REVIEW PROCESS

The College review process evaluates proposals for:

- Alignment with College and University priorities
- Budget feasibility and compliance
- Availability of personnel, space, and other resources
- Compliance with workload and reassigned time policies
- Completeness of required documentation
- The College may request revisions or additional information prior to approval. Only proposals that have completed College review may be routed through OSP.

INVESTIGATOR RESPONSIBILITIES

- The Principal Investigator is responsible for:
- Initiating proposal development with sufficient lead time to meet all internal deadlines
- Coordinating budget development and review with Associate Dean for Research, Assistant Dean for Budget and Finance, and the OSP
- Obtaining all required approvals and documentation
- Ensuring compliance with College, University, and sponsor requirements

EXCEPTIONS

Requests for exceptions to this policy must be submitted in writing to the Associate Dean for Research. Exceptions will be considered on a case-by-case basis and are not guaranteed.

EFFECTIVE DATE

This policy is effective upon publication and applies to all grant proposals submitted thereafter.

PROCESS

See Appendix for Grant Proposal Submission Checklist and Timeline Document

Section II.10 CHP Accreditation Policy

Program accreditation is an ongoing process of external review primarily administered by nongovernmental, voluntary organizations. They grant recognition to institutions or specialized

programs of study that meet established qualifications and educational standards. Program accreditation may involve an initial self-study, responses to the accreditation review committee concerns/questions, annual reports, and reaccreditation self-studies. Each accreditation document has a different level of complexity, amount of information/data to report, and review time at the college and provost level. The unit head and program director must meet with the respective associate dean (associate/assistant dean for undergraduate studies and/or the associate/assistant dean for graduate studies) at a minimum of six (6) months before the deadline to submit the report to determine the timeline for completion based on the type of accreditation. For example, a complete self-study with all appendices requires at least an eight-week review process, while an annual digital two-page document may require a two-week review process. The timeline will be a collaborative decision involving the CHP dean, associate/assistant dean, unit head and/or program director. After establishing the timeline, the following procedure for review should be followed:

1. The unit head or program director will send a clean edited copy to the respective associate/assistant dean and the dean.
2. The respective associate/assistant dean will send the edited copy back to the unit head or program director for changes.
3. Once the changes are made to the satisfaction of the respective associate/assistant dean, the unit head will send the document to the assistant vice president for Academic Affairs and copy the respective associate/assistant dean and the dean.
4. Once the changes are made to the satisfaction of the assistant vice president for Academic Affairs, the unit head will send the final document to the dean, copying the assistant vice president for Academic Affairs and the respective associate/assistant dean, for approval prior to sending the document to the accreditation agency.

No accreditation document may be sent to an accreditation agency without prior written approval from the dean's office.

Section II.11 Program Advisory Board Requirements

Every accredited program must have a representative from administration on their advisory board (if an advisory board is an accreditation standard). The unit head may serve as the representative from CHP administration if they are not the program director, but if they are, an associate/assistant dean will serve as the CHP administration representative.

The CHP administration representative serving on an advisory board is responsible for:

- identifying how often the advisory board is required to meet annually and ensure that the required meetings take place, and
- identifying what assessment data needs to be collected, when it is collected, and ensuring it is collected.

Section II.12 CHP Faculty Onboarding Policy

The CHP did not have a policy or procedure regarding college expectations for onboarding of new hires, which was needed. In 2023, the CHP developed a New Faculty Onboarding Policy ("CHP Onboarding Policy") to ensure consistency in procedures and onboarding practices across units. The purpose of the CHP Onboarding Policy is to provide information and resources to all new faculty regarding the expectations and policies of the college and university.

The CHP Onboarding Policy applies to all new regular and non-tenured faculty hires (including visiting faculty). While these resources are also available to adjunct faculty, they are not required. The CHP Onboarding Policy components are as follows:

- New faculty hires should complete the ([FTLC New Faculty Orientation](#)).
- The dean's office will provide monthly new-hire seminars to ensure essential components are discussed with all faculty.
- The college will provide compiled resources ([University Resources](#)).
- Each unit will provide mentorship to new faculty according to the [CHP Faculty Mentorship Policy](#).
- Each unit may elect to have a mentoring policy that includes unit-specific Additional Elements.
- Each academic year, the dean's office schedules monthly seminars.
- The College Governance Committee will review the seminar topics annually and update the topics as necessary.

CHP ONBOARDING POLICY SEMINAR CALENDAR (TENTATIVE MONTH AND TOPIC)

SEPTEMBER Teaching	OCTOBER Teaching	NOVEMBER Teaching
➤ Navigating platform and technology ➤ Student issues and support ➤ Disability resources ➤ Writing Center ➤ Tutoring ➤ Personnel process	➤ College expectations ➤ University expectations ➤ Significant focus - reassigned time	➤ Evaluations – LIFT/LICEF ➤ FTLC resources ➤ Library Resources ➤ Peer and unit head evaluation
DECEMBER	JANUARY Scholarship	FEBRUARY Scholarship
	➤ College expectations ➤ University expectations	➤ IRB ➤ Faculty Resources available: ➤ Professional Development fund ➤ CSCE funding ➤ FTLC ➤ CHP Supplemental fund
MARCH Service	APRIL Service	MAY
➤ Unit level service ➤ College level service ➤ University level service	➤ Community engagement ➤ College and university strategic plan	

	➤ Other:	
JUNE	JULY	AUGUST

Section II.13 CHP Mentorship Policy

The CHP recognizes the importance of mentorship and in 2020, the CHP developed a Faculty Mentorship Policy (“CHP Mentorship Policy”) which follows the [Mentorship Guidelines of the Office of the Provost](#) and aligns with the [University Mentoring Programs for New Faculty \(SG 3.01.H\)](#).

Each unit within the college is required to follow the CHP Mentorship Policy; however, each unit will determine the process for meeting the expectations of the CHP Mentorship Policy and has the option to include unit-specific “Additional Elements” which the unit determines as essential.

Faculty mentorship must be provided to new regular/tenure-track faculty and offered to affiliate faculty based on the role they are offered in their unit. Additionally, upon request to their unit head, an individualized mentorship plan should be tailored to the needs of the new faculty. Each unit may determine the process for meeting these expectations and may identify unit-specific Additional Elements. The entire [CHP Mentorship Policy](#) can be found under Faculty Resources on the CHP website and additional mentoring resources are available on the [FTLC Faculty Mentoring Resource](#) webpage.

Section II.14 CHP Faculty Health Compliance Policy

Faculty within the College of Health Professions (CHP) are expected to model professional behaviors and uphold high standards of health, safety, and ethical conduct. In alignment with CHP’s mission to empower learners to impact the health and well-being of individuals and society through experiential education, evidence-based practice, and meaningful community engagement, faculty must adhere to all Health Compliance Office (HCO) policies and any affiliation agreements between Grand Valley State University and its clinical, community, or research partners.

The intent of this policy is to ensure the safety and well-being of faculty, students, patients, and the broader community while supporting CHP’s educational, research, and clinical missions.

POLICY

All faculty within the College of Health Professions (CHP) are required to comply with the Health Compliance Office’s (HCO) GVSU Health Compliance Policy and associated processes. This includes adherence to all established requirements, procedures, and updates issued by the HCO to ensure the safety, preparedness, and well-being of faculty, students, patients, and the broader community, while meeting legal and accreditation obligations.

PROCESS

Faculty have varying degrees of involvement with clinical sites, research activities, and student laboratory experiences. This policy is designed to address these different tiers of engagement.

Annually, unit heads will determine the appropriate Health Compliance tier in collaboration with each faculty member based on their roles and level of involvement in clinical, research, and educational activities. If agreement on tier is not reached between faculty and unit head, faculty should appeal in writing to the unit head within 7 days. If agreement cannot be reached between faculty and unit head, faculty may appeal the unit head decision to the CHP Dean for final determination of the appropriate tier. Unit head informs HCO regarding each faculty member's tier of compliance. Faculty are responsible for completing all requirements associated with their designated tier. Any requests for exemptions must go through the HCO's outlined process. Refer to Attachment A for detailed tier descriptions.

ROLES AND RESPONSIBILITIES

- Faculty: Collaborate with unit head on accurately determining which tier is appropriate. Meets compliance requirements annually. Follows exemption and/or appeal procedure(s), if needed.
- Unit Head: Determines appropriate tier for each faculty member annually in collaboration with individual faculty and informs HCO regarding each faculty member's tier of compliance.
- Health Compliance Office: Tracks faculty compliance and communicates with unit heads and CHP administration.

RELATED DOCUMENTS

- [Attachment A](#)
- [BOT 4.1.4: General Personnel Policies for Faculty and Staff - Disciplinary Procedure](#)

HISTORY

Implemented Fall 2026

Section II.15 CHP Student Exposure Policy

1. Students receive training on bloodborne pathogen (BBP) exposure at matriculation and annually.
2. Students who may be exposed to blood or body fluids in their coursework are expected to be fully immunized for Hepatitis B and provide documentation of a Hepatitis B surface antibody titer showing immunity.
 - a. If the student is a non-responder (negative titer following two complete vaccine series), they are required to follow up with their healthcare provider and sign an attestation acknowledging their risk.
 - b. The program is notified if students have a non-responder status or a medical or religious exemption for Hepatitis B vaccines following a negative Hepatitis B surface antibody titer.

3. Students must follow [Occupational Safety and Health Administration \(OSHA\) Guidelines for Standard Precautions](#) in the classroom, laboratory, and clinical sites when the potential for exposure to hazardous materials or bodily fluids exists. This includes treating all blood and body fluids as infectious, hand hygiene, safe injection practices, safe sharps management and disposal, use of personal protective equipment, and environmental control measures.
4. The following actions are required following a puncture or contamination event that occurs during enrollment in one of the Grand Valley State University CHP programs:
 - a. The student notifies the instructor/faculty and clinical preceptor (as applicable).
 - b. The student applies appropriate first aid measures (i.e., clean the wound with soap and water; flush mucous membranes with water/saline for 15 minutes).
 - c. The student reports the exposure to the GVSU Health Compliance Officer (healthcompliance@gvsu.edu).
5. The following actions are required following a puncture or contamination event that occurs during a clinical placement at an affiliated organization:
 - a. The student immediately reports the exposure to the clinical preceptor and appropriate department following the individual clinical site protocol.
 - b. The student confirms that the source patient will be tested.
 - c. The student accesses the site's emergency department (as applicable) for testing and treatment as soon as possible. If the student is at an ambulatory location, the student accesses the nearest urgent care.
 - d. The student notifies the instructor of record and the GVSU Health Compliance Office at healthcompliance@gvsu.edu following initial treatment and testing at the clinical site.
6. The following actions are required following a puncture or contamination event that occurs at GVSU:
 - a. The student immediately reports the exposure to the appropriate faculty member and/or Simulation Center staff.
 - b. The source patient/student, if available, is immediately sent to Corewell Health Occupational Health for testing.
 - c. Test results are communicated to the Health Compliance Officer. If needed, the exposed student is directed to the nearest Corewell Health Urgent Care for testing and counseling.
7. All fees and costs accrued as a result of source student testing for exposures that occur at GVSU are covered by the College of Health Professions. Follow-up testing/treatment can be done by the source student's healthcare provider and is the sole responsibility of the student and/or their health insurance.
8. All fees and costs accrued as a result of an accidental exposure are the responsibility of the exposed student and/or their health insurance. The student and/or their health insurance will be billed, not workers' compensation or employee health. Follow-up testing/treatment can be done by the student's healthcare provider and is the sole responsibility of the student and/or their health insurance.
9. Upon program matriculation, students are required to sign a Health Insurance Acknowledgment Form indicating their financial responsibility for any student exposure events.

Section II.16 Procedure for Donated Equipment

Step 1: Determine if there are any requirements from the agency regarding liability.

- Some individuals donate equipment but want you to sign a liability contract releasing them from responsibility of the equipment. An example of such would be donation of a CT scan from one agency to another. The donor agency would want the recipient agency to sign a release of liability if something happened with the machine and there was radiation leakage.

