



GRAND VALLEY  
STATE UNIVERSITY

*Faculty Handbook*  
2007–2008

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# Faculty Handbook

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## PREFACE

This Handbook is a compilation of procedures and policies for regular faculty members at Grand Valley State University.

The sections on General Personnel Policies, Faculty Personnel, and Faculty Salary Administration and Benefits have been approved by the University Board of Trustees and are part of the [Administrative Manual](#).

The rest of the Handbook is an interpretation of the policy and contains operational procedures which have been established to implement University policy. All appropriate parts of the Handbook have been reviewed by academic governance.

Updates to the Faculty Handbook will be posted on-line and identified in the "Recent Change" indicator. The Administrative Manual supersedes the Handbook and contains the most current statement of University policy.

## **Chapter 1 Introduction**

### **1.01 Grand Valley State University Description**

Grand Valley State University is a public, comprehensive university. It was established in 1960 by the State of Michigan with the first classes being offered in 1963. The University grants both baccalaureate degrees and graduate degrees, a complete listing of which is found in the current University catalog.

The main campus (1,237 acres) is located in Allendale, Michigan, 12 miles west of Grand Rapids and 12 miles east of Lake Michigan. Grand Valley also operates a campus in Grand Rapids and regional centers in Muskegon, Traverse City and Holland.

The Provost and Vice President for Academic Affairs is the chief academic officer of the University. Reporting to the Provost are the deans of the eight instructional colleges and university libraries along with the academic support services. These include:

#### **Instructional Colleges**

College of Liberal Arts & Sciences  
Seidman College of Business  
College of Community and Public Service  
College of Education  
Padnos College of Engineering & Computing  
College of Health Professions  
Kirkhof College of Nursing  
College of Interdisciplinary Studies  
University Libraries

#### **Academic Support Services**

Advising Resources and Special Programs  
Academic Services & Information Technology  
Graduate Studies and Grants Administration  
Student Services and Multicultural Affairs

Throughout its history the University has retained these original tenets:

- An emphasis on liberal education as the central feature.
- An instructional approach stressing individual student needs.
- A recognition that the ambiance of campus life has a major impact on the learning process.

### **1.02 Vision, Mission and Values Statement**

*Approved by the Grand Valley Board of Trustees on February 14, 2003.*

#### **A. Vision Statement**

Grand Valley State University is a public institution with a local, regional and state commitment, and a global perspective. We are dedicated to providing our students with the highest quality undergraduate and graduate education.

Teaching in the liberal tradition, whether in general arts and sciences or the professional degree programs, has always been at the heart of Grand Valley's educational mission. A liberal education acquaints students with the tradition of humane values and the heritage, problems, and perspectives of their own and other cultures. It transcends the acquisition of information and rests on scholarship and the open exchange of ideas. Students learn to think for themselves as they develop the skills of inquiry, reflection, critical analysis, dialogue, and expression. At Grand Valley State University, the values of liberal education permeate all programs and areas of study.

A broad education rooted in the arts and sciences provides students with the general knowledge and skills necessary to participate intelligently in public discourse. Grand Valley State University is also dedicated to educating students to become competent professionals in their chosen fields. These ideals co-exist within our institution, and together they inspire graduates not only to pursue their own success and well-being but also to positively influence their communities, their professions, and their world.



Grand Valley State University is characterized by and known for superior student-centered teaching and learning. Our diverse environment promotes the development of intellect and creativity through teaching, scholarship, service, and a vibrant campus culture. Realizing this vision will result in a broad national reputation for excellence.

**B. Mission Statement**

Grand Valley State University educates students to shape their lives, their professions and their societies. The university contributes to the enrichment of society through excellent teaching, active scholarship and public service.

**C. Values Statement**

At Grand Valley State University, We Value:

**Effective Teaching.** Our highest priority is to offer outstanding teaching in all of our undergraduate and graduate programs. The teaching culture of Grand Valley State University is characterized by the continual development of excellence in the classroom, the recognition of multiple ways of learning, and the accessibility of faculty to students. In order to nurture the habits of intellectual growth, we seek to instill in our students curiosity as well as the love of learning. Students acquire new knowledge and explore its application through research, artistic expression, and scholarly activity. We value the vigorous engagement of students in the classroom and other learning environments.

**Liberal Education.** Grand Valley State University is committed to providing each student a broad educational experience that integrates liberal learning with preparation for career or profession. Liberal education begins with encountering the great ideas of diverse traditions in the humanities, the creative and performing arts, the natural and social sciences and mathematics, and is an essential part of all of our professional programs. We value the liberal ideals of critical thinking and preparing students for lifelong learning. The practice of liberal learning develops the skills of inquiry and reflection, which guide students to think for themselves, gain self-knowledge, and make ethical judgments. Such learning can inform individual and collective actions and prepare students for the responsibility of local, national, and global citizenship.

**Scholarship.** Scholarship is an essential component of the university's mission as an institution of higher learning and community service. Excellence in teaching at the university level depends upon active scholarship by faculty members. Through basic and applied research, artistic expression and performance, and other forms of scholarship, faculty members contribute to the development and application of knowledge, and create a dynamic environment for learning. Active scholarship may include collaboration of faculty and staff with students, business and labor, government, and community organizations. In this way, the benefits of a liberal education can extend beyond classroom walls to lifelong learning and partnerships between the university and its diverse communities.

**Diversity and Community.** A range of thoughtful perspectives is necessary for open inquiry, liberal education, and a healthy community. Recognizing this, we seek and welcome a diverse group of students, faculty and staff. We value a multiplicity of opinions and backgrounds and seek ways to incorporate the voices and experiences of all into our university. We value our local community and embrace the participation of individuals and groups from Michigan, the nation and the world. We also encourage participation in educational opportunities abroad. In order to foster a healthy and diverse environment, we will act with integrity, communicate respectfully, and accept responsibility for our words and actions.

**Service.** We at Grand Valley State University value the collaboration of faculty, staff and students with external partners in addressing mutual interests and regional needs. The university offers the communities it serves resources and inspiration in their own lifelong pursuit of knowledge. Faculty and staff are encouraged to contribute their expertise and service to the university, their disciplines' professional organizations and the community. Students are encouraged to be active citizens, to become active service providers, and to take part in various service learning and volunteer opportunities in the community and abroad.

**D. Equal Opportunity/Affirmative Action Policy**

Grand Valley State University is an affirmative action, equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected

with the university.

Unlawful acts of discrimination or harassment by members of the campus community are prohibited. In addition, even if not illegal, acts are prohibited if they harass or discriminate against any university community member(s) through inappropriate limitation of, access to, or participation in, educational, employment, athletic, social, cultural, or other university activities on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight. Limitations are lawful if they are: directly related to a legitimate university purpose, required by law, lawfully required by a grant or contract between the university and the state or federal government, or addressing domestic partner benefits.

### **1.03 Organization**

- A. **Board of Trustees**. The legal authority for GVSU is vested in the Board of Trustees. Such decisions as those regarding fiscal matters, academic programs, and the employment of University faculty and staff are ultimately made by the Board, acting upon the advice of the President.
- B. **Administrative Organization**. The President oversees all areas of activity within the institution, aided by five vice presidents:
- Provost and Vice President for Academic Affairs,
  - Vice President for Finance and Administration,
  - Vice President for University Relations,
  - Vice President for Development,
  - Vice President for Planning and Equity.

The organization charts indicate the areas of responsibility encompassed within each of those administrative divisions and the personnel in charge of each area.

- C. **Academic Organization /Academic Colleges**. The [Academic and Student Affairs Organization Chart](#) indicates eight instructional colleges and University Libraries:
- College of Liberal Arts & Sciences
  - Seidman College of Business
  - College of Community and Public Service
  - College of Education
  - Padnos College of Engineering & Computing
  - College of Health Professions
  - Kirkhof College of Nursing
  - College of Interdisciplinary Studies
  - University Libraries

Each college and the library is headed by a Dean, who is the appointing officer for that college/library.

### **1.04 Faculty**

The term "faculty member" applies to the following:

- A. A person in a regular teaching, research, or professional library position. A regular appointment may be for less than full-time, but at least half-time, with the agreement of the appointing unit, the appointing officer, and the faculty member.
- B. Faculty members who are also academic unit heads (department chairs and school directors).
- C. Academic administrators who also hold faculty rank.

### **1.05 Adjunct Faculty**

Adjunct faculty members are appointed to full- or part-time teaching, research, or professional library positions created for temporary purposes. They are sometimes also referred to as visiting, affiliate, or part-time faculty members.

Adjunct faculty members are not covered by this *Faculty Handbook*. Refer to [Chapter 4, Section 3](#), of the Administrative Manual for policies governing adjunct faculty members.

### **1.06 Secretaries and Other COT Staff**

Faculty secretaries are employed to facilitate the instructional program. These secretaries are directly

supervised by the unit head and are primarily responsible for assignments related to the operation of the department, course outlines, and examinations. Requests for secretarial assistance in other areas, such as preparation of manuscripts, are honored only when time permits. It is imperative to secretarial efficiency that all faculty members cooperate in getting work requests to their secretaries well in advance of the due date.

Some academic units also have clerks, technicians, or other employees assigned to them part- or full-time. These employees are normally directly supervised by a unit head. Faculty must coordinate their requests for assistance with the unit head.

#### **1.07 Undergraduate Student Assistants**

The majority of undergraduate students enrolled at the University receive some form of financial aid. One form of their aid is in a University-related job. All units have a budget allocation for student assistants. Wages paid to a student assistant must follow the wage schedule available in the Student Employment Office. In addition, when classes are in session students without work-study cannot work in excess of 25 hours per week. Students with work-study are restricted to the number of hours according to their work-study award. Caution: Work-study and regular student employees must be paid an hourly rate and hours-worked reported on Ultratime (the University's electronic time keeping system). Faculty members should communicate their needs for student assistants to their unit heads. All student employees must complete the online training session with their supervisor to work as a student employee of the University.

Students can be assigned a wide variety of work. Correcting objective examinations and quizzes or assisting in laboratory and studio sessions may be appropriate student assistant activities. However, student assistants may not teach, proctor or type examinations, or evaluate other students' work. Student assistants may not handle confidential materials such as faculty evaluations.

This policy does not apply to graduate student assistantships. The Graduate Student Assistantship Policy may be found in Section 3.03.A.2 of the Faculty Handbook.

#### **1.08 Unit Head Responsibilities**

Policies relating to the appointment, term and evaluation of unit heads are covered in a document approved by UAS February 11, 1983. Among the provisions of this document are the following:

- A. Each academic unit shall have a unit head; this person will be called chairperson or director depending on the needs and nature of the unit involved.
- B. The authority to appoint the unit head rests with the Dean of the college. When there is a vacancy in the position of unit head, the faculty of the unit shall meet, and, after deliberating among themselves and in consultation with the Dean, shall recommend a nominee or nominees for appointment as unit head.

Normally, the Dean appoints the nominee recommended by the unit. Should the Dean appoint a unit head who has not been recommended by the unit faculty, the Dean shall communicate his or her rationale to the unit. If the unit is not able to make a nomination, the Dean shall make an appointment.

- C. Normally the appointment will be for a three-year period. Reappointment is possible.
- D. There shall be a formal evaluation of the unit head every three years, resulting in a written statement. This report will be shared by the Dean, the unit head, and the faculty involved, and be restricted to these persons. This evaluation shall be carried out by the associated unit faculty and the administrators within University, college, and unit personnel guidelines. This evaluation shall be based on the performance of the unit head in carrying out the duties and responsibilities of the position. This evaluation neither precludes nor takes the place of the usual faculty evaluation for tenure, promotion, or contract renewal.
- E. All appointees shall have faculty status, or have the academic credentials to be awarded faculty status, with the associated responsibilities and benefits of faculty rank. Characteristically, unit heads will be senior faculty, with tenure, chosen on the basis of their ability as teachers, their experience in their discipline, and their leadership capabilities.

On March 30, 1983, ECS adopted a [policy](#) on "Duties and Authority of the Unit Head." In general, this report outlines the responsibility, authority, and interaction of the Dean and the unit head. "The Dean of

the college has the administrative authority and responsibility for all academic aspects of the college. . . The Dean can and usually does delegate some responsibility and authority to unit heads or coordinators." Areas the unit heads deal with include but are not limited to the following: fiscal matters; personnel matters; teaching, scholarly, & research activities; professional conduct matters; faculty absences; office assignments; meetings & communications; secretarial & technical services; faculty assignments; part-time faculty; curriculum; library resources; course scheduling; student relations & advising; student help; equipment, facilities, & records.

#### **1.09 Academic Policies**

##### **A. Academic Standards**

Grand Valley is an academic institution dedicated to providing the highest level of quality instruction possible. Academic standards, required levels of scholastic achievement, and grading systems are established on a University-wide basis after careful review by representative faculty members and the Provost/Vice President for Academic Affairs.

##### **B. Academic Calendar**

The University operates on a semester system, providing for fall and winter semesters and spring/summer session. Each semester is a minimum of 15 weeks in length, including days required for final examinations. The spring/summer session is 12 weeks in length, including two 6-week sessions. Each session is academically equivalent to the 15-week semester. All academic units operate on the semester system.

## Chapter 2 Academic Governance

### 2.01 Academic Governance

The University Academic Senate (UAS) is the highest faculty governance body. It has the authority to deal with any academic issue or faculty concern. It makes recommendations to the Provost and/or the President. Senate membership consists of faculty members elected from and by the faculty of each college and the library, and students selected by the Student Senate, including the President of the Student Senate. The Provost, and designees, and the Deans (of any rank) are members ex officio, non-voting.

The Executive Committee of the Senate (ECS) serves as the clearinghouse for matters to be presented to the UAS. Such matters are discussed by ECS before its recommendations are made to the Senate. ECS membership consists of faculty senators from academic colleges and the library, the Student Senate President, and the Provost, ex officio, non-voting.

Standing committees which report to the Senate via ECS include the Academic Policies and Standards Committee, the Faculty Facilities Planning Advisory Committee, the Faculty Personnel Policy Committee, the Faculty Salary and Budget Committee, the Pew Faculty Teaching and Learning Center Advisory Committee, the Graduate Council, the University Assessment Committee, and the University Curriculum Committee. The General Education Subcommittee is a standing committee which reports to the University Curriculum Committee. The composition of each committee is described in the UAS Bylaws and always includes elected college and library representatives.

Copies of agendas and approved minutes of all meetings are posted on the [Faculty Governance website](#). Agendas are sent out electronically to committee members one week prior to meetings, and minutes are usually posted and distributed electronically within two weeks following a meeting. Faculty members may petition for a referendum if there is strong opposition to an action taken by UAS.

Details regarding membership, responsibilities, and rules of procedure are given in the UAS By-laws which are incorporated into the Faculty Handbook.

#### A. University Academic Senate Bylaws

*Approved and Revised by the University Academic Senate October 6, 2006.*

The powers and duties, membership formula, and rules of procedure of the University Academic Senate (UAS) are set forth in Section 1 below. Section 2 specifies the powers and duties, membership formula, and rules of procedure for the Executive Committee of the Senate (ECS). Section 3 deals with referendum procedures for the faculty in the event of faculty opposition to an action of the UAS. Section 4 describes the standing committees that report to the ECS.

#### 1. THE UNIVERSITY ACADEMIC SENATE (UAS)

- a. Powers and Duties of the UAS include the following:
  - i. Curriculum: All proposals regarding graduation requirements or regarding new programs and majors must be acted upon by the UAS before they can take effect. This includes any initiative emerging from a nonacademic unit that involves academic credit.
  - ii. The Academic Organization of GVSU: Proposals regarding the addition or elimination of colleges, divisions, schools, departments, institutes, centers, libraries, or academic service units must be acted upon by the UAS. Because initiatives involving academic credit may likely affect the quality or integrity of an academic program, all such initiatives shall be reviewed and acted upon by the appropriate academic governance bodies according to their established governance procedures. This shall occur regardless of whether the initiative originated in an academic unit or a non-academic unit.
  - iii. Faculty Personnel Policy: All proposed changes in the faculty personnel policy of GVSU must be acted upon by the UAS.

- iv. Other Matters: The UAS also makes recommendations regarding budget matters and other issues which are considered relevant to academic matters. Individual grievances, however, are not the proper domain of the UAS.
- b. UAS Membership Formula: The UAS includes members from the faculty, the student body, and the administration.
  - i. UAS Faculty Membership: Faculty membership for each college and the library will be determined by the following formula:

1 - 19 faculty = 1 member  
 20 - 39 faculty = 2 members  
 40 - 59 faculty = 3 members  
 60 - 79 faculty = 4 members  
 80 - 99 faculty = 5 members, and so forth.

Terms of office are two years, staggered for the library and colleges with more than one member. Representatives must have Tenure/Tenure Track Faculty status and will only represent one college. Formal joint appointment equivalency can be counted toward Tenure/Tenure Track representation totals. Tenure/Tenure-track faculty will be counted on the first class day of the winter semester of the preceding academic year.

- ii. UAS Student Membership: The Student Senate selects five members, including the Student Senate President and four representatives in accordance with written Student Senate constitution and bylaws. Student members serve one-year terms.
  - iii. UAS Administration Membership: The Provost and designees, and the Deans (of any rank) are members ex officio, non-voting.
- c. UAS Rules of Procedure
  - i. Election of New Members: During winter semester each college elects faculty members to serve two-year terms. Election results are reported to the ECS by April 1. The newly elected members begin their terms at the end of the winter semester. The Student Senate selects student members at the end of the winter semester or early in the fall semester.
  - ii. Meetings: The UAS shall meet at least once every academic semester, excepting summers, and at additional times if a petition is signed by one-fourth of its membership, or at the call of the ECS. The UAS meetings are open.
  - iii. Officers: The ECS shall elect the Chair and Vice-Chair of UAS/ECS from its new membership. Election of the Chair and Vice-Chair by the newly constituted membership of ECS is held the last week of winter semester. Candidates for Chair and Vice-chair may be nominated by any member of the ECS. Nominations may be made from the floor. The Vice-Chair assists with the governance responsibilities of the Chair and presides over meetings in the absence of the Chair. If for any reason the Chair is unable to serve a full term, the Vice-chair will become the Chair for the unexpired term. If the Vice-Chair becomes chair, or for any other reason is unable to serve a full term, ECS will nominate and elect one of its members during a regular meeting to serve as Vice-chair for the unexpired term.
  - iv. Agenda for Meetings: The agenda for each meeting is prepared by the Chair in consultation with the ECS. Electronic copies of the agenda accompanied by electronic documents relevant to agenda items are distributed to UAS members at least one week (five class days) prior to the meeting. The agenda is also published in advance on the Faculty Governance website and the Academic Governance bulletin board. If a motion is made to add an item to the agenda during a meeting, opposition by 10 percent of the members present is sufficient to block this action on the grounds of insufficient notice.
  - v. Alternates: Alternates for members of the UAS may be designated at the discretion of the representatives themselves so long as they come from the same representative group and no contrary rules are adopted by the representative group involved.

- vi. Quorum: A majority of the total voting membership of the Senate shall constitute a quorum for the enactment of business.
- vii. Voting: Voting may be by voice vote, show of hands, or by secret ballot at the discretion of the presiding officer. Voting shall be by secret ballot if requested by 10 percent of the members present. Proxy votes are not allowed at UAS meetings.
- viii. Parliamentary Procedure: Robert's Rules of Order shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with the by-laws of the Senate.
- ix. Distribution of Minutes: Copies of the approved minutes are electronically distributed to ECS/UAS members and posted on the Faculty Governance Website and Academic Governance Bulletin Board. Copies are also sent to the President, Provost, Vice Presidents, Deans, Assistant Vice President for Human Resources, the Registrar, the Library Archivist, the Lanthorn, chairpersons of the governing bodies of the ECS constituencies, the President of the Student Senate, the Campus Ministry Council, and others as ECS may from time to time deem appropriate. This is normally within two weeks of the meeting.
- d. Duties of the Chair in Communicating UAS Actions.
  - i. The Chair of the UAS is required to bring to the President of GVSU all resolutions passed by the UAS. If the resolution requires presidential action, such action will be communicated by the President to the Chair of the ECS within two weeks. If the President expresses the desire to have the content of the resolution changed, the Chair of the UAS must then present this request to the members of the UAS. If the President requests that more time be given before taking action on the resolution, the Chair of the UAS will inform the members of the UAS to this effect.
  - ii. If any recommendation of the UAS differs from a recommendation which the President plans to present to the Board of Trustees, then the Chair of the UAS is charged by the UAS with the responsibility of informing the Board of the UAS position.

## **2. THE EXECUTIVE COMMITTEE OF THE SENATE (ECS)**

- a. Powers and Duties of the ECS
  - i. Preparing the Agenda for UAS: All matters to be presented to the Senate are discussed by ECS and its recommendations are placed on the UAS agenda.
  - ii. Acting for UAS: The ECS has the power to act for UAS within the range of the Senate's powers as described in 1.a. Decisions reached by the ECS shall be considered tacitly ratified if the duly informed UAS membership does not petition for a meeting within one academic week after ECS decisions are reported to the UAS membership. If such a meeting is called, the ECS shall be bound to proceed according to the decision of the UAS. No decision may be sent to the President for further action unless or until such tacit or actual ratification has been granted. The ECS shall convene a meeting of the UAS within one academic week upon petition by one-fourth of the members of the UAS.
  - iii. Receiving reports from the standing committees of UAS: The standing committees of UAS report to the ECS and make recommendations relative to their respective charges. The standing committee chairs, or their designees, will meet with the Executive Committee to respond to questions and explain committee reports.

In its review, the ECS will decide: 1) if the matter is appropriate for Senate debate; 2) if all aspects of the matter are adequately addressed in the report; 3) if the wording of recommendations specifies precisely the action to be taken; and 4) whether specific motions should be composed to facilitate UAS deliberation of the matter.

When a matter receives ECS support, it will be placed as new business on the UAS agenda either as a main motion or as a report requiring further action by UAS. If the

matter does not require UAS action, ECS may act on it independently. If ECS finds the matter lacking or inappropriate, it will be routed back to the standing committee with a request for further clarification.

- iv. Nominations: The ECS serves as a nominating committee for membership of all committees, task forces, and boards to be elected by the UAS.
  - v. Advice and counsel to the administration: The ECS will provide advice and counsel to the President and/or the Provost regarding university affairs.
  - vi. Count of faculty for UAS membership: During the Winter semester ECS shall determine membership for UAS for the following year based on the appropriate faculty count.
  - vii. Other matters: Requests for Senate consideration of an issue may come from any constituency, organization or member of the campus community. Items will be sent to the Chair and the Academic Governance Office, where the item will be logged with a tracking number. To organize the Senate workload, the Executive Committee determines the course of action for most requests. The ECS will decide (1) whether the concern should be dealt with by academic governance, and (2) if so, whether it should be referred to a standing committee. If the matter is not referred to a standing committee, ECS may request information from appropriate offices and persons to help in its deliberations.
  - viii. Arranging faculty forums: At least twice each year the ECS will arrange a faculty forum. At the forum the chair of UAS/ECS will describe matters currently under discussion in the governance system and will invite faculty members' responses to the discussion at hand. Faculty members are invited to raise other concerns for discussion at these forums.
- b. Membership formula of the ECS
- i. ECS Faculty Membership: Faculty membership of the ECS consists of seven members from the College of Liberal Arts and Sciences, two from the Seidman College of Business, one from each of the remaining colleges, and one from the library. The term of office is two years beginning at the end of the winter semester. ECS members will also serve as UAS senators for their elected term. Terms of those from colleges with two or more members are staggered.
  - ii. ECS Student Membership: The President of the Student Senate or designee serves on ECS during his/her term of office.
  - iii. ECS Administration Membership: The Provost and designees are members ex officio, non-voting.
  - iv. Additional Criteria: If the number of representatives from professional colleges increase, the number of representatives from the CLAS will increase to match this number, based on a 50% principle (CoIS representative is counted in CLAS membership)
- c. Rules of Procedure for the ECS
- i. Chair and Vice Chair: The Chair of UAS presides at meetings of the ECS. The Vice Chair presides in the absence of the Chair.
  - ii. Meetings: The ECS shall normally meet every week, except during the spring/summer semester. Additional meetings may be called by the Chair, and must be called on petition of four members.
  - iii. Quorum: A majority of the ECS members shall constitute a quorum.
  - iv. Parliamentary Procedure: At the first meeting of the Academic year, ECS will discuss rules of procedure for its meetings and decide whether strict adherence to Robert's Rules of Order is desirable.



Robert's Rules shall govern the ECS in all cases in which they are not inconsistent with the procedures agreed upon by the ECS.

- v. Agenda: The agenda for ECS meetings is set by the Chair. Electronic copies of the agenda accompanied by electronic documents relevant to agenda items are distributed to ECS members at least one week (five class days) prior to the meeting. The agenda is also published in advance on the Faculty Governance website and the Academic Governance bulletin board. An item must be placed on the published agenda at the request of three ECS representatives.
- vi. Alternates: A member who is unable to attend an ECS meeting may designate an alternate to attend in his/her place. The alternate must be from the same representative college or library. In the case of a prolonged absence involving several meetings, the representative college or library should designate the alternate.
- vii. Proxy Votes: Proxy votes are not allowed at ECS meetings.
- viii. Distribution of minutes: Copies of the approved minutes are electronically distributed to ECS/UAS members and posted on the Faculty Governance Website and Academic Governance Bulletin Board. Electronic copies are also sent to the President, Provost, Vice Presidents, Deans, Associate Vice President for Human Resources, the Registrar, the Library Archivist, the Lanthorn, chairpersons of the governing bodies of the ECS constituencies, the President of the Student Senate, the Campus Ministry Council, and others as ECS may from time to time deem appropriate. This is normally within two weeks of the meeting.

### **3. REFERENDUM PROCEDURES:**

- a. Petitions: If an action by the UAS creates a substantial amount of dissatisfaction among the faculty and/or the Student Senate, forum and referendum activities can be initiated by means of petition as described below.
  - i. Petition forms entitled "Petition for Faculty/Student Senate Referendum" are available at the General Administration offices. Persons circulating the form will place the following information on the form:
    - a) the UAS action to be subjected to referendum;
    - b) the rationale for overruling the UAS action;
    - c) the name of the person circulating the petition.
  - ii. Persons eligible to sign the petition include all regular faculty members and all members of the Student Senate. Faculty signers must indicate the unit to which they are appointed. Student signers must be members of the Student Senate.
  - iii. Within 25 working days of the date of the UAS meeting the signed petitions are filed with the President of GVSU, who will immediately appoint a task force (3.b.i) to count and validate petitions and initiate referendum procedures if enough appropriate signatures are filed.
  - iv. In order to initiate referendum procedures, the number of valid signatures on the petitions must be at least one-third of the sum of the number of regular faculty plus the membership of the Student Senate.
- b. Forum and Referendum Procedures
  - i. The task force appointed by the President of GVSU is responsible for establishing the machinery for carrying out the referendum. The task force shall be composed of two faculty members and a Student Senate member, and will be assisted by all necessary secretarial help.
  - ii. The task force is also responsible for insuring that appropriate and open forums on the issue at hand are held prior to the referendum. Advocates on various sides of the issue should be enlisted.
  - iii. All persons who are eligible to sign the petition (3.a.ii) are eligible to vote in the referendum.

The date, place, and hours for voting shall be adequately publicized by the task force.

- c. The result of the referendum will be interpreted by the President as the combined voice of the faculty and Student Senate. The President's decision regarding the issue on which the referendum was based will be explained in writing within two weeks of the referendum to the Chair of UAS and to the GVSU faculty and Student Senate.

**4. STANDING COMMITTEES OF THE UAS**

The following committees report to the UAS via the ECS.