Step 2: Contact the Dean's Office

- Provide the Dean's Office with information regarding the item and the agency donating the equipment.

Step 3: Contact the University Development Office

- The University Development Office typically gives the donor agency a gift in kind letter for donations to the University. (per Andrew Bixel)
 - o In order to do this, they need to know the following.
 1. name of the agency
 2. agency's address and phone number,
 3. item the agency is gifting to GVSU.
 - o Because this is a gift in kind the actual value of the gift would be up to the agency, in consultation with their financial advisors.
 - o Once Development receives this information, they will write the gift in kind letter and mail it to them.
 - o You may then pick up the item after the University Development Office has been officially notified.

SECTION III. HEALTH CAMPUS OPERATIONS

Section III.1 Health Campus Buildings

The health campus buildings consist of the [Cook-DeVos Center for Health Sciences \(CHS\)](#), [Daniel and Pamella DeVos Center for Interprofessional Health \(DCIH\)](#), and [Raleigh J Finkelstein Hall \(RFH\)](#). Detailed building information can be found on the [Facilities Services – Grand Rapids and Regional Centers Buildings](#) webpage.

Section III.2 Building Hours

The health campus building hours vary by semester. The following links access the most current building hours:

- [CHS Building Hours](#)
- [DCIH Building Hours](#)
- [RFH Building Hours](#)
- [Lab Hours and Locations](#) (Labs are unlocked during class times and require an access card when not in session.)

Section III.3 Building Access

CHS, DCIH, and RFH have restricted access and many of the classrooms and labs require an access card. All faculty, staff, and visitors are required to follow the university [Identification Card Policy](#) while in the buildings. Visitors are required to report to the front desk on the first floor of CHS upon arrival. For student awareness and security, CHP faculty and staff are

expected to wear their CHP provided retractable lanyard with ID holder while on the health campus.

Section III.4 Student Access

Undergraduate and graduate students at CHS, DCIH, and RFH may be granted access to specific offices, classrooms, and laboratories for authorized times only. With the approval of the responsible faculty/staff, they must complete the [GVSU Student Card Access Request Form](#) (with specific room numbers). After student and faculty/staff signature, the form(s) should be sent to the dean's office. After dean's approval and signature, the forms are sent to the CHS front desk. Student access cards will be programmed to deactivate at the graduation date listed on the form.

Section III.5 Keys

The dean's office suite and unit office suites have a master key that can be signed out if needed and should be returned immediately after use. If you need to order keys, ask the PSS for assistance.

Section III.6 Locking/Re-locking Doors

Faculty and staff should lock their offices when they leave and at the end of the day. The main office suites open automatically at 8:00 am and lock at 5:00 pm Monday through Friday. The back doors to the office suites should be locked at the end of the day. Faculty and staff need to adhere to the building protocol for keeping lab doors closed and locked during the day.

Section III.7 Facilities Maintenance, Custodial and Cleaning

[GVSU Facilities Services](#) assists with building maintenance and repair work. Their custodial services include restroom restocking, workroom/lab towel restocking, spill clean-up, and trash removal. Faculty can submit a work order request in the [Facilities - work order portal](#) if an item needs repair or attention. Facilities also assists with moving boxes and materials and special events support. If there is an immediate issue such as room temperature, bathrooms, or light bulbs, contact them directly at extension 1-3100.

Section III.8 Recycling

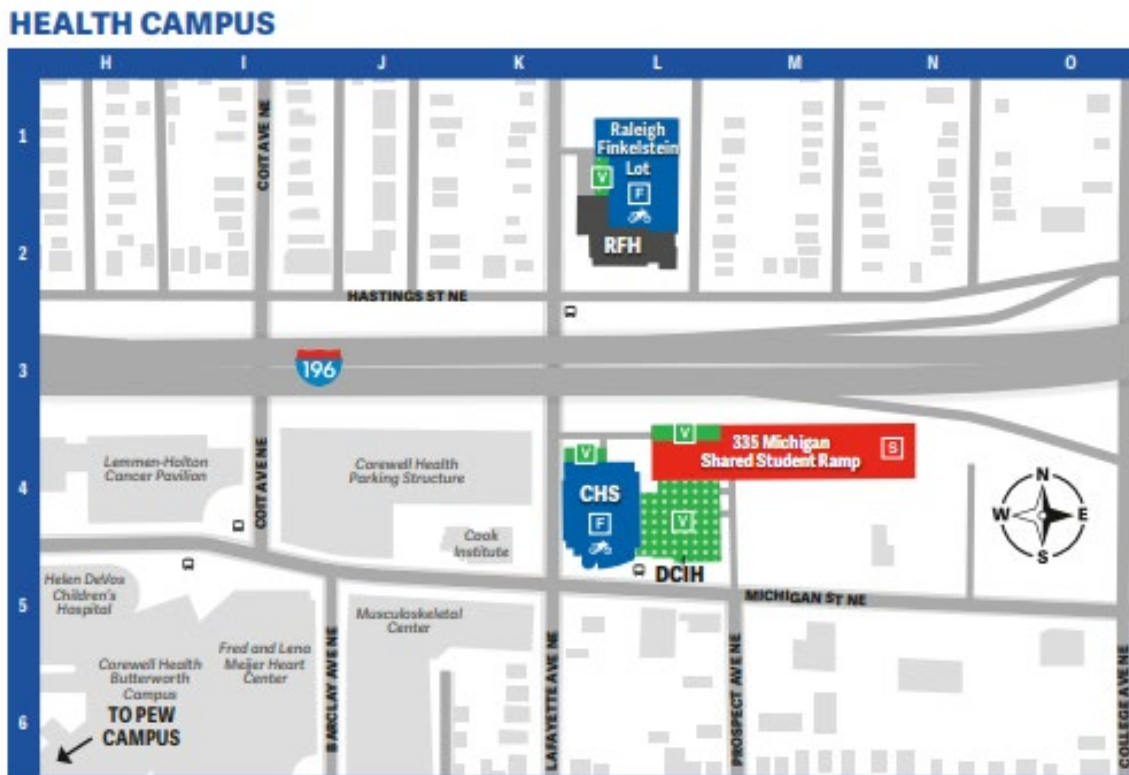
The [GVSU Recycling Program](#) was created so our university can recycle many commonly used disposable items. Recycling containers are located in CHS, DCIH, and RFH.

Section III.9 Mail/Mailboxes

Faculty and staff have an assigned mailbox in their office suite or dean's office suite. The mail is delivered twice daily, Monday through Friday, and the student worker or PSS will take the outgoing mail to the CHS mailroom. Outgoing mail requires the unit/program charge code to be placed on the top left corner of each piece of mail. Personal mail is the sender's responsibility and requires stamps.

Packages delivered to the loading dock are delivered in the afternoon. The program lab coordinator should be notified by the student worker or PSS immediately if lab materials and boxes require refrigeration.

Section III.10 Health Campus Map



Section III.11 Transportation

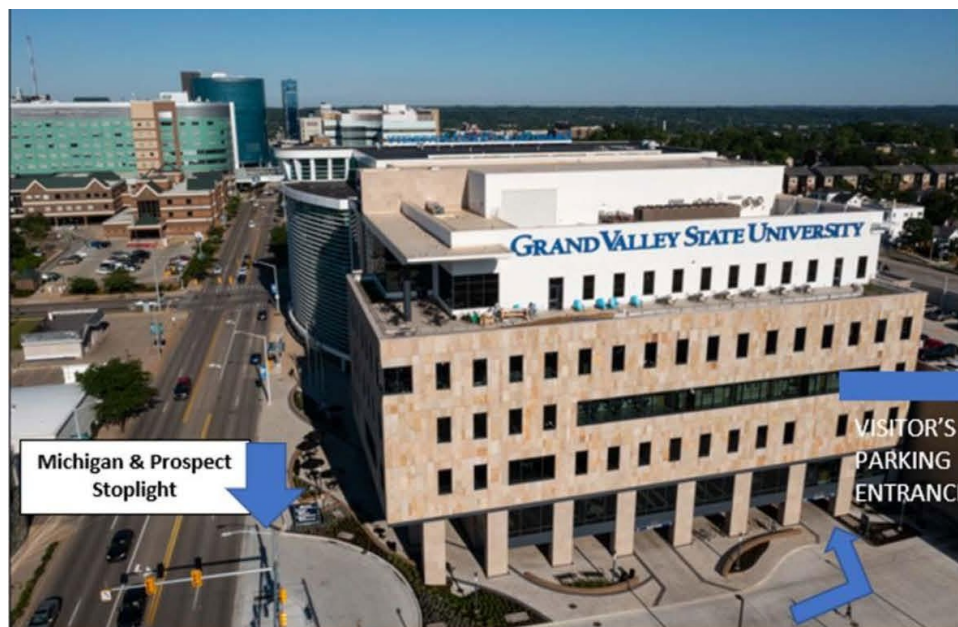
Faculty have access to the Laker Line and can ride free with their GVSU ID. The bus schedule can be found on the [GVSU Transportation Services](#) website.

Section III.12 Parking

CHS, DCIH, and RFH have designated parking for faculty, staff, tenants, and authorized visitors. Students are not allowed to park in these areas. Faculty and staff can request a visitor parking permit through the [Parking Services Guest/Event/Overnight Parking Permit Request](#) webpage. The following outlines detailed visitor parking instructions for guests:

1. Enter onto Prospect Ave NE off Michigan Street (*There is a light at Prospect by the Laker Line bus stop*).
2. Follow the signs for guest/visitor parking in the DCIH building. (*Prospect is the drive that is used to enter the Spectrum Health/GV parking ramp as well as GVSU visitor parking*).
3. Make a left turn into the visitor parking lot just prior to the ramp entrance.
4. Park in the first part of the parking lot where you will enter the DCIH building on the "M" level.
5. The parking pass can be left with a booth attendant. The visitor will provide name and event information. If the pass was emailed, the visitor pass places the pass in their front vehicle window.

DCIH VISITOR PARKING DIAGRAM:



Section III.13 Health Campus Dining Options

The health campus has limited food options. [333 Cafe](#) is located on the main floor of DCIH.

Section III.14 Coffee, Microwave, and Refrigerator/Freezer

There is a Keurig coffee machine, microwave, and refrigerator/freezer located in the dean's office suite (CHS 400) kitchen area. Faculty and staff share the responsibility of making coffee and cleaning their dishes and microwave spills and refrigerated items should be labeled.

Section III.15 Campus Safety and Emergency

Security officers are on duty 24 hours/day every day of the year. Closed circuit TV monitors are used for surveillance of parking lots and the surrounding university health campus property. The following links provide important campus safety information:

- [Campus Safety Information & Resources](#)
- [Grand Valley Department of Public Safety](#)
- [Identification Card Policy](#)

GVSU has a [Comprehensive Emergency Management Plan](#). Please review the following links to familiarize yourself in the event of an emergency while on campus:

- [Calling 911](#)
- [Active shooter/hostile intruder](#)
- [Medical emergency](#)
- [GVSUAlert!](#)

- [Utility emergency](#)
- [Fire](#)
- [Evacuation](#)
- [Weather emergency](#)
- [Assault/sexual assault](#)
- [Bomb threat](#)
- [Psychological emergency](#)
- [Suspicious letters and packages](#)
- [Automobile/injury accident](#)

SECTION IV. FACULTY RESOURCES

Section IV.1 Faculty Learning Opportunities

- [Pew Faculty Teaching and Learning Center \(FTLC\)](#)
- [Fred Meijer Center for Writing & Michigan Authors](#)
- [eLearning Technologies](#)
- [University Marketing – Identity Standards](#)
- [Artificial Intelligence \(AI\) at GVSU](#)
- [Digital Accessibility Resources at GVSU](#)

Section IV.2 Information Technology

GVSU's [Information Technology \(IT\)](#) provides information and support for all faculty IT needs including remote teaching assistance and eLearning technology. Faculty can submit a service request through the [IT Service Portal](#) on the [IT website](#) for specific technology or equipment requests. For questions or assistance with computer or technology issues, IT can be contacted directly at it@gvsu.edu or at extension 1-2101.

The following links provide specific information:

- [Service Catalog](#)
- [IT Service Portal](#)
- [IT Technology Acquisition Policy](#)
- [eLearning Technologies](#)
- [The Bridge \(formerly the Digital Studio\) - lightboard, video production, interactive modules, and podcasting](#)
- [Requesting Remote Help](#)
- [Blackboard Ultra](#)
- [Workday](#)
- [Zoom](#)

Section IV.3 Cyber Safety

The goal of Cyber Safety at GVSU is to educate faculty, staff, and students to reduce the risk of cybercrime in the workplace and in our personal lives. The [Cyber Safety](#) website provides information and online training for faculty and staff on the best practices to avoid potential cybercrime and includes current cybercrime issues and tips for family, home, and travel. Review the following links to familiarize yourself with cyber safety:

- [Phishing](#)
- [Password Security](#)
- [Data Security](#)
- [Okta Multi-factor Authentication](#)
- [Cyber Security Training](#)

Upon employment, all GVSU employees are required to complete mandatory Cyber Security training and will receive notice by email to complete annual training. [Cyber Security Training](#) can be completed at any time.

Section IV.4 Classroom Reservations and Technology

CLASSROOM RESERVATIONS

All classroom reservations are requested and made through the unit/program PSS.

CLASSROOM TECHNOLOGY

The health campus has multiple classroom types with varying technology as identified through [Facility Services](#).

Specific requests and funding have provided some classrooms with enhanced technology that is not standard to each room including:

- Interactive whiteboard
- Dual displays
- Hearing loops

Active Learning Classroom Technology

Active learning classrooms are defined as both physical and virtual learning spaces designed to facilitate active student engagement and collaborative learning, featuring flexible layouts and integrated technologies. The classrooms include the following features:

- Enhanced classroom configuration (*some have flexible furniture only with no additional technology*)
- Workspaces for student breakout areas and presentation booth for groups
- Additional voice reinforcement

The technology enhanced and active learning classrooms available can be found on the following IT webpage: [Technology Enhanced and Active Learning Classrooms](#).

Section IV.5 Fax, Scan, and Copy Services

Faculty can send and receive faxes in the CHS and RFH unit office suites. Faculty can also scan, make copies, and print to the copy machine in the dean's office suite and RFH unit office suites. Printing orders can be placed online at the [GVSU Copy Center](#). If you are printing a quiz, please ask the PSS for assistance in order to maintain confidentiality and limit visibility to student workers.

Maintenance charges are the responsibility of the unit that utilizes the copier and fax machine. All repairs and service requests are to be made through the PSS. No programming changes are allowed on a copier or fax machine without approval from IT.

More information can be found at [IT Knowledge Base – Computer, Hardware, and Printing](#).

Section IV.6 Textbooks, Forms, and Supplies

TEXTBOOK ORDERS

Faculty must request their book orders through the [GVSU Laker Store](#) using [GVSU Save](#) or [Text Collect](#). The PSS can assist if needed. Current textbook requisition due dates can be found on the GVSU Laker Store [Important Dates](#) webpage.

FORMS

The CHP and university use specific forms. Faculty can access some of the widely used forms on the CHP website under the Faculty Resources on the [Faculty Forms](#) webpage. If you have a question on what form is needed, faculty should contact their program/unit PSS for assistance.

OFFICE SUPPLIES

All office supplies are stored in the unit office suites. The PSS can place special orders if needed.

BUSINESS CARDS

Unit/program PSS can order business cards online through [Procurement Services–Business Cards](#). Procurement Services maintains a standard format for business cards in compliance with [Grand Valley State University Identity Standards](#).

WORK REQUESTS

Faculty should not give specific work requests directly to student workers due to confidentiality. The PSS can assist with work requests and give to student workers if the project is appropriate.

Section IV.7 Library Information

HEALTH SCIENCES LIBRARY

The [Frey Foundation Learning Commons \(Frey Library\)](#) is the health science library located in DCIH 205 and serves the Kirkhof College of Nursing (KCON) and the CHP programs.

The Frey Library has several health sciences databases available that are linked to full-text articles and e-journals. The library provides computers for database searches and results can be saved to zip drive, N drive, or be emailed. The computer labs in CHS 191 or CHS 189 provide printing of results.

The library also houses the Health Science Journal reference and circulating collections including the most recent five years of journals and reference books. Earlier journal volumes and editions of circulating books can be located at the [Mary Idema Pew Library Learning and](#)

[Information Commons \(Pew Library\)](#) at the Allendale campus and can be ordered on document delivery to be sent to the Frey Library circulation desk. GVSU health science theses are also located at the Pew Library and can be viewed online from a full-text database.

LIBRARY COURSE RESERVE

Course reserve materials are available at the Frey Library during the week. Physical reserves can be placed at multiple locations, so students have access during the evening, weekend, and full-text online journal articles are available on e-reserve. To reserve course materials for classes, faculty must sign into the self-directed [University Libraries Course Reserve](#) website and contact the unit/program library representative if there are questions.

REFERENCE SERVICE

Reference service is available morning and afternoon throughout the week and materials can be borrowed from [other Michigan libraries](#).

LIBRARY ACCOUNTS

Faculty can view and update their [Library Account](#) online, renew books, access databases off campus, and access their [Document Delivery](#) account.

SECTION V. FUNDING AND EXPENSES

Section V.1 Faculty Professional Development Fund

Faculty professional development expenses are primarily the responsibility of faculty through their academic unit. Each regular faculty member receives **\$1200** and affiliate faculty receive **\$450** per fiscal year (*July 1 - June 30*) for their professional development from the University. If expenses exceed their professional development fund amount, regular and affiliate faculty are eligible to apply for supplemental funding (an additional \$900 for regular faculty members and an additional \$450 for affiliate faculty).

Section V.2 Supplemental Professional Development Fund

In addition to faculty professional development funds offered through individual units, the CHP has [Supplemental Professional Development Funding](#) available to support faculty professional development activities that align with the CHP values of:

- Dissemination of scholarly outcome
- External grant possibilities (to supplement the [Laker Match Fund](#) if necessary)
- Accreditation requirements
- Conferences related to professional development goals
- Benefits to students and classroom activities
- Community engagement and GVSU visibility
- Collaborative projects

Faculty must show evidence that they sought supplemental funding through the following university resources before funding from the CHP Supplemental Professional Development Funding will be approved:

- [Center for Creative and Scholarly Excellence \(CSCE\) Internal Funding](#)
- [Faculty Teaching and Learning Center \(FTLC\) Grants](#)
- [Office of Undergraduate Research and Scholarship \(OURS\) Funding for Faculty Mentors](#)

The detailed [Guidelines for Funding](#) and [Application Form](#) can be found on the CHP website under faculty resources.

Note: the dean or their representative retains the freedom and flexibility to fund requests at their discretion.

Section V.3 CHP Dean's Innovation Grant

The CHP Dean's Innovation Grant (*established in 2024*) is to increase sponsored research, interdisciplinary programming, and/or creative activities, and is designed to support faculty in developing innovative projects with the potential to secure external funding. The source of this one-time funding is the [Center for Scholarly and Creative Excellence \(CSCE\)](#) and the [Office of Sponsored Programs \(OSP\)](#). The acquisition of the funds is dependent on the success measures of the funded projects, and the full policy, eligibility requirements, and application process can be found on the following CHP webpage: [CHP Dean's Innovation Grant](#) under faculty resources.

Section V.4 Travel and Expense Reimbursement

The CHP abides by the university's [Business and Finance Office Travel and Expense Management](#) guidelines. All expense reimbursements are processed through the faculty member's unit and coordinated with the unit academic department coordinator through Workday.

The provost's office implemented the following guidelines for meal reimbursements when using a general fund account and include *over* per diem meals on travel and taking special guests out for meals (these guidelines do not apply to unit/college meetings):

- For special occasions, the maximum reimbursement exceeding the per diem will be double the university's allowance). The university adheres to federal per diem rates. See current rates [here](#).
- The number of participants cannot exceed four individuals, including the special guest invited to the university (this includes employment searches, colloquium, etc.)
- Itemized receipts must be submitted with the request for reimbursement.
- Requests for reimbursement require the names of participants and the business purpose.
- Additional reimbursement requests can be submitted with justification to the deans/appointing officers for their approval. They may support additional reimbursement with a designated account.

SECTION VI. EMPLOYMENT AND HIRING

The CHP abides by [GVSU's employment standards](#) and has established policies and procedures within [Human Resources](#) to ensure that new faculty are provided with the support and resources needed for success.

Section VI.1 Procedure for Hiring Faculty

[GVSU's Human Resources](#) has specific steps for hiring regular and affiliate faculty that differ for hiring visiting and adjunct faculty.

In consultation with the dean, a justification of the need and determining the required qualifications, and in communication with the CHP's HR Generalist, a faculty position is defined, approved, and posted. Based on recommendations from HR, the following procedures for hiring regular and affiliate faculty should be followed as closely as possible:

- A search committee will be established
- HR/Affirmative Action will review applications
- All credentials will be forwarded to the search committee chair
- The search committee will screen the applicants to identify the most qualified candidates
- Interviews should take place with the top candidates
- The dean, program director, search committee, and other members of the college and faculty should be invited to participate
- If the dean is absent, an interview may occur between the candidate and faculty members specified by the dean
- The search committee will establish criteria for the ranking of candidates
- After the search committee ranks the candidates, the dean should be ready to negotiate securing the best candidate approved by the search committee
- Offer approval, make verbal offer, and create appointment letter

Section VI.2 Faculty Complaint and Grievance Procedure

The CHP abides by University Policies–Complaint Procedure (BOT 4.2.18). Each step is detailed in the link to the policy.

STEP 1: Appeal to the CHP Dean

STEP 2: Appeal to the Provost/Vice President for Academic Affairs

The CHP abides by [University Policies–Grievance Procedure \(BOT 4.2.16\)](#).

Section VI.3 Disciplinary Action

The CHP abides by [University Policies–Termination Processes and Disciplinary Action \(BOT 4.2.13\)](#).

SECTION VII. FACULTY APPOINTMENT, STANDARDS, AND RESPONSIBILITIES

The CHP abides by the [University Regular Faculty Handbook](#) for appointment, standards, and responsibilities of faculty at each rank.

Section VII.1 Faculty Appointment and Standards

Regular Faculty

The CHP abides by the [University Policies-Regular Faculty Rank \(BOT 4.2.5\)](#) for the appointment of regular faculty made within the following ranks:

- *Instructor*
- *Assistant Professor*
- *Associate Professor*
- *Full Professor*

NON-TENURE TRACK FACULTY

The CHP abides by the [University Policies-Non-Tenure Track Faculty \(BOT 4.3.0\)](#) for the appointment of non-tenure track faculty appointment. All Non-Tenure Track Faculty appointments are for specific, renewable periods of time, and subject to evaluation. They are appointed to full time or part time positions created for specific purposes that may include working on grants or contracts, clinical settings, scholarly engagement, filling in for Regular Faculty who may be absent, and teaching a single semester's course offering. Non-Tenure Track Faculty includes:

- *Visiting Faculty*
- *Affiliate Faculty (Affiliate of Instruction or Field Practicum, Clinical Affiliate Faculty, Affiliate Faculty of Practice)*
- *Senior Affiliate Faculty*
- *Adjunct Instructor*
- *Senior Adjunct Instructor*

Section VII.2 Faculty Responsibilities

The CHP abides by the [University Policies-Faculty Responsibilities \(SG 3.01\)](#) that include the following responsibilities for all faculty:

- **Teaching and Professional Responsibility**
- **Teaching and Professional Workload**
- **Definition of Effective and Excellent Teaching**
- **Scholarly/Creative Activity (*Tenure/Tenure-Track Faculty*)**
- **Service**
- **Area of Significant Focus**
- **Mentoring Programs for New Faculty**

Section VII.3 Scholarship, Service, and Teaching

The CHP has established specific criteria in the areas of scholarship, service, and teaching used in the evaluation for renewal of appointments, promotion, tenure, and annual merit review for the salary adjustment process.