**a. Academic Policies and Standards Committee (APSC):**

- i. Faculty Membership: Faculty membership of the APSC consists of four faculty members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, and one from the library. One additional faculty member elected by and from the UAS. The term of office is two years beginning at the end of the winter semester; terms are staggered.
- ii. Student Membership: One student representative selected by the Student Senate for a one-year term.
- iii. Administration Membership: Provost or designee ex officio, non-voting.
- iv. Responsibilities: To study, review, and make pertinent recommendations on academic policies and procedures including admission, retention and dismissal, repeat grades, withdrawal, academic calendar, and suspension of library privileges. The scope of study and review of the Academic Policies and Standards Committee is limited by the published "purposes" of other standing committees of the University Academic Senate.

**b. Faculty Facilities Planning Advisory Committee (FFPAC)**

- i. Faculty Membership: Faculty membership of the FFPAC consists of seven members from CLAS, two from the Seidman College of Business, one from each of the remaining colleges, and one from the library. The term of office is three years beginning at the end of the winter semester. Terms of those from colleges with two or more members are staggered.
- ii. Student Membership: One student representative selected by the Student Senate for a one-year term.
- iii. Administration Membership: One Facilities Planning representative ex officio, non-voting and one Faculty Teaching & Learning Center representative ex officio, non-voting.
- iv. Responsibilities: The role of this Advisory Committee is to provide recommendations to Facilities Planning on planning, remodeling, and building academic facilities at GVSU, with the goal of providing an optimal teaching and learning environment. Specific responsibilities include:
  - a) Serve as a liaison between the GVSU academic community and Facilities Planning.
  - b) Inform and advise Facilities Planning on factors that affect teaching and learning; most importantly (but not limited to) classroom design.
  - c) Maintain a collaborative relationship with the building project committees in order to facilitate faculty input into decision-making.
  - d) Review current classroom space and make recommendations for future new and remodeled classrooms.

**c. Faculty Personnel Policy Committee (FPPC):**

- i. Faculty Membership: Faculty membership of the FPPC consists of four faculty members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, and one from the library. College representatives must be tenured and have served on a college personnel committee for at least one year. If this group does not include at least one representative of a minority group, and one representative from each gender, and one untenured faculty member, the ECS will appoint additional members to ensure

representation of these groups. The term of office for faculty members is three years beginning at the end of the winter semester. Terms are staggered. The term of office for appointed members will be one-year; renewable.

- ii. Administration Membership: The Assistant Vice President for Human Resources, the Associate Vice Presidents for Academic Affairs, and one Non-tenure track faculty member appointed by UAS shall serve as ex officio, non-voting members.
- iii. Responsibilities: The FPPC has the responsibility to review faculty personnel policy matters that extend beyond the college, as specified by the ECS, and make appropriate recommendations to the ECS. The Chair of ECS shall convene the committee early in the fall semester each year for election of a chairperson and to specify personnel matters that must be addressed by the committee.

**d. Faculty Salary and Budget Committee (FSBC):**

- i. Faculty Membership: Faculty membership of the FSBC consists of seven members from the College of Liberal Arts and Sciences, two from the Seidman College of Business, one from each of the remaining colleges, and one from the library. The term of office is two years beginning at the end of the winter semester. Terms of those from colleges with two or more members are staggered.
- ii. Student Membership: One student representative selected by and from the Student Senate for a term of one year.
- iii. Administration Membership: The Provost or designee ex officio, non-voting.
- iv. Responsibilities: The FSBC has two primary responsibilities:
  - a) To study pertinent data and make recommendations to the Senate through the ECS on the allocation of funds within the GVSU budget as a whole as well as within the budgets of the administrative divisions, and
  - b) To study pertinent data and make recommendations to the Senate through the ECS on the items of the budget, compensation or faculty security,
  - c) To study pertinent data and make recommendations to the Senate through the ECS, at both the Prospectus and Final Plan stages, on proposals for the establishment of additional units/programs at GVSU.

The President and/or ECS may request the FSBC to study specific items and make recommendations concerning them.

**e. General Education Subcommittee (GES) of the UCC**

- i. Faculty Membership: Faculty membership of the GES consists of nine members from the College of Liberal Arts Liberal Arts and Sciences, one from each of the remaining colleges, and one from the library. The term of membership is three years beginning at the end of the winter semester. Terms from those colleges with two or more members are staggered.
- ii. Student Membership: One student representative selected by and from the Student Senate for a term of one year.
- iii. Administration Membership: The Provost or designee ex officio, non-voting
- iv. Responsibilities:
  - a) To review and act upon courses proposed for the Basic Skills Requirements and the General Education Program;
  - b) to review and act upon program requests for exceptions;
  - c) to carry out, on a rotating basis, the review and evaluation of General Education courses so that each course is reviewed every three years;
  - d) to call meetings of all faculty to discuss the aims, philosophy, and problems of the General Education Program;

- e) to propose revisions to the General Education Program as such revisions seem prudent and necessary.

v. **Procedures:**

- a) Course proposals and requests for program exceptions from General Education requirements will be sent, following approval by the appropriate College Curriculum Committee, to UCC who will transmit the proposals to the GES. Proposals and requests approved by the GES will be forwarded to the UCC for final approval.
- b) Course proposals submitted to the GES should be as detailed and complete as possible and should explain how the course being proposed addresses the criteria for General Education courses. Requests for program exceptions should contain a complete and convincing rationale for the exception and show what other work in the program will address the area for which the exception is being sought.
- c) Course proposals and requests for exceptions will be reviewed and evaluated on the basis of the category descriptions in the General Education Program.
- d) If the review of a course proposal is positive, the GES will recommend approval. The course is then subject to review and evaluation as part of the five-year cycle for review and evaluation of its General Education Program category.
- e) If the review is negative, the proposal will be returned to the College Curriculum Committee along with a written rationale for the negative decision, and when appropriate, suggestions for revision.
- f) The College Committee may decide to withdraw the proposal or to revise it and resubmit it to the GES.
- g) If it is resubmitted, the GES will evaluate it and make their decision. If the decision is positive, the course will be recommended for approval under the terms of items b, c and d above.
- h) If the decision of the GES is again negative, the College Curriculum Committee may make a final appeal to the UCC.
- i) The UCC may decide to uphold the decision of the GES. If they decide there is sufficient merit to the college appeal, they will invite representatives of the College Committee and the GES to present both sides of the issue before making their decision. The decision of the UCC will be final.

f. **Graduate Council (GC)**

- i. **Faculty Membership:** The Graduate Council is composed of no more than thirteen faculty members elected by the faculty: base membership includes one representative from each college (Business, Community and Public Service, Education, Liberal Arts and Sciences, Engineering and Computing, Health Professions, Nursing, Interdisciplinary Studies), plus one from the Library. Colleges will have an additional faculty representative when the number of regular faculty teaching graduate courses exceeds 25 (this number is subject to change, if numbers exceed the 13 person limit). Additional representation will be based on an Academic Year review completed in Winter Semester each year of the number of eligible faculty by program. Faculty will serve for staggered three-year terms. It is desired, that, to the extent feasible, representatives on the Graduate Council be faculty who teach courses at the graduate level. At least one member of the Graduate Council shall serve as a non-voting ex-officio member of the UCC.
- ii. **Student Membership:** Two graduate student representatives from different graduate programs, selected by the Graduate and Professional Student Association, or in the dissolution of or inaction of this body, by the Student Senate.
- iii. **Administration Membership:** The Graduate Dean serves as an ex-officio member, as a representative of the Provost. Other ex-officio members include administrative staff that have a central role in graduate education, to include Registrar, Admissions, and Continuing Education designees.
- iv. **Responsibilities:** The Graduate Council is responsible for matters related to graduate education at GVSU, to include (but not limited to):
  - a) To review and recommend actions upon new courses proposed for graduate programs and/or revisions to current graduate courses or programs.

- b) To review and recommend actions upon and, as needed, initiate policies and standards related to graduate education that ensure consistency, equity, and fairness, while not impinging upon the disciplinary expertise and responsibility of the program faculty. This shall include matters related to admission, program progress, and completion for post-baccalaureate students in non-degree, certificate, and degree program statuses.
  - c) To review and recommend actions upon requests for exceptions to university minimum standards or policies.
  - d) To review and recommend actions related to new graduate degree and certificate programs and to review and recommend actions related to existing graduate programs at the time of assessment and/or program review and/or accreditation.
  - e) To consider and recommend graduate financial aid policies and options and advise on allocation of university financial support for graduate students.
  - f) To call meetings of all faculty to discuss emerging issues in and strategic planning for graduate education at GVSU.
  - g) To identify and monitor quality indicators of graduate education.
- v. Procedures -- Curricula and Program
- a) Course proposals and requests for program exceptions from graduate policies will be sent from the College Curriculum Committees to the UCC, which will transmit such proposals and requests to the Graduate Council.
  - b) Curriculum proposals submitted to the GC should be as detailed and complete as possible. Requests for program exceptions should contain a complete and convincing rationale for the exception and show what other aspects of the program address the policy to which an exception is being requested. Curriculum proposals and exceptions will be reviewed and evaluated on the basis of graduate policies in place at the time of the review.
  - c) Curricular proposals to be considered by the GC will be referred to its Curriculum Subcommittee (GC-CC). While the GC-CC is reviewing proposals, the documents will be available for review of the entirety of the GC on the Council's web site, or general web sites of GVSU Faculty Governance. Proposals requiring vote of the GC to formalize the actions of the GC-CC include the following: a) all final plan documents, b) program changes with associated course proposals, c) prospectuses of all types, d) proposals denied approval by the GC-CC. Proposals approved by the GC-CC that do not fall within the categories above will be forwarded to UCC for action by the GC chair no sooner than five (5) calendar days after the GC-CC's approval.
  - d) At any time subsequent to the GC-CC approval and prior to the forwarding of proposals to UCC, action of the GC as a whole may be requested for documents that would not usually be reviewed by this governance body in its entirety. These requests may be made by any GC member, deans, department heads or faculty of the proposing college/department, chairpersons of any other faculty governance body including the ECS/UAS, or the Provost. Such requests shall be directed to the GC chair. Consideration of the proposal(s) referred to the GC general membership will then be scheduled for the next regular meeting of the GC.
  - e) Positive recommendations from the GC related to curriculum and program matters will be referred to the UCC for final action.
  - f) As curriculum and program matters are reviewed by the GC, the proponents of the matter will be invited to participate in the discussion and review process. If, upon review, there are concerns or problems with the request it will be referred back to the appropriate College Curriculum Committee and the initiating unit, with clarification of concerns and suggestions for revision.
  - g) If the item is resubmitted, and if the GC again rejects it, an appeal of the GC decision may be taken to the UCC.
  - h) The UCC may convene representatives of both parties to review the matter. The decision of the UCC will be final.
- vi. Policies and Standards: Positive recommendations regarding policy changes or new policies and standards for graduate education will be referred to the ECS for final action.

**g. Pew Faculty Teaching Learning Center Advisory Committee (FTLCAC)**

- i. Faculty Membership: Faculty membership of the Pew FTLCAC consists of four members from CLAS, one from each of the remaining colleges, and one from the

library. The term of office is three years beginning at the end of the winter semester. Terms are staggered.

- ii. Student Membership: One student selected by the Student Senate for a term of one year.
- iii. Administration Membership: The Director and Assistant Director of the Pew FTLC ex officio, non-voting.
- iv. Responsibilities: The role of the Advisory Committee is to provide advice on policy, direction and performance of the Pew FTLC. The committee will:
  - a) Serve as a liaison between the GVSU community and the Administrative Staff
  - b) Provide information about faculty development needs.
  - c) Provide feedback to the Administrative Staff about faculty responses to the Pew FTLC and its activities.
  - d) Develop Pew FTLC policies.
  - e) Review proposed programs and activities for the Pew FTLC.
  - f) Initiate and/or respond to discussions of teaching and learning issues, referring them to appropriate bodies of necessary.
  - g) Establish grant funding priorities, and to establish a sub-committee to review applications for faculty teaching renewal and development grants.
  - h) Annually review the effectiveness of the Pew FTLC's program activities, and report results to ECS/UAS.  
Review annually the physical resource and space needs for the Pew FTLC.
  - j) In the case of a vacancy, assemble a search and selection committee for Pew Administrative Staff.

**h. University Assessment Committee (UAC)**

- i. Faculty Membership: Faculty membership of the UAC consists of seven faculty members from the College of Liberal Arts and Sciences, two from Seidman College of Business, one from each of the remaining colleges, one from the library, and one service unit representative appointed by the Provost from Academic Resources and Special Programs, Academic Services and Information Technology, or Student Services. Academic and service unit representatives serve three-year staggered terms beginning at the end of the winter semester.
- ii. Student Membership: One student representative selected by the Student Senate for a term of one year.
- iii. Administration Membership: The Director of the Pew Faculty Teaching and Learning Center ex officio, non-voting and the Provost or designee ex officio, non-voting.
- iv. Responsibilities: The UAC's primary responsibility is to oversee the process of assessing student learning outcomes. It does so by reviewing assessment plans, progress reports, and self-studies for all academic majors, Academic Resources, and Special Programs.

**i. University Curriculum Committee (UCC)**

- i. Faculty Membership: Faculty membership of the UCC consists of seven members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, one from the library, and one from the General Education Subcommittee. The term of membership is two years. Terms of those from colleges with two or more members are staggered.
- ii. Student Membership: One student representative selected by the Student Senate for a term of one year.
- iii. Administration Membership: One representative from the Graduate Council ex officio, non-voting and the Provost or designee ex officio, non-voting.

- iv. Responsibilities: The UCC is responsible for a wide range of curriculum matters at GVSU; its responsibilities include, but are not limited to, the following:
  - a) to review and recommend to the ECS/UAS on all degree requirements and on all new program proposals;
  - b) to review and recommend on all proposals involving academic credit, including continuing education;
  - c) to conduct periodic program evaluations;
  - d) to review the courses recommended by the colleges to fulfill the General Education requirements;
  - e) to ensure that the purposes of General Education are fulfilled in all elements and aspects of the program;
  - f) to review the work of the International Studies Advisory Board;
  - g) to review the Honors courses and seminars which will take the place of General Education and Basic Skills requirements in the Honors Program;
  - h) to review the proposals of the colleges for programs to be offered off-campus and to recommend to ECS/UAS on matters of purpose and function of off-campus and summer programs;
  - i) to review and recommend to the ECS/UAS on all proposals for the initial accreditation and subsequent reaccreditation of programs and units.
- v. In addition to reporting to the ECS, the UCC may make recommendations directly to individual academic units.

## 2.02 Operative Rules for University Governance Committees

### A. STANDING COMMITTEES OF THE UNIVERSITY ACADEMIC SENATE:

Membership, Terms of Office, Purpose, Reporting (*Committee membership revised and approved by UAS April 2004*) (Student appointments to university committees will provide, insofar as possible, college representation)

The University Academic Senate (UAS), the Executive Committee of the Senate (ECS) and the following standing committees of the Academic Senate are located in 2.01.

1. Academic Policies and Standards Committee (APSC);
2. Faculty Facilities Planning Advisory Committee (FFPAC);
3. Faculty Personnel Policy Committee (FPPC);
4. Faculty Salary and Budget Committee (FSBC);
5. Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC);
6. General Education Subcommittee (GES) of the UCC
7. Graduate Council (GC);
8. University Assessment Committee (UAC);
9. University Curriculum Committee (UCC).

### B. ACADEMIC COMPUTING ADVISORY COMMITTEE (Approved by UAS 4/2/04)

1. Membership:  
Associate Vice President for Academic Affairs, Chair  
Dean of Advising Resources and Special Programs  
Dean of University Libraries  
Director of Information Technology  
Faculty (elected by and from): Four representatives from CLAS and one from each of the remaining colleges and the library.
2. Term: Academic college representatives - 3 years, staggered.
3. Purpose: To identify academic computing issues and needs. The committee makes recommendations to the Computing Policy and Planning Committee (CPPC) as regards funding priorities for the academic areas and the establishment of the requisite policies. Also to assure priority and funding level for units which require technology updating to meet the instructional needs of their students. Before reporting to CPPC, the ACAC should inform ECS in a timely fashion of its prospective recommendations, and of their curricular, instructional, and research implications.
4. Reporting: To Provost or designee.

### C. ACADEMIC REVIEW COMMITTEE (Approved by UAS 4/2/04)

1. Membership  
Director of Advising Resources and Special Programs, Chair  
Registrar, permanent member  
Assistant Vice President for Academic Affairs  
Faculty: Five members appointed by the Provost
2. Term: 3 years, staggered
3. Purpose: To preserve the integrity and appropriateness of the academic review process and policy; and, to act as an appeal and review body for those students seeking exception to, or readmission following suspension/dismissal.
4. Reporting: To Provost

### D. ADMINISTRATIVE COMPUTING ADVISORY COMMITTEE (affirmed at UAS 4/2/04)

1. Membership:  
Director of Institutional Analysis, Chair  
Registrar  
Assistant Vice President for Facilities Services  
Director of Student Life  
Director of Public Relations and Editorial Services  
Assistant to Finance Officer  
Vice Provost, Pew Campus  
Associate Vice President for Human Resources  
Dean of the Library



2. Purpose: To identify administrative computing issues and needs. The committee makes recommendations to the Computing Policy and Planning Committee as regards funding priorities for the administrative areas and the establishment of the requisite policies.

**E. ADMINISTRATIVE PROFESSIONAL COMMITTEE** (affirmed at UAS 4/2/04)

1. Membership: one elected by and from each of the following groups:  
Academic Units, Schools, Library;  
Computing Services, Information Technology, Telecommunications;  
Advising Resources & Special Programs, Admissions, Financial Aid, International Affairs;  
Student Services, Bookstore;  
Business & Finance, Human Resources, University Communications, Institutional Analysis, Alumni Relations;  
Facilities Services & Planning, Meadows Golf Club, Print Shop, Athletics, Wellness & Recreation;  
WGVU/WGVK-TV, WGVU-AM/FM;  
Eberhard Center, DeVos Center, Lake Michigan Center in Muskegon, Meijer Campus in Holland.  
Provost or designee (ex officio)  
Associate Vice President for Human Resources (ex officio)
2. Term: Two years; a chair-elect will be chosen by the AP Committee from first-year members by the end of the summer of each year, chair-elect to become chair in May of the following year; terms to be one year; secretary to be appointed by the chairperson.
3. Purpose: To review and make recommendations on GVSU personnel policies affecting AP staff; to review and make recommendations on GVSU decisions that affect AP staff; and to act as a representative body for the AP staff.
4. Reporting: Recommendations made by the committee will be reported to the appropriate executive officers.

**F. ADVISING COUNCIL** (Approved by UAS 4/2/04)

1. Membership:  
Dean of Advising Resources and Special Programs, Chair  
Director of Counseling  
Director of the Honors College  
Director of the Writing Department  
Faculty (elected by and from): Four representatives from CLAS and one representative from each of the remaining colleges and library.
2. Term: 3 years, staggered.
3. Purpose: To prepare and revise as necessary a statement of policies of the ARC; to periodically review the effectiveness of the ARC and the nature of its relationships with the academic units; to advise the Director of the ARC in matters relating to the ARC.
4. Reporting: To Provost or designee.

**G. CAMPUS LIFE COMMITTEE** (Replaces the Student Life Committee) (Approved by UAS 4/2/04)

1. Membership:  
Dean of Multicultural Affairs  
Director of Student Life  
Director of Housing and Health Services  
Director of the Women's Center  
Director of Campus Recreation  
Director of Athletics  
Director of the Honors College  
Director of the Pew Faculty Teaching & Learning Center  
Director of the First Year Experience  
Associate Dean of Students  
Associate Dean of the College of Liberal Arts & Sciences  
3 Faculty members from the College of Liberal Arts & Sciences  
1 Faculty member from each of the other Colleges and from the Library  
3 Undergraduate Students  
1 Graduate Student
2. Term: Faculty (3 year staggered); Students (1 year); Administrator (indefinite).
3. Purpose: An advisory body to the Vice Provost/Dean of Students regarding strategic planning of: co-curricular learning opportunities (i.e., educational, social, recreational, etc) to actively engage students in the life of the university; support services that assist students to be successful in their

academic and personal lives; and management of various environments at the university (e.g. living centers, apartments, dining areas, Kirkhof Center, Rec Center, etc).

4. Reporting: To the Vice Provost/Dean of Students

#### **H. CLAIMING A LIBERAL EDUCATION INITIATIVE COMMITTEE**

1. Membership:  
Provost  
Vice Provost/Dean, Academic Services  
Vice Provost/Dean, Student Services  
Associate Dean, Student Services (Co-Chair)  
Assistant Vice President, Academic Affairs (2)  
Dean, Seidman College of Business  
Dean, College of Education  
Dean, College of Interdisciplinary Studies  
Dean, College of Liberal Arts and Sciences (CLAS)  
Associate Dean for Curriculum and Students, CLAS  
Accreditation and Assessment Officer  
Director, Institutional Analysis  
Representative, Institutional Marketing  
Director, General Education  
Director, Pew Faculty Teaching and Learning Center (Co-Chair)  
Representative, ECS/UAS  
Unit Head, Liberal Studies  
Unit Head at large  
CLE Faculty Researcher  
Three students
2. Term: All members have been appointed to a three-year term, beginning in March 2006.
3. Purpose: The overall goal of the Claiming a Liberal Education Initiative is to align faculty and student expectations with the goals of a liberal education. The Advisory Committee assists in attaining this goal in the following ways:
  - a. At twice-yearly meetings, advises the co-directors of the initiative on the carrying out of the initiative.
  - b. Works for policies and activities that promote the goals of the initiative in the members' areas of influence.
4. Reporting: To the Provost, twice yearly.

#### **I. COMPUTING POLICY AND PLANNING COMMITTEE** (affirmed at UAS 4/2/04)

1. Membership:  
Provost, Chair  
Vice President for Finance and Administration  
Vice President for University Relations  
Dean of Academic Services  
Chair, Academic Computing Advisory Committee  
Chair, Administrative Computing Advisory Committee  
Director, Information Technology
2. Purpose: To address the issues and needs identified by the Academic Computing Advisory Committee and the Administrative Computing Advisory Committee.
3. Reporting: To the Provost or designee.

#### **J. FACULTY GRIEVANCE COMMITTEE** (Approved by UAS 4/2/04)

1. Membership: Faculty (elected by and from): 2 from of each of the colleges, and 1 from the library.
2. Term: 3 years, staggered.
3. Purpose: To review and make recommendations about a grievance at the request of any aggrieved appointee (see Administrative Manual for other details).
4. Reporting: To the President.

#### **K. HUMAN RESEARCH REVIEW COMMITTEE** (Approved by UAS 4/2/04)

1. Membership: Committee consists (according to guidelines of U.S. Department of Health and Human Services) of at least five members of varying backgrounds, including both women and men; representing more than one profession; including one member whose primary concern is in non-

scientific areas and one who is not otherwise affiliated with GVSU nor member of GVSU employee's family.

2. Term: 3 years, staggered.
3. Purpose: To review, approve, recommend modifications in, or disapprove research activities which involve human subjects and which potentially involve risk of physical or psychological harm. The Research & Development Center is responsible for maintaining records for the committee. The committee will also approve procedures and forms necessary to apply for approval and to obtain informed consent of subjects.
4. Reporting: To the Provost.

**L. INTERCOLLEGIATE ATHLETIC ADVISORY BOARD** (Approved by UAS 4/2/04)

1. Membership:  
4 from instructional faculty  
2 staff persons from the university  
2 students (one from Student Senate and one from Intercollegiate Athletics)  
2 persons from alumni (one woman, one man)  
1 faculty representative to the GLIAC  
4 ex-officio, non-voting members: the Registrar, the Director of Financial Aid, the Director of Intercollegiate Athletics, and the Associate Vice President for Business and Finance
2. Term: 3 years, staggered, for instructional faculty, staff and alumni; 1 year for students. Appointees may be reappointed for consecutive terms of office.
3. Purpose: To act in an advisory capacity to the Vice President for Finance and Administration and the Director of Intercollegiate Athletics on all matters pertaining to athletics.
4. Reporting: To the Vice President for Finance and Administration and the Director of Intercollegiate Athletics.

**M. INTERNATIONAL EDUCATION COMMITTEE** (Approved by UAS 4/2/04)

1. Membership:  
Chair, elected from Membership  
Faculty (elected by and from): Four representatives from CLAS and one from each of the remaining colleges and the library.  
2 students, 1 selected by the Student Senate and 1 selected by the International Student Association (confirmed by the Student Senate)  
1 Area Studies Program Faculty Member, selected by the programs  
1 Modern Languages and Literatures Faculty Member, selected by the department  
1 Study Abroad Program Director, selected by the Provost  
Director of International Education (ex officio, non-voting)
2. Term: 3 years, staggered.
3. Purpose: To review, authorize, evaluate, and recommend modifications to all international programs administered by the Office of International Affairs; to recommend priorities, new initiatives, policies, and procedures for the Office of International Affairs programs, including campus curricular and co-curricular activities; to advocate for international students, study abroad, faculty research and exchange, and community integration, within the university and West Michigan; and to ensure integrity and academic excellence in all international initiatives undertaken abroad by GVSU.
4. Reporting: To the Provost and University Curriculum Committee.

**N. NEWSPAPER ADVISORY BOARD** (Approved by UAS 4/02/04)

1. Membership:  
Faculty (elected by and from): Four representatives from CLAS and one from each of the remaining colleges and the library.  
4 students (3 selected by Student Senate; 1 Lanthorn staff member elected by the Lanthorn staff)  
Dean of Students or designee  
Lanthorn editor (ex officio)  
Lanthorn faculty advisor (ex officio)
2. Term: 3 years.
3. Purpose: To insure continuity of the GVSU student newspaper, The Lanthorn; to provide for adequate and capable staffing of the newspaper; to establish newspaper policies; to periodically review the newspaper for quality and ethics; as well as to defend the freedom of the press.
4. Reporting: To Provost or designee.

**O. PROVOST'S ADVISORY COMMITTEE** (Approved by UAS 4/2/04)

1. Membership:  
Faculty (jointly selected by the ECS and the Provost): One representative from each of the colleges and the library.
2. Term: 3 years, staggered.
3. Purpose: To provide advice concerning areas for reduction by department or program, transfer/retraining options for faculty, voluntary options, i.e., retirement, resignations, severance pay, personnel recommendations from the Deans, and declarations of financial emergency and changing enrollment patterns. To organize yearly performance evaluations of academic Deans and the Library Dean. The unabridged compilations of these evaluations are to be submitted to the appropriate appointing officer(s). This evaluation would not preclude additional evaluations of academic administrators within a college or by faculty.
4. Reporting: To ECS/UAS.

**P. RESEARCH & DEVELOPMENT COMMITTEE** (Approved by UAS 4/02/04)

1. Membership:  
Director of Research & Development Center, Chair  
*Faculty (elected by and from)*: 4 representatives from CLAS, 2 from Seidman College of Business, 1 from each of the other colleges and 1 from the library.
2. Term: 3 years, staggered.
3. Purpose: To recommend awarding of Grand Valley funds for research and teaching improvement projects, to devise policy for the Research & Development Center, to advise the Director of the Center, and to assist in sabbatical awards decisions when requested by the Provost.
4. Reporting: To the Provost.

**Q. SCHOLARSHIP COMMITTEE** (Approved by UAS 4/02/04)

1. Membership:  
Representative from the Academic and Student Affairs Division (to coordinate the scholar programming), Chair, appointed by the Provost  
Director of Financial Aid  
Director of Affirmative Action  
Director of Admissions (or designee)  
Director of the Honors College  
Faculty or Administrator (appointed by the Provost): Four representatives from CLAS, one from each of the remaining colleges and the library.
2. Term: Faculty: 3 years; others: indefinite.
3. Purpose: To select Presidential and upper-class honors scholars; to review and evaluate all merit scholarship programs and procedures; to advise the Financial Aid Office on proposed scholarship programs; to ensure that appropriate programming activities are provided all scholars; to assess the degree to which various merit and departmental scholarships support the admissions and retention goals of the institution; and to ensure close cooperation between the various scholarship programs and the Honors College.
4. Reporting: To the Provost.