ACHIEVEMENTS IN THE AREA OF SCHOLARSHIP

The following is a list of scholarly development activities. The classifications are meant to be examples. It is the responsibility of the faculty member being evaluated to provide justification of their activities within a given category. The following general categories have been identified (no ranking activities are implied in the ordering):

Activities expected of all faculty each year

- Continued learning in the field or in new fields related to each individual professional area, which can include reading journal articles and books, professional development through workshops and mini courses, studying the pedagogical aspects of a new development in the field, clinical practice, and work toward a doctorate, if required.
- Participation in unit retreats and other active support of colleagues' scholarly activities which include, but not limited to, peer-reviewing colleagues' papers or grant proposals, and consulting with colleagues about new or existing courses or problems in an area of specialty.

Additional activities for scholarly development

- Presentations, workshops, or seminars at regional, national, or international professional conferences
- Invited presentations at such conferences
- Scholarly work (research or other activities) reflective of significant growth within professional area, and curriculum design and development, including philosophical basis and course design
- Authorship and publication of an article in peer-reviewed journal
- Authorship of textbook published by recognized publishing company
- Presentation of paper at professional meeting
- Service on student thesis, research project, or case study
- Principle investigator or co-investigator on funded grant
- Authorship of funded or unfunded grant

ACHIEVEMENTS IN THE AREA OF SERVICE

Service activities should be related to each individual's area of expertise. Some services for which payment is received at a rate commensurate with one's academic salary or market-consulting fees are in this category and may qualify for token honoraria or expenses.

Activities expected of all faculty

- Participating in unit meetings, committees, and task forces
- Committee membership (voluntary or elected) at GVSU
- Involvement in unit, college, and/or university activities (serving at advising sessions, presiding at activities hosted by the unit, participating in the activities of the programmatic clubs, graduation)
- Participation in the unit personnel process
- Contributions toward unit goals

Additional activities (examples)

- Chairing a committee at GVSU
- Participation on college and university level committees

- Service as editor of peer-reviewed publication
- Peer review of journal and conference submissions
- Peer review of a textbook
- Receipt of state or national award from professional association
- Consultation in your professional area
- Elected or appointed official in a professional organization at state or national level with documentation of official status
- Active contribution to committee of state or national association
- Paid community service
- Curriculum assessment, including redesign of existing courses
- Contributions to student-related activities (Science Olympiad, etc.)
- Membership, participation, and leadership in community organizations
- Contributions to community (via workshops, seminars, in-services, etc.)
- Active professional interaction with other schools
- Active interaction with business, industry, or non-profit organization

Note: Individual programs may need to establish criteria for items in the area of scholarship and service. Should such a need occur, the unit/program must bring that item to Faculty Council with justification of value in the designated area.

ACHIEVEMENTS IN THE AREA OF TEACHING

University Policies provide the definition of both effective and excellent teaching that describe traits the CHP believes are common to all professional teachers. The CHP realizes that to be an effective or excellent teacher, it is not necessary to meet all criteria at the highest level yet describes characteristics to which faculty should all aspire.

Effective Teaching - consists of creating and maintaining an environment that promotes learning as follows:

- Demonstrate disciplinary expertise appropriate to the level and purposes of the course
- Teach skills that will prepare students to deal with complexity, diversity, and change
- Teach content in a coherent, organized manner to aid student learning
- Cultivate a learning environment where all students are treated equitably, have equal access to learning, and are valued and supported in their learning
- Establish and communicate challenging learning goals and high expectations
- Assess student performance in an appropriate and sufficient manner
- Competently use teaching pedagogies to help improve student performance by actively engaging students in their learning
- Refine courses using feedback and reflection

Excellent Teaching - in addition to demonstrating at least effective teaching, specifically, the CHP describes excellent teaching as:

- Dynamic
- Innovative
- Reflective
- Constantly evolving

The Office of the Provost provides a Definition of Excellent Teaching with examples that include, but are not limited to:

- Successful implementation of innovative teaching strategies designed to promote intellectual or creative achievement
- Successful development or major revision of courses and curricula in response to changes within a discipline and/or the better education of students.
- Receipt of peer-reviewed awards or recognition for excellence in teaching
- Refereed presentation on teaching at a seminar, workshop, or conference at the regional, national, or international level
- Supervising student research projects or creative works beyond expected course load and duties
- Supervising a team of students competing for an award
- Mentoring students who present their research or creative work at a regional, national, or international level
- Documented, in-depth, one-on-one mentoring of graduate students
- Documented pattern of mentoring GVSU undergraduates to seek advanced degrees
- Acquisition, development, and departmental sharing of significant new teaching materials.

SECTION VIII. PERFORMANCE EVALUATION AND ANNUAL REVIEW

The CHP abides by the University Policies of [Faculty Evaluation Procedures \(SG 3.07\)](#)

Section VIII.1 Evaluation of Faculty Performance

All regular and affiliate faculty will use the point system for annual reviews. The quantified point document is referred to as the “annual review document” and can be found on the CHP website under Faculty Resources/Faculty Forms. This document is used for personnel actions and merit increases in the salary adjustment process.

Faculty will provide evaluation criteria within their annual review form and submit a justification sheet with evidence of their scholarship activities stored in [Digital Measures](#). The faculty member submits the completed annual review form and justification sheet to their unit head. The unit head may choose to meet with the faculty for clarification or discussion of items in the form. The unit head can make comments on the annual review form prior to determining one of the following performance ratings:

- less than satisfactory performance
- low satisfactory performance

- medium satisfactory performance
- high satisfactory performance
- exemplary performance

The performance rating will influence the faculty member's annual salary adjustment. The annual review form is signed by the unit head and submitted to the dean, who in turn, will determine a performance rating and report all performance ratings to the provost. Once the dean has completed the review process, the unit head will meet with the faculty member and review the annual review form and the performance rating from the dean.

- View the [CHP Timeline of Changes to the Annual Review Process](#).

STUDENT EVALUATION OF TEACHING PERFORMANCE (CLASSROOM OR CLINICAL)

Student evaluations of teaching occur at the end of each semester with the use of the [Laker Impressions of Faculty Teaching \(LIFT\)](#) system or the LICEF, university-wide, online system for collecting feedback about courses and instructors. The LIFT and LICEF scores are utilized in the faculty annual merit review, contract renewal, and tenure and promotion review.

UNIT HEAD/PEER EVALUATION OF TEACHING PERFORMANCE

Each faculty requires two peer evaluations of teaching performance per year: one peer evaluator is selected by the faculty member and the second reviewer is selected by the Unit Head. If the Unit Head is the peer reviewer, their review is categorized as the "Unit Head" selected reviewer. The [CHP Chair/Peer Review Checklist](#) can be found under Faculty Resources/Faculty Forms on the CHP website. Units can include other evaluation tools along with the CHP/Peer Review Checklist.

ADMINISTRATIVE REASSIGNMENT ASSESSMENT

The CHP utilizes an Administrative Assessment Form for reassigned time and significant focus to be used for measuring and documenting the performance of unit heads, program coordinators, and faculty with administrative responsibilities including laboratory, clinical, fieldwork, internship coordinators, and those managing projects. The forms can be found in the appendices of this document and contain additional parts based on the following administrative responsibilities:

- Part A – *for unit heads and those with administrative responsibilities*
- Part B – *for those with clinical, fieldwork, and internship coordinator responsibilities*
- Part C – *for those with laboratory coordinator responsibilities*
- Part D – *for those with responsibility for managing projects*

The administrator or coordinator is evaluated for each area they have designated administrative reassigned time and significant focus. Each performance evaluation is completed annually by the following individuals:

1. Faculty administrator (e.g. program director or unit head)
2. Faculty and staff, including clinical and fieldwork faculty, reporting to that faculty administrator
3. Faculty administrator's immediate supervisor

SCHOLARSHIP ACTIVITIES

A variety of scholarship activities is present in the Annual Point Document. In addition to identification of items on the Annual Point Document, faculty are required to complete the Justification Form which provides specific details regarding the item (i.e. manuscript URL,

Grant Funded). If faculty are unable to determine if an item falls under the scholarship activities, they can email the CHP Scholarship Committee chair for a determination.

SERVICE ACTIVITIES

A variety of service activities are present in the Annual Point Document. In addition to identification of items on the Annual Point Document, faculty are required to complete the Justification Form which provides specific details regarding the item (i.e. name of committee served on or working at a pro-bono clinic)

Section VIII.2 Written Performance Summaries completed by Unit Heads, Dean's Office

[Written Performance Summaries \(Faculty\) - used in the annual salary adjustments and in personnel actions](#) can be found on the Office of the Provost's website and in SG 3.08. Here are the key points:

- For each faculty member, a written performance summary is created annually. This summary will include a performance rating ("less than satisfactory performance", "satisfactory performance", "exemplary performance") which will inform the faculty member's annual salary adjustment
- The written performance summary will also be used in personnel actions
- Along with the performance rating, faculty can also be considered for a "special salary adjustment" due to equity concerns or other pertinent issues.
- Deans will report all performance ratings to the provost
- In certain cases, a justification for the rating is required. The written performance summary can serve as the justification, or a separate document can be created, if appropriate. Cases that need justification are:
 - o All non-tenured regular faculty
 - o Tenured faculty whose rating is "less than satisfactory" or "exemplary"
 - o Faculty for which the dean is recommending a "special salary adjustment"

Faculty who have workload assigned to administrative tasks are evaluated using the administrative evaluation tool. The Administrative Reassignment Assessment is completed by the program director and/or unit head.

Section VIII.3 Point Expectations for Contract Renewals, Tenure, and Promotion

TEACHING EXPECTATIONS

Documentation of teaching quality will be based upon a comprehensive teaching evaluation that will include (1) student evaluations, (2) peer evaluations, and (3) advising evaluations (if applicable).

- **Student Evaluations**
 - o Will be based upon an average of the LIFT and/or LICEF scores
 - o **While LIFT and LICEF scores will not be used as a cut-off for acceptable teaching, the faculty in the College of Health Professions should strive to obtain a minimum average raw LIFT/LICEF score of 3.5 for tenure and**

promotion to assistant professor and of 3.7 for promotion to full professor.

- Will count no more than 33% of the overall assessment

- Peer Evaluations

- A minimum of two peer evaluations will be completed each calendar year for all tenured/tenure stream faculty.
 - One will be assigned by the unit head at the beginning of the calendar year. The peer evaluator will be from the unit or from a related unit.
 - One (or more) will be selected by the faculty member. The peer evaluator may be from the unit, another unit within the college, or another college within the university.

- Advising Evaluations

- Research advising scores will be completed using the appropriate CHP research advisor evaluation form.
- Academic/professional advising scores will be completed using the appropriate CHP academic/professional advisor evaluation form.

SCHOLARSHIP EXPECTATIONS

Contract Renewal – A clearly defined plan for scholarship that gives an indication that they are on the trajectory needed to meet tenure expectations within the required time frame.

Tenure and/or Promotion from Assistant Professor to Associate Professor (promotion to Associate Professor is also based upon the wording contained in [Policy 4.2.5](#) of the GVSU University Policies document):

A minimum of 40 scholarship points from the following list of activities (Category A and/or Category B) with the completion of at least one activity from Category A

- **Category A activities include the following accepted written peer-reviewed items:**
 - Primary (or lead) author (40 points) or secondary author (30 points) of a regional, national, or international peer-reviewed article
 - Primary (or lead) author (20 points) or secondary author (15 points) of a state peer-reviewed article
 - Primary (or lead) author (80 points) or secondary author (60 points) of a textbook
 - Primary (or lead) author (30 points) or secondary author (23 points) of a chapter in a textbook
 - Federal/national grant that was submitted and selected for funding (25 points)
- **Category B activities include the following accepted peer-reviewed items:**
 - Regional, national, or international peer-reviewed abstract and/or presentation based on scholarly outcome (10 points)

- Local or state peer-reviewed abstract and/or presentation based on scholarly outcome (5 points)
- **Significant Focus in Scholarship**
 - For faculty who have claimed credit for significant focus in scholarship, the required number of scholarship points in the A and/or B categories of activities increases following the formula outlined below:
 - For every 1 credit of SF in scholarship, 2.2 additional peer reviewed written scholarship points are expected. For example, a faculty member who has claimed a total of 6 hours of significant focus will require 53.2 scholarship points (40 minimum required + an additional 13.2 due to 6 credits of SF) to meet the minimum for promotion and tenure.

Promotion from Associate Professor to Full Professor (promotion to Full Professor is also based upon the wording contained in [Policy 4.2.5](#) of the GVSU University Policies document):

40 points must be accrued after the time of tenure and/or the first promotion from the list of activities shown above. A minimum of one of the activities must include an accepted peer-reviewed Category A item listed below:

- Primary (or lead) author of a regional, national, or international peer-reviewed article (40 points)
- Primary (or lead) author of a textbook (80 points)
- Primary (or lead) author of a chapter in a textbook (30 points)

In addition, faculty must show consistent productivity in scholarship, equivalent to an **average of 75** scholarship points for each year between Associate to Full Professor (and a total of at least 450 scholarship points).

SERVICE EXPECTATIONS

Prior to Fall 2025

TYPE OF PERSONNEL ACTION	Points	Where from
Single review, during year 3 prior to tenure (contract renewal)	50	
Tenure (from initial term on TT to last completed term prior to tenure review)	100*	
Promotion to Associate (from initial term on TT to last completed term prior to review for promotion)	100*	40 from college/university
Promotion to Full (from term of last promotion to last completed term prior to review for promotion)	100*	50 from college/university

*Increases 10 points at 10 hours of reassigned time during the given time frame and for every additional 6 hours of reassigned time beyond 10 hours.

Starting Fall 2025

Function (Review Period)	Points
First Review (from date of hire to last completed term prior to this review)	Avg. of 75/year
Tenure/ Promotion to Associate Professor (from first review to last completed term prior to this review) *	Avg. of 75/year
Promotion to Full Professor (from tenure and/or promotion to associate professor to last completed term prior to this review) **	Avg. of 100/year

* Promotion to Associate Professor is also based upon the wording contained in Policy 4.2.5 of the GVSU University Policies document.

** Promotion to Full Professor requires a total of at least 600 service points after Associate Professor status has been attained (this promotion is also based upon the wording contained in [Policy 4.2.5](#) of the GVSU University Policies document).

Section VIII.4 Affiliate Review Procedures for Contract Renewal

Reviews will occur in winter semester.

- For Affiliates on single-year contracts, the review will occur in the last winter semester of their contract
 - For Affiliates on multiple-year contracts, the review will occur in the winter semester the year before the final year of their contract
1. The Unit Head (or their designee) will serve as The Review Coordinator
 2. The Review Coordinator will select one (1) Regular or Affiliate faculty member to serve on an Affiliate's review team. Each Affiliate under review will choose one (1) other Regular or Affiliate faculty member as part of the individual's review team. Depending on the number of Affiliate faculty to be evaluated, there may be one or more two-person review teams (or 'reviewers').
 3. Each two-person team will review a portfolio put together by the Affiliate under review. This portfolio will include, but is not limited to, the following data sources if they contain information generated during the Affiliate's most recent contract term:
 - LIFT/LICEF reports
 - Assigned and selected peer reviews
 - Annual Review Materials: Points document, justification document, FWR, Administrative Assessment of responsibilities related to reassigned time
 - Supplemental (when deemed appropriate)

(Steps 5 & 6 are required for Affiliates undergoing their first review. The Review Coordinator can waive them for Affiliates undergoing subsequent reviews.)

4. If this is the first review for the Affiliate, the reviewers will make at least one class visit to each Affiliate faculty eligible for renewal. Reviewers will take notes using the unit's classroom observation document. If, based on their class visit or on faculty comments, the reviewers have questions or concerns, they should conduct a second class visit and/or request more materials prior to completing the review.
5. As soon as practical, each review team will correspond with the Affiliate faculty member to discuss the class visit(s), the Affiliate's current syllabi, and the Affiliate's most recent course evaluations. Other teaching-related documents may be offered by the Affiliate or requested by the review team.
6. The reviewers will review the classroom visit report(s) (if required), and the materials in the Affiliate's portfolio. They may as needed, seek clarifying information from the Affiliate under review and from faculty with direct knowledge of the Affiliate's work. After this review, they will prepare a brief draft report for the Review Coordinator that summarizes the review team's observations. The draft report will also include a recommendation for a term of renewal (a maximum of 1 year for the first renewal and up to 3 years for the 2nd renewal) or for no renewal. For Senior Affiliate faculty, the draft report will include a recommendation for up to a six-year renewal or no renewal.
7. The reviewers will send a copy of the draft report and recommendation to the Review Coordinator and the Affiliate being reviewed. Each Affiliate will have the opportunity to respond to any issues that may arise during the evaluation. If the Affiliate believes the evaluation was incomplete or unfair, the Affiliate may submit to the Review Coordinator a statement explaining the reasons for that belief.
8. The Review Coordinator will consider the reviewers' recommendations and the Affiliate's statement (if there is one). If the Affiliate's statement is compelling, the Review Coordinator may request a meeting with the Affiliate before making a final recommendation.
9. By the third Friday in March, the Review Coordinator will complete the CHP AFF Renewal Form, attach the Review Team's draft report, and attach the Affiliate's statement (if there is one). The CHP AFF Renewal Form (See Appendix D) and attachments will be forwarded to the Dean by the Unit Head. The department will store copies of the documents in the Affiliate's file.
10. The Dean will complete their section of the CHP AFF Renewal Form, which includes a final decision related to contract renewal, and sends a copy to the Review Coordinator and the Affiliate under review.

After the review process is complete, an Affiliate may still avail themselves of the complaint procedure set forth in Board of Trustees Policy 4.3.4; although, typically, the Unit Head and Affiliate will waive step 1 in such circumstances.

Affiliate Faculty Contract Renewal Form can be found in the Appendix.

Section VIII.5 Faculty Performance Development Plan (PDP) for Teaching Policy

The CHP values excellent teaching and follows the standards set by [University Policies/Board of Trustees' Policies-Areas of Evaluation for Renewal of Probationary Appointments, Promotion, Tenure, and Periodic Performance Reviews \(BOT 4.2.9\)](#).

To assist both regular and affiliate faculty in maintaining a level of excellence in teaching, the CHP has instituted a Performance Development Plan (PDP) for Teaching Policy. The PDP is a two-year plan that clearly outlines the faculty member's plan to improve their teaching effectiveness.

- The need for a faculty PDP could be one or more of the following:
- Faculty received a less than acceptable teaching score from students on a LIFT/LICEF Course Evaluation (<3.5) for a course that has been taught two consecutive semesters by that individual and as part of the CHP curriculum.
- Faculty received a less than acceptable overall teaching score from LIFT/LICEF on the CHP Annual Review Document (<3.5) in two consecutive years (excluding administrative assessment, advising assessment, peer teaching evaluation, and unit head teaching evaluation scores).
- There is an area of concern expressed by the dean or unit head regarding student comments with classroom management and professionalism, as an example.

PDP PROCESS

- The faculty's unit head, in conjunction with the faculty member, will develop the PDP for the identified course(s) of concern.
- The unit head and faculty will both sign the PDP, but if the course(s) identified in the PDP are outside of the faculty members unit, both unit heads will sign the PDP.
- Faculty must participate in at least two [FTLC](#) seminars/teaching improvement activities applicable to their PDP each semester over the two-year period.
- Following each FTLC improvement activity, the faculty member will develop a teaching plan of how to integrate what was learned into courses taught.
- Mid-semester evaluations of course(s), including unit head and peer reviews identified in the PDP at least once per semester over the two-year period (peer reviewers must be approved by the unit head and dean).

PDP TIMELINE (FOR 12-MONTH FACULTY ONLY)

1. *By first day of winter semester:* unit head notifies faculty member
2. *By beginning of 3rd week of winter semester:* faculty submits a draft PDP to respective the unit head
3. *By February 1:* faculty and unit head meet with respective associate dean to discuss PDP
4. *By February 8:* submit finalized PDP to unit head by the deadline for the CHP Annual Review Document. (PDP must be added to the annual review document and added to the faculty's FWP)
5. *By May 15:* submit first updated timeline to respective associate dean showing current progress and noting any successes or challenges for winter

6. *By September 1:* submit second updated timeline to respective associate dean showing current progress and noting any successes or challenges for spring/summer
7. *By January 15:* submit third updated timeline to respective associate dean showing current progress and noting any successes or challenges for fall
8. *By May 15 of the second year:* submit fourth updated timeline to respective associate dean showing current progress and noting any successes or challenges for winter
9. *By September 1 of the second year:* submit fifth updated timeline to respective associate dean showing current progress and noting any successes or challenges for spring/summer
10. *By January 15 of the second year:* submit sixth updated timeline to respective associate dean showing current progress and noting any successes or challenges for fall

PDP AND ANNUAL REVIEW

The CHP abides by the annual review standards described in [University Policies/ Faculty Handbook-Faculty Evaluation Procedures \(SG 3.07\)](#). The signed PDP will be attached to the annual review document to be used for personnel action decisions and the salary adjustment period.

Failure to show significant effort for improvement of teaching will result in a second consecutive PDP for the same course(s) and a reduction of 50 points on the annual review document, resulting in a less than satisfactory classification and no merit increase for the duration of the second PDP. Failure to show significant progress towards improvement can result in the initiation of disciplinary action or termination procedures as described in [University Policies/Board of Trustees' Policies-Termination Processes and Disciplinary Action \(BOT 4.2.13\)](#). Actions available to the dean include a review of the faculty PDP by the College Personnel Committee (CPC) for recommendation to the dean regarding continued employment.

SECTION IX. PERSONNEL ACTIONS

Section IX.1 Contract Renewal, Promotion, Tenure, and Dismissal

The CHP abides by the [University Policies–Procedures for Regular Faculty Appointment, Renewal, Promotion, Tenure, and Dismissal for Adequate Cause \(BOT 2.10\)](#). The dean normally initiates the personnel actions to be considered:

- **Contract Renewal / Reappointment** - The dean informs the unit head of options available.
- **Promotion** - The unit head, dean or other member of the unit may initiate proceedings for consideration for promotion.
- **Tenure** – The dean is responsible for ensuring that tenure is considered.
- **Dismissal** - The dean is responsible for initiating proceedings to consider dismissal.

Section IX.2 College Personnel Actions

In accordance with the university policies, the following items will be addressed in the college personnel actions:

- The standards and procedures are designed to evaluate data submitted by faculty who desire to be considered for tenure or promotion. Standards for tenure and promotion

have been established based on criteria identified in the university policies and values of the CHP.

- To be considered for tenure or promotion, faculty must meet minimal standards in each of the three criteria (effective teaching performance, scholarship, and service), the strength of the recommendation will be based on exceeding minimum standards.
- A portfolio is required of faculty wishing to be considered for tenure and promotion. The faculty portfolio will present information that supports the categories for each of the three criteria. Faculty may submit additional evidence not listed within the categories that they consider to be supportive of their tenure or promotion.
- Eligibility for promotion is based on criteria established by GVSU and specified in the university policies. Faculty on sabbatical leave or leave of absence for twelve (12) months or less, shall be considered eligible for promotion.
- The following CHP standards are intended to complement the criteria in the university policies. They relate to the process by which members of the college shall be recommended for promotion.
 - o Personnel who hold regular faculty appointments within CHP may be considered for promotion.
 - o Faculty who have served two (2) years or more in the college, which includes the current year in their current rank. Faculty granted a leave of absence or sabbatical (not exceeding twelve (12) months during the three (3) years) shall be considered eligible for promotion.