**R. UNIVERSITY JUDICIARY COMMITTEE** (Approved by UAS 4/02/04)

1. Membership:  
Faculty (elected by and from): Four representatives from CLAS, one from each of the remaining colleges and library.  
4 faculty appointed by the Provost or designee from the faculty at large  
12 students, selected by the Student Senate  
Coordinator of Campus Judiciary (*ex officio*)  
12 AP staff appointed by the Provost or designee
2. Term: 3 years.
3. Purpose: See Article III of the Student Code.
4. Reporting: To the Dean of Students or designee.

**S. UNIVERSITY LIBRARY ADVISORY COMMITTEE** (Approved by UAS 4/02/04)

1. Membership:  
Faculty (elected by and from): Four representatives from CLAS and one from each of the remaining colleges and library.  
1 student representative selected by the Student Senate  
Library Dean (*ex officio*, non-voting)

2. Term: 3 years, staggered.
3. Purpose: To advise the Library on possible areas of library development as perceived by the faculty; to react to issues brought to them from the Library; to serve as a communication channel; to recommend to the Academic Senate in a timely manner on major policy issues and matters of general concern as identified by the Committee.
4. Reporting: To the Library Dean and to the Academic Senate on matters of policy and general concern.

**T. WRITING SKILLS COMMITTEE** (Approved by UAS 4/02/04)

1. Membership:  
 Director of Supplemental Writing Skills, Chair (ex officio)  
 Director of GVSU Writing Center (ex officio)  
 Chair of Writing Department (ex officio)  
 Faculty (elected by and from): Four representatives from CLAS and one from each of the remaining colleges and library.  
 1 student selected by Student Senate
2. Term: 3 years, staggered.
3. Purpose: To determine, after consultation with unit heads, which course offerings shall be designated as Supplementary Writing Skills (SWS) courses, and to post-audit SWS courses to determine whether the criteria are being faithfully implemented. To develop placement tests and post-evaluation tests and investigate all problems connected with their administration; to investigate appeal procedures; investigate options for remedial work; set up formal procedures to apply for SWS status for courses; set up codes by which writing skills courses are identified in schedules and transcripts; investigate (with advice of Writing Department) various writing handbooks in order to adopt one as standard reference for all writing skills courses; sponsor on-going workshops in teaching writing skills for faculty members teaching SWS courses; determine how soon the new writing skills program can be implemented; compose statement of support for SWS courses to be included in university catalog.
4. Reporting: To University Curriculum Committee.

## 2.03 **College Governance Policies**

The following college governance policies are published here as examples only. They must be consistent with the provisions of this Handbook and the Administrative Manual but need not be approved by the University Academic Senate. The reader is advised to check with his/her unit head for the most current policy.

### A. **College of Liberal Arts and Sciences**

#### **Preamble**

CLAS Faculty Governance is a deliberative and broadly representative forum that exists to consider the activities of the University's College of Liberal Arts and Sciences (CLAS) in all of its facets, with particular attention to educational objectives and those matters that affect the common interests of faculty, staff and students. Any standing committee may recommend general policies and otherwise advise the Dean of CLAS. All standing committees are authorized to initiate policy proposals as well as to express their judgment on those submitted to it by the administrative officers of the University and its various academic divisions. CLAS Faculty Governance is also empowered to request information through appropriate channels from the University administration.

#### 1. CLAS Faculty Governance Committees

##### A. **Faculty Council**

The CLAS Faculty Council (CFC) will serve as the executive committee of faculty governance within CLAS. Its responsibilities include conducting elections within the college, reviewing the functioning of all standing CLAS committees, forming committees as necessary, and facilitating and supervising referenda and assemblies as called under these Bylaws. The CFC will serve as liaison between the faculty and the Dean.

The CFC will advise the Dean on policies and issues within CLAS, which includes the overall CLAS budget, the feasibility and desirability of new programs, and staff support for CLAS committees.

The CFC shall seek to represent the general interests of the CLAS faculty collectively. Although the CFC shall always prefer a cooperative relationship with the Dean in particular and the administration in general, the CFC will represent faculty interests first and foremost.

With regards to its advisory role, the CFC shall issue a statement to the CLAS faculty whenever such consultation takes place. The statement shall include, but is not limited to, indication as to the position of the CFC on the respective issue(s). It shall also indicate the committee's affirmation, neutrality, or disapproval of the Dean's decision or course of action.

##### B. **Personnel Committee**

1. **Purpose:** The CLAS Personnel Committee (CPC) will review and recommend to the Dean on all contract renewals, promotion and tenure decisions, dismissal for adequate cause, personnel policies and issues, and other requirements of the Faculty Handbook. It will also make recommendations to the Dean on sabbatical applications, in conjunction with the CLAS Faculty Development Committee.

2. **Other information:** The internal bylaws of the CPC, which include a recommended timeline for personnel actions and a list of procedures for review of personnel files, are subject to the approval of CLAS faculty and the Faculty Council.

##### C. **Curriculum Committee**

1. **Purpose:** The CLAS Curriculum Committee (CCC) will review and recommend to the Dean on all curricular matters, including, but not limited to, proposals for new courses or programs, course and program changes, program requirements, and general education courses. It will review proposals for potential overlap with, or effect on, other disciplines, units, or colleges. The CCC can inform the Dean's office of requests to assist with communication and coordination among affected disciplines, units, and colleges.

2. **Other information:** If the committee has questions about curricular issues pertaining to a unit that is not represented on the committee, the committee shall consult with the relevant unit head and/or the author(s) of curricular proposals from that unit.

D. Faculty Development Committee

1. Purpose: The CLAS Faculty Development Committee (FDC) will advise the Dean on faculty development in teaching, scholarship, and service. This includes the mentoring of new faculty consistent with the goals of liberal learning. The FDC will review and recommend to the CLAS Personnel Committee on sabbatical leave requests, and review and recommend to the Dean on university-wide awards. The committee will also advise the Dean on assisting faculty and student research collaboration, and will support faculty in the grant proposal process as a liaison between CLAS and internal and external audiences.

2. Rules for CLAS Faculty Governance Committees

A. Membership.

For each committee, one third of the membership will be elected at the end of each academic year for a term of three years. Members shall be elected following the procedures in Section 3. Filling of vacancies outside of a regular election is also described in Section 3.

The Faculty Council and Faculty Development Committee shall have nine members each. The Personnel and Curriculum Committees shall have twelve members each. Only tenured faculty may serve on the Personnel Committee.

The Dean, or a designated representative of the Dean, is an *ex-officio* member of the following committees: Faculty Council, Curriculum Committee, and Faculty Development Committee. The Dean's role with the Personnel Committee is discussed in the Faculty Handbook and the CPC internal bylaws.

Membership on a CLAS faculty governance committee requires regular attendance at meetings and full participation in the committee's business.

B. Standard Meeting Times.

Each committee shall have a standard meeting time, which will be communicated as part of the announcement of elections each year. Committees normally meet every other week, but may meet more often if necessary. The standard meeting times beginning with the 2006-07 academic year are:

Faculty Council: Wednesdays, 2:00-3:50PM.

Personnel Committee: Fridays, 3:00-5:00PM.

Curriculum Committee: Fridays, 3:00-5:00PM.

Faculty Development Committee: For 2006-07, a two-hour meeting time will be established prior to the elections in Winter 2006. The meeting time will be publicized on the election ballot. The committee normally meets for one hour every other week, with longer weekly meetings scheduled during the review of sabbatical and S<sup>3</sup> proposals.

Changes to these meeting times must be approved by Faculty Council.

C. Length of Terms.

The standard term on a committee is three years. Faculty may be elected to terms of shorter length to fill vacancies (see Section 3). Terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester (each year), each committee must choose its Secretary or Chair for the following academic year. It is the responsibility of the Secretary or Chair whose term is expiring to make sure the selection occurs. Whenever possible, rank and experience should be taken into consideration in choosing a Secretary or Chair.

Faculty may not serve, and must relinquish his or her seat, on CLAS faculty governance committees while on sabbatical leave, or any other leave of a semester or longer in duration.

D. Alternate Assignment.

The Secretary of Faculty Council, and the chairs of the Personnel and Curriculum Committees, shall receive one course alternate assignment per semester to complete their responsibilities. This alternate assignment is subject to approval by the Dean.

- E. Attendance at Meetings.  
Committee members should make all efforts to attend all committees meetings. If a committee member cannot attend a meeting, he or she must inform the chair beforehand. No substitutes or alternates are allowed.
  - F. Internal Bylaws of Committees.  
Committees develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities (e.g. review of curriculum proposals), and other matters. Internal bylaws must be consistent with university policy and these Bylaws. Internal bylaws need to be approved by the CFC, and the CPC internal bylaws also need the approval of CLAS faculty. All internal bylaws, once approved, shall be publicly available.
3. Election Procedures for CLAS Faculty Governance Committees
- A. Announcement of Upcoming Election.  
The Faculty Council will determine which openings on CLAS faculty governance committees will need to be filled by a CLAS-wide election. No later than February 15 of each year, the Secretary of the Faculty Council will communicate the list of openings to the Unit Heads.
  - B. Call for Nominations.  
Not later than March 1 each year, the Faculty Council will issue a call for nominations for all open positions for the next academic year. A period of at least two weeks will be allowed for nominations. This period will include the first Monday and Tuesday following Spring Break.
  - C. Nomination Procedure.  
All tenure-line faculty whose primary unit is in CLAS may nominate themselves or colleagues (with their consent) for any open position for which they are eligible. Faculty may stand for election to one or more committees, but individuals can serve on only one CLAS faculty governance committee at a time.
  - D. Responsibility of Nominees.  
Each nominee must provide a brief personal statement (maximum of 150 words) explaining why he or she wishes to serve on the committee. The names, departments, ranks, and personal statements of the nominees will be available on-line during the election process. Nominations will not be official until statements are received. Statements must be received a week before voting commences.
  - E. Term Limits.  
A faculty member may not be elected for more than two consecutive terms on the same committee; one year must pass before he/she is eligible again for election to that committee. This restriction applies to all terms regardless of duration (i.e., whether the initial term is one, two or three years, as might occur for sabbatical replacements or initial committee appointments).
  - F. Sabbaticals and Nominations.  
Faculty may stand for election if they expect to take sabbatical or other leave during the second or third year of the term they are seeking, with the understanding that their term will end when their leave begins. (See section 2c.) Faculty who expect to take sabbatical or other leave during the Fall semester of the first year of the term they are seeking are not eligible for nomination.
  - G. Number of Nominees.  
The goal for each election will be to have at least two nominees for each open position. If there are not enough nominees for a position after the normal nomination process, the Faculty Council will extend the nomination period for an additional week to actively seek additional nominees.
  - H. Voting timeline.  
No later than April 1 each year, the Faculty Council will open the election for voting. Once voting is initiated, faculty members will have a period of seven days to cast their vote. All tenure-line faculty whose primary unit is in CLAS are eligible to vote in elections for CLAS committees.



I. Approval voting.

For each position, faculty should vote for as many of the nominees as they support. This is approval voting: one votes for as many of the nominees of whom one approves. The Faculty Council will make available a tutorial on approval voting for those who are interested.

J. Outcome of elections.

With the following exceptions, the nominee(s) with the highest number of approval votes are elected:

- No more than one person from any one unit may serve on a CLAS committee. If there are two nominees for a position from the same unit, the one with the higher number of approval votes will be elected; if both nominees are tied, a coin toss conducted by the Faculty Council will determine the winner.
- If two nominees are tied for the final position to be filled on a committee, a coin toss, conducted by the Faculty Council, will determine the winner.
- If elected to multiple positions, the faculty member must choose one.

K. Announcement of results.

The Secretary of the Faculty Council will communicate the results of the election no later the Monday of the last week of class of Winter semester. The Secretary, or a designate, will also notify all nominees of the results of the election. See Section 2 for a discussion of when terms begin.

L. Filling of Vacancies.

The Faculty Council will maintain a list of all candidates and votes received. Outside of the annual regular election, if a seat is vacated on a CLAS committee (except the CLAS Personnel Committee) due to resignation or some other reason, the Faculty Council will offer the seat to the person on the list with the next highest number of votes. If the list is exhausted, Faculty Council will appoint an interim replacement to the position until it can be filled through the next regular election. This appointment cannot occur until after a public call for volunteers has occurred and, if possible, the Faculty Council has asked the person who is vacating the seat for recommendations.

At the beginning of the academic year, there will be an election for Alternates to the CLAS Personnel Committee. An alternate will serve until the next regular election if a vacancy arises on the CPC.

M. Diverse Representation.

For each of the CLAS elected committees except the Personnel Committee, an additional member may be appointed by the Faculty Council to promote diverse gender, minority, or unit representation. The term for an appointed representative is until the next election. For the Personnel Committee, appointments for diversity purposes must follow guidelines in the Faculty Handbook.

4. CLAS Representation in University Faculty Governance

A. University Representation.

CLAS has representatives on many University faculty governance committees, starting with the University Academic Senate. See the *Faculty Handbook* section on faculty governance for information about the range of committees and the number of representatives.

There are various other committees at Grand Valley which are not part of faculty governance (for example, the Provost's Advisory Committee). These Bylaws do not address the composition of those committees.

B. Eligibility to Serve.

All tenure-line faculty whose primary unit is in CLAS are eligible to represent CLAS on the committees listed in Section 4a. All seats will be elected CLAS-wide in conjunction with the election for CLAS faculty governance (see section 5).

The following restrictions also apply:

- UAS: no more than three faculty may serve from the same department.
- Standard-7 committees and the General Education committee: no more than two faculty may serve from the same department.
- Standard-4 committees: no more than one faculty may serve from the same department.
- Graduate Council: Only faculty from departments that offer at least one graduate course are eligible.

C. Other GVSU Committees Requiring CLAS Representation.

For committees not under the purview of University faculty governance, the Faculty Council is empowered to address filling vacancies on these committees as the need arises.

5. Election Procedures for CLAS Representation in University Faculty Governance

A. Announcement of Upcoming Election.

The Faculty Council will determine which openings on University faculty governance committees will need to be filled by a CLAS-wide election. No later than February 15 of each year, the Secretary of the Faculty Council will communicate the list of openings to the Unit Heads. Open positions for both CLAS and university positions will be filled through one election.

B. Call for Nominations.

Not later than March 1 each year, the Faculty Council will issue a call for nominations for all open positions for the next academic year. A period of at least two weeks will be allowed for nominations. This period will include the first Monday and Tuesday following Spring Break.

C. Nomination Procedure.

All tenure-line faculty whose primary unit is in CLAS may nominate themselves or colleagues (with their consent) for any open position for which they are eligible. Faculty may stand for election to one or more committees.

D. Responsibility of Nominees.

Each nominee must provide a brief personal statement (maximum of 150 words) explaining why he or she wishes to serve on the committee. The names, departments, ranks, and personal statements of the nominees will be available on-line during the election process. Nominations will not be official until statements are received. Statements must be received a week before voting commences.

E. Number of Nominees.

The goal for each election will be to have at least two nominees for each open position. If there are not enough nominees for a position after the normal nomination process, the Faculty Council will extend the nomination period for an additional week to actively seek additional nominees.

F. Voting timeline.

No later than April 1 each year, the Faculty Council will open the election for voting. Once voting is initiated, faculty members will have a period of seven days to cast their vote. All tenure-line faculty whose primary unit is in CLAS are eligible to vote in elections for CLAS representatives on university committees.

G. Approval voting.

For each position, faculty should vote for as many of the nominees as they support. This is approval voting: one votes for as many of the nominees of whom one approves. The nominee(s) with the highest number of approval votes are elected. If two nominees are tied for the final position to be filled on a committee, a coin toss, conducted by the Faculty Council, will determine the winner. The restrictions described in section 4b. shall apply.

H. Announcement of results.

The Secretary of the Faculty Council will communicate the results of the election no later than the Monday of the last week of class of Winter semester. The Secretary, or a designate, will also notify all nominees of the results of the election.

I. Filling of Vacancies.

The Faculty Council will maintain a list of all candidates and votes received. Outside of the annual regular election, if a seat is vacated by a CLAS representative on university committees due to resignation or some other reason, the Faculty Council will offer the seat to the person on the list with the next highest number of votes. If the list is exhausted, Faculty Council will appoint an interim replacement to the position until it can be filled through the next regular election. This appointment cannot occur until after a public call for volunteers has occurred and, if possible, the Faculty Council has asked the person who is vacating the seat for recommendations.

J. Sabbaticals and Nominations.

Faculty may stand for election if they expect to take sabbatical or other leave during the second or third year of the term they are seeking, with the understanding that their term will end when their leave begins. Faculty who expect to take sabbatical or other leave during the Fall semester of the first year of the term they are seeking are not eligible for nomination.

For CLAS representation on University faculty governance committees, faculty may not serve, and must relinquish his or her seat, while on sabbatical leave, or any other leave of a semester or longer in duration.

6. Miscellaneous Provisions

A. CLAS Faculty Assembly.

There shall be at least one CLAS Faculty Assembly during each academic year. Faculty Assemblies shall be called by the Dean, by at least six members of the Faculty Council, or in response to a petition signed by 25% of the CLAS Faculty. During an Assembly, representatives from the committees of CLAS Faculty Governance will inform the faculty about various issues. The Dean leads the Assembly.

B. CLAS Faculty List.

The Dean of the College shall be responsible for producing a current list of the members of the CLAS Faculty by name and title upon the request of the Faculty Council. The list shall be updated on an ongoing basis by the Dean's administrative staff. The faculty list shall be used to verify the eligibility of candidates and voters in CLAS faculty governance elections.

C. Amending the Bylaws.

CLAS faculty may propose amendments to these Bylaws. Any proposed amendment must receive the support of 2/3 of the Faculty Council. If supported, the Faculty Council will submit the proposed amendment to the Faculty. The amendment shall be discussed in a public forum. The proposal must be submitted to the CLAS Faculty at least ten work days in advance of the forum. A referendum shall be held on the amendment no more than twenty work days after the forum. At least 2/3 of those who vote must agree in order for the amendment to be adopted.

D. Referenda Procedures.

For proposals that are not related to these Bylaws, a referendum may be called to seek the approval of the CLAS faculty. In this situation, the procedure in section 6c. will be used.

E. Public Communication of Committee Activities.

Information on the work of the four standing committees of CLAS Faculty Governance will be posted regularly at a public site, currently the CLAS Faculty Blackboard site. This information includes meeting announcements, approved minutes, and other documents.

F. Annual Reports from Standing Committees.

Each standing committee will issue an annual report of its activities in April of the winter semester. In addition, an oral report will be part of the CLAS Faculty Assembly (see section 6a).

G. Strategic Planning for CLAS.

CLAS Faculty Governance shall be consulted about strategic planning for the college.

H. Faculty with Joint Appointments.

For faculty with joint appointments, any restrictions on representation in these Bylaws that relate to department membership shall be interpreted as pertaining to the primary department of the faculty member.

- I. Major Changes in Organization of College or Administration.  
Proposals regarding major changes in the organization of CLAS or in collegiate administrative policy must be discussed by the CLAS Faculty Council. The policy and process for appointing an interim or new Dean for CLAS must be discussed by the CLAS Faculty Council.
  - J. Review of These Bylaws.  
The Faculty Council must review these Bylaws every five years to determine if any changes must be proposed to the CLAS faculty.
7. CLAS Faculty Council
- A. Function:
    1. The CLAS Faculty Council will:
      - a. be responsible for faculty governance, including conducting elections to college and university governance committees, populating various task forces and ad hoc committees that may arise, reviewing the functioning of all CLAS committees, and recommending the appropriate staff support for all CLAS committees;
      - b. advise the Dean on policies and issues in the college, including budget;
      - c. upon the Dean's request, review and advise about the feasibility of new programs;
      - d. facilitate and supervise referenda and assemblies called by CLAS faculty under the CLAS bylaws. Until CLAS bylaws are developed and approved, referenda and assemblies of the CLAS faculty can be called by petitions signed by 20% of tenure-line CLAS faculty.
      - e. develop its own bylaws, consistent with university policy and final approval by the Dean.
  - B. Council Membership:
    1. Council members will be elected at-large from the CLAS faculty as a whole.
    2. The council will have 9 elected members; an additional member may be appointed by the elected members of the council to assure diverse gender and minority representation.
    3. The Dean or a designated representative of the Dean will sit on the committee as a non-voting, *ex-officio* member.
    4. All council members must be tenure-line faculty. Unit heads, assistant, and associate deans may not serve as voting members of the council.
    5. There may be no more than 1 elected council member from any one unit in CLAS.
    6. Council terms shall be for 3 years. The terms will be staggered, with approximately one third of the council being elected each year. For the first election only, those elected to the council will draw lots to determine who will serve an initial 1-yr term, 2-yr term, or 3-yr term.
    7. The council will elect its own secretary from among the council members.
    8. After the election of new council members each Winter semester, and before the end of the semester, the council will meet to elect a secretary. Continuing members of the council and newly-elected members are eligible to vote in the secretary election.
8. CLAS Personnel Committee
- A. Membership
    1. CLAS Personnel Committee (CPC) members will be elected at-large from the CLAS faculty as a whole.
    2. One third of the membership will be elected at the end of each academic year for a term of three years.
    3. The committee will have 12 elected members; an additional member may be appointed for a one-year term to assure diverse gender and minority representation. For procedures on who can make appointments and how, see the Faculty Handbook.
    4. All committee members must be tenured faculty.
    5. There may be no more than one elected committee member from any one unit in CLAS.
    6. After the election of new committee members each Winter semester, the committee will meet to elect a chair, following the timetable in the Bylaws for CLAS Faculty Governance. Continuing members of the committee and newly-elected members are eligible to vote in the chair election.
    7. Every fall semester, the CLAS Faculty Council will decide if the Dean or an Associate Dean will be present for committee deliberations. The results of this decision shall be

reported to the Chair of the University Academic Senate. (This annual decision is described in the Faculty Personnel Policies chapter of the Faculty Handbook.)

B. Purpose

1. The CLAS Personnel Committee (CPC) will review and recommend to the Dean on all contract renewals, promotion and tenure decisions, dismissal for adequate cause, personnel policies and issues, and other requirements of the Faculty Handbook. It will also make recommendations to the Dean on sabbatical applications, in conjunction with the CLAS Faculty Development Committee.

C. Officers of the Committee

1. The duties of the Chair of the CLAS Personnel Committee are as follows:
  - a. Preside over meetings.
  - b. Serve as Committee liaison to individual faculty and unit heads.
  - c. Make subcommittee assignments.
  - d. Call special meetings.
  - e. Following committee discussion and vote, compose and send substantive letters to the Dean and copies of same to all contract renewal, tenure and promotion candidates and their unit heads. Drafts of such letters will be reviewed by the CPC before they are sent.
2. The duties of the Assistant Chair of the CLAS Personnel Committee are as follows:
  - a. Serve as Committee recorder.
  - b. Assume duties of Chair in the absence of Chair.
  - c. Coordinate work of subcommittees.

D. Timeline for Personnel Actions

1. All unit recommendations and supporting materials will be submitted to the CLAS Personnel Committee no later than the 2<sup>nd</sup> Monday prior to Spring Break.
2. Personnel deliberations will begin with contract renewal files, followed by tenure files, and concluding with promotion files.
3. All CLAS Personnel Committee recommendations will be rendered to the Dean by April 1. After its deliberations on one or more personnel matters, the committee may meet with the Dean to discuss its recommendations.

E. Procedures for Review of Personnel Files

1. A quorum of eight members will be necessary to conduct any personnel deliberations or vote.
2. A motion will be carried by a simple majority of those present at a given meeting.
3. The Chair of the CLAS Personnel Committee will assign each member to one of four subcommittees, determined on the basis of schedule availability. No CPC subcommittee will be assigned a file from the home units of the subcommittee members.
4. All personnel files will be reviewed by one of the four subcommittees, except for issues regarding dismissal for adequate cause.
5. Each subcommittee will designate 1<sup>st</sup> and 2<sup>nd</sup> readers to spread the reading load.
6. Each subcommittee member will have access to copies of the following materials from a candidate's file: curriculum vitae, integrative statement, unit recommendation of the candidate, and results of the unit vote.
7. All members of a subcommittee will meet at a mutually acceptable time to discuss their assigned files. All members of a subcommittee must be present in order to call a vote for recommendation to the whole of the CPC.
8. The CPC Chair will review *all* files.
9. A unanimous positive recommendation of a subcommittee will send a candidate forward for discussion and vote by the entire CPC. A negative recommendation from one or more members of a subcommittee will require a full review of a candidate's file by the entire CPC, followed by discussion and vote. If the CPC vote is negative, the candidate will receive information about the CPC decision and be afforded the opportunity to appear before the CPC as discussed in the Faculty Handbook.
10. Any member of the CPC can call for a whole committee review of a file.
11. The whole of the CPC will normally meet on Fridays from 3-5 p.m.

- F. General Recommendations of the CLAS Personnel Committee
  1. Regarding the integrative statement, CPC recommends 3-5 pages in length for contract renewals, 4-8 pages in length for tenure and promotion; CPC also recommends a 12 point font with single spacing.
9. CLAS Curriculum Committee
  - A. Function
    1. The CLAS Curriculum Committee will:
      - a. review and recommend to the Dean on all curricular matters, including proposals for new courses or programs, course and program changes, program requirements, and general education courses. It will review whether proposals have adequately identified and dealt with potential overlap with, or effect on, other disciplines, units, or colleges. The Dean's office will be charged with facilitating communication and coordination among affected disciplines, units, and colleges.
      - b. develop its own bylaws, consistent with university policy and final approval by the Dean.
  - B. Committee Membership
    1. Curriculum Committee members will be elected at-large from the CLAS faculty as a whole.
    2. The committee will have 12 elected members; an additional member may be appointed by the CLAS Faculty Council to assure diverse gender and minority representation.
    3. The Dean or a designated representative of the Dean will sit on the committee as a non-voting, *ex officio* member.
    4. All committee members must be tenure-line faculty. Assistant and associate deans may not serve as voting members of the committee.
    5. There may be no more than 1 elected committee member from any one unit in CLAS.
    6. Committee terms shall be for 3 years. The terms will be staggered, with approximately one third of the committee being elected each year. For the first election only, those elected to the committee will draw lots to determine who will serve an initial 1-yr term, 2-yr term, or 3-yr term.
    7. The committee will elect its own chair from among the committee members.
    8. After the election of new committee members each Winter semester, and before the end of the semester, the committee will meet to elect a chair. Continuing members of the committee and newly-elected members are eligible to vote in the chair election.
  - C. Committee Operations:
    1. If the committee has questions about curricular issues pertaining to a unit that is not represented on the committee, the committee shall consult with the relevant unit head and/or the author(s) of curricular proposals from that unit.
10. Election and Membership Procedures for CLAS Committees
  - A. Elections
    1. All tenure-line faculty in CLAS are eligible to vote in elections for CLAS.
    2. Not later than March 1 each year, the Faculty Council will issue a call for nominations for all open positions for the next academic year. A period of 2 weeks will be allowed for nominations. This period will include the first Monday and Tuesday following Spring Break.
    3. A faculty member may not be elected for more than 2 consecutive terms on the same committee; one year must pass before he/she is eligible again for election to that committee.
    4. College units have a 2 consecutive term limit on each committee; one year must pass before any member of that unit is eligible to serve again on that committee. (A member of a unit is someone whose primary appointment is in that unit.)
    5. Tenure-line CLAS faculty may nominate themselves or colleagues (with their consent) for any open position for which they are eligible. Faculty may stand for election to one or more committees but may serve only on one.
    6. The Faculty Council will solicit from each nominee a brief personal statement (maximum of 150 words) explaining why they wish to serve on the committee. The names, departments, ranks, and personal statements of the nominees will be posted on the CLAS website during the election process.
    7. Faculty who are eligible for sabbaticals or other leave are encouraged to stand for election, with the understanding that their term will end when their leave begins.