COLLEGE PERSONNEL COMMITTEE (CPC)

The CHP College Personnel Committee (CPC) oversees the process and decisions of the personnel actions of contract renewal, tenure, and promotion. The CPC shall be composed of one (1) tenured faculty member from Physical Therapy and Athletic Training (PTAT), Physician Assistant Studies (PAS), Communication Sciences and Disorders (CSD), and three from the School of Interprofessional Health (SIH) comprised of one from Public Health, one from Allied Health Sciences, and one from another program. The faculty members will be assigned by the unit head for the next term. The CHP Faculty Council, in consultation with the dean, may select an additional faculty member to serve as a diversity advocate, who serves as ex-officio and without the right to vote. The voting members for any personnel action are the members who are not from the unit of the faculty member being considered. If a unit does not have a faculty member meeting the qualifications for the CPC, eligible faculty will be determined by the provost in consultation with the dean and then elected by a college vote. No member shall serve more than two (2) consecutive three-year terms (six years).

Section IX.3 Unit Personnel Actions

The CHP abides by the [University Policies–Procedures for Tenure and Promotion \(BOT 4.2.10\)](#) as follows:

[University Policies \(BOT 4.2\)](#) provide the procedures for unit personnel actions that include:

1. Review of Candidate Materials and Preparation of Unit Discussion
2. Unit Meeting and Unit Vote

3. Unit Recommendation
4. Submission to CPC for review

FACULTY ACADEMIC TENURE

The CHP abides by [University Policies – Regular Faculty Academic Tenure \(BOT 4.2.8\).](#)

PERSONNEL ACTIONS FOR REGULAR AND NON-TENURE-TRACK FACULTY

The CHP abides by [University Policies–Unit Personnel Actions \(BOT 4.2.10.07\).](#) Each unit shall conduct its personnel actions according to the following protocols and details:

1. All faculty will be notified of access to the candidate's materials in the unit's Blackboard Ultra Personnel Portfolios.
2. The unit head will prepare an agenda identifying matters for discussion.
3. The unit head will call a meeting.
4. The unit will take a vote by secret ballot.
5. The unit head will draft a unit recommendation report.
6. The unit head will provide a copy to the candidate and make a copy available for regular faculty to review.
7. The unit head will forward a recommendation report to the dean along with the meeting agenda, minutes, post-meeting comments, vote report, and candidate materials.
8. The dean will forward the final unit recommendation report and supporting materials to the CPC.

Guidelines

- All regular faculty are expected to attend, except those on sabbatical or leave.
- Participants should not pass notes or communicate by text during the meeting.
- All voting faculty are expected to be present for the entire meeting.
- Quorum requirement is two-thirds of regular faculty.
- Recording of meetings is not allowed.

• **Personnel Actions for Promotion to Senior Affiliate**

The CHP abides by the [University Policies–Affiliate Faculty Evaluation Procedures and Promotion to Senior Affiliate Faculty.](#) After an affiliate faculty member successfully completes seven (7) successive years as an affiliate at GVSU, they are eligible apply for promotion to a senior affiliate as follows:

1. The eligible candidate communicates their request to the dean, and the dean notifies the unit head.
2. The application for review must include peer and chair reviews, LIFT and LICEF reports, and the following provided by the candidate:
 - a. Self-evaluation of teaching
 - b. Syllabi
 - c. Other teaching-related materials

3. The unit (or appointed unit review committee) reviews the candidate's materials and by vote, makes their recommendation and sends it to the unit head.
4. The unit head transmits recommendation to the dean and the dean makes the final decision. Once the decision is made, the dean provides a letter to the candidate.
5. If the dean denies the promotion, they will provide written rationale to the candidate. The decision cannot be appealed, but the candidate can apply again in the future.
6. Promotions are effective with the beginning of the next academic year appointment and include an \$5,000 added to the Senior Affiliate faculty member's base pay.

Section IX.4 Schedule for Personnel Actions

ALL PERSONNEL REVIEWS (EXCEPT PROMOTION TO PROFESSOR AND SENIOR AFFILIATE)

1. Candidate submits materials to the unit by the first day of class in the Winter semester.
2. Renewal of a 1-year contract, the dean shall determine the date of submission and notify the candidate.

PROMOTION TO FULL PROFESSOR

1. All reviews shall take place in the Fall semester.
2. Candidate submits materials to the unit by the first day of class in the Fall semester.
3. Candidate notifies the dean of their intent to apply for promotion in writing by March 30.
4. If the candidate for tenure is also requesting promotion to full professor, materials for both actions shall be submitted.
5. The decision is required by January 31.
6. The promotion is effective with the start of the subsequent academic year.

UNIT NOTIFICATION AND CANDIDATE MATERIALS (EXCEPT FOR PROMOTION TO SENIOR AFFILIATE)

1. The dean will notify regular faculty of the unit of all pending personnel actions at the same time the candidate is notified.
2. The unit head or designate will make available to the unit regular faculty, including candidate, copies of the candidate's teaching evaluations in the unit's personnel actions folder in Blackboard Ultra.
3. The candidate prepares promotion materials and submits to the dean's office for placement in the College Personnel Committee's (CPC) Blackboard Ultra personnel actions review folder:

Current Vita

- Personal Statement that contains a self-assessment of the candidate's performance as a unit regular faculty member in each of the evaluation criteria
- Examples of the relevant work of the candidate that supports their personal statement
- Faculty Workload Report (FWR), Faculty Workload Plan (FWP), and written performance summaries from the Faculty Annual Salary Adjustment Program in the relevant period

Section IX.5 Portfolio Requirements

REFLECTIVE STATEMENT

Portfolios must contain a reflective statement meeting the following standard: *Reflective statements are to be a maximum of eight pages, double-spaced, with the following guiding questions for composition:*

- Describe teaching strengths and weaknesses including reflections on student, peer and/or unit head evaluations and plans for further development
- Describe strengths and weaknesses in service including reflections on your experiences and plans for continued improvement
- Describe scholarship strengths and weaknesses including examples of current or completed projects and plans for future efforts in scholarship
- Discuss the relationship between your service, scholarship, and teaching
- Discuss collegiality as it relates to your service, scholarship, and teaching

DOCUMENTATION OF TEACHING QUALITY

- Student evaluations, including student comments, for courses taught during the designated time frame

BASED ON SYSTEM OF A SINGLE REVIEW, DURING WINTER SEMESTER OF YEAR 3, PRIOR TO TENURE:

- Peer evaluations – two peer evaluations/year
- Unit head evaluations (using peer evaluation form) – two required prior to review

DOCUMENTATION OF ADMINISTRATIVE DUTIES QUALITY

- Administrative assessment evaluations – required if any time is reassigned to administrative tasks

DOCUMENTATION OF ADVISING QUALITY

- Advising evaluations – if scores are included as part of calculations

REVIEW PERIODS (TIME FRAME OF DATA TO INCLUDE IN ACCUMULATING POINTS)

- For renewals, tenure, and promotion to associate professor the review period is from the initial term on tenure-track to the last completed term prior to review.
- For promotion to full professor the review period is from the term of last promotion to the last completed term prior to review.

DOCUMENTATION OF SCHOLARSHIP

- Evidence of scholarship is to be documented and uploaded in [Digital Measures](#). Evidence may include the page of the program that faculty is listed as a presenter, first page of an article, or a thank you email. Individual units may request additional evidence if clarification is needed.

DOCUMENTATION OF SERVICE

- Documentation of service will be based on self-reporting and no external evidence will be required. Individual units may request additional evidence if clarification is needed.

SECTION X. SABBATICAL

The CHP abides by the policies and established timeline for [University Policies–Regular Faculty Procedures for the Awarding of Sabbatical Leave](#). More information can be found on the [Office of the Provost Sabbatical](#) webpage. In addition to the university’s timeline, the CHP faculty member must notify the associate dean for research of their intent to submit a sabbatical proposal by **May 1** and generate a draft sabbatical proposal by **August 1** for review.

Section X.1 Unit login instructions for reviewing sabbatical proposals

1. Open a web browser
2. Unit faculty must use this link to review unit sabbatical proposals:
www.gvsu.edu/csce/grants/department
3. Log into the system using login information provided by the unit head.
4. Unit faculty may view the proposal as submitted through the electronic sabbatical system but cannot make changes or comments at this site. This is for faculty viewing purposes only to review a sabbatical proposal before the unit-level discussion and vote.

Section X.2 Unit Head Responsibilities

When a faculty member submits a sabbatical proposal, an automated email that indicates a proposal is ready for unit review is generated. It is the responsibility as the unit head to ensure that each sabbatical proposal receives the following:

- a unit-level discussion
- a unit vote
- a unit recommendation submitted to the sabbatical system

The unit head must provide a unit discussion summary including justification for the unit’s recommendation to either recommend, recommend with reservation, or not recommend. The discussion summary should include a listing of the proposal’s strengths and weaknesses from a unit (discipline) perspective to assist reviewers in their recommendation deliberations, the vote results, and verification that requested amendments have been made.

Section X.3 Unit Head Instructions

1. Unit heads must use the following link to submit their recommendation:
<http://www.gvsu.edu/csce/grants>.
2. Log into the system using your login and password.
3. Click the header titled ‘**Applications**’ and select ‘**Sabbatical**’. This will generate a list of all unit sabbatical applications.
2. Under the ‘**Actions**’ button, select ‘**Decision**’.
3. Locate the ‘**Submit Recommendation**’ box to enter the unit’s recommendation and discussion summary. A PDF document may be uploaded.
4. Click ‘**Allow author to see this comment**’ if you want the applicant to see the recommendation and comments.

Section X.4 Additional information

The following are helpful links for unit head and unit faculty:

- [Sabbatical website](#)
- [Application Review Process](#)
- [Timetable for Review Process](#)
- [Unit Head Responsibilities](#)
- [Board of Trustees Policies \(BOT 4.2.25\) Regular Faculty Procedures for the Awarding of Sabbatical Leave](#)

SECTION XI. STUDENT RELATIONS AND ADVISING

Section XI.1 Advising and Student Services

In collaboration with CHP faculty, the CHP [SSO](#) provides academic advising, admissions, and other student services to undergraduate and graduate students in support of their academic, professional, and personal development. The SSO also facilitates and supports academic program development through marketing strategies, recruitment, and public relations. For students already in the professional programs, the SSO will focus on student development and student learning.

All preprofessional advising is coordinated through the SSO director who works with both faculty and staff to disseminate information to students and track interest in the CHP programs.

After acceptance into a CHP program, each student will be assigned an advisor who will maintain information on each advisee and should keep a documented record of all meetings with advisees.

Individual CHP programs are required to maintain the most up-to-date information regarding the prerequisites and preprofessional requirements of their programs for academic advisors and advisees.

Section XI.2 Student Handbooks

Each CHP unit/program is responsible for compiling and distributing a student handbook to each student that is accepted into their program. The handbook should include specific program requirements, standards, expectations, and policies and procedures that differ from those listed in the [GVSU Student Code](#).

Section XI.3 Graduate Research Handbooks

Each CHP graduate program should outline their discipline's scholarship requirements. The information in the handbook should be updated annually to help guide students through the research project/thesis requirements.

Section XI.4 Career Center

- All CHP students are encouraged to work closely with the [GVSU Career Center](#) to begin their job search as they prepare for graduation.
- The Career Center provides many resources, including resume writing, job search strategies, and mock interviewing at both the downtown PEW campus and on the Allendale campus.
- All job postings received by the CHP are forwarded to the Career Center to make available on [Handshake](#), the Career Center's online search engine.

Section XI.5 Student Records

ACADEMIC RECORDS

All student academic records are confidential and kept in the student files within the designated office of the student's program.

STUDENT HEALTH INFORMATION

- Immunizations
- Physical exam
- CPR
- Health insurance

Student health information is managed by the Health Compliance office. Information regarding compliance can be found on the [Health Compliance](#) website.

ACADEMIC REVIEW POLICIES

- Undergraduate and graduate academic review policies for student performance and expectations can be found in the [GVSU Undergraduate and Graduate Catalog](#).
- The university determines undergraduate degree policies, and all programs shall adhere to these stated policies.
- The graduate policies are identified as university minimum requirements. Any program expectations that exceed the university minimum need to be explicit and in writing in individual program handbooks. These requirements will take precedence over the university minimum.
- Individual programs can include interim steps and/or specific activities for students in jeopardy of dismissal. These policies must be explicit and in writing in the individual program handbooks.

Section XI.6 Student Conduct

Students are required to abide by the policies, regulations, and procedures of the [GVSU Student Code: The Anchor of Student Rights and Responsibilities](#) and follow the [Conduct Process and Resolution Procedures](#) set forth by the university.

ACADEMIC HONESTY

All CHP programs are required to abide by the university [Academic Honesty Policy](#).

- Behavior that is deemed a flagrant violation of the plagiarism policy may result in dismissal from the university.

PROFESSIONAL ETHICS

- Health care professions' students are expected to accept the responsibility of professional behavior in all their interactions in the classroom, on campus, and within the community, including their outside commitments in their academic work and preprofessional activities.
- Health care professions students should uphold certain standards that include sustaining a professional demeanor, accepting a professional "code of ethics," and maintaining an attitude of compassion.

- Health care professions students are expected to demonstrate consistent courteous behavior in all interactions with peers, faculty, staff, patients, and the public.

Section XI.7 Student Probation and Dismissal

UNSATISFACTORY STUDENT PERFORMANCE GUIDELINES

- Individual programs will establish procedures and guidelines for remediation, probation, or dismissal.
- Unit heads are responsible for overseeing situations involving unsatisfactory student performance.
- Individual programs will decide whether a student is in jeopardy of probation or dismissal from a program.
- Students placed on probation due to unsatisfactory performance are required to do activities outlined by the program-specific guidelines.
- Individual programs will review all student information and determine if the student meets the criteria for dismissal.

STUDENT GRIEVANCE

- Students are expected to abide by the [Academic Grievance Procedures](#) identified in the GVSU catalog.
- Students admitted to CHP graduate programs who seek exception to the institutional degree requirements must present their rationale to the unit head, dean, and the provost. Per university policy, only these individuals will determine any exceptions to degree requirements.

Section XI.8 Outstanding Student Achievement

The university will recognize and honor students who demonstrate outstanding academic achievement in their professional programs in the final year of their respective programs.

- Individual units/programs will recognize other existing distinctions for outstanding academic performance within their professional programs.

Section XI.9 Program and Student Organizations

There are multiple student organizations related to the health professions and can be found at [LAKERLINK](#).

CLASS ORGANIZATIONS

Individual programs and student representatives organize all class organizations. Specific student classes will determine the guidelines regarding formation, election procedures, etc.

PREPROFESSIONAL CLUBS

Preprofessional clubs such as pre-athletic training, pre-medical imaging, pre-occupational therapy, pre-physical therapy, and pre-physician assistant, will be advised by a faculty member or the Executive, Administrative, and Professional (EAP) staff member from the college. Elected student officers will determine the guidelines regarding student organization formation, election procedures, etc.

SECTION XII. APPENDICES

Section XII.1 College of Health Professions Grant Proposal Submission Checklist and Timeline

This checklist is intended to support compliance with College of Health Professions and University grant routing requirements. All grant proposals must complete the steps below prior to submission.

Grant Proposal Timeline (Based on Sponsor Deadline) Sponsor Submission Deadline = Day 0

Timeline	Required Action
Day –Minimum of 10 business days before submission date	Proposal materials submitted to the College of Health Professions for review
Day –Minimum of 5 business days before submission date	Proposal fully routed by OSP
Day 0	Sponsor submission deadline

*Proposals not meeting these deadlines may not be approved for submission.

College of Health Professions Grant Submission Checklist

A. Proposal Preparation (Initiated by PI)

- ☐ Identify sponsor requirements and submission deadline

Sponsor (name and URL)	
Submission Deadline	
Funding Clearance Form Submitted (if applicable)	

- ☐ Notify individuals on the intent to submit an application (Name and Date).

Program Director: _____

Unit Head: _____

Associate Dean for Research: _____

Assistant Dean for Budget and Finance: _____

- ☐ Initiate budget development with OSP, Associate Dean for Research, and Assistant Dean for Budget and Finance.

Date of initial meeting: _____

- ☐ Identify need for reassigned time, course buyout, or workload adjustment

Need Identified: _____

- ☐ Identify required letters of support or commitment

B. Budget Review and Approval (Required Prior to College Review)

- ☐ Budget reviewed and approved by **Office of Sponsored Programs (OSP)**

Date: _____

- ☐ Budget reviewed and approved by **Associate Dean for Research and Assistant Dean for Budget and Finance**

Date: _____

☐ Final budget prepared in compliance with sponsor and University guidelines

Date: _____

C. Reassigned Time / Time Release Clearance (If Applicable)

- ☐ Reassigned time or workload adjustment identified in proposal
- ☐ Approval obtained from **Program Director/Unit Head (Date):** _____
- ☐ Approval obtained from **Associate Dean for Research (Date):** _____
- ☐ Written documentation of approved reassigned time included with proposal materials

D. Letters of Support and Commitment

- ☐ All required internal and external letters drafted
- ☐ Letters reviewed for accuracy and resource commitments
- ☐ Letters finalized and signed
- ☐ Associate Dean for Research approval obtained for letters committing College resources

E. College of Health Professions Review: Sent to Unit Head and Associate Dean for Research. (Must be completed no later than Day –10 business days)

- ☐ Complete proposal narrative (or final draft, as required)
- ☐ Final budget and budget justification
- ☐ Documentation of budget approval (OSP, Associate Dean for Research, Assistant Dean for Budget and Finance)
- ☐ Documentation of reassigned time approval (if applicable)
- ☐ All required letters of support and commitment
- ☐ Proposal approved by College of Health Professions for routing to OSP

**F. Office of Sponsored Programs (OSP) Routing
(Must be completed no later than Day –5 business days)**

- ☐ Proposal routed in OSP system (Date): _____
- ☐ Institutional approvals completed
- ☐ Proposal cleared for submission to sponsor

Principal Investigator Acknowledgement

By submitting a proposal, the Principal Investigator affirms that:

- All required approvals and documentation have been obtained
- The proposal complies with College and University policies
- Submission timelines have been met

Section XII.2 Administrative Reassignment Assessment Form (Part A)

College of Health Professions

Administrative Reassignment Assessment Form (Part A)

Directions

Department Chairs and those with administrative responsibilities are evaluated using part “A”. Those with clinical, fieldwork, and internship coordinator responsibilities are evaluated using part “B”. Those with laboratory coordinator responsibilities are evaluated using part “C”. Those with administrative reassignment for special projects are evaluated using part “D”.

Please rate the administrator named below using the scale provided. Ratings of 1 or 2 require a written explanation on the Comment Sheet. Use the sixth (6th) column for not applicable answers as they will not be counted in totals.

1 - Unacceptable, totally ineffective

2 - Unsatisfactory, needs improvement

3 - Satisfactory, adequate

4 - Very good, above average

5 - Excellent, superior

NA - No points assigned, not applicable or no basis for rating

COMPLETE SECTION BELOW AND PARTS A, B AND/OR C AS REQUIRED

Name of Administrator Being Evaluated: [Click here to enter text.](#)

Evaluation Date: [Click here to enter a date.](#)

Evaluation Period: Calendar Year [Click here to enter calendar year.](#)

Administrative Position (Check all those that apply)

a. ☐ Departmental Chair

- b. ☐ Program Director
- c. ☐ Non-Academic Director (Student Services, etc)
- d. ☐ Coordinator (*indicate* ☐ Clinical/Internship/Fieldwork, ☐ Laboratory)
- e. ☐ Other

Description: [Click here to enter text.](#)

Reassigned Time

- a. ☐ Full-time – no academic responsibilities
- b. ☐ Quarter Time Release (25% reduction in academic/teaching responsibilities)
- c. ☐ Half Time Release (50% release from academic/teaching responsibilities)
- d. ☐ Three Quarter Time Release (75% release from academic/teaching responsibilities)
- e. ☐ Other ([Click here to enter text.](#) % release from academic/teaching responsibilities)

Description: [Click here to enter text.](#)

PART A

I. COMMUNICATION (insert x for each row of the tables below)

	1	2	3	4	5	NA
Performance being evaluated						
1. Demonstrates effective speaking skills						
2. Demonstrates effective writing skills						
3. Communicates in a timely manner						
4. Clearly communicates expectations						

Comments:

[Click here to enter text.](#)

II. PLANNING AND ORGANIZATION

	1	2	3	4	5	NA
5. Plans and organizes thoroughly and in advance						
6. Delegates responsibility and authority, when appropriate						
7. Encourages innovation and cooperative planning						
8. Considers other departments, the College of Health Professions, and the University in planning and organizing						

Comments:

[Click here to enter text.](#)

III. INTERPERSONAL RELATIONS

	1	2	3	4	5	NA
9. Works effectively with others						
10. Is accessible to faculty, staff, and students on a regular basis						
11. Demonstrates active listening						
12. Respects the confidentiality of others						

Comments:

[Click here to enter text.](#)

IV. DECISION-MAKING/PROBLEM SOLVING

	1	2	3	4	5	NA
13. Encourages appropriate participation in decision-making and problem solving						
14. Interprets and applies policies consistently with all personnel and in all situations						
15. Appraises situations and problems objectively						
16. Makes sound and timely decisions based on thorough analysis of the situation						

Comments:

[Click here to enter text.](#)

V. LEADERSHIP

	1	2	3	4	5	NA
17. Promotes professional growth of self and supervisees						
18. Recognizes staff proficiencies and accomplishments, commends exemplary actions						
19. Exerts positive influence on others, promotes professionalism and optimism						

Comments:

[Click here to enter text.](#)

VI. GOALS AND OBJECTIVES

	1	2	3	4	5	NA
20. Ensures that program goals and objectives are consistent with the needs of the Department, College and University						
21. Makes satisfactory progress in achieving goals and objectives						
22. Assists faculty and staff in developing appropriate personal goals and objectives						

Comments:

VII. ATTITUDINAL CONSIDERATIONS

	1	2	3	4	5	NA
23. Accepts responsibility for own actions and those of program faculty and staff						
24. Accepts criticism, advice, suggestions						
25. Functions well under pressure and in awkward situations						

Comments:

[Click here to enter text.](#)

ADDITIONAL COMMENTS

[Click here to enter text.](#)

VIII. CALCULATE OVERALL AVERAGE SCORE

Sum of scores divided by # of scores recorded (NA's not counted) _____

SIGNATURE SHEET #1

- To be used when a supervisor is completing an evaluation of a supervisee
- Evaluator to meet and discuss evaluation with person being evaluated
- This form to be completed following that discussion

Comments of person being evaluated:

Signature of person being evaluated: _____ Date: _____

Name of Evaluator: _____

Signature of Evaluator: _____ Date: _____

Evaluator's position: _____

Section XII.3 Administrative Reassignment Assessment Form (Part B)

Administrative Reassignment Assessment Form (Part B)

Directions

Department Chairs and those with administrative responsibilities are evaluated using part “A”. Those with clinical, fieldwork, and internship coordinator responsibilities are evaluated using part “B”. Those with laboratory coordinator responsibilities are evaluated using part “C”. Those with administrative reassignment for special projects are evaluated using part “D”.

Please rate the administrator named below using the scale provided. Ratings of 1 or 2 require a written explanation on the Comment Sheet. Use the sixth (6th) column for not applicable answers as they will not be counted in totals.