8. If there are not enough nominees for a position after the normal nomination process, the Faculty Council will extend the nomination period for an additional week to assure a sufficient number of nominees
9. After the nomination process has ended, faculty have a period of 7 days to cast their votes.
10. For each position, faculty should vote for as many of the nominees they support (This is approval voting: one votes for as many of the nominees as one approves of.)
11. With the following exceptions, the nominee(s) with the highest number of approval votes are elected:
  - a. No more than 1 person from any one unit may be elected to a CLAS committee. If there are two nominees for a position from the same unit, the one with the higher number of approval votes will be elected; if both nominees are tied, a coin toss, conducted by the Faculty Council, will determine the winner.
  - b. If two nominees are tied for the final position to be filled on a committee, a coin toss, conducted by the Faculty Council, will determine the winner.
  - c. If elected to multiple positions the faculty member must choose one.
12. The results of the election will be announced no later than April 1.
13. For the first election only, in the absence of a Faculty Council, the Dean's office will conduct the elections.
14. To facilitate the March election and to accommodate faculty schedules, during the 2005-2006 academic year the CLAS Personnel Committee and the CLAS Curriculum Committee will meet Fridays, 3-5pm; the CLAS Faculty Council will meet alternate Wednesdays, 2-4 pm; and the CLAS Faculty Development Committee will determine its meeting time after the committee is elected. The Faculty Council will establish the committee meeting times for subsequent years.
15. The procedure and timetable outlined above will govern the annual, regular elections. The Faculty Council will develop procedures and a timetable for special and/or replacement elections. Special or replacement elections will be held when:
  - a. a committee member will be on leave for a semester, or
  - b. the committee requests a replacement per the committee's bylaws.

**B. Committee Membership**

1. If a committee member cannot attend a meeting, no substitutes or alternates are allowed.
2. If a member must go off a committee before his/her term expires, the Faculty Council must hold an election for a new 3-year term. If a committee position is filled by a special or replacement election any time in midyear, the remainder of that year counts as the first year of a full 3-year term.

**B. Seidman College of Business**

**1. Faculty Senate**

- a. Charge: To deal with all academic matters concerning the Seidman College and make recommendations to the Dean; to meet at least once each semester and on other occasions as called by the Chairperson of the Senate.
- b. Membership: All faculty on at least one-half time annual appointment in the Seidman College including visiting and one-year appointments; chairperson elected annually by the faculty; secretary appointed annually; the Dean is an ex officio member.
- c. Voting: Only tenure-track faculty (including the Dean) and full-time affiliate and visiting faculty with one-year prior SCB teaching experience may vote.

**2. Dean's Executive Committee (DEC)**

- a. Charge: Coordinate academic administration and direction; develop policy recommendations to the faculty; prepare nominations for committee membership excluding the Personnel Committee; advise the Dean on matters of concern to the faculty.
- b. Membership: Five department chairs, Faculty Senate Chairperson, Dean and Associate Dean. Non-voting: Director Graduate Business Programs, Director Undergraduate Business Programs, Administrative Assistant to the Dean.

**3. College Personnel Committee (CPC)**

- a. Charge: Review and recommend to the Dean on the following: 1) all recommendations from the departments for promotion, tenure, contract renewals, and sabbaticals.
- b. Membership: Five tenured faculty members elected by the faculty: one from each department, excluding chairpersons, and including at least one female and one minority

**4. College Curriculum Committee (CCC)**

- a. Charge: Review and recommend on all curricular matters and issues.

- b. Membership: Five faculty members, one from each department, elected by the faculty; Non-voting: Associate Dean.
- 5. Enterprise Resource Planning Committee (ERPC)
  - a. Charge: The mission of the committee is to provide support for expansion, integration, and implementation of ERP (and SAP) initiatives.
  - b. Membership: A minimum of five members, typically with a representative from each department, selected by DEC, plus the Director.
- 6. Entrepreneurship Committee (EC)
  - a. Charge: To promote the entrepreneurship minor through curriculum and program development and related matters.
  - b. Membership: Faculty and staff (non-voting), selected by DEC, including the Director of the Center for Free Enterprise (non-voting).
- 7. Graduate Accounting Committee (GAC)
  - a. Charge: To review and recommend all policies regarding graduate accounting admissions, curricula, and student-related issues.
  - b. Membership: Four accounting and taxation faculty members selected by DEC. Non-voting: Director Graduate Business Programs.
- 8. Instructional Resources Committee (IRC)
  - a. Charge: The committee will review all issues, and recommend all policies regarding instructional resource needs, computing and information technology needs, library needs, department coordinators' issues, and related issues.
  - b. Membership: Five faculty members and one department coordinator, selected by DEC, with a representative from each department.
- 9. Intellectual Contributions Committee (ICC)
  - a. Charge: To provide support and feedback for faculty intellectual contributions activities, to coordinate in-house research seminars, and to make research-grant recommendations.
  - b. Membership: Five faculty members, selected by DEC, with a representative from each department.
- 10. International Education Committee (IEC)
  - a. Charge: To promote the internationalization of the business college through curriculum and program development and related matters.
  - b. Membership: Five faculty members, selected by DEC, plus Director, with a representative from each department.
- 11. MBA Committee (MC)
  - a. Charge: To review and recommend all policies regarding the MBA program MBA curriculum, MBA graduate admissions, and related issues.
  - b. Membership: Five faculty members, selected by DEC, with a representative from each department. Non-voting: Graduate Business Programs Director.
- 12. Strategic Management Committee (SMC)
  - a. Charge: To manage strategic planning processes and provide support for AACSB accreditation efforts, as identified by the Dean, the Committee, and the faculty-at-large.
  - b. Membership: Chairpersons of the College's standing Committees (except DEC), plus the Dean and Associate Dean.
- 13. Teaching and Learning Committee (TLC)
  - a. Charge: To provide teaching feedback and support activities, to enhance faculty teaching and instructional development, and to review and recommend regarding all teaching related issues including teaching-grant recommendations.
  - b. Membership: Five faculty members, selected by DEC, with a representative from each department.

NOTE: Members of the Seidman College Curriculum Committee and Personnel Committee are elected for staggered two-year terms. Elections are held at the end of each academic year for the subsequent year(s).

## C. College of Community and Public Service

### **Preamble**

CCPS Faculty Governance is a deliberative and broadly representative forum that exists to consider the activities of the University's College of Community and Public Service (CCPS) in all of its facets, with particular attention to educational objectives and those matters that affect the common interests of faculty, staff, and students. Any standing committee may recommend general policies and otherwise advise the Dean of CCPS. All standing committees are authorized to initiate policy proposals as well as



to express their judgment on those submitted to it by the administrative officers of the University and its various academic divisions. CCPS Faculty Governance is also empowered to request information through appropriate channels from the University administration.

1. CCPS Faculty Governance Committees

A. Faculty Advisory Committee (FAC)

1. Charge

- a. To make recommendations to the Dean regarding all matters affecting the College of Community and Public Service and/or its faculty, subject to the petition power of the faculty.
- b. To administer elections to the faculty governance committees including nominations for all committees except for the nominations for the College Personnel Committee (CPC) and College Curriculum Committee (CCC), which shall be handled by each Unit.
- c. To call, set agenda, and conduct Assembly meetings, the Chair of the Committee or his/her designate acting as Chair of all Assembly meetings, subject to the petition power of the faculty.
- d. Reviewing the functioning of all standing CCPS committees, forming committees as necessary, and facilitating and supervising referenda and assemblies as called under these Bylaws.
- e. The FAC will serve as liaison between the faculty and the Dean.
- f. The FAC will serve as liaison between the faculty and university governance.
- g. The FAC will advise the Dean on policies and issues within CCPS, which includes the overall CCPS budget, the feasibility and desirability of new programs, and staff support for CCPS committees.
- h. The FAC shall seek to represent the general interests of the CCPS faculty collectively. Although the FAC shall always prefer a cooperative relationship with the Dean in particular and the administration in general, the FAC will represent faculty interests first and foremost.
- i. With regards to its advisory role, the FAC shall issue a statement to the CCPS faculty whenever such consultation takes place. The statement shall include, but is not limited to, indication as to the position of the FAC on the respective issue(s). It shall also indicate the committee's affirmation, neutrality, or disapproval of the Dean's decision or course of action.

2. Membership

The Faculty Advisory Committee will have six members comprising of one member from each school/department including the Johnson Philanthropy Center and one at-large position. The Dean, or a designated representative of the Dean, is an *ex-officio, non-voting* member of the Faculty Advisory Committee. Membership on the FAC requires regular attendance at meetings and full participation in the committee's business. The committee must have at least one female and one minority among its membership. While EAP staff and affiliate faculty may serve, the majority of the committee must be regular faculty.

3. Standard Meeting Times

The FAC shall have a standard meeting time, which will be communicated as part of the announcement of elections each year. FAC normally meets once a month, but may meet more often if necessary. The standard meeting day and time for 2006-07 academic year is the 2<sup>nd</sup> Friday of each month from 12:00-2:00pm.

4. Length of Terms

The standard term on the FAC is three years which will be staggered among the members. Faculty may be elected to terms of shorter length to fill vacancies. Terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester (each year), each committee must choose its Chair for the following academic year. It is the responsibility of the Chair whose term is expiring to make sure the selection occurs. Whenever possible, rank and experience should be taken into consideration in choosing a Chair.

Faculty may not serve, and must relinquish his or her seat, on the FAC while on sabbatical leave, or any other leave of a semester or longer in duration.

5. Attendance at Meetings

Committee members should make all efforts to attend all committees meetings. If a committee member cannot attend a meeting, he or she must inform the chair beforehand. No substitutes or alternates are allowed.

6. Internal Bylaws of Committees

The FAC may develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities and other matters. Internal bylaws must be consistent with university policy and these Bylaws. Internal bylaws need to be approved by the CCPS voting members. All internal bylaws, once approved, shall be publicly available.

B. Personnel Committee (CPC)

1. Charge

- a. The CPS Personnel Committee (CPC) will review and recommend to the Dean on all contract renewals, promotion and tenure decisions, dismissal for adequate cause, personnel policies, and issues, and other requirements of the Faculty Handbook. It will also make recommendations to the Dean on sabbatical applications.
- b. The CPC may make recommendations to the Dean and/or the Faculty Advisory Council concerning other personnel matters or policies, upon their own initiative, or upon the request of the Dean or Faculty council.

2. Membership

- a. The College Personnel Committee shall have at least five members who will be **tenured** faculty. There shall be no more than two members from each unit within the College and there should be at least one member from each unit. If no tenured member is elected from a unit, an at large member will be elected. The Committee may not exceed 7 persons.
- b. At the first meeting of the academic term, the members of the CPC will vote on whether or not to invite the Dean of the College to attend their meetings on personnel actions as provided for by University policy.
- c. Membership on the CPC requires regular attendance at meetings and full participation in the committee's business.

3. Standard Meeting Times

Each committee shall have a standard meeting time, which will be communicated as part of the announcement of elections each year. The CPC meets when necessary.

4. Length of Terms

The standard term on CPC is three years which will be staggered among the members. Faculty may be elected to terms of shorter length to fill vacancies. Terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester (each year), each committee must choose its Chair for the following academic year. It is the responsibility of the Chair whose term is expiring to make sure the selection occurs. Whenever possible, rank and experience should be taken into consideration in choosing a Chair.

Faculty may not serve, and must relinquish his or her seat, on CPC while on sabbatical leave, or any other leave of a semester or longer in duration.

5. Attendance at Meetings

Committee members should make all efforts to attend all committees meetings. If a committee member cannot attend a meeting, he or she must inform the chair beforehand. No substitutes or alternates are allowed.

6. Internal Bylaws of Committees

The CPC may develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities and other matters. Internal bylaws must be consistent with university policy and these Bylaws. Internal bylaws need to be approved by the FAC, and the CPC internal bylaws also need the approval of CCPS faculty. All internal bylaws, once approved, shall be publicly available.

C. Curriculum Committee (CCC)

1. Charge

- a. The CCPS Curriculum Committee (CCC) will review and recommend to the Dean on all curricular matters, including, but not limited to, proposals for new courses or programs, course and program changes, program requirements, and general education courses. It will review proposals for potential overlap with, or effect on, other disciplines, units, or colleges. The CCC can inform the Dean's office of requests to assist with communication and coordination among affected disciplines, units, and colleges.

- b. Other information: If the committee has questions about curricular issues pertaining to a unit that is not represented on the committee, the committee shall consult with the relevant unit head and/or the author(s) of curricular proposals from that unit.
  2. Membership
    - a. The College Curriculum Committee shall have five members each comprising of one member from each school/department and one at-large position. Membership must include at least female and one minority. If these are not available among the CCPS faculty the Provost in consultation with the CCPS Dean may appoint as necessary.
    - b. The Dean, or a designated representative of the Dean, is an *ex-officio, non-voting* member of the College Curriculum Committee. Membership on a CCPS faculty governance committee requires regular attendance at meetings and full participation in the committee's business.
  3. Standard Meeting Times  
Each committee shall have a standard meeting time, which will be communicated as part of the announcement of elections each year. The CCC meets when necessary.
  4. Length of Terms  
The standard term on a committee is three years which will be staggered among the members. Faculty may be elected to terms of shorter length to fill vacancies. Terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester (each year), each committee must choose its Chair for the following academic year. It is the responsibility of the Chair whose term is expiring to make sure the selection occurs. Whenever possible, rank and experience should be taken into consideration in choosing a Chair.  
  
Faculty may not serve, and must relinquish his or her seat, on CCC while on sabbatical leave, or any other leave of a semester or longer in duration.
  5. Attendance at Meetings  
Committee members should make all efforts to attend all committees meetings. If a committee member cannot attend a meeting, he or she must inform the chair beforehand. No substitutes or alternates are allowed.
  6. Internal Bylaws of Committees  
The CCC may develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities and other matters. Internal bylaws must be consistent with university policy and these Bylaws. Internal bylaws need to be approved by the FAC, and the CCC internal bylaws also need the approval of CCPS faculty. All internal bylaws, once approved, shall be publicly available.
- D. International Education Committee
  1. Charge
    - a. The CCPS International Education Committee (IEC) will promote internationalization of the College through curriculum and program development, faculty development, student support, and other initiatives consistent with the goals of the college and the university. .
  2. Membership
    - a. The CCPS International Education Committee (IEC) shall have three members which will be elected from the CCPS faculty.
    - b. The Dean, or a designated representative of the Dean, is an *ex-officio, non-voting* member of the IEC
  3. Standard Meeting Times  
The IEC shall have a standard meeting time, which will be communicated as part of the announcement of elections each year. The IEC meets when necessary.
  4. Length of Terms  
The standard term on a committee is three years which will be staggered among the members. Faculty may be elected to terms of shorter length to fill vacancies. Terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester (each year), each committee must choose its Chair for the following academic year. It is the responsibility of the Chair whose term is expiring to make sure the selection occurs. Whenever possible, rank and experience should be taken into consideration in choosing a Chair.

Faculty may not serve, and must relinquish his or her seat, on IEC while on sabbatical leave, or any other leave of a semester or longer in duration.

5. Attendance at Meetings

Committee members should make all efforts to attend all committees meetings. If a committee member cannot attend a meeting, he or she must inform the chair beforehand. No substitutes or alternates are allowed.

6. Internal Bylaws of Committees

The IEC may develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities and other matters. Internal bylaws must be consistent with university policy and these Bylaws. Internal bylaws need to be approved by the FAC, and the IEC internal bylaws also need the approval of CCPS faculty. All internal bylaws, once approved, shall be publicly available.

**2. Election Procedures for CCPS Faculty Governance Committees**

A. Announcement of Upcoming Election.

The Faculty Advisory Committee will determine which openings on CCPS faculty governance committees will need to be filled by a CCPS-wide election. No later than February 1 of each year, the Chair of the Faculty Advisory Committee will communicate the list of openings to the Unit Heads.

B. Call for Nominations.

No later than February 15 of each year, the Faculty Advisory Committee will issue a call for nominations for all open positions for the next academic year. A period of at least two weeks will be allowed for nominations.

C. Term Limits.

A faculty member may not be elected for more than two consecutive terms on the same committee; one year must pass before he/she is eligible again for election to that committee. This restriction applies to all terms regardless of duration (i.e., whether the initial term is one, two or three years, as might occur for sabbatical replacements or initial committee appointments).

D. Sabbaticals and Nominations.

Faculty may stand for election if they expect to take sabbatical or other leave during the second or third year of the term they are seeking, with the understanding that their term will end when their leave begins. (See section 2c.) Faculty who expect to take sabbatical or other leave during the Fall semester of the first year of the term they are seeking are not eligible for nomination.

E. Number of Nominees.

The goal for each election will be to have at least two nominees for each open position. If there are not enough nominees for a position after the normal nomination process, the Faculty Advisory Committee will extend the nomination period for an additional week to actively seek additional nominees.

F. Voting timeline.

No later than March 1 each year, the Faculty Advisory Committee will open the election for voting. This election may be by paper or by secure electronic means. Once voting is initiated, faculty members will have a period of seven days to cast their vote. All regular faculty whose primary unit is in CCPS are eligible to vote in elections for CCPS committees.

G. Ballot Voting

For each position, faculty should vote for the one nominee they support and return the ballot to the CCPS Dean's Office for counting. Such votes may be paper or by secure electronic means. The person who receives the most votes will be the committee designee. The person with the next highest number of votes will be named as the Alternate and will be considered to be the committee designee if the elected designee is unable to serve the entire term.

H. Announcement of results.

The Chair of the Faculty Advisory Committee will communicate the results of the election no later than March 30.

I. Filling of Vacancies.

The Faculty Advisory Committee will maintain a list of all candidates and votes received. Outside of the annual regular election, i If a seat is vacated on a CCPS committee (except the CCPS Personnel Committee) due to resignation or some other reason, the Faculty Advisory Committee will offer the seat to the person on the list with the next highest number of votes. Alternate. If the Alternate is unable to serve at the time of the vacancy and the list is exhausted, the Faculty Advisory Committee will appoint designate an interim replacement to the position

until it can be filled through the next regular election. This appointment designation cannot occur until after a public call (via email) for volunteers has occurred and, if possible, the Faculty Advisory Committee has asked the person who is vacating the seat for recommendations.

At the beginning of the academic year, there will be an election for Alternates to the CCPS Personnel Committee. An alternate will serve until the next regular election if a vacancy arises on the CPC.

In the case of a vacancy on the College Personnel Committee, a special election must be held if the Alternate named at the time of the general election is unable to complete the term.

J. Diverse Representation.

For each of the CCPS elected committees except the Personnel Committee, an additional member may be appointed by the Faculty Advisory Committee to promote diverse gender, minority, or unit representation. The term for an appointed representative is until the next election. For the Personnel Committee, appointments for diversity purposes must follow guidelines in the Faculty Handbook.

### 3. CCPS Representation in University Faculty Governance

A. University Representation.

CCPS has representatives on many University faculty governance committees, starting with the University Academic Senate. See the *Faculty Handbook* section on faculty governance for information about the range of committees and the number of representatives.

There are various other committees at Grand Valley which are not part of faculty governance (for example, the Provost's Advisory Committee). These Bylaws do not address the composition of those committees.

B. Eligibility to Serve.

All regular faculty whose primary unit is in CCPS are eligible to represent CCPS on the committees listed in Section 4a. All seats will be elected CCPS-wide in conjunction with the election for CCPS faculty governance (see section 4).

The following restrictions also apply:

UAS: no more than two faculty may serve from the same department.

Graduate Council: Only faculty from departments that offer at least one graduate course are eligible.

c. Other GVSU Committees Requiring CCPS Representation.

For committees not under the purview of University faculty governance, the Faculty Advisory Committee is empowered to address filling vacancies on these committees as the need arises.

### 4. Election Procedures for CCPS Representation in University Faculty Governance

A. Announcement of Upcoming Election.

The Faculty Advisory Committee will determine which openings on University faculty governance committees will need to be filled by a CCPS-wide election. No later than February 1 of each year, the Chair of the Faculty Advisory Committee will communicate the list of openings to the Unit Heads. Open positions for both CCPS and university positions will be filled through one election.

B. Call for Nominations.

Not later than February 15 each year, the Faculty Advisory Committee will issue a call for nominations for all open positions for the next academic year. A period of at least two weeks will be allowed for nominations.

C. Nomination Procedure.

All tenure-line faculty whose primary unit is in CCPS may nominate themselves or colleagues (with their consent) for any open position for which they are eligible. Faculty may stand for election to one or more committees.

D. Number of Nominees.

The goal for each election will be to have at least two nominees for each open position. If there are not enough nominees for a position after the normal nomination process, the Faculty Advisory Committee will extend the nomination period for an additional week to actively seek additional nominees.

E. Voting timeline.

No later than March 1 each year, the Faculty Advisory Committee will open the election for voting. This election may be by paper or by secure electronic means. Once voting is initiated, faculty members will have a period of seven days to cast their vote. All tenure-line faculty

whose primary unit is in CCPS are eligible to vote in elections for CCPS representatives on university committees.

F. Ballot Voting

For each position, faculty should vote for the one nominee they support. Such votes may be paper or by secure electronic means. The person who receives the most votes will be the committee designee. The person with the next highest number of votes will be named as the Alternate and may be appointed to be the committee designee if the elected designee is unable to serve the entire term.

For each position, faculty should vote for the one nominee they support and return the ballot to the CCPS Dean's office for counting. The person who receives the most votes will be the committee designee.

G. Announcement of results

The Chair of the Faculty Advisory Committee will communicate the results of the election no later than March 30.

H. Filling of Vacancies

The Faculty Advisory Committee will maintain a list of all candidates and votes received. Outside of the annual regular election. If a seat is vacated on a CCPS committee (except the CCPS Personnel Committee) due to resignation or some other reason, the Faculty Advisory Committee will offer the seat to the Alternate. If the Alternate is unable to serve at the time of the vacancy and the list is exhausted, the Faculty Advisory Committee will designate an interim replacement to the position until it can be filled through the next regular election. This designation cannot occur until after a public call (via email) for volunteers has occurred and, if possible, the Faculty Advisory Committee has asked the person who is vacating the seat for recommendations.

The Faculty Advisory Committee will maintain a list of all candidates and votes received. Outside of the annual regular election, if a seat is vacated by a CCPS representative on university committees due to resignation or some other reason, the Faculty Advisory Committee will offer the seat to the person on the list with the next highest number of votes. If the list is exhausted, Faculty Advisory Committee will then appoint an interim replacement to the position until it can be filled through the next regular election. This appointment cannot occur until after a public call for volunteers (via email) has occurred and, if possible, the Faculty Advisory Committee has asked the person who is vacating the seat for recommendations.

I. Sabbaticals and Nominations

Faculty may stand for election if they expect to take sabbatical or other leave during the second or third year of the term they are seeking, with the understanding that their term will end when their leave begins. Faculty who expect to take sabbatical or other leave during the Fall semester of the first year of the term they are seeking are not eligible for nomination.

For CCPS representation on University faculty governance committees, faculty may not serve, and must relinquish his or her seat, while on sabbatical leave, or any other leave of a semester or longer in duration.

**5. Miscellaneous Provisions**

A. CCPS Faculty Assembly

There shall be at least one CCPS Faculty Assembly during each academic year. Faculty Assemblies shall be called by the Dean, by at the Faculty Advisory Committee, or in response to a petition signed by 25% of the CCPS Faculty. During an Assembly, representatives from the committees of CCPS Faculty Governance may inform the faculty about various issues. The Dean leads the Assembly.

B. CCPS Faculty List

The Dean of the College shall be responsible for producing a current list of the members of the CCPS Faculty by name and title upon the request of the Faculty Advisory Committee. The list shall be updated on an ongoing basis by the Dean's administrative staff. The faculty list shall be used to verify the eligibility of candidates and voters in CCPS faculty governance elections.

C. Amending the Bylaws

CCPS faculty may propose amendments to these Bylaws. Any proposed amendment must receive the support of 2/3 of the Faculty Advisory Committee. If supported, the Faculty Advisory Committee will submit the proposed amendment to the Faculty. The amendment shall be discussed in a public forum. The proposal must be submitted to the CCPS Faculty at least ten work days in advance of the forum. A referendum shall be held on the amendment no more

than twenty work days after the forum. At least 2/3 of those who vote must agree in order for the amendment to be adopted.

D. Referenda Procedures.

For proposals that are not related to these Bylaws, a referendum may be called to seek the approval of the CCPS faculty. In this situation, the procedure in section 5c. will be used.

E. Public Communication of Committee Activities.

Information on the work of the four standing committees of CCPS Faculty Governance will be posted regularly at a public site, currently the CCPS Faculty Blackboard site. This information includes meeting announcements, approved minutes, and other documents.

F. Annual Reports from Standing Committees.

Each standing committee will issue a written annual report of its activities in April of the winter semester. In addition, an oral report may be part of the CCPS Faculty Assembly (see section 5a).

G. Strategic Planning for CCPS.

CCPS Faculty Governance shall be consulted about strategic planning for the college.

H. Faculty with Joint Appointments.

For faculty with joint appointments, any restrictions on representation in these Bylaws that relate to department membership shall be interpreted as pertaining to the primary department of the faculty member.

I. Major Changes in Organization of College or Administration.

Proposals regarding major changes in the organization of CCPS or in collegiate administrative policy must be discussed by the CCPS Faculty Advisory Committee. The policy and process for appointing an interim or new Dean for CCPS must be discussed by the CCPS Faculty Advisory Committee.

J. Review of These Bylaws.

The Faculty Advisory Committee must review these Bylaws every five years to determine if any changes must be proposed to the CCPS faculty.

D. College of Education

1. Faculty Governance Council

- a. Charge: The Council shall be a forum for discussion of academic and personnel issues and shall recommend to the Dean policies and procedures for the College. The COE Council operates in accordance with the bylaws and faculty procedures of Grand Valley State University.
- b. Membership: Faculty of the COE who hold tenure or tenure track positions on a full or part-time (50%) basis shall comprise the membership.
- c. Meetings: Faculty Council meetings will be held at least 3 times a semester or at the petition of 15% of the college faculty.
- d. Leadership: The chair and vice chairs of the Faculty Governance Council shall be tenured and elected by tenured and tenure-track faculty. The chair will be a two-year term. One vice-chair will chair the Personnel Committee and the other will chair the Curriculum Committee. All three serve on the Deans Council. One vice-chair position will initially be a one-year term. The second vice-chair position will be a two-year term. The terms will run through the calendar year, to include the summer as well as the academic year.
- e. Elections: The elections will be held at the final spring meeting of the academic year. The Faculty Governance Council Chair will be elected to serve from 2004-2005; subsequent terms for the Faculty Chair will be for two years. The vice-chair will be elected in 2004 to serve for one year as chair elect. The vice chair then moves into the role of Faculty Chair for two years. A new vice-chair will be elected the second year of the Faculty Chair's term.
- f. Terms: All faculty governance offices commence with the start of the academic year. Current officers will assist in preparing the incoming officers during winter semester preceding that transition.

2. Personnel Committee

- a. Charge: To review and recommend to the Dean on promotion, tenure, contract renewal, and the process of faculty evaluations; to recommend to the Dean on unit-approved requests for sabbatical leaves; to raise necessary issues of personnel policy with the ECS; and to be re-affirmed yearly at the spring Assembly meeting.
- b. Membership: Two tenured or tenure-track members from each academic unit and one or two members elected at large to have an uneven number. A majority of the members must be tenured. Efforts will be made to have a membership that is balanced in race and gender.
- c. Term: Members will typically serve on four-year cycles. In order to serve as chair a member needs to serve on the committee one year and then serve as vice-chair for a year and a half. The

role of the chair is to call and facilitate the meeting and to chair the College Personnel Committee meetings. The role of the vice-chair, on the College Personnel Committee, is to represent the voice of the COE Faculty. The responsibility of vice-chair includes being a member of College Personnel (while learning the responsibilities of chair). The chair will serve for a two-year term.

3. Curriculum and Standards Committee

- a. Charge: Forward a report containing summary statements regarding all approved course change proposals to the Provost, the University Curriculum Committee, all Deans, all CCC's, and the Department Chairs within the College of the proposal. Curricular proposals will move from the Unit, to the Curriculum Committee and then to the Faculty Council. The Curriculum Committee will review and recommend to the faculty and the Dean on curricular matters, including proposals for new courses, programs, majors, minors, general education courses, prospectus and final plan proposals, and any other UCC document and criteria for program admission. The Committee will monitor and review curricular consistency with the competencies and objectives established by NCATE, the State of Michigan and the relevant learned societies.
- b. Membership: Two tenured or tenure-track faculty elected from each unit and one or two members elected at large to have an uneven number. Efforts will be made to have a membership that is balanced in race and gender.
- c. Term: Members will typically serve on four-year cycles. In order to serve, as chair a member needs to serve on the committee one year, then serve as vice-chair for one year. The role of the vice-chair, on the College Personnel Committee, is to represent the voice of the COE Faculty. The responsibility of vice-chair includes being a member of College Personnel (while learning the responsibilities of chair). The chair will serve for a two-year term. The members of the committee elect their own chair.

4. Elections of Personnel and Curriculum and Standards Committees.

- a. Members shall be elected for a term of four years by closed ballot by the tenured and tenure-track members of the units. The members of the committee will elect their own chair by the end of the winter semester. Elections shall be held at the final meeting of the academic year. Members may serve on a committee for a maximum of two consecutive terms (8 years).
- b. Terms of office shall be staggered to provide continuity (e.g. one-third of the membership will be elected yearly).
- c. Vacancies in unit representation shall be filled by appropriate units. Vacancies of at large members shall be filled by Faculty Council.

5. Voting

Changes in the governance structure are made by 2/3 vote of all tenured and tenure-track faculty.

Decisions are made by a majority of those voting. Two-thirds eligible members are required to hold the meeting and a majority to hold the vote, which includes absentee ballots for those with scheduled teaching assignments. Absentee ballots must be received by the chair before the meeting for their vote on curriculum or policy to be valid.

All items requiring a vote must be distributed by e-mail and/or written documents to all members at least one week prior to the meeting at which the vote will occur.

6. Administrative Structure

a. COE Assembly

- i. Charge: To be the forum for information and discussion. To be called at least once each semester to receive reports from the committees and from the Dean; to be called into special session by the Dean or a majority of the leadership team.
- ii. Membership: All faculty and staff. Affiliate faculty members are welcome to attend these meetings, and can also participate in any unit-level meetings and policy-making decisions.

b. Leadership Team

- i. Charge: Advise the Dean on matters of concern to the faculty, staff and students, coordinate academic administration and develop policy recommendations.
- ii. Membership: Dean (chair), unit heads, directors, chair and vice-chairs of the Faculty Council, and others appointed by the dean.

c. Chair Responsibilities

- i. Policies relating to the appointment, term and evaluation of academic unit heads and department chairs are covered in a document approved by UAS February 11, 1983 (section VIII. 2002-2003 Faculty Handbook).



- d. Units
      - i. Membership: All faculty and staff of the unit.
  - 7. COE Standing Committees, Task Forces and Ad Hoc Committees
    - a. The COE Standing Committees, Task Forces and Ad Hoc Committees membership, purpose and function shall be determined by the charge to each committee.
    - b. Recommendations from standing committees shall be brought to the appointing body for discussion and action.
    - c. All standing committees shall meet at least once a semester during the academic year. The chairperson or designee shall call additional meetings as necessary.
    - d. Ad hoc committees and task forces may be appointed by the Dean, COE Assembly or by the Faculty Governance Council as necessary to recommend action on special problems and/or issues.
- E. Padnos College of Engineering and Computing**
- 1. Executive Committee
    - a. Charge: To coordinate all matters of academic administration and provide leadership and planning in the college; to develop recommendations on policy to be presented to the faculty; to act as a nominating committee for the various committee and governance positions.
    - b. Membership: Directors of the two Schools, chairs of the academic programs, student services coordinator; chaired by the Dean of the college.
  - 2. Personnel Committee
    - a. Charge: To review and recommend to the Dean on all recommendations from the Schools for promotion, tenure, contract renewal, and the process of faculty evaluations (These recommendations are initiated by the academic program committees and subsequently reviewed by the school faculty.); to recommend to the Dean on unit-approved requests for sabbatical leaves; to raise any necessary issues of personnel policy with university governance.
    - b. Membership: Six tenured faculty members elected by the faculty (2 from SOE, 2 from SCIS, and one alternate from each school.), serving 3 year terms; the Dean serves as ex officio. The membership from SOE shall be one member/alternate from each program faculty. The membership from SCIS shall be one member from each program faculty and an alternate from the SCIS faculty as a whole. The chair to be elected by the faculty at large.
      - i. The voting members for any personnel action are the two members from the school of the faculty member being considered, and the two members plus the alternate member from the alternate school.
      - ii. At least one woman and one minority person must be a part of the composition of the Personnel Committee. All regular faculty members will be eligible to vote for members to the Personnel Committee.
  - 3. Curriculum Committee
    - a. Charge: To review and recommend new courses, course changes, program changes, and general education courses, as well as proposed new programs and program self-evaluations.
    - b. Membership: Five members elected by the faculty (2 from SOE, 2 from SCIS, 1 membership alternating between SOE and SCIS, serving 3 year terms, the Dean (or designee) as ex officio; chaired by a member elected by the committee
  - 4. Student Affairs and Advising Committee
    - a. Charge: To coordinate activities relating to student advising, support of student organizations, outreach, and to act as a forum for student concerns.
    - b. Membership: Directors of the two schools, two faculty from each school serving two year terms, Student Services Coordinator. Chaired by a member elected by the committee.
  - 5. Professional Development Committee
    - a. Charge: To coordinate activities relating to faculty orientation, training for effective teaching, scholarly activity assistance, research colloquia, and to foster a community of faculty.
    - b. Membership: Four members elected by the faculty (2 from SOE, 2 from SCIS) serving two year terms, the Dean (or designee) as ex officio; chaired by a member elected by the committee.
  - 6. Academic Assessment Committee
    - a. Charge: To coordinate and facilitate assessment activities within the college.
    - b. Membership: Four members elected by the faculty (2 from SOE, 2 from SCIS) serving two year terms, the Dean (or designee) as ex officio; chaired by a member elected by the committee.

7. Facilities and Computing Committee
  - a. Charge: To be a forum for discussion and recommendations regarding issues related to effective facilities and computing support of academic programs and faculty efforts. To provide input for School and College capital expenditure plans and make recommendations for effective use of resources.
  - b. Membership: Two members elected by the faculty (1 from SOE, 1 from SCIS) serving two year terms, the two School Directors, Keller Labs Supervisor, Eberhard Labs Supervisor, Systems Administrator; chaired by a member elected by the committee.
8. Faculty Meetings
  - a. Charge: To be a forum for information, discussion of major issues, and when necessary, formal resolutions to the Dean; to be called at least once each semester to receive reports from the committees and from the Dean; to be called into special session by the Dean or executive committee.
  - b. Membership: All faculty on at least one-half time annual appointment in the college, including visiting and one-year appointments, are invited to attend faculty meetings; to be chaired by the Dean.

Faculty Defined: For the purposes of voting and membership on college governance committees, faculty membership is defined as all faculty on regular and contract appointment in the college. It does not include visiting or adjunct appointments.

## **F. College of Health Professions**

1. Councils
  - A. Executive Council
    - i. Charge: To advise the Dean on matters of academic planning, leadership, instruction, administration, and matters of concern to the faculty; to serve as a forum for policy debate and discussion; to make recommendations to the Dean relevant to financial matters, strategic planning, personnel evaluation, and overall administration; and to make minutes of the meetings available to CHP faculty.
    - ii. Membership: To be chaired by the Dean and comprised of the Dean, Program Directors, the Chair of the Faculty Council (ex-officio), and others as identified by the Dean.
  - B. Faculty Council
    - i. Charge: To serve as the chief faculty organization of the College; to assist in carrying out the College mission; to review standing committee reports; to represent faculty interests and concerns to the Dean; to make recommendations to the Dean; and to make minutes of the meetings available to CHP faculty.
    - ii. Membership: To be comprised of one faculty member elected from each Program of CHP to serve a term not to exceed three (3) years; programs without sufficient faculty to staff all committees may have other CHP faculty or personnel, such as adjunct faculty, represent them. Chairs of CHP standing committees also shall be members of the Council. Each year, the membership of the Council shall elect, by a simple majority, a Chair to serve a one-year term. The Dean or Dean's designee serves as an ex-officio, non-voting, member.
2. Standing Committees
  - A. Curriculum Committee
    - i. Charge: To review and recommend new courses, course changes, program changes, and general education courses, as well as new programs and program self-evaluations; to identify common educational objectives of the Programs and to facilitate interdisciplinary education among the various units of the College and University. Formal approval by the Curriculum Committee with the signature of the Chair is required before curriculum proposals can be forwarded to the Dean.
    - ii. Membership: Usually, to be comprised of five regular faculty members of the College elected to two-year terms on a staggered basis. Programs without sufficient faculty to staff all committees may nominate other personnel, such as adjunct faculty, for slating on the ballot. At the Dean's discretion, additional members may be appointed to assist in the timely review of all curricular proposals.
  - B. Governance Policies Committee
    - i. Charge: To review proposed changes to the College Governance Policies; to submit changes to the faculty for amendment and vote; to take faculty recommended changes to

the University Counsel for review; to make recommendations to the Dean; with the Dean's approval, to incorporate changes into the current College Governance Policies and distribute.

- ii. Membership: To be comprised of three regular faculty members appointed by the Dean to staggered two-year terms. There shall not be more than one member from any one Program.

C. Personnel Committee

- i. Charge: To review all recommendations from the Programs for promotion, tenure, contract renewal, sabbatical leaves and the process of faculty evaluation; to make recommendations to the Dean; to carry-out additional duties as prescribed in the Faculty Handbook.
- ii. Membership: To be comprised of five elected tenured faculty members serving staggered three-year terms; three faculty members to be from outside the College and two from different Programs within the College. The three members from outside of the College will be elected by the CHP faculty from a slate provided by the Provost from appropriate disciplines, to be determined by the Provost in consultation with the Dean of the College. At least one person of each gender and one minority person must be a part of the composition; when otherwise, the Provost may appoint additional member(s). Elections shall be held at the last College faculty meeting of the academic year. Members of the Committee shall elect their own Chair at the beginning of the academic year. No member shall serve more than 2 consecutive terms (6 years). Annually, the faculty must determine by majority vote whether or not the Dean may attend Personnel Committee meetings.

D. Ad Hoc Committees

- i. Charge: To carry out specific, short-range assignments; such committees shall report recommendations and/or findings to the Dean and Faculty Council, and upon request, to interested parties. Additional duties will be determined by the established Ad Hoc Committee or Dean.
- ii. Membership: The Dean shall appoint members to the College's Ad Hoc Committees. Tenure of the ad hoc committees will be limited to six months and will be subject to renewal, if the Dean wishes to extend the ad hoc committees' deadlines for completion of their business. The Dean or Dean's designee shall be an ex-officio member of all of the College's Ad Hoc Committees.

3. Faculty Meetings

- A. Charge: To be a forum for information, discussion of major issues, and when necessary, formal resolutions to the Dean; to vote annually to determine whether or not the Dean may attend Personnel Committee meetings; to meet at least once each semester to receive reports from College committees and from the Dean; to be called into special session by the Dean or Council(s).
- B. Membership: The voting membership to be comprised of all tenured and tenure-track faculty; to be chaired by the Dean. Other members with at least half-time appointments are invited to attend, but may not vote.

G. Kirkhof College of Nursing

1. Faculty Organization Committee Bylaws

A. Purpose

The Faculty Organization Committee (FOC) shall be a forum for discussion of issues and shall set policy for the school. The FOC of the Kirkhof College of Nursing (KCON) operates in accordance with the bylaws and faculty procedures of Grand Valley State University (GVSU).

B. Powers and Duties

- i. Provide structure and process for attaining unit outcomes.
- ii. Develop, implement and evaluate the curriculum for the attainment of objectives.
- iii. Vote or otherwise take action on recommendations of standing committees.
- iv. Determine educational policies.
- v. Review bylaws biennially in the fall of even years and revise if necessary.

C. Membership

- i. Faculty of the GVSU KCON who hold tenured or tenure track positions in KCON on a full or part-time basis shall comprise the membership.
- ii. The membership shall be the voting body of the FOC.

D. Meetings

- i. The Dean or designee shall preside at all meetings of the FOC.
- ii. Meetings of the FOC shall be held at least once per semester.
- iii. Closed portions of meetings shall be attended only by the membership.
- iv. The Dean or designee shall call emergency or special meetings as needed.
- v. A two-thirds majority of the voting membership shall constitute a quorum.
- vi. Voting Procedure:
  - a) Voting consists of a ye or nay vote with abstentions counted as non-votes.
  - b) A simple majority is one vote greater than 50% of faculty members present.
  - c) FOC shall conduct its personnel actions according to the procedure in Section 2.10.7 of the GVSU Faculty Handbook.

E. Committees

- i. College Committees (per GVSU Faculty Handbook)
  - a) Personnel Committee - Refer to GVSU Faculty Handbook, Section 2.10.2.
  - b) Curriculum Committee – Refer to GVSU Faculty Handbook.
- ii. Standing Committees
  - a) The standing committees of the FOC are:
    - 1) College Curriculum Committee
    - 2) Admissions and Progression Committee
    - 3) Faculty Recruitment and Retention Committee
    - 4) College Evaluation Committee
    - 5) Awards and Scholarships Committee
  - b) Term of Office
    - 1) Members shall be elected for a term of two years by closed ballot by the membership. Elections shall be held in March of each year.
    - 2) Members can serve on a committee for a maximum of three consecutive terms (6 years).
    - 3) Terms of office shall be staggered to provide continuity (e.g., one-third of the membership will be elected yearly). Vacancies shall be filled by appointment by the Faculty Recruitment and Retention Committee.
- iii. Faculty members may serve on no more than two (2) standing committees at any one time.
- iv. All standing committees shall have at least one (1) tenured faculty.
- v. Each committee shall elect its own chairperson to serve one year.
- vi. Ex officio members have voice and no vote.
- vii. The Dean shall serve as ex officio member.
- viii. Recommendations from standing committees shall be brought to the FOC for discussion and action.
- ix. All standing committees shall meet at least once a semester during the academic year. The chairperson or designee shall call additional meetings as necessary.
- x. All standing committees shall submit an annual written report to the FOC by May 1.
- xi. Ad hoc committees and task forces may be appointed by the Dean or by standing committees as necessary to recommend action on special problems and/or issues.

F. Standing Committee Membership, Purpose, Function

- i. Faculty Recruitment and Retention Committee
  - a) Membership
    - 1) The Faculty Recruitment and Retention Committee chairperson shall be a tenured faculty member.
    - 2) Five (5) faculty of which the majority must be tenured.
    - 3) Director of Nursing Research and Faculty Development – ex officio.
  - b) Purpose: To facilitate the process for faculty appointment, orientation, review, evaluation and scholarly growth.
  - c) Functions
    - 1) Assist faculty in review process: appointment, promotion, tenure, and sabbatical leaves.

- 2) Facilitate faculty recruitment responses and making recommendations based on prioritization.
  - 3) Recommend allocation of faculty development resources.
  - 4) Prepare ballot for committee election.
  - 5) Participate with Director of Nursing Research and Faculty Development in orientation of new faculty.
  - 6) Recommend to Dean two (2) tenured faculty from the Faculty Recruitment and Retention Committee for the Personnel Committee. (If conflict of interest, another tenured faculty can be recommended.)
- ii. College Curriculum Committee
- a) Membership:
    - 1) Voting: full time tenure track faculty members (at least one tenured faculty) with the following designations:
      - i) 3 members teaching primarily in the undergraduate program representing the three levels of the curriculum (315/320/321, 350/351/420/421/435, and 450/451).
      - ii) 1 member teaching primarily in the RN/BSN completion program
      - iii) 3 members teaching primarily in the graduate program representing the core courses, advanced practice functional role, and the education/administration functional role
  - b) Non-voting:
    - 1) Program directors
    - 2) Students representing the 3 programs
      - i) Undergraduate
      - ii) RN/BSN completion
      - iii) Graduate
      - iv) Representative from the community
  - c) Purpose: To be responsible for the continued development, implementation and evaluation of the curricula.
  - d) Functions:
    - 1) Ensure philosophy, organizing framework and outcomes are implemented.
    - 2) Recommend curricular changes to the FOC.
    - 3) Respond to curricular issues from other colleges and disciplines.
    - 4) Respond to feedback from College Evaluation Committee.
- iii. Admissions and Progression Committee
- a) Membership:
    - 1) Five (5) full time faculty members at least one of which is tenured.
    - 2) Directors of academic programs – ex officio.
    - 3) KCON Student Services Coordinators and Admissions Coordinator - ex officio.
  - b) Purposes:
    - 1) To serve in an advisory capacity to FOC regarding nursing student admission and progression policies.
    - 2) To serve in a decision-making capacity regarding student requests for special consideration regarding variance from established policy.
  - c) Functions
    - 1) Recommend student admission and progression policies to FOC.
    - 2) Act on requests from students for exceptions to policies.
    - 3) Facilitate progression of students through the nursing programs.
    - 4) Facilitate faculty advising.
- iv. Awards and Scholarships Committee
- a) Membership
    - 1) Three (3) faculty, one from each program at least one of which is tenured.
    - 2) Student representatives as deemed appropriate
    - 3) Admissions Coordinator and Associate Dean of Academic Programs (ex officio).
  - b) Purpose: To coordinate the process for selection of faculty, students, staff and community award recipients.
  - c) Functions
    - 1) Publicize availability of awards and scholarships.
    - 2) Assist candidates in completing nomination materials.
    - 3) Recommend or select candidates for award/scholarships as appropriate.

v. College Evaluation Committee

i. Membership

- 1) Five (5) full time faculty members at least one of which is tenured.
- 2) Associate Dean of Academic Programs and Associate Dean of Community & Clinical Services – ex officio.

ii. Purpose: To provide systematic College evaluation.

iii. Functions

- 1) Recommend College evaluation policies to FOC.
- 2) Coordinate a plan for College review based on accrediting body's current criteria.
- 3) Provide a standardized format for program review.
- 4) Compile program review data
- 5) Submit data to appropriate entities.

G. Amendments

The bylaws may be amended at any meeting by a two-thirds vote of all members, the proposed amendments having been submitted in writing to all members at least 2 weeks prior to the meeting.

H. Parliamentary Procedure

In accordance with the GVSU Faculty Handbook, Section 1.3.8, Robert's Rules of Order shall govern the FOC in all cases to which they are applicable and in which they are not inconsistent with the bylaws of FOC.

I. Affirmative Action

The faculty of KCON supports the Equal Employment Opportunity Policy Statement and Affirmative Action Program of GVSU.

**H. College of Interdisciplinary Studies**

**Preamble:**

CoIS Faculty Governance is a deliberative and broadly representative forum that exists to consider the activities of the University's College of Interdisciplinary Studies (CoIS) in all of its facets, with particular attention to educational objectives and those matters that affect the common interests of faculty, staff and students. One of the guiding principles of the College is inclusive, collaborative and interdisciplinary teaching and learning; our governance structures are also deliberately and broadly inclusive. The College engages the wider university in a variety of programs; thus our faculty is composed of many people also involved in other colleges and programs across the university.

Any standing committee may recommend general policies and otherwise advise the Dean of CoIS. All standing committees are authorized to initiate policy proposals as well as to express their judgment on those submitted to it by the administrative officers of the University and its various academic divisions. CoIS Faculty Governance is also empowered to request information through appropriate channels from the University administration. These by-laws will be reviewed every five years, or earlier if deemed necessary by the CoIS Leadership Council.

**1. CoIS Faculty Governance Committees**

A. College Personnel Committee

Function: The CoIS Personnel Committee will:

1. Review and recommend to the Dean on all contract renewals, promotion and tenure decisions dismissal for adequate cause, personnel policies and issues, and other requirements of the Faculty Handbook. It will also make recommendations to the Dean on sabbatical applications.
2. Develop its own bylaws, consistent with university policy and final approval by the Dean.

Committee Membership:

1. As specified in the GVSU Faculty Handbook, Chap. 4, Sect. 2.10.2.
2. *Ex officio* membership of the Dean is voted on annually by the faculty.
3. The Faculty Council, in consultation with the Dean, may appoint an additional faculty member to serve as a diversity advocate, who serves *ex officio* and without the right to vote.
4. The committee will elect its own chair annually from among the committee members. Whenever possible, rank and experience should be taken into account when choosing the chair.

After the election of the new committee members each Winter semester, and before the end of that semester, the committee will meet to elect a chair. Continuing members of the committee and newly-elected members are eligible to vote in the chair election.

Committee Operations:

1. The entire Personnel Committee will deliberate and vote on each contract renewal, tenure, or promotion case.
2. The committee will meet with the Dean to discuss its recommendations.

Eligible voters:

1. Regular faculty with full or joint appointments in the college whose workload is at least 30% in the college, including teaching, advising, and service.

B. CoIS Curriculum Committee

Function: The CoIS Curriculum Committee will:

1. Review and recommend to the Dean on all curricular matters, including proposals for new courses or programs, course and program changes, program requirements, and general education courses. It will review whether proposals have adequately identified and dealt with potential overlap with, or effect on, other disciplines, units, or colleges. The Dean's office will be charged with facilitating communication and coordination among affected disciplines, units, and colleges.
2. Develop its own bylaws, consistent with university policy and with final approval by the Dean.

Committee Membership:

The CoIS Curriculum Committee will have five elected members, with at least one representative from each of the following units: the Department of Liberal Studies, the Area Studies Programs, and Women and Gender Studies Program; an additional member may be appointed by the elected members of the council, in consultation with the Dean, to serve as a diversity advocate.

1. The Dean or a designated representative of the Dean will sit on the committee as a non-voting, *ex-officio* member.
2. The committee will elect its own chair from among the members.
3. After the election of new committee members each Winter semester, and before the end of the semester, the committee will meet to elect a chair. Continuing members and newly-elected members are eligible to vote in the secretary election.
4. A minimum of 3 members of the committee must be regular faculty.

Committee Operations:

1. If the committee has questions about curricular issues pertaining to a unit that is not represented on the committee, the committee shall consult with the relevant unit head and/or the author(s) of the curricular proposals from that unit.

Eligible voters:

1. All faculty on regular and contract appointment (including affiliate and visiting faculty).
2. Regular faculty whose workload is at least 30% in the college, including teaching, advising, and service.

2. CoIS Representation In University Faculty Governance

Since the 2005-2006 academic year, CoIS has the following representation in University faculty governance, as determined by the University Academic Senate:

1 representative:

University Academic Senate (UAS)

1 representative:

Executive Committee of the Senate (ECS)

Faculty Facilities Planning Advisory Committee (FFPAC)

Faculty Salary and Budget Committee (FSBC)—tenured

University Assessment Committee (UAC)

University Curriculum Committee (UCC)

Academic Policies and Standards Committee (APSC)

Faculty Personnel Policy Committee (FFPC)—tenured, with personnel experience  
Pew Faculty Teaching Learning Center Advisory Committee—tenured  
General Education Subcommittee  
Graduate Council.

Eligible Representatives

1. Regular faculty with full or joint appointments in the college and whose workload is at least 30% in the college, including teaching, advising, and service.

Eligible voters:

1. Regular faculty with full or joint appointments in the college. whose workload is at least 30% in the college.

**3. CoIS Administrative Structure**

A. CoIS Leadership Council

Function: The CoIS Leadership Council will:

1. Advise the Dean on policies and issues within CoIS, including the feasibility and desirability of new programs and staff support for CoIS units and committees
2. Participate in decision-making about the CoIS budget.
3. Advise the Dean on matters of concern to the college.
4. Oversee elections to College and University committees.

Membership:

1. All unit chairs and program directors in CoIS; other parties as the Dean sees fit.

B. CoIS Faculty Council:

Function: The CoIS Faculty Council (CFC) will:

1. Serve as liaison between the faculty and the Dean, representing the general interests of the CoIS faculty collectively.
2. The CFC will advise the Dean about concerns of the faculty, including but not limited to issues of curriculum, budget, new programs, and staff support.
3. At all times, the CFC shall keep the faculty informed about consultations with the Dean. When relevant, it will issue a statement to the CoIS faculty that shall include, but is not limited to, indication as to the position of the CFC on the respective issue(s). It shall also indicate the committee's affirmation, neutrality, or disagreement with the Dean's decision or course of action.

Faculty Council Membership:

1. The council will have five elected members; an additional member may be appointed by the elected members of the council, in consultation with the Dean, to serve as a diversity advocate.
2. The Dean or a designated representative of the Dean will sit on the council as a non-voting, *ex-officio* member.
3. The council will elect its own chair from among the council members.
4. No more than 1/3<sup>rd</sup> of its membership will be taken from any one unit or program.
5. A minimum of 3 members of the Faculty Council must be regular faculty.

**Election Procedures**

Elections will be held annually during Winter Semester to select members for positions on University and College Faculty Governance committees for the upcoming academic year, with care taken to meet deadlines posted by the University Academic Senate.

A subcommittee comprised of three members of the Leadership Council will make up the *Nominations and Election Committee* that will organize the elections: solicit nominations, distribute the ballot, count the ballots, and announce the results.

**I. University Libraries**

A. University Libraries Faculty Assembly

1. Function: The University Libraries Faculty Assembly (or "Faculty Assembly") shall serve as the chief faculty organization of the University Libraries; to assist in carrying out the University Libraries' mission; to support faculty development and mentoring; to receive



and review reports from faculty committees and from the Dean; to be a forum for information, discussion, and when necessary, formal resolutions to the Dean; to represent faculty interests and concerns to the Dean; and to advise the Dean. The University Libraries Faculty Assembly will be called at least three times each semester (Fall, Winter, and Spring/Summer), and may be called into special session by the Dean or by petition of 25% of the total membership of the University Libraries Faculty Assembly.