1 - Unacceptable, totally ineffective

2 - Unsatisfactory, needs improvement

3 - Satisfactory, adequate

4 - Very good, above average

5 - Excellent, superior

NA - No points assigned, not applicable or no basis for rating

COMPLETE SECTION BELOW AND PARTS A, B AND/OR C AS REQUIRED

Name of Administrator Being Evaluated: [Click here to enter text.](#)

Evaluation Date: [Click here to enter a date.](#)

Evaluation Period: Calendar Year [Click here to enter calendar year.](#)

Administrative Position (Check all those that apply)

a. ☐ Departmental Chair

b. ☐ Program Director

c. ☐ Non-Academic Director (Student Services, etc)

d. ☐ Coordinator (*indicate* ☒ Clinical/Internship/Fieldwork, ☐ Laboratory)

e. ☐ Other

Description: [Click here to enter text.](#)

Reassigned Time

a. ☐ Full-time – no academic responsibilities

b. ☐ Quarter Time Release (25% reduction in academic/teaching responsibilities)

c. ☐ Half Time Release (50% release from academic/teaching responsibilities)

d. ☐ Three Quarter Time Release (75% release from academic/teaching responsibilities)

e. ☐ Other ([Click here to enter text.](#)% release from academic/teaching responsibilities)

Description: [Click here to enter text.](#)

PART B

I. CLINICAL/INTERNSHIP PROGRAM MANAGEMENT AND COORDINATION (mark with an x in all tables)

	1	2	3	4	5	NA
1. Creates a network with entities in the community to further the clinical/internship opportunities for students in the Academic Department						
2. Builds and strengthens relationships between the College, its academic departments and clinical/internship sites						
3. Facilitates academic faculty involvement in clinical/internship education						
4. Maintains up-to-date records, affiliation agreements, and other documents necessary for clinical/internship collaborations						
5. Maintains adherence with all relevant policies and procedures required for clinical/internship sites						
6. Adheres to relevant policies and procedures regarding student eligibility and professionalism during clinical/internship experiences						
7. Assures compliance with IRB requirements if necessary						
8. Is an advocate for the value of clinical/internship experiences within the academic program(s) involved						
9. Facilitates the use of technology to enhance the clinical/internship experience for students						

Comments:

[Click here to enter text.](#)

II. DEVELOPMENT AND ASSESSMENT OF CLINICAL/INTERNSHIP EDUCATION PROGRAM

	1	2	3	4	5	NA
10. Conducts continuous reviews of relevant clinical education and/or related academic policies and procedures						
11. Assesses and develops a plan to respond to the needs of sites based on feedback received						
12. Provides timely data and recommendations to the Department Chair, Program Coordinator and/or faculty based on feedback received						
13. Grades clinical/internship student work in a timely manner and provides feedback						

Comments:

[Click here to enter text.](#)

III. DEVELOPS CLINICAL/INTERNSHIP EDUCATION FACULTY

14. Evaluates clinical supervisors periodically and provides feedback	1	2	3	4	5	NA
15. Provides training and mentoring for new and returning faculty assigned to clinical//internship supervision						
16. Acts as a liaison between the clinical/internship site and the academic department and faculty when problems arise						

Comments:

[Click here to enter text.](#)

IV. DEVELOPS STUDENT CLINICAL/INTERNSHIP EDUCATION

	1	2	3	4	5	NA
17. Assesses eligibility of students for clinical/internship activities						
18. Provides initial training of students for specific clinical/internship experience and facilitates development of individual learning plans						

19. Collaborates with academic department, site supervisor and students to maximize the learning experience						
20. Assesses student progress during the learning experience and acts to correct deficiencies or other problems						
21. Promotes student self-assessment and reflection on the educational experience						

Comments:

[Click here to enter text.](#)

V. COMMUNICATION

	1	2	3	4	5	NA
22. Demonstrates effective speaking skills						
23. Demonstrates effective writing skills						
24. Communicates in a timely manner						
25. Clearly communicates expectations						

Comments:

[Click here to enter text.](#)

VI. ATTITUDINAL CONSIDERATIONS

26. Accepts responsibility for own actions and those of program faculty and staff						
27. Accepts criticism, advice, and suggestions						
28. Functions well under pressure and in awkward situations						

Comments:

[Click here to enter text.](#)

ADDITIONAL COMMENTS

Click here to enter text.

VII. CALCULATE OVERALL AVERAGE SCORE

Sum of scores divided by # of scores recorded (NA's not counted) Click here to enter text.

VIII. ATTACH APPROPRIATE SIGNATURE SHEET

- If evaluation is completed by supervisor, attach Signature Sheet #1
- If evaluation is completed by supervisee, attach Signature Sheet #2
- If evaluation is completed by self, please sign below

Signature: _____ Date: Click here to enter a date.

SIGNATURE SHEET #1

- To be used when a supervisor is completing an evaluation of a supervisee
- Evaluator to meet and discuss evaluation with person being evaluated
- This form to be completed following that discussion

Comments of person being evaluated:

[Click here to enter text.](#)

Signature of person being evaluated: _____ Date: _____

Name of Evaluator: [Click here to enter text.](#)

Signature of Evaluator: _____ Date: _____

Evaluator's position: [Click here to enter text.](#)

Section XII.4 Administrative Reassignment Assessment Form (Part C)

Administrative Reassignment Assessment Form (Part C)

Directions

Department Chairs and those with administrative responsibilities are evaluated using part “A”. Those with clinical, fieldwork, and internship coordinator responsibilities are evaluated using part “B”. Those with laboratory coordinator responsibilities are evaluated using part “C”. Those with administrative reassignment for special projects are evaluated using part “D”.

Please rate the administrator named below using the scale provided. Ratings of 1 or 2 require a written explanation on the Comment Sheet. Use the sixth (6th) column for not applicable answers as they will not be counted in totals.

1 - Unacceptable, totally ineffective

2 - Unsatisfactory, needs improvement

3 - Satisfactory, adequate

4 - Very good, above average

5 - Excellent, superior

NA - No points assigned, not applicable or no basis for rating

COMPLETE SECTION BELOW AND PARTS A, B AND/OR C AS REQUIRED

Name of Person Being Evaluated: [Click here to enter text.](#)

Evaluation Date: [Click here to enter a date.](#)

Evaluation Period: Calendar Year [Click here to enter calendar year.](#)

Task area	Task	5	4	3	2	1	NA
Availability	Was available throughout assignment period or equivalent time						
	Shifted hours as needed to meet assignment demands						
Comments:							

Laboratory set up	Reagent acquisition (which may involve ordering, and thus must be done weeks ahead of the laboratory) and preparation (reconstitution, aliquoting, weighing, and dissolving, etc.)						
	Sample acquisition (may involve travel to off-campus labs and transportation of samples) and preparation						
	Equipment testing, maintenance and trouble shooting						
	Safety control (sharps containers, biohazard containers, chemical waste)						
	Laboratory completely set up (equipment out, tested, working, and available)						
	Laboratory exercise is tested to insure that reagents/samples are working as expected. If not, trouble shoot and correct before laboratory period						
	Organization of lab supplies						
Comments:							
Task Area	Task	5	4	3	2	1	NA
Laboratory Cleanup	Putting equipment, reagents, etc. back in original storage location in good condition						
	Oversee autoclaving and disposal of biohazard bags						
	Clean table/bench tops with appropriate cleaner/disinfectant						
	Inventory reagents/supplies and determine what needs to be ordered						
	Maintain a clean, orderly, and organized workspace in the labs and prep room						
Comments:							
Laboratory maintenance	Equipment inventoried and in good working condition/calibrated (lab and storage room)						
	Maintain updated equipment list						
	Maintain updated supplies list						
	Maintain slide library						
	Complete and submit bid list in a timely manner						
	Work within budget allocated for lab						

	Check eye wash shower 2 times per year (CHP managers responsibility)						
	Keeps most recent MSDS in accessible location in lab for faculty and students						
Comments: .							
Student worker supervision	Hires and schedules student assistant to provide adequate lab assistance						
	Provides orientation to safety and proper use of AC/water baths and other equipment						
	Provides constructive criticism/critique of student work						
	Answers student questions clearly						
	Offers strategies to promote student efficiency						
	Completes student's Ultra Time in a timely manner						
Comments:							

Overall rating: Sum of scores divided by # of scores recorded (NAs not counted):

Evaluator comments:

Lab Coordinator comments:

Name of Evaluator: [Click here to enter text.](#)

Evaluator's Position: [Click here to enter text.](#)

Signature of Evaluator: _____
here to enter a date.

Date: [Click here to enter a date.](#)

Signature of Lab Coordinator: _____
here to enter a date.

Date: [Click here to enter a date.](#)

Section XII.5 Administrative Reassignment Assessment Form (Part D)

College of Health Professions

Administrative Reassignment Assessment Form (Part D)

Directions

Department Chairs and those with administrative responsibilities are evaluated using part “A”. Those with clinical, fieldwork, and internship coordinator responsibilities are evaluated using part “B”. Those with laboratory coordinator responsibilities are evaluated using part “C”. Those with administrative reassignment for special projects are evaluated using part “D”.

Please rate the administrator named below using the scale provided. Ratings of 1 or 2 require a written explanation on the Comment Sheet. Use the sixth (6th) column for not applicable answers as they will not be counted in totals.

1 - Unacceptable, totally ineffective

2 - Unsatisfactory, needs improvement

3 - Satisfactory, adequate

4 - Very good, above average

5 - Excellent, superior

NA - No points assigned, not applicable or no basis for rating

COMPLETE SECTION BELOW AND PARTS A, B AND/OR C AS REQUIRED

Name of Administrator Being Evaluated: [Click here to enter text.](#)

Evaluation Date: [Click here to enter a date.](#)

Evaluation Period: Calendar Year [Click here to enter calendar year.](#)

Administrative Position (Check all those that apply)

a. ☐ Departmental Chair

b. ☐ Program Director

- c. ☐ Non Academic Director (Student Services, etc)
- d. ☐ Coordinator (*indicate* ☐ Clinical/Internship/Fieldwork, ☐Laboratory)
- e. ☐ Other

Description: [Click here to enter text.](#)

Reassigned Time

- a. ☐ Full-time – no academic responsibilities
- b. ☐ Quarter Time Release (25% reduction in academic/teaching responsibilities)
- c. ☐ Half Time Release (50% release from academic/teaching responsibilities)
- d. ☐ Three Quarter Time Release (75% release from academic/teaching responsibilities)
- e. ☐ Other ([Click here to enter text.](#)% release from academic/teaching responsibilities)

Description: [Click here to enter text.](#)

PART D

PROJECT DEVELOPMENT AND MANAGEMENT

Name of Project: _____

Number of Significant Focus/Reassigned Hours _____

In the space provided, please list the job tasks associate with the project as identified in your Faculty Activity Plan (FAP)

	1	2	3	4	5
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

ADDITIONAL COMMENTS

[Click here to enter text.](#)

CALCULATE OVERALL AVERAGE SCORE

Sum of scores divided by # of scores recorded [Click here to enter text.](#)

ATTACH APPROPRIATE SIGNATURE SHEET

- If evaluation is completed by supervisor, attach Signature Sheet #1
- If evaluation is completed by supervisee, attach Signature Sheet #2
- If evaluation is completed by self, please sign below

Signature: _____ Date: [Click here to enter a date.](#)

SIGNATURE SHEET #1

- To be used when a supervisor is completing an evaluation of a supervisee
- Evaluator to meet and discuss evaluation with person being evaluated
- This form to be completed following that discussion

Comments of person being evaluated:

[Click here to enter text.](#)

Signature of person being evaluated: _____ Date: _____

Name of Evaluator: [Click here to enter text.](#)

Signature of Evaluator: _____ Date: _____

Evaluator's position: [Click here to enter text.](#)

Section XII.6 Affiliate Faculty Contract Renewal Form

College of Health Professions
Affiliate Faculty Recommendation for Contract Renewal
Per Affiliate Faculty Handbook AFF 3.01

Affiliate Faculty Name: Click or tap here to enter text. G Number: Click or tap here to enter text.

Contract: Click or tap here to enter text. Hire Date: Click or tap here to enter text.

Previous Renewal Decisions: Click or tap here to enter text.

Semester and Year of Review: Click or tap here to enter text.

Unit: Click or tap here to enter text.

Review Coordinator, Unit Head: Click or tap here to enter text.

Two-person Affiliate Review Team:

Review Coordinator's selection: Click or tap here to enter text.

Affiliate faculty under review's selection: Click or tap here to enter text.

Affiliate faculty's comments: Click or tap here to enter text.

Unit Head's comments: Click or tap here to enter text.

Unit Head's recommendation for renewal:

Choose an item.

Unit Head Signature:

Date:

Dean's comments: Click or tap here to enter text.

Dean's approval of contract renewal:

Choose an item.

Dean's signature:

Date:

A copy of the reviewers' draft report must be submitted with this form. Recommendation forms are due to the Dean's Office by March 20th.