2. Powers and Duties: Advise the Dean on academic and curricular support programs and educational policies of the University Libraries for the attainment of objectives; vote or otherwise take action on recommendations of standing committees and other committees or task forces; review bylaws biennially in the Fall of even years and revise if necessary.
3. Membership: All regular University Libraries faculty are expected to attend Faculty Assembly meetings; visiting and adjunct appointees are also invited to attend. Tenured or tenure-track faculty comprise the voting membership; visiting and adjunct faculty are non-voting members. On occasion, the non-voting membership may be excused from meetings or certain proceedings. The Dean (or designee) will sit on the committee as a non-voting, *ex-officio* member (a tenured or tenure-track library faculty member acting as Dean's designee is not barred from voting in her/his faculty capacity).
4. Leadership: The chair of the University Libraries Faculty Assembly shall be tenured, and elected by tenured and tenure-track faculty. The term as chair will be one year. The University Libraries Faculty Assembly Chair may request time on the agenda of any regular Library Council meeting, with the expectation that the request will be honored in a timely and appropriate manner.
5. Elections: Election results will be determined by, or at, the final Winter semester meeting each year (for 2006-2007, the Faculty Assembly Chair and Vice-Chair/Chair-Elect will be elected during the 2006/2007 year). The University Libraries Faculty Assembly Chair will be elected to serve for 2006-2007; subsequent terms for the Faculty Assembly Chair will be for two years, one as vice-chair/chair-elect, and one as chair. The vice-chair elected in 2006/2007 will serve for all or part of one year as chair elect; the vice chair then moves into the role of University Libraries Faculty Assembly Chair for one year.
6. Terms: All faculty governance offices commence with the start of the academic year. The terms will include the spring/summer as well as the academic year. Current officers will assist in preparing the incoming officers during the months preceding that transition.
7. Procedures: The University Libraries Faculty Assembly operates in accordance with the bylaws and the faculty procedures of Grand Valley State University.
  - a. Faculty defined: For the purposes of voting and membership on University and University Libraries governance committees, faculty membership is defined as all faculty holding regular appointment in the University Libraries. It does not include visiting or adjunct appointees.
  - b. Voting: In general, voting shall take place by secret ballot in live meetings, or by electronic means that ensure anonymity. Votes pass with a simple majority of eligible voters, i.e. 50% + 1. Abstentions are not counted as votes. Discussions and votes on faculty personnel actions, including Unit Discussion votes and University Libraries Personnel Committee votes, must take place in live, in-person meetings as defined in the GVSU Faculty Handbook, and may not be conducted electronically.
  - c. Quorum: For votes taken in live meetings, 2/3 of the eligible voters must be present to constitute a quorum and conduct a valid vote; for votes conducted electronically, at least 2/3 of the eligible voters in the unit must cast their votes by the stated deadline for a vote to be valid. The calculation of a valid vote may be different for live meetings than for electronic votes because faculty who are unable to participate in person (e.g., due to excused leaves, such as sabbatical or medical) may still be able to vote electronically.
  - d. Elections:
    - i. Annual: Elections will be held annually during Winter Semester to select members for vacancies on Unit and University faculty governance committees in

the upcoming academic year, with care taken to meet deadlines as contained in the Faculty Handbook.

ii. Replacements:

- 1) Chair: If the Chair of the Faculty Assembly is unable to perform her/his duties for any period of a semester or less, the Vice Chair will substitute; if the period will be longer than a semester, then the Vice Chair will take over as Chair for the remainder of the term, and an election will be held for a new Vice Chair. The Vice Chair will complete the incumbent's term as Chair, and will then continue on with her/his own term as Chair.
- 2) Committee member: If a committee member is unable to attend for a period of time less than a semester, the runner-up from the election of the incumbent will normally serve as the substitute, and the original representative will remain the incumbent. If the period will be longer than a semester, then the Chair of the Faculty Assembly will call for the election of a permanent replacement for the remainder of the term.

e. Unit committees

- i. Committee leadership: Standing committees may elect/select their chairs in whatever manner they choose, unless otherwise specified for a given standing committee. Chairs will serve for one year, coinciding with the academic calendar; chairs may serve for successive one year terms if that is the will of the committee. In general, ad hoc committee or task force chairs may be assigned when such a committee is formed and charged.
- ii. Minutes: Chairs of the Faculty Assembly and all committees and task forces will elect, select, or appoint recorders to take minutes of meetings. Chairs will be responsible for receiving minutes and summarizing them into reports. Minutes and reports will be available to faculty generally within one week of their acceptance.
- iii. Annual reports: Chairs of the Faculty Assembly and all standing committees will be responsible for preparing annual reports of their activities. The annual report of the Faculty Assembly will be submitted to the Faculty and to the Dean. The annual reports of standing committees will be submitted to the Chair of the Faculty Assembly. Periodic and final reports of ad hoc committees and task forces will be submitted to the Chair of the Faculty Assembly and/or the Dean, as appropriate, relating to the period for which the committee was constituted.

f. University faculty governance positions:

- i. Duties: Faculty holding Library seats on university faculty governance committees are expected to attend meetings regularly, to be prepared to report to the Library Assembly Chair and membership on items of import or interest, to forward the annual report of the committee to the Library Assembly Chair and membership each year, and to represent the Libraries and University Libraries Faculty actively and positively.
- ii. Terms: Term lengths on university committees are specified by University Faculty Governance. Certain committees require the election of representatives by the faculty in the unit; others require appointment by the Dean, or approval by the Provost. There is no restriction on incumbents seeking successive terms on university committees.

B. Standing Committees and Other Committees

1. University Libraries Personnel Committee (LPC)

As specified in the GVSU Faculty Handbook, Chap. 4, Sect. 2.10.2; *ex officio* membership of the Dean is voted on annually by the faculty, as specified in the GVSU Faculty Handbook, same section.

2. University Libraries Faculty Development and Retention Committee

- a. Function: Responsible for activities relating to library faculty orientation, mentoring, professional development, training for effective teaching and professional performance, and scholarly activity assistance; fosters a sense of community among library faculty; and recommends to the Faculty Assembly and Dean on allocation of faculty development resources.
- b. Membership: Five tenured or tenure track faculty including two each from Liberal Arts Programs and Professional Programs (Reference and Instructional Division), and

one from the Access Services Division, serving staggered two year terms; and the Dean (or designee) as non voting *ex-officio*. Chaired by a member elected from among the committee.

3. University Libraries Curricular Support Committee

- a. Function: Evaluates what is learned through assessments of materials, tools and instruction and recommends action plans to incorporate improvements. Ensures philosophy, organizing framework and outcomes are implemented; responds to issues from other colleges and disciplines; responds to feedback from University Libraries faculty and staff; recommends to the Faculty Assembly and the Dean on proposed changes in these areas.
- b. Membership: Three faculty members (at least one tenured or tenure-track), serving staggered two year terms; and the Dean (or designee) as non voting *ex-officio*. The standing committee may include additional faculty and/or staff as non voting *ex officio* members. Chaired by a tenured or tenure-track member elected from among the committee.

4. University Libraries Ad Hoc Committees and Task Forces

- a. Function: University Libraries ad hoc committees and task forces may be appointed to carry out specific, short-range assignments, or to recommend action on special problems and/or issues; such committees shall report recommendations and/or findings to the Dean and Faculty Assembly. Additional duties will be determined by the established ad hoc committee or task force, or constituting body (Dean or Faculty Assembly).
- b. Membership: Membership is temporary and service is on an as-needed basis. The Dean (or designee) shall be an *ex officio* member of all ad hoc committees and task forces.
- c. Appointment: Ad hoc committees and task forces may be appointed by the Dean or by the University Libraries Faculty Assembly. Tenure of an ad hoc committee or task force will be established in the committee's charge and be subject to renewal, if the Dean or Faculty Assembly wishes to extend an ad hoc committee's or task force's deadline for completion of its business.

C. Administrative Structure

1. Library Council (or Library Administrative Council)

- a. Function: Leadership team to advise the Dean on matters of concern to the faculty, staff, and students; coordinate administration of academic and service resources and operations; and develop policy recommendations.
- b. Membership: Dean (chair), Directors, and others appointed by the Dean. The Chair of the University Libraries Faculty Assembly is not a sitting member of the Library Council, but may always request time on the agenda of a regular Library Council meeting.

2. Unit Head

- a. Function: The Dean of University Libraries functions as the unit head in regard to the Library Faculty, and generally delegates responsibilities as appropriate (Faculty Manual, Chap. 1.08, Sect. E); in particular the Dean appoints a Designated Unit Head for Library Faculty Personnel Actions.

3. Designated Unit Head for Library Faculty Personnel Actions

- a. Function: The Designated Unit Head for Library Faculty Personnel Actions is delegated by the Dean to carry out the responsibilities of a unit head in regards to conducting unit reviews for regular faculty appointment renewal, promotion, tenure, and sabbaticals in accordance with the Faculty Handbook, Chap. 4.02.10.5-7 and Chap 4.02.10.8, Sect. A.4.
- b. Appointment: The dean appoints a Designated Unit Head for Library Faculty Personnel Actions, normally a nominee recommended by the faculty of the unit,

following as a general model the guidelines for the appointment of unit heads specified in the Faculty Manual, Chap. 1.08, Sect. B-C.

4. Unit
  - a.. Membership: All faculty and staff of the University Libraries.

## 2.04 **Faculty Academic Policies**

### A. **University Curriculum Committee Procedures and Policies for Curriculum Development and Review**

1. Course and program proposals may be submitted via the online curriculum development system at any time during the academic year. Proposals intended for publication in the next edition of the Catalog should be submitted as soon as possible to allow time for any revisions.
2. A syllabus of record must be attached to new course and course change proposals. A syllabus of record (SOR) is the official record of minimum course content – that is, content that must be present in every section of a course. In essence, it describes a department’s vision of what should be taught, and (to a lesser extent) how it should be taught. Although all SOR must contain certain items of information (noted below), some of them will be more detailed than others, depending on the course. For example, if a course needs a high degree of flexibility in its various offerings, then the SOR might be somewhat vague. If another course needs to meet rigid accreditation standards, then the SOR might be extremely detailed.

*The SOR serves four audiences. (1) Faculty can use the SOR as a blueprint for designing course syllabi. Faculty are free to add to the content in the SOR, but the activities, objectives, and methods of evaluation in the SOR must be maintained (see the example below). (2) Students can use the SOR to determine, before they register, the skills they can expect to achieve upon successful completion of a course. (3) The SOR provides a standard format that other schools can use to determine transfer credit. (4) Faculty governance committees use the SOR when evaluating course-change and new course proposals.*

#### **Syllabus of Record**

- a. Course Code
  - b. Title of Course
  - c. Credits
  - d. Prerequisites and/or co-requisites (if any)
  - e. Description

*Please provide the complete catalog description of the course. This should be the same as the course description on the proposal.*
  - f. Introductory Prose (if any)

*If this is an SWS, General Education, or capstone course, please include relevant information here.*
  - g. Objectives

*List the objectives that every section of this course should achieve. Objectives should be student-centered and measurable (as appropriate for the type of course that it is), preferably taking the form of a list of items following the statement, “At the end of the course, the student will be able to...”*
  - h. Topics

*Provide a list of topics covered and their rough distribution over a 14-week semester.*
  - i. Methods of Evaluation

*Describe what the students will be doing in class to meet the objectives – for example, papers, homework, exams, quizzes, reports, presentations, “other” etc. Provide a range of percentages that indicate what each activity is worth (e.g. papers 30-60%).*
  - j. Possible Text(s)

*Provide a list of representative textbooks that may be used in the course.*
3. Units should be sensitive to the impact that new courses, dropped courses, or course changes have on other courses and other programs. The Course Change Proposal and the New Course Proposal require that all units possibly affected by the proposal be notified about it before it is submitted to the CCC. The affected units should respond in writing, even if they see no problems with the proposal. The CCC’s will judge overlap/duplication within a college. Although no rigid formula or guidelines can be set for this, CCC’s are advised to take a conservative approach. If significant

- overlap is found between a proposed course and existing courses, the proposed course or course change should be rejected.
4. Units should be sensitive to the cost and space implications, as well as staffing needs of a course proposal. The Curriculum Resource Statement attached to course proposals should be given careful consideration and completed accurately. Proposals that require additional staff, equipment, space, supplies that have not been committed for by the appropriate administrative offices may be rejected.
  5. Proposals which move the required hours of the major above or below the stated ranges of the various degrees will be rejected.
  6. CCC's will examine carefully the course/faculty ratio of the proposing unit and will be prepared to reject proposals that increase the ratio to or beyond 10/1.
  7. 300- and 400-level courses should be justified by 100- and 200-level prerequisites or a course content/approach that clearly indicates it is not a beginning level course.
  8. Any proposal considered by UCC will result in a brief memo summarizing its action on that proposal. The UCC will send memos summarizing all actions within a week of each meeting to the following: faculty member submitting the proposal, department or unit chair, chair of the CCC, college Dean and chair of the GES or GCC if appropriate. The agenda for UCC meetings is posted weekly on the Faculty Governance website.
  9. Course change proposals will be handled in the following manner. If a course is a prerequisite for a course in another college or part of a degree requirement for another college, the course change proposal will be reviewed by UCC. If it is not a prerequisite for a course in another college or required by another college, the course change proposal will be reviewed by the appropriate CCC and distributed by the Academic Governance Office (AGO) to the GES or GCC as appropriate. After approval by those groups, the proposal will be posted on the curriculum website for 30 days. Any faculty member can request the UCC to review the course Proposals that are listed for 30 days without a request for review will automatically be approved by the UCC and be forwarded to the Provost for approval.
  10. UCC Subcommittee Review Procedures. The Graduate Curriculum Committee will review and approve or not approve all graduate-related proposals in a manner similar to the review that the General Education Sub-Committee (GES) conducts for all General Education issues. After approval by the GCC and/or the Graduate Council, UCC will review the proposal.

**A. 1. Index to Curriculum Procedures**

To see the Index to Curriculum Procedures, [click here](#).

**A. 2. Guidelines for Submitting Course / Program Change Proposals**

- a. All new course proposals, program change proposals, and all changes to existing courses except spelling, grammar, and punctuation changes must be submitted via the online curriculum development system. A complete Curriculum Resource Statement must accompany all Program Change Proposals, New Course Proposals, and when specified in the Course Change Proposal. The online system is linked from the Faculty Governance Website: [www.gvsu.edu/facultygov](http://www.gvsu.edu/facultygov).
- b. Proposals must be submitted to College Curriculum Committees by September 1 in order to facilitate inclusion of approved curriculum submissions in the catalog. Proposals can be submitted after September 1 and they will be acted upon, but if approved, the changes or new requests may not appear in the catalog until the following year.
- c. The appropriate college curriculum committee must act in time for the proposals to arrive at the UCC by October 15 for approved curriculum submissions to be included in the catalog. This includes securing the Dean's signature for proposals recommended for approval.
- d. The UCC will disseminate information on its decision and actions in a timely manner to all faculty.
- e. Course Proposals that are approved by the UCC will be sent to the Provost for final approval. The Provost will notify the submitting unit if final approval is granted and will send the proposal to the Registrar for inclusion in the master course list. A course proposal is not approved until this last step is taken.

- f. If a proposal is rejected, the reasons for the rejection must be sent to the submitting unit by the CCC or UCC. The submitting unit is responsible for resubmitting the proposal. Appeals of CCC decisions should be made to the appropriate Dean. Appeals of the UCC decisions should be made to the Provost.
- g. In extraordinary cases, a non-renewable, one year interim approval category exists. Proposals should be submitted to the Chair of UCC. A decision will be made jointly by the Chair of the UCC and the Provost. These proposals must go through the normal curriculum review process for continued offering.
- h. College and University Curriculum Committees conduct their business during the regular academic year.

### **A3. Uniform Course Numbering System**

*(Approved 4/14/06 by UAS))*

#### **a. Uniform Course Numbering Guidelines:**

<u>Category</u>	<u>Description</u>
000-099	Credit in these courses does not apply to the minimum 120 credits required for the baccalaureate degree.
100-199	Introductory courses, generally without prerequisites, primarily for first year undergraduate students.
200-299	Courses primarily for second year undergraduate students.
300-399	Courses primarily for third and fourth year undergraduate students.
400-499	Advanced courses primarily for fourth year undergraduate students.
500-599	Courses primarily for first-year graduate students or as prerequisites for 600- and 700-level courses.
600-699	Courses primarily for students admissible to graduate programs.
700-799	Courses primarily for advanced graduate students in post-masters and doctoral programs.

#### **b. Reserved Undergraduate Course Numbers:**

For the four categories listed below, these numbers are reserved for exclusive use for the purposes designated. A unit may not use these numbers for any other courses. A unit may, if it has compelling reasons, choose to list one of these courses with a number other than one of the reserved numbers, or may use additional numbers for these courses (a two-semester internship, for example, would require another number besides 490).

- i. The numbers 180, 280, 380 and 480 is reserved for use only as a special topics course.
- ii. The numbers 399 and 499 are reserved for use only as independent study and research courses.
- iii. The number 490 is reserved for use only as an internship or practicum course.
- iv. The number 495 is reserved for use only as a Capstone course.

#### **c. Reserved Graduate Course Numbers:**

The courses listed below are required to be listed by the numbers designated for them.

- i. The numbers 680 and 780 are to be used for graduate special topics courses.
- ii. The numbers 690 and 790 are to be used for graduate research preparation courses.
- iii. The numbers 693 and 793 are to be used for graduate project courses.
- iv. The numbers 695 and 795 are to be used for graduate thesis/dissertation courses.
- v. The numbers 699 and 799 are to be used for graduate independent study courses.

#### **A.4. Undergraduate Certificate Program Criteria and Guidelines**

- a. **Purpose:** To award a Grand Valley State University Certificate in recognition of completion of a prescribed subset of courses at GVSU for a specified purpose that could not simply be achieved by obtaining a transcript.
- b. **Certificate program criteria:**
  - i. The purpose is specified and rationale for awarding a certificate is provided.
  - ii. The subset of courses comprising the certificate program are part of existing course offerings.
  - iii. The number of courses (credits) required for completion of a certificate program may vary from program to program.
  - iv. Criteria for admission to the certificate program are identical to those of the parent program(s).
  - v. Minimum standards for academic progress are identical to those of the parent program(s). Any special standards or requirements imposed as part of the certificate program are specified.
  - vi. The anticipated time for completion of the program should be specific.
  - vii. The number of courses comprising the certificate program that must be completed at GVSU is set by the department providing the certificate program.
  - viii. Courses accepted for transfer as part of the certificate program must be reviewed and approved by the department providing the certificate program.
  - ix. Courses taken as part of a certificate program at another institution may be transferable and shall be evaluated on their own merits in keeping with standard procedures; however, certificates from other institutions are not transferable to GVSU.
  - x. The extent to which the certificate courses may be applied toward requirements for completion of a major/emphasis or degree is specified.

- c. **Procedure:**

The proposal for a certificate program will be submitted to CCC, the Dean, UCC, and the Provost.

The proposal for a certificate program must address all of the certificate program criteria.

Approval of the certificate program will be based on:

- i. Satisfaction of certificate program criteria.
- ii. Appropriateness of time requirements and proposed articulation of courses with major/emphasis or degree requirements, as applicable.

- d. **Guidelines**

The following materials should be included to address the criteria:

- i. Purpose and rationale
- ii. Evidence that admission requirements are identical to those of the parent program(s).
- iii. Evidence that minimum standards for academic progress are identical to those of the parent program. Specify any special standards or requirements that will be imposed.
- iv. Anticipated time for completion of the program
- v. Number of courses (credits) that must be completed at GVSU
- vi. Description of the extent to which the certificate courses may be applied toward completion of a major/emphasis or degree. (May be omitted if post masters.)
- vii. Procedures governing transfer of credits and application of courses toward degree requirements are detailed in the Faculty Handbook.

If some courses in the certificate program will be taken in units outside that of the parent program, include a statement of the impact of the certificate program on that unit. This statement should be prepared jointly by the units involved.



## **A. 5. Graduate Certificate Policies and Guidelines**

### **a. Introduction**

- i. Graduate certificate programs may be created within the structure of the University Curriculum Committee and Graduate Council.
- ii. Students may be awarded these certificates upon completion of a well-defined program of coursework that falls within existing programs.
- iii. The graduate certificate is not defined as a degree by the University, rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines.
- iv. The material encompassed within a graduate certificate program may represent a more practice-oriented subset of an existing graduate discipline.
- v. Certificate programs existing prior to approval of these policies and procedures will remain in effect. However, existing programs will need to comply with the new policies which may require submitting course or program change proposals to the curricular review process.
- vi. These guidelines have been composed following general guidelines outlined by the Council of Graduate Schools.

### **b. Development of New Graduate Certificate Programs**

- i. General Considerations
  - a. Proposals for new graduate certificate programs are created and submitted by constituent faculty.
  - b. Proposals must be accompanied by UCC forms that indicate endorsement by the unit, college/school curriculum committee and appropriate dean of the college/school in which the contributing coursework is housed.
  - c. The Graduate Council considers all graduate certificate program proposals for academic merit.
  - d. Those meeting the criteria set forth by the UCC (including all required forms and committee reviews) and Graduate Council are then recommended to the Provost for approval.
  - e. New graduate certificate programs in areas where joint graduate programs are conducted with other universities will normally be endorsed by the collaborating departments at the other institution.
  - f. All graduate certificate programs will be reviewed within the course of regular graduate program assessment and review, as defined by the Graduate Council.
  - g. The title of any graduate certificate program may or may not contain the word certificate, depending on the tradition in the discipline proposing the program.
  - h. Programs may be either free-standing or as add-ons to existing degree programs.
  - i. If the proposed graduate certificate program contains no new courses, no new faculty, no additional costs, and maintains the admissions and academic standing requirements of a related degree program, the proposal must be reviewed by all appropriate bodies, but will be given expedited review in the approval process.
  - j. Graduate certificate programs may be at the post-baccalaureate or the post-master's level.
  - k. Certificate programs proposed for post-baccalaureate students that consist entirely of undergraduate credit courses or non-credit courses will not be considered to have met the minimum standards for graduate certificate programs of the Council of Graduate Schools.
- ii. General Considerations – Program Administration
  - a. The proposed sequence of coursework must offer a clear and appropriate educational objective at the post-baccalaureate level.
  - b. The proposed program will achieve its educational objective in an efficient and well-defined manner.
  - c. Students enrolled in a certificate program will be identified as a Certificate Seeking Student by the Registrar's Office.
  - d. The student's official transcript shall contain not only the listing of courses taken in this program, but will also indicate successful completion of the program.
- iii. General Considerations – Curriculum
  - a. An appropriate number of credit hours must comprise the certificate program however, the total number of credits may not exceed half of those required for an existing graduate program (generally 33 credits) or no more than five (5) courses.
  - b. The number of graduate credits may not be less than nine.
  - c. The maximum number of transfer credits may not exceed one third of the total credits required for the certificate.

- d. A limited number of new courses may be added for certificate programs.
- iv. General Considerations – Student Eligibility and Admission Criteria
    - a. An earned baccalaureate degree or its equivalent from an accredited college or university is required.
    - b. To acknowledge the greater diversity in applicant background and to better meet the needs of the target student population, greater flexibility than that found in graduate degree admission requirements may be applied to graduate certificate programs, if it is appropriate to do so.
    - c. Graduate students who are currently enrolled in a graduate program of study leading to a degree, and who wish to pursue a simultaneous graduate certificate must inform the certificate program coordinator and the Graduate Dean's Office of their intent to seek the graduate certificate.
    - d. Moreover, the graduate certificate is not viewed as a guaranteed means of entry into a graduate degree program because admission requirements for the certificate program may differ from those of the graduate degree program. Even if that is not the case, admission of a certificate holding student into a full graduate program will follow the same procedures required for any applicant.
    - e. While the courses comprising a graduate certificate may be used as evidence in support of a student's application for admission to a graduate degree program, the certificate itself is not considered to be a prerequisite.
    - f. The student will be required to complete the certificate program within the time limit specified for the program; individual programs may choose not to have such time limit.
    - g. Students who are currently enrolled in graduate courses (non-degree seeking) and who wish to pursue approved graduate certificate programs must apply for admission to such programs before one-half of the required credits are completed.
    - h. Each program sets the minimum grade point average, minimum TOEFL scores, standardized test scores, and identifies any required prerequisites. In addition programs will determine whether or not certificate courses may be counted towards related master's degree program.
    - i. To remain eligible for the program, students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students.
- c. **Proposal Guidelines**
    - i. General Information
      - a. A statement of purpose and rationale.
      - b. A statement of the educational objectives of the program
      - c. A demonstrated need for such a program must exist. This provision may be defined in terms of either external markets (i.e., external demand for the skills associated with such a certificate) or internal academic needs (i.e., the need for a critical mass of students in a given discipline). Include a statement of the need for the proposed program and the basis for such a need, supported by either externally or internally derived data
      - d. Proposals will address how the program will serve to increase the diversity in graduate education at the university.
      - e. The program proposal will address the question of the impact of the graduate certificate program on any related degree program.
      - f. The proposal will address the possibility for interdisciplinary development of and participation in the program.
      - g. Units receiving external accreditation will need to verify current Unit accreditation and identify if the proposed certificate program will be evaluated by an external accrediting body and how accreditation will be achieved.
      - h. The proposal will include an assessment plan.
      - i. The proposal will include proposed catalog copy.
    - ii. Program Administration
      - a. There shall be a clear indication of the management structure of the program especially if the role of certificate program coordinator will be part of the graduate program coordinator's duties.
      - b. If the certificate program requires approval by an accrediting body, proposals will be subject to the final approval of the local, regional, or national coordinating body.
      - c. The proposal will address whether or not a commencement ceremony will be conducted for persons completing the program.

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#### **A.6. General Education Criteria and Guidelines**

- a. To add a course to a Foundation Category:
  - i. The course must have been offered at least once.
  - ii. The course must be an introduction to a discipline.
  - iii. Fill out a course change proposal form and include a syllabus of record; add to the syllabus a section explaining how the course meets the category purpose and objectives.
  - iv. Fill out the General Education Course Form and attach the following:
    - Syllabus from each instructor who has taught the course during the last year
    - Thorough explanation of assignments
    - An instructor statement that describes how the course will meet EACH content objective and EACH skill objective (See Faculty Guide to General Education). If the instructors all agree that they will meet these objectives in the same way, you can send a jointly signed statement.
- b. To apply for a U.S. Diversity or a World Perspectives designation:
  - i. The course must have been offered at least once.
  - ii. The focus of the course must be either U.S. diversity or world issues/culture.
  - iii. Fill out a course change proposal form and include a syllabus of record; add to the syllabus a section explaining how the course meets the cultural designation purpose and objectives.
  - iv. Fill out the General Education Course Form and attach the following:
    - Syllabus from each instructor who has taught the course during the last year
    - Thorough explanation of assignments
    - An instructor statement that describes how the course will meet EACH content objective and EACH skills objective (See Faculty Guide to General Education). If the instructors all agree that they will meet these objectives in the same way, you can send a jointly signed statement.
- c. To propose a one-year pilot course for General Education.
  - i. The course must be developed exclusively for the General Education Program.
  - ii. Fill out the new course proposal form and attach a proposed syllabus that includes a section explaining how the course meets the category/cultural designation purpose and objectives.
  - iii. Fill out a General Education Course Form and attach a statement from each instructor describing how the course will meet EACH of the category/designation content goals and EACH of the skills goals (See Faculty Guide to General Education). If the instructors all agree that they will meet these objectives in the same way, you can send a jointly signed statement.
- d. To significantly change an existing course in General Education.
  - i. Fill out a course change proposal form and attach a syllabus of record that includes a section explaining how the course meets the category/cultural designation purpose and objectives.
  - ii. Fill out a General Education Course Form and attach a statement from each instructor describing how the course will meet EACH of the category/designation content goals and EACH of the skills goals (See Faculty Guide to General Education). If the instructors all agree they will meet these objectives in the same way, you can send a jointly signed statement.
- e. To move a course from one category to another.
  - i. Fill out a course change proposal form and attach a syllabus of record that includes a section explaining how the course meets the new category/cultural designation purpose and objectives.
  - ii. Fill out a General Education Course Form and attach a statement from each instructor describing how the course will meet EACH of the new category/designation content goals and EACH of the skills goals (See Faculty Guide to General Education). If the instructors all agree they will meet these objectives in the same way, you can send a jointly signed statement.
- f. To add a course to a theme, drop a course from a theme, or add a theme to General Education.

Contact General Education Coordinator for instructions.

## **B. Procedure for the Establishment of Additional Units or Programs**

*Approved by the University Academic Senate on 02 December 1994 (2.07), Procedure revised April 2004.*

### **1. Introduction**

As expressed in the University's Role and Mission Statement, Grand Valley State University is committed to undergraduate education in the arts, sciences and humanities as its first responsibility and goal. In responding to demands made upon higher education in today's world, GVSU affirms its fundamental commitment to the principle that future developments in any area or function of the institution must pass the tests of contribution toward and compatibility with undergraduate liberal arts education. It is understood that pre-professional and professional preparation are compatible with the commitment to undergraduate liberal arts education, and that such preparation must be cooperatively integrated with liberal arts education.

It is further acknowledged that GVSU's responsibilities and goals are compatible with types of graduate work which can be incorporated into the institution's academic and administrative structure in such a manner as to protect and enhance the undergraduate liberal arts emphasis.

### **2. Applicability of the Procedure for the Establishment of Additional Units or Programs**

The criteria and procedures presented in this document govern the proposal, development, and approval of any new undergraduate or graduate unit (department or school within a College), program, major, minor, or degree to be established within the existing organizational structure of Grand Valley State University. Hereafter the collective reference to "unit or program" is understood to include all of the above items.

The criteria and procedures presented in this document do not govern changes to the organizational structure for the University, including the proposal, development, and approval of new Colleges or Schools. Procedures for such changes in the fundamental organizational structure for the University are detailed in a separate governance procedure.

### **3. Criteria for Establishing a New Unit or Program**

Grand Valley State University is committed to establishing several types of academic units or programs. The procedure for making proposals involves two stages: the prospectus which introduces the concept for governance consideration, and the final plan upon which approval and implementation will be based. The writer(s) of a proposal should work within the following criteria and the final plan shall be examined in the light of these criteria at each stage of review within the governance procedure indicated in this document (Section IV.A-E).

The descriptive presentation of the proposed entity should be followed by justification for the new unit or program, organized according to the format of the following criteria:

#### **a. Desirability of the Unit or Program**

- i. The need for the unit or program must be defined and demonstrated from the nature and perspectives of GVSU's Role and Mission Statement, from an assessment of the current array of GVSU offerings, and from an analysis of the communities which GVSU serves.
- ii. Appropriate and sufficient interest in the unit or program, both within and beyond the institution, must be demonstrated.
- iii. The role of the unit or program should be carefully articulated in terms of its immediate and long-term objectives, its relationship to other units or programs within the College in which it is to be located, and its contribution to the role and mission of the University.
- iv. Evidence should be provided that the unit or program will contribute to and maintain the high quality of GVSU's existing offerings. The proposal should speak to the unit or program's congruence with the accepted scope and objectives within the field of scholarly, creative, and/or professional activity, and should

detail, where appropriate, the role of professional accrediting agencies in shaping the proposed curriculum.

- v. The final plan for a new unit or program should provide a detailed discussion of how the proposed curriculum addresses any issues and the goals and objectives of the proposed entity.
- vi. An appropriate assessment plan for the new unit or program should be included in the proposal, developed along the lines of GVSU's existing program assessment materials.

**b. Feasibility of the Unit or Program**

- i. The proposal should evaluate the staffing necessary for the unit or program. This analysis should include teaching faculty, administrative, and support staff needs (including the Library and Computer Center), and potential impact on other academic units. If existing faculty are to assume a role in the new unit or program, attention must be given to the means by which current educational commitments will be sustained.
- ii. Physical resources necessary to implement the unit or program should be carefully anticipated and detailed. While not limited to the following, consideration must be given to needs for: instructional and/or lab space, specialized equipment and consumable materials, computer equipment and computer labs, adequate library resources, and faculty and staff office facilities. The writers of the proposal must consult with the appropriate Dean(s), the Director of Information Technology, and the Dean of University Libraries to ascertain the adequacy of current resources and to identify any necessary additional costs.
- iii. If the writers of the proposal anticipate that the unit or program will be submitted to accreditation outside the university, a detailed assessment of the benefits and costs of accreditation should be presented. The implications of accreditation for curriculum content and resources should be thoroughly detailed, and a current copy of the accreditation guidelines should be appended to the proposal. Approval of the unit or program does not constitute governance approval to seek outside accreditation. Following approval of the new unit or program, the proposers should refer to the procedure for the review of accreditation proposals which is detailed in a separate governance procedure. (GVSU Accreditation Review Procedure / UAS: 8 April 1994)
- iv. Based upon the above considerations, the university-wide financial implications of the proposed unit or program must be thoroughly assessed, both in terms of start-up costs and a five-year implementation budget plan. This budget plan is to include faculty and staff positions, Library and computer resources, instructional equipment, and space requirements. The budget plan will be circulated and the adequacy of projected support indicated by the signatures of 1) the appropriate Dean(s), 2) the Director of Information Technology, 3) the Dean of University Libraries, and 4) the Provost. The writers of the proposal do not have the primary responsibility for ascertaining the availability or assurance of funding; however, they should work with the appropriate administrative officers on these matters, including indicating whether funding sources are new money or reallocation of existing funds.  
The costs projected in new program proposals are to be tracked, once these programs are approved, and reported to the Faculty Salary Budget Committee at least every two years until the unit completes its first self-study (UAS: 28 April 1995).
- v. A detailed time-table for the implementation of the unit or program should be presented. This plan should provide sufficient time for the development and approval of curriculum, securing the necessary staffing, and the development and acquisition of needed resources.

**c. Impact Upon Existing Units or Programs**

- i. The establishment of new academic units or programs must be proposed within the context of GVSU's current offerings. The writers of the proposal should provide evidence that the unit or program only offers courses and/or an instructional

function not currently offered by existing academic units, or that a reconfiguration of existing offerings is advantageous for the existing instructional mission of the university.

- ii. Consideration should be given to the role(s) by which existing units or programs may be incorporated into the instructional mission of the new unit or program. Consideration should also be given to contributions of the new unit or program to the enterprise of existing units or programs.

#### **4. Proposal and Governance Review Procedures**

The proposal for a new unit, program, major, minor, or degree may be initiated by a faculty member, unit, faculty planning group, or officer of the university. The prospectus (see below) will clearly identify the proposers. Any proposal for a new unit or program shall be developed and reviewed in accordance with the following guidelines.

The proposers may withdraw a proposal at any time by notifying the Chair of ECS. Withdrawal for faculty groups will be by a majority vote, withdrawal for a unit will be by the unit head, and withdrawal for a university administrator will be by the Provost.

##### **a. Prospectus**

The initial articulation of the proposed unit or program should take the form of a prospectus which presents the concept of the new unit or program in general terms, and which requests governance approval for the development of a final plan. The prospectus is intended only to communicate an overview of what the writers wish to initiate, why the new unit or program is desirable, and what would be required for its implementation. It should, therefore, provide a clear and candid indication of the nature and scope of the unit or program to be considered.

This general presentation should speak broadly to each of the foregoing criteria (with the exceptions of III.A.2, 5 & 6), affording specificity sufficient for an informed preliminary review of the concept of the new unit or program, but not to the degree required for the final plan upon which the unit or program may be approved and implemented. Sufficient detail on budget preparation should be included.

**The decision to proceed to the development of a detailed final plan for the proposed unit or program will be based upon a review of the prospectus by UCC, FSBC, ECS, and the Provost.**

##### **b. Waiver Request**

Due to the varying complexity and implications of proposals which are governed by this procedure, a prospectus may include the request that portions of the criteria (III.A-C) for the final plan are not necessary or applicable and therefore should be waived. The principles articulated in Section I and the governance review procedures contained in Section IV.E may not be waived.

The intent of the waiver provision is to afford the flexibility to ensure that the interests of sound planning are satisfied, while at the same time relieving obligations which are disproportionate in terms of the scope and impact of certain types of proposals. For example, the final plan development for a minor which only incorporates existing courses could differ significantly from that of a proposal which brings new instructional content to university offerings.

The waiver request is an addendum to the prospectus and applies only to the final plan. It should indicate clearly the specific portion(s) of the development of the final plan which are requested to be waived. Because the waiver request addresses exception(s) from the normal proposal procedure, it must be supported by careful justification. The decision to grant all or part of a waiver request will be based upon a review of the request by UCC, FSBC, ECS, and the Provost.

**c. Prospectus Review**

The prospectus should be submitted to the ECS (17 copies). Copies (1) for informational purposes should be sent to the President, the Provost, the Dean(s) of the appropriate Colleges, the Chair(s) of the appropriate CCC(s), the Chair of UCC, and the Chair of FSBC. Any of the above persons or committees may recommend to ECS regarding the prospectus, but are not required to do so except as specified below.

Upon receipt of the prospectus, the office of the Provost shall initiate and maintain a review log for signatures of recommendation and approval. At the completion of each phase of the review procedure (IV.C & E) the appropriate committee chair or administrative officer shall sign the review log.

- i. ECS, if it judges the prospectus is ready to be reviewed, sends the copies of the prospectus to the UNIVERSITY CURRICULUM COMMITTEE & the FACULTY SALARY BUDGET COMMITTEE for its initial review. UCC or FSBC request recommendation from the persons or committees to which the prospectus has been circulated. UCC or FSBC may request additional material from the writer(s) of the prospectus. At the conclusion of its review of the prospectus, UCC and FSBC shall forward to the ECS the copies of the prospectus along with a recommendation either to initiate the development of a formal and detailed final plan, or to terminate the proposal. If the UCC recommendation is favorable and the prospectus contains a request for a waiver, UCC will forward to the ECS a specific recommendation regarding the waiver request. If the FSBC recommendation is favorable and the prospectus contains a request for a waiver, FSBC will forward to the ECS a specific recommendation regarding the waiver request.
- ii. Upon receipt of the UCC recommendation, the prospectus shall be reviewed by the EXECUTIVE COMMITTEE OF THE SENATE. ECS may request recommendation from the persons or committees to which the prospectus has been circulated. ECS may also request additional material from the writer(s) of the prospectus. At the conclusion of its review of the prospectus, ECS shall forward to the Provost a recommendation to initiate the development of a formal and detailed final plan, or to terminate the proposal. If the ECS recommendation is favorable and the prospectus contains a request for a waiver, ECS will forward to the Provost a specific recommendation regarding the waiver request.
- iii. The PROVOST shall review the prospectus and the recommendation of ECS. The Provost may request additional information or recommendation, approve and initiate development of the final plan, grant any waiver request recommended by ECS for portions of the criteria for the final plan, or terminate the proposal.

The decision of the Provost resulting from the prospectus review shall be communicated to the writer(s) of the prospectus, and to the persons and committee chairs to whom the prospectus was copied. The specific terms of any waiver granted for the final plan shall be included in this communication. If the decision of the Provost differs from the recommendation of ECS, a detailed rationale will be sent to ECS. If the decision is to initiate the development of the final plan, the Provost shall identify the writer(s) for that purpose. The writer(s) of the prospectus will normally undertake the task of developing the final plan, although the Provost may appoint others as well. The charge to the writer(s) shall include an indication regarding which, if any, portions of the criteria are to be waived.

**d. Final Plan**

The final plan for a new unit or program shall be developed by the writer(s) appointed by the Provost, in accordance with the Provost's charge for development.

**e. Governance Review Procedure**

The review of the final plan for a new unit or program shall be governed by the principles (Section I) and the criteria (III.A-C) contained in this document, except



where specific waiver has been granted (IV.B,C), and by the following procedure (IV.E.1-3).

The review procedure is initiated when the final plan is submitted to the President, the Provost, the Dean(s) of the appropriate College, the appropriate CCC(s), and the chairs of UCC, FSBC, and ECS.

Proposals which incorporate elements from more than one College will be reviewed concurrently by the CCCs and Deans of each College involved.

Following review at the College level, all copies of the final plan shall be forwarded to the Provost's Office for submission to the appropriate review committees; additional copies will be requested from the proposers as needed for this review.

i. **College Review:**

- a) The COLLEGE CURRICULUM COMMITTEE(s) shall review the final plan, and forward a recommendation to the appropriate Dean. A negative recommendation shall contain a detailed rationale. The CCC(s) shall forward their copies of the plan to the Provost's Office.
- b) The DEAN(s) shall review the final plan and the CCC recommendation, and forward a recommendation to FSBC and to UCC. A negative recommendation shall contain a detailed rationale. If the recommendation of the Dean(s) differs from that of the CCC, both recommendations shall be forwarded.

ii. **University Review:**

- a) The FACULTY SALARY AND BUDGET COMMITTEE shall review the final plan and the attached recommendation(s), and shall forward a recommendation to ECS (forward the copies of the plan to the Provost's Office). A negative recommendation shall contain a detailed rationale.
- b) The UNIVERSITY CURRICULUM COMMITTEE shall review the final plan and the attached recommendation(s), and shall forward a recommendation to ECS (forward the copies of the plan to the Provost's Office). A negative recommendation shall contain a detailed rationale.
- c) The EXECUTIVE COMMITTEE OF THE SENATE shall review the final plan and the recommendations from UCC and FSBC. A negative decision by ECS shall terminate the review process. In the case of a favorable review, ECS shall forward the final plan, along with the UCC, FSBC, and ECS recommendations, to the UAS.

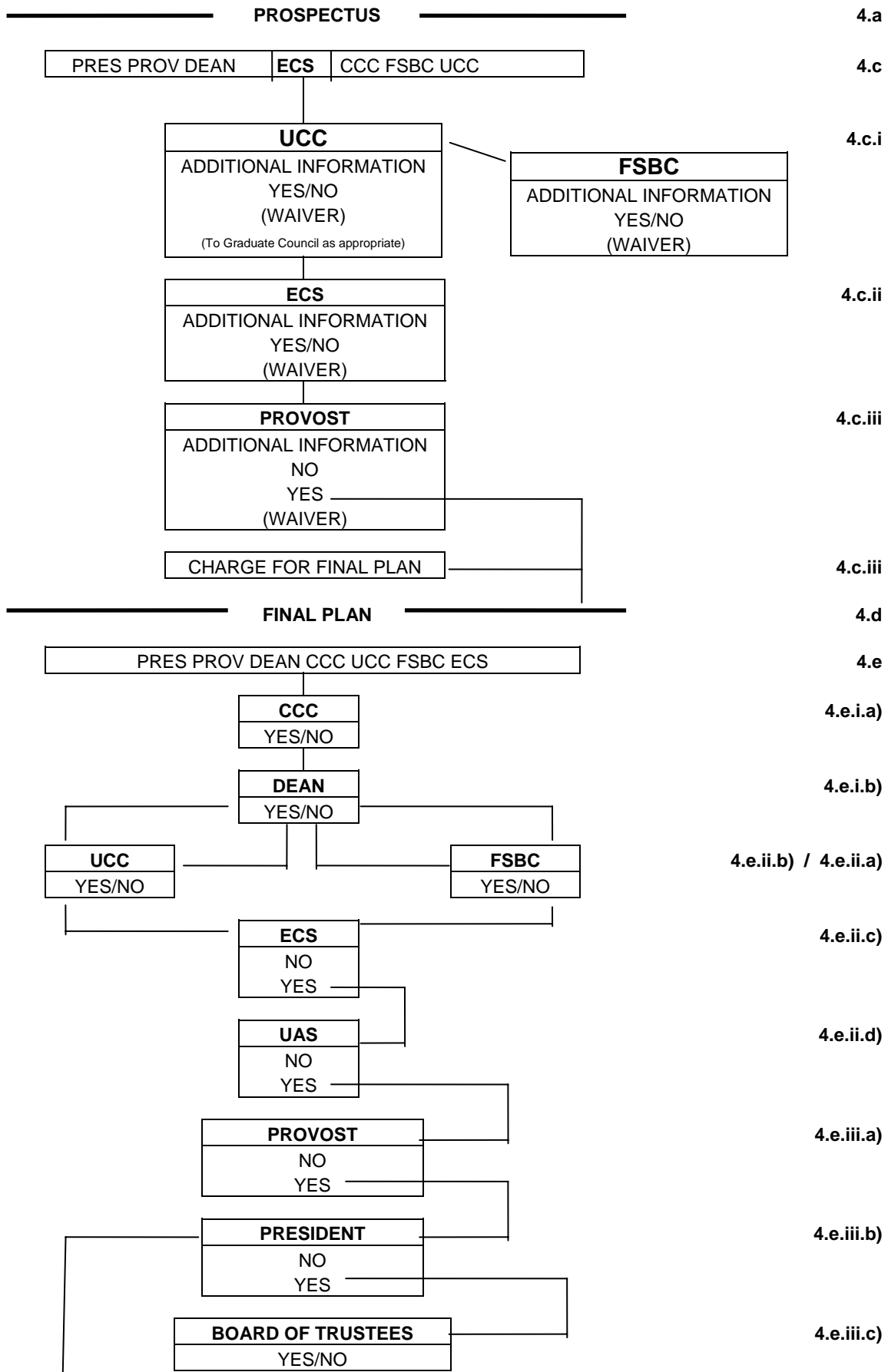
(All new major programs must also go to the Academic Affairs Officers of the Presidents Council, State Universities of Michigan. These must be submitted not less than 6 weeks in advance of the meeting of the Presidents Council at which action is anticipated or the program is scheduled on the agenda. Typically programs could be submitted to the Presidents Council at the same time that they undergo review by University faculty governance at the ECS/UAS level. Affirmative action by the Presidents Council does not mandate implementation by the institution.)

- d) The UNIVERSITY ACADEMIC SENATE shall review the final plan and the attached recommendations. UAS shall vote on governance approval of the final plan. A negative vote shall terminate the proposal. A favorable vote shall constitute the faculty governance recommendation for approval of the final plan. The Chair of ECS/UAS shall forward the UAS recommendation to the Provost. The Chair of ECS/UAS may include the recommendations of FSBC, UCC, and ECS.

iii. **Administrative Review:**

- a) The PROVOST shall review the final plan and attached recommendation(s). A negative decision shall terminate the final proposal. A favorable recommendation by the Provost shall be forwarded to the President. If the Provost decides contrary to the UAS recommendation, a detailed rationale shall be sent to ECS.
- b) The PRESIDENT shall review the final plan and attached recommendation(s). A negative decision shall terminate the final proposal. A favorable recommendation by the President shall be forwarded to the Board of Trustees. If the President decides contrary to the UAS recommendation, a detailed rationale shall be sent to ECS.
- c) The BOARD OF TRUSTEES shall review the final plan and the President's recommendation. A negative decision shall terminate the proposal. Approval of the final plan shall initiate the implementation of the new unit or program. The President shall communicate the Board of Trustees decision to the Provost, ECS, UCC, FSBC, and the appropriate Dean(s).

iv. **Flowchart for Prospectus or Final Plan**



## **B.2. Program Budgetary Review Process**

*(Approved by Faculty Salary and Budget Committee)*

Proposals submitted to the Faculty Salary and Budget Committee for a recommendation to the Executive Committee of the Senate as part of the review process for the development and approval of new programs, units, degrees, majors, unit accreditation, and requests for autonomy should contain, at both the Prospectus and Final Plan stages, an analysis of sources of support, and budgetary costs and benefits. A candid and specific discussion of anticipated costs and benefits should include a budget and be directed toward both the short term and long term (five year). The budget should contain numbers which indicate costs for administrative, faculty, and support personnel, and any equipment or operating costs. Monetary support could include such items as start-up or long-term grants, increased tuition and fee revenue based on anticipated number of students, and requested University funding. Whether internal funding will come from the present unit budget, the College budget, or the University budget should be specified.

The [Projected Budget Summary](#) form should be completed with the Final Plan.

The [Projected Final Plan Budget vs. Actual Expense Summary for the Second year and Fourth Year](#) should be completed and turned in to the Provost's Office.

## **C. Procedure for the Establishment of Nonacademic Institutes, Centers, and Offices**

*(Approved UAS March 31, 2000)*

As part of its mission, GVSU has established several nonacademic institutes, centers, and offices to serve specialized needs. The scope of these institutes, centers, and offices range from the Water Resources Institute or the Regional Math/Science Center with substantial budgets and staff of their own to others like the Business and Ethics Center which primarily serves as a contact point between the local community and GVSU faculty. Examples also include the Padnos International Center or the TRIO program. Each of these institutes, centers and offices represent not only themselves but also the University in their activities. Because of this representation each institute, center, and office needs to be formally approved by the University. However, because of the size and scope of institutes, centers, and offices no one procedure is applicable in all cases.

Therefore, the following process will be followed. Those who wish to establish an institute, center, or office will submit to the Provost a summary of the proposed institute, center, or office. At a minimum, this summary will outline the mission of the proposed institute, center, or office, its proposed organization and reporting responsibilities, its proposed budget and staff, and its involvement, if any, with GVSU faculty. The Provost will review the proposal and discuss it with the Chair of the University Academic Senate. The Senate Chair will make reports to the Senate when such proposals are made. Such review and discussion will determine what further steps are needed before approval is given. Further review may take place by the Administration and Academic Governance.

## **D. Accreditation Review Procedures**

The decision to seek accreditation for a unit or program represents an investment and a commitment on the part of GVSU. The process of acquiring accreditation should be the result of a thoughtful, comprehensive analysis of both the benefits and the costs which result for the unit and the University community.

As part of the process for seeking the GVSU Administration's approval to initiate the accreditation process, units need to make the case for accreditation to faculty governance. Both curricular and budgetary consequences of accreditation must be reviewed by the appropriate governance committees and recommendations forwarded to the Administration before a formal decision to pursue accreditation can be made.

## **E. Review Process to Pursue Accreditation**

- i. The unit seeking permission to pursue accreditation of the unit or of a program within that unit will make its case first to the College Curriculum Committee [CCC] of the College in which the unit is housed. Upon completing its review of the proposal, the CCC will forward its recommendation to ECS. ECS will refer the proposal to UCC and to FSBC for their recommendations. Upon receipt of

the recommendations of UCC and FSBC, ECS will review the proposal for accreditation and forward a recommendation to the Provost. The Provost will notify ECS of the Administration's decision regarding approval of the proposal to seek accreditation. An adverse recommendation at any level of governance will not terminate the process of discussion.

- ii. The unit's proposal to seek accreditation shall include a thorough assessment of the unit's current degree of compliance with accreditation guidelines. This assessment should be detailed and specific, and it should indicate any anticipated changes required in order to achieve accreditation. This discussion should include, but is not limited to, changes in program objectives, courses, requirements, physical space and/or facilities, faculty resources, and library or other resources.
- iii. A copy of the current accrediting agency guidelines shall be attached to the proposal.
- iv. The proposal will include a candid and specific discussion of the anticipated short term and long term (5 year) benefits and costs associated with accreditation. This discussion should speak to the following: students, graduates, the unit, the College, and the University.
- v. The proposal will include a specific discussion addressing how the unit believes that accreditation will enhance and facilitate the unit's ability to function within the GVSU role and mission statement.
- vi. The proposal will include an analysis of sources of financial support, and of the anticipated budgetary costs and benefits. This discussion will include a projected budget and be directed toward both the short term and long term (5 years) impact. The budget should contain numbers which indicate costs for administrative, faculty, and support personnel, and any equipment or operating costs. Monetary support could include such items as any start-up or long term grants, increased tuition and fee revenue based on anticipated number of students, and requested University funding. Whether internal funding will come from the present unit budget, the College budget, or the University should be specified.

Units which have achieved accreditation do not need to make the case for renewal of accreditation. Implicit in the unit's decision to pursue renewal is the presumption that accreditation has been beneficial. At the renewal stage, however, the unit shall forward a brief statement to ECS/FSBC/UCC assessing the effects of accreditation during the foregoing period, and apprising ECS/FSBC/UCC of any changes in accreditation requirements or standards which may have been made since the previous review. This statement will include a projected budget for the next five years. Faculty governance will review this statement and will forward a recommendation to the Provost.

## **Chapter 3 Faculty Role**

### **3.01 Faculty Role and Workload**

The role of a faculty member involves an interlocking set of responsibilities to students, to colleagues in both the institution and the wider profession, to the institution itself and its surrounding community, to the advancement of knowledge and understanding in the faculty member's field, and to the ideals of free inquiry and expression. Normally, these are articulated as the areas of teaching, scholarship and creative activity, and service, as outlined in **Chapter 4 Faculty Personnel Policies**, Sections 2.9.1. The primary responsibility of faculty is excellent teaching.

#### **A. Baseline expectations**

Each unit shall establish in writing, for all its faculty, baseline expectations in the areas of teaching, scholarship and creative activity, and service based on disciplinary standards and best practices and unit, college and university goals and work. These unit expectations will be approved by the unit faculty, unit head, and the Dean. In the area of teaching, the baseline expectation normally shall be 9 credit hours per semester over the course of the academic year, in addition to other teaching-related work. All faculty are also expected to engage in basic, applied, or pedagogical scholarship or creative activity as determined by the expectations of the unit, college, and profession. A faculty member's workload includes service to the unit, college, and university as well as to the community/profession.

#### **B. Significant focus beyond baseline expectations**

Every faculty member shall select each year a significant focus of activities beyond the baseline expectations established by the unit in the areas of teaching, scholarship or creative activity, or service. This focus shall require approximately the same amount of time as teaching a 3 credit hour, or standard course per semester; it shall not have been counted as part of the baseline 9 hour per semester teaching load or have been compensated externally or additionally. Faculty anticipating review for personnel action, and especially action for tenure, will want to insure that their significant focus of activity is consistent with their unit's and college's expectations for tenure and promotion.

#### **C. Workload planning**

As part of the Faculty Activity Reports completed annually (see 5.01.F), each faculty member is expected to establish an annual Workload Plan containing both baseline and significant focus expectations for the next year. The faculty of each unit will review these plans according to the same procedures as described in 5.01.F, 5.02.A.4, and 5.02.A.5. in order to secure adequate information for proper allocation of unit and college resources and for appropriate programs of faculty development. The unit head will sign the workload plan to indicate the review has been completed and the plan will be forwarded to the dean.

### **3.02 Teaching and Learning**

#### **A. Primary responsibility**

Because the primary responsibility of faculty is excellent teaching, periodic course evaluations by students, colleagues' opinions and evaluations by department chairpersons are utilized to determine teaching effectiveness. Evidence of excellence in teaching is a significant factor in decisions on contract renewal, tenure, promotion, and salary increments.

#### **B. Teaching Load**

In the area of teaching, the baseline expectation normally shall be 9 credit hours per semester over the course of the academic year, in addition to other teaching-related work. Typically, these 9 hours will represent three 3 credit hour courses, but each unit, with the approval of its dean, shall determine the number of courses that are required to meet the baseline expectation when any or all of the courses are other than 3 credits. Each unit, with the approval of its dean, shall also determine equivalencies of studios, labs, rehearsals, team-teaching, distance education, supervision of theses or student research, clinical or internship supervision, independent study or reading courses, and other such formal teaching activities. Normally, no more than three different course preparations will be required of any faculty member in any semester.

#### **C. Absence from Class**

Faculty members are responsible for meeting all classes for which they are scheduled. If faculty members are absent from teaching responsibilities due to illness, they should notify their unit heads and arrange for their students to be so informed at the beginning of the scheduled class meeting.

In those cases where absences can be anticipated, approval for such absences must be obtained from the unit head and the Dean. The faculty members are then responsible for arranging for substitutes or otherwise covering their teaching assignments.

**D. Change of Instructor, Time, or Place of Meeting**

Change of instructor, time, or place of meeting for a scheduled class may be made only with the approval of the unit head and the Dean of the College. The office of the Dean of the College sends changes to the Records Office where a current master schedule is maintained.

**E. Information Given Class at First Meeting**

1. A syllabus.
2. The title, department, and number of the course.
3. Prerequisites to the course, if any.
4. The name, office number, and office hours of the instructor offering the course.
5. An explanation of policy relative to student absences.
6. The objectives and requirements of the course.
7. The basis for grading in the course.
8. The texts and/or laboratory supplies required for the course.
9. Date and time of final examination (from published exam schedule)

**F. Class Enrollment**

The Records Office electronically provides instructors with a preliminary list of students enrolled in their courses on the first day of classes. This list should be checked against those students attending class to ascertain that all are properly enrolled. Final class lists will be electronically distributed by the third day of the semester.

**G. Office Hours for Student Conferences**

Members of the faculty are expected to post and maintain adequate office hours.

**H. Selection of Textbooks**

Faculty members are responsible for submitting information on textbooks and other required material for their courses when such information is requested from the University Bookstore.

**I. University-Sponsored Trips**

Faculty members who travel for personal development, research, unit activities or other University-related matters should be aware of the general University travel policies. When students are involved in University sponsored trips three principal conditions must be met:

- Students who participate are responsible for making up work missed. Faculty members should allow students to complete work, at their discretion, prior to or within a reasonable period after the trip.
- Faculty members who are responsible for the trip will provide written notification to those faculty members whose classes are affected by the absence of students.
- Faculty members who are responsible for the trip will provide students with information and guidelines about the trip, including discipline, insurance, schedule, travel and financial arrangements.

The University has the following policies regarding vehicles, travel and insurance. Unit secretaries usually have available any request forms needed.

1. Vehicles: Arrangements for vehicles are made through Facilities Services. If no suitable vehicle is available, you may use your personal vehicle (see Section c, and be careful of insurance coverage).

In all cases, the costs will be charged to your unit. Questions should be directed to the Facilities Services at x13000.

2. Travel Policy: The travel policy is described in detail in Section 310 of the [GVSU Procedures Manual](#). If you use your personal car, a mileage reimbursement is made. Unless previous arrangements are made, there are no meal allowances for students. Further questions should be directed to the Accounting Office.
3. Insurance: The University carries vehicle, general liability and workers compensation insurance. The following is a brief summary. Further questions should be directed to Business Services or the Human Resources Office for workers compensation.
  - a. The University policy will respond to any lawsuit brought against Grand Valley, its employees and any student or volunteer of the University when acting within the scope of their duties or performing services on behalf of the University.

Except for varsity athletes and students on our payroll, it does not cover medical expenses by any student attending Grand Valley.

It does not cover medical expenses incurred by anyone while traveling to or from the University. (*See Auto*)

It does not cover medical expenses incurred by employees injured during the performance of their duties. (*See Workers Compensation*)

- b. Workers Compensation: This policy covers all faculty and staff, as well as students, on the University payroll. It will cover medical expenses and lost wages, according to the laws of the State of Michigan, incurred by faculty and staff through injuries suffered while acting within the scope of their duties or performing services on behalf of or under the direction of the University. All students not on the University payroll are responsible for any medical expenses or lost wages incurred either on or off campus.

Work-related injuries must be reported to the Human Resources Office and the employee's supervisor immediately, regardless of the severity. The injured individual must complete Workers Compensation Injury Form. The form is available from the Human Resources Office and it must be completed and returned to that office within 24 hours. More detailed instructions are outlined in [Section 207](#) of the GVSU Procedures Manual.

The Family Medical Leave Act: The Family Medical Leave Act will be followed in administering benefits. For more information contact the Human Resources Office.

- c. Auto: Any injuries incurred in a vehicle by faculty, staff or students would be covered either by:
    - i. Their own health and accident policy
    - ii. Their personal auto insurance.
    - iii. The insurance carried on the vehicle in which they are riding.

If you tow a trailer on a trip, liability on the trailer is covered by the insurance on the towing vehicle. There is no coverage on the contents of the trailer.

For further information, please refer to the GVSU [Procedures Manual](#).

## **J. Examinations and Grading**

1. Proctoring: The instructor is responsible for the proctoring of all quizzes, tests, and final examinations.
2. Final Examinations: Final examinations are a part of each course unless specifically waived by the Dean. Such exams are to be administered in accordance with the final examination schedule which is listed in the class schedule each semester. Any deviation from this schedule must be approved by the Dean.



3. Grading: The grading, probation, suspension and dismissal policies are discussed in the GVSU catalog.
4. Student cheating: See Section on Student Relations in this handbook, for information on dealing with student cheating.

**K. Appointments for the Summer Session**

Regular faculty appointments cover the academic year (approximately nine months). Regular Library faculty appointments are for twelve months. Appointments for the summer session are made on a need-generated, extra-compensation basis. Qualified regular faculty should have preferential status for summer teaching. The compensation policy for the summer session, as well as other extra semester situations, can be found in [Section 2.20.3 of Chapter 4](#) of the *Administrative Manual*.

**L. Degrees Completed, Awards, Honors, Etc.**

Faculty members are responsible for notifying their Dean of any degrees, awards, or honors they earn while employed by the University. In addition, they should keep their vitae in the faculty personnel file up to date.

**M. Overload Appointments**

Faculty members may be assigned by their Dean to teach a class in addition to their full-time duties and responsibilities. This assignment is made by the Dean after consultation with the faculty members and their unit heads and ordinarily with their consent. Overload compensation is paid only when such assignments are made, and, ordinarily, according to the standard formula.

**N. Teaching Assignments**

Teaching assignments are the responsibility of the Deans, who normally delegate that responsibility to unit heads.

Assignments are ordinarily made on the basis of instructors' competencies and experience and their units' timely offering of major, cognate, and general education courses.

**O. Academic Advising**

An important responsibility of faculty members is the advising of students assigned them by their unit head or the Dean. Advisors are responsible for reviewing the course selections of advisees in light of their degree requirements and career goals. They must alert these advisees to the graduation requirements of the University, to general education requirements, to minor requirements (if appropriate), and to the general and specific requirements of the major. All faculty members are expected to become familiar with the degree requirements and other information as stated in the GVSU catalog. Students who have not yet declared majors are advised by the [Advising Resource Center](#).

**P. Ethics**

**1. Professional Ethics**

The University recognizes that membership in the academic profession carries with it special responsibilities and that the University bears a responsibility for articulating and maintaining ethical standards. The University normally handles questions concerning propriety of conduct internally by reference to either faculty groups convened to review particular infractions or to standing committees such as a college personnel committee.

Each faculty member is expected to respect the confidential nature of the professor-student relationship and avoid any exploitation of students for private advantage. In keeping with its responsibility to provide a congenial atmosphere in which all students have an equal opportunity to learn, the University disapproves of and seeks to eliminate discriminatory behavior directed against individuals. Such behavior, which may take the form of statements, jokes, examples, and illustrations that reveal stereotypic and discriminatory attitudes, is considered inappropriate in the classroom.

**2. Outside Employment**

No outside employment or activities may be undertaken by an employee if they will divert the employee from fulfilling wholly and effectively the responsibilities of the employee's position. The appointing officer must approve in advance any such commitment by an employee in order to assure

compliance with this policy. See [Chapter 4, Section 1, General Personnel Policies](#) of the *Administrative Manual*.

Faculty members should annually review the nature of their outside employment with their unit head. In addition, teaching at other colleges should have the prior approval of the unit head.

3. **Protocol for Bias Incidents.**

Grand Valley State University values and encourages diversity and is committed to providing a safe environment that protects the civil rights of all persons connected with the university.

Accordingly, Grand Valley State University prohibits acts of harassment and discrimination as outlined in the Anti-Harassment Policy. A copy of this policy is available on the Human Resources Web Site ([www.gvsu.edu/hro](http://www.gvsu.edu/hro)) under Policies and Procedures.

In addition, the university has no tolerance for acts of intimidation, assault, battery, vandalism, destruction or defacement of property, stalking and other actions that violate criminal and/or civil laws, university policies and student behavior codes. When such actions appear to be directed at individuals because of their race, ethnicity, religion, gender, sexual orientation, nationality, disability or other protected class status, they are considered to be bias incidents. Bias incidents and those who commit them may be seen to pose a risk to the safety and welfare of a class of individuals. All reported incidents will be investigated. In the event of a bias incident, the following protocol will be followed:

**Reporting a bias incident is important.**

4. **Anti-Harassment Policy**

- a. **Article I. Purpose.** The goal of Grand Valley State University is to maintain a positive work environment for employees and a climate conducive to learning for students. The University, consistent with its policies and procedures, promotes institutional diversity by embracing such concepts as "affirmative action" and "equal opportunity" as a campus-wide strategy to provide equal access to opportunity. The University's commitment to non-discrimination is the foundation for such efforts. This policy outlines expectations for institutional and individual conduct that applies to all University faculty and staff members.

It is neither the purpose nor intent of this policy to infringe on academic freedom as defined by Grand Valley State University's *Administrative Manual* and the *Faculty Handbook*.

- b. **Article II. Prohibited Conduct.**

**Harassment.** Harassment is unprofessional conduct that could reasonably be understood as (1) having the purpose or effect of creating an intimidating, hostile, or offensive environment, (2) having the purpose or effect of unreasonably interfering with an individual's work performance or access to educational activities and programs, (3) otherwise adversely affecting an individual's employment opportunities or access to educational activities and programs.

Harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight is considered a violation of University policy.

**Sexual Harassment.** Harassment on the basis of sex is a violation of Title VII and Title IX of the *Civil Rights Act* and of the *Elliot-Larsen Civil Rights Act*. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or access to educational activities and programs, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or access to educational activities and programs, or (3) such conduct is unprofessional and has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working or educational environment.

- c. **Article III. Consensual Relationships.** Consenting romantic and sexual relationships between faculty/staff and their students or between supervisors and their subordinates is inappropriate.

The faculty/staff member who enters into a sexual relationship with a student (or a supervisor with a subordinate) where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be extremely difficult to use mutual consent as a defense.

- d. Article IV. Sanctions. Any person who violates the University's Anti-Harassment Policy may be subject to a range of sanctions (in accordance with University policies) which could include but is not limited to dismissal, according to due process, from University employment. Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state or federal laws.
- e. Article V. Retaliation. Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law.

## 5. Complaint Resolution Procedure

### a. GENERAL PROCEDURES

**Initiate by Making a Complaint.** The procedures that follow are intended to enforce the University's Anti-Harassment Policy. The procedures are initiated by making a complaint that alleges that the University's Anti-Harassment Policy has been violated. Complaints may be either formal or informal, and the procedure for each is described below.

**Where to Make a Complaint.** A University *faculty/staff* member with a complaint, whether it is formal or informal, should report it to the Human Resources Office. A University *student* with a complaint, whether it is formal or informal, should report it to the Dean of Students Office. In the event a complaint is received in other than these offices, faculty and staff are responsible for referring the complaining individual to the appropriate Office.

**When to Make a Complaint.** Typically, both formal and informal complaints should be reported within sixty (60) days after discovery of the act which constitutes an instance of inappropriate behavior (but not more than one [1] year after the act). The University retains the right to accept and address complaints reported more than one year after the offending incident.

### b. INFORMAL COMPLAINTS (MEDIATION)

**In General.** Informal complaints are those complaints where the person making the complaint ("the Complainant") asks the Human Resources Office or the Dean of Students Office to assist in the resolution of an alleged violation of the Anti-Harassment Policy through mediation. Mediation is a voluntary conflict-resolution process. The Complainant and the alleged offender voluntarily agree to work with a third party mediator to resolve the complaint. This mediation is intended to resolve the complaint to the satisfaction of both the complainant and the alleged offender. Informal complaints need not be put in writing or signed by the Complainant.

#### Steps in Mediation Process

1. The Complainant initiates the mediation process by making an informal complaint within the Human Resources Office or the Dean of Students Office. The complaint need not be in writing or be signed by the complainant.
2. An individual from the appropriate office or a person designated by the office ("the Mediator") discusses the mediation process with the Complainant to determine if mediation might be an appropriate method to resolve the complaint.
3. The Mediator meets with the alleged offender, informing him or her that an informal complaint has been filed and that the person filing the complaint wishes to resolve it by mediation. The Mediator discusses the mediation process with the alleged offender to determine if mediation might be an appropriate method to resolve the complaint. The Mediator will also inform the alleged offender that mediation is a voluntary conflict-resolution process intended to make each party aware of the position or feelings of the other and to resolve the conflict.
4. The mediation may include additional meetings between the Mediator and the parties separately, and if necessary, jointly.
5. If mediation has been successful, the Affirmative Action Office via the Deputy University Counsel will be informed that the complaint has been resolved.

6. If the Mediator determines that mediation cannot adequately resolve the issues, he or she will inform the Complainant and the alleged offender of this as well as the options available, such as filing a formal complaint. The Mediator will also notify the Affirmative Action Office via the Deputy University Counsel that mediation was unsuccessful.
7. If the Complainant is dissatisfied with the results of mediation, he or she may file a formal complaint.

c. **FORMAL COMPLAINTS (WRITTEN)**

**In General.** Formal complaints are those complaints where the Complainant asks a Complaint Resolution Team to review and to investigate the complaint and to report its findings to the appropriate appointing officer for action. Action taken in cases where a violation has been found could result in varying levels of discipline up to and including dismissal from employment. Formal complaints must be in writing and signed by the Complainant.

**Steps in the Formal Complaint Process**

1. The Complainant obtains a Formal Complaint Form from the University Counsel Office, Affirmative Action Office, the Human Resources Office, Dean of Students Office, or the Counseling Center.
2. The Complainant completes the form, listing the type of alleged offense, the name of the alleged offender, and specific facts about the alleged offense (e.g., time, date, location). The Complainant must sign the complaint form.
3. The Complainant files the written complaint with the University Counsel Office on behalf of the Affirmative Action Office.
4. The Director of Affirmative Action or designee convenes the Complaint Resolution Team (CRT).
5. The Team reviews the Complaint and the accompanying facts and circumstances to initially determine if the Complaint requires further investigation, should be referred to another forum for action (such as the Student Judicial System), or should be dismissed. If the Team decision is to investigate, the appointing officer and the appropriate Vice President will be notified and provided a copy of the complaint.
6. The appointing officer provides a copy of the complaint to the alleged offender and informs him/her of the decision to investigate.
7. Where investigation is required the Deputy University Counsel on behalf of the Affirmative Action Office coordinates the investigation.
8. Where investigation is required, the Complainant and the alleged offender will be notified and consulted, and
  - a. *When the alleged offender is a faculty member*, the Provost or a designee, the alleged offender's appointing officer, and the Associate Vice President for Human Resources will be notified; or
  - b. *When the alleged offender is a staff member*, the employee's appointing officer and the appropriate Vice President and Associate Vice President for Human Resources will be notified; or
  - c. *When the Complainant and the alleged offender are students*, the Dean of Students and other individuals will be notified as necessary.
9. At the conclusion of the investigation the Team prepares a report containing a statement of the allegation, a list of policy violations, and a statement of findings.
10. Complainant is notified regarding CRT's findings in relation to whether there has been a policy violation.
11. The Team's report is sent to the appointing officer and the appropriate Vice President.
12. The appointing officer provides a copy of the report to the alleged offender.
13. The appointing officer consults with the Associate Vice President for Human Resources.
14. The appointing officer takes appropriate action.

**Note:** If the complaint is against an appointing officer, only the appropriate Vice President is notified. If the complaint is against a Vice President, the President is notified. If the complaint is against the President, the Chair of the Board of Trustees is notified. If the complaint is against a member of the Board of Trustees, the Chair of the Board of Trustees will be notified. If the complaint is against the Chair of the Board of Trustees, the Vice Chair of the Board of Trustees will be notified.

**Confidentiality.**

Although discretion will be exercised, a guarantee of confidentiality or anonymity cannot be made since the investigation will involve discussions with other parties. Information about the complainant and the incidents giving rise to the complaint will be revealed only as investigatory and disciplinary processes require. Confidentiality will be observed to the extent permitted by law and which is consistent with protecting the welfare of the faculty, staff, and students, and the interests of the University.

**Complaint Resolution Committee Membership**

Dean of Students or designee  
 Director of Affirmative Action or designee  
 Director of Counseling and Career Services  
 Five Faculty Members  
 Director of Staff Relations and Benefits  
 Employees appointed by the President to reflect the male/female balance of the Team

**Committee Members** are appointed by the President for two-year staggered terms.

**Complaint Resolution Teams** are subcommittees selected by the Director of Affirmative Action or designee from the Complaint Resolution Committee membership to investigate complaints.

When possible, team members should be demographically representative of the parties involved in the dispute. If a complaint or conflict of interest involves a Complaint Resolution Committee Member that member will not participate in their normal capacity as a committee member.

**Information Sources.** Information regarding the formal complaint and grievance procedures is located in the following documents:

- Faculty members - Chapter 4, Section 2.18 of the Administrative Manual.
- Executive, Administrative and Professional Staff - Chapter 4, Section 4.7 of the Administrative Manual.
- Clerical, Office and Technical Staff - Section 6, Grievances, of the present union contract.
- Maintenance, Grounds, and Services - Section 6, Grievances, of the present union contract.
- Safety and Security Staff - Section 6, Grievances, of the present union contract.
- Student Employees - Student Employee Handbook.

Copies of these procedures are available and have been distributed to all affected employees and students.

**Where to Go for Help.** The offices listed below are available to assist you in your efforts to put an end to harassment. Your questions can be answered, you can be helped in the preparation of reports, and you can be advised informally and confidentially. You may request information and/or advice anonymously. Formal/written reports are filed in the Affirmative Action Office.

**Students:**

[Dean of Students](#).....331-3585  
 218 Student Services Building  
[Counseling Center](#).....331-3266  
 204 Student Services Building

**Employees:**

Associate Vice President for [Human Resources](#).....331-2215  
 140 Lake Michigan Hall  
 Affirmative Action Office.....331-2242  
 Zumberge Library

## **Q. Other Academic Services**

### **1. Library**

Links of interest to faculty members can be found on the library home page ([www.gvsu.edu/library](http://www.gvsu.edu/library)) under “resources for faculty”. The following is a brief overview of library services:

- a. Loan Period: The loan period for most books and government documents is 15 weeks with 3 renewals. Periodicals do not circulate.
- b. Course Reserve: By faculty request, books and other library materials which receive intensive use for a class may be placed on course reserve at the circulation desks, or e-Reserve. These items are searchable through the library catalog and links created for Blackboard.
- c. Purchase Requests: Purchase requests for books should be submitted directly to the librarian(s) designated as the departmental liaison; however, some instructional units forward their requests through the department chairperson or a designated faculty member.
- d. Document Delivery: Requests can be submitted online, in person, or by fax to the Document Delivery office.
- e. Library Classes: Librarians will arrange library instruction sessions for individual classes upon request. Contact the librarian liaison to your department.
- f. Research: Subject Resources ([www.gvsu.edu/library/search](http://www.gvsu.edu/library/search)) are web pages that group various resources like databases, websites and other guides by subject.
- g. Archives: The University Archives is located in the Seidman House.

### **2. Information Technology**

Information Technology is responsible for developing and managing computing resources and all data and voice telecommunications on campus.

- a. Academic Computing. The multi-faceted technology needs of faculty and students are met by 1) encouraging and supporting instructional uses of computing throughout the curriculum; 2) fulfilling classroom technology needs by maintaining, scheduling, and providing audio/visual and computer equipment for classroom instructional use; 3) managing open and classroom computer labs; 4) providing computer training seminars for faculty, staff, and students; 5) encouraging faculty/student communication by providing electronic mail; 6) consulting on hardware and software purchases; 7) consulting with faculty, staff, and students in the use of computers and technology; 8) assisting with faculty research using computers; 9) managing the universities course management system; 10) computer maintenance; and 10) faculty and staff computer installation and maintenance.
- b. Administrative Computing Services. Administrative Computing provides programming support for the institution’s administrative systems such as Human Resources, Finance, Student, Financial Aid, Alumni/Development, Housing, Library, Parking, etc. The unit also supports faculty and staff in using the applications and accessing course, student, and institutional information.
- c. Technical Support. The Technical Support staff administers, upgrades, and maintains the University’s high-speed campus data network infrastructure, including all servers and routers, administrative applications, web servers, electronic mail, wireless network, and the Internet. Technical Support provides campus-wide support for users of the network and is responsible for the data networking and telephone systems on campus along with switchboard services. For computing this includes planning, installing, and maintaining the data network, as well as planning, installation, and maintenance of the University’s phone system.

### **3. University Bookstore**

The University Bookstore, Allendale Campus, located in Kirkhof Center, and the University Bookstore, Pew Campus, located in DeVos Center, are owned and operated by Grand Valley State. The role of the bookstore is to provide the textbooks, supplies, and other merchandise required by students, faculty, and staff which support and enhance the educational mission of the University.

Because this service is provided, faculty are discouraged from selling books or other materials to students themselves.

In order that textbooks can be provided for the start of classes, it is requested that textbook requisitions be submitted to the bookstore by October 25 for winter semester, February 25 for spring/summer semester, and by March 25 for fall semester. Textbooks for the Meijer Campus in Holland are ordered through the University Bookstore in Allendale and are available to students on line at [www.ubs.gvsu.edu](http://www.ubs.gvsu.edu).

Faculty wishing to create course packs to be sold through the bookstore may do so, provided that they adhere to copyright law. The bookstore will not accept any course packs which appear to be reprints of copyrighted material without a letter on file from the publisher authorizing the duplication and sale of the material. A copy of the course pack and copyright clearances should be forwarded to the textbook manager at the appropriate store location well in advance of the start of the semester. The bookstore will assume the cost of copying materials and will make coursepacks available at the start of the semester

4. **Advising Resources and Special Programs**

- a. Responsible for all University policies including general education substitutions, basic skills and degree cognate substitutions and the Academic Review Committee.
- b. Advising for students who are undecided and have not declared a major or have been admitted through committee action.
- c. Offers free tutoring services in most 100 and 200 level courses for all students.
- d. Assists with orientation for all freshman students and provides orientation and registration for all transfer students.
- e. Responsible for the Math Lab.
- f. Administers College Level Examination Program (CLEP) testing, Comprehensive English Language Testing (CELT) for international students, departmental extended time testing, and in-house placement testing.
- g. Houses the Disability Support Services which is an academic support program that provides services and accommodations to eligible students with physical and/or learning disabilities.
- h. Houses five federal grant TRiO programs which support students from first-generation, low-income backgrounds. These programs are: Upward Bound, Upward Bound Math Science (high school level), Educational Connections (6<sup>th</sup> grade through community education levels), Education Support Program (college undergraduate level), and McNair Scholars (preparation for graduate studies).
- i. Houses the EXCEL Program which is an academic support program providing assistance to minority students.
- j. Houses the L.A.K.E.R. Academic Center which provides academic advising and support to student athletes.
- k. Notifies instructors of student absences due to illness or family emergency.
- l. Publishes the Advising Resources for Faculty and Professional Advisors booklet.
- m. Houses the Graduation Persistence Advising program which provides tools to improve academic standing to students below a 2.0 grade point average and those who do not meet intended secondary admission requirements.
- n. Houses the Student Transfer Enrollment Program which assists in the transfer from Grand Rapids Community College.

5. **Division of Continuing Education**

Continuing Education at Grand Valley State University provides educational programs and services that link the needs of lifelong learners with the resources of the university. Offices and locations are in Grand Rapids, Holland, Muskegon and Traverse City.

Through facilities at the Meijer Campus in Holland, the Stevenson Center for Higher Education on the campus of Muskegon Community College and the University Center at Northern Michigan College in Traverse City, continuing education assesses the educational needs of the community and promotes a schedule of a variety of academic credit courses and degree completion sequences at both the undergraduate and graduate levels.

Through a variety of distance education technologies, continuing education facilitates the extension of education beyond the traditional campus classroom in order to reach learners with a location,



schedule and methodology that supports student access. In addition, continuing education facilitates quality educational workshops and professional development experiences addressing the workforce development, leadership needs and intellectual interests of local industry, professional organizations and community members.

6. **Copy Services**

The University operates a copying facility on both the Allendale and Grand Rapids campuses. Faculty may submit departmental copy jobs online at <http://copycenter.gvsu.edu>. Your unit secretary will be able to assist you with this process. Faculty members should be aware of and comply with the copyright laws.

7. **Institutional Analysis**

The Office of Institutional Analysis performs research on the university's resources, processes, and outcomes. Office staff members provide decision support for the Office of the Provost and the broader university community. The office serves as a repository of data about the university and its students, faculty, and staff.

8. **Institutional Web Site**

The quality of information published by Grand Valley State University plays an important role in determining its reputation and image. Information published on the Grand Valley Web site is to be of the highest standard of quality and responsibility. These responsibilities apply to all publishers, whether colleges, departments, or administrative units.

The Grand Valley State University [Web Publishing Policies and Guidelines](#) describe the standards for items published on the institutional web site.

### **3.03 Scholarship & Creative Activities**

A. **Graduate Studies and Grants Administration Office**

The mission of the Office of Graduate Studies and Grants Administration is to define and support excellence in graduate education and the research and scholarly activities associated with it; and to promote the growth of sponsored programs, and provide support and oversight to all grant activities at the university, and to ensure that the externally funded programs at GVSU follow practices of good grants management.

1. **Graduate Studies**. As part of the Graduate Studies component of this office, the Dean of Graduate Studies is responsible for the review and approval of appeals for dismissal made by non-degree graduate students; extension of the 8-year time limit to degree completion for all graduate students; review and approval of exceptions to the five-year time limit for transfer credit from other institutions; and the twelve credit limit students may earn as non-degree seeking. Further information on these policies can be found in the Graduate Academic Policies and Regulations section of the Graduate Catalog.
2. **Graduate Assistantship Policy**. The Graduate Studies Office is responsible for the administration of the graduate assistantship program at GVSU. Please refer to the [Graduate Assistantship Policy](#).
3. **The Graduate Program Directors Advisory Council**, an informal body made up of graduate program directors and others involved in graduate education, including representatives from Admissions, Student Services, and the Library, meets twice per semester, usually the fourth Friday of the month, to discuss and resolve issues related to graduate program policies. Those interested in participating in the Graduate Program Directors Council may contact the Dean of Graduate Studies.
4. **The Graduate Council** is a standing committee of the University Academic Senate (UAS). The Dean of Graduate Studies and Grants Administration serves as an ex-officio member of the Graduate Council and the GSGA office provides administrative and clerical support to the Graduate Council. Information on the Graduate Council may be found in Section 2.01 of this handbook.

B. **Human Subjects Review**

All projects within Grand Valley State University involving research on human subjects require review and approval by the Human Research Review Committee.



For review purpose; risk is defined as the potential for physical or psychological harm or discomfort for the subject. Invasive procedures generally represent high risks, whereas questionnaires and interviews on personal topics usually exemplify low risks. Some human research is of no risk, but, for the protection of researchers, these projects must still be submitted to, and reviewed by, the Human Research Review Committee.

1. **Instructions to Investigators**

Applications must be sent to the Faculty Research & Development Center well before the project is to begin or an external grant proposal is to be submitted. The Committee will respond to proposals within three weeks if possible. Breaks between semesters and spring/summer semester may delay this schedule.

Submit the original, including the application form plus the specified number of copies, to the Faculty Research and Development Center. The higher the risk, the more detailed the application should be. Include documentation from the following list:

- a. Objectives/hypothesis of the research
- b. Review of the literature if substantiation is needed
- c. Research methodology
  - i. sample population
  - ii. research protocol
  - iii. location of the study
- d. Potential risks and benefits to the subjects
- e. The informed consent forms to be used.
- f. Cost, if any, to the subjects
- g. Source of funding and identification of any possible conflict of interest issues.
- h. The length of time required for a subject's participation
- i. NOTE: For projects involving federal funding the investigator must document the training they have received for use of human subjects in research.

2. **Instructions for Preparing Subject's Consent Form for All Proposals Involving Human Subjects**

This form is prepared by the investigator to suit the particular research design. The title of the project is entered at the top of the page followed by a brief explanation of the study. A copy of this form must be included with a proposal when presented for approval to the Human Research Review Committee.

The procedure for obtaining "informed consent" of any individual at risk will be fully documented, and sample forms used in the process will be retained in the files. **Written consent will be retained in the subject's individual file for six years.**

The agreement, written or oral, entered into by the subject must not include exculpatory language through which the subject waives, or appears to waive, any legal rights, or releases the institution or its agents from liability or negligence.

If the project involves subjects who do not understand English, an interpreter must be present to translate the consent form before signed consent is obtained, or the consent form must be translated into the appropriate language. The translator must certify that the form was translated and understood by the subject.

The consent form must be written on an 8th grade reading level, it must include the number of subjects or participants in the study and must also list the name and phone number of the researcher and, for questions as to the rights of human subjects, the name and phone number of the Chair of the Human Research Review Committee.

The basic elements of information necessary to such consent include:

- a. fair explanation of the procedures to be followed and their purposes, including identification of any procedures which are experimental,
- b. description of any attendant discomforts and risks reasonably to be expected,
- c. description of safeguards to avoid or minimize risk,

- d. description of any benefits reasonably to be expected,
- e. disclosure of any alternative procedures that might be advantageous to the subject,
- f. an offer to answer any inquiries concerning the procedure,
- g. an instruction that the subject is free to withdraw consent and to discontinue the project or activity at any time without prejudice to the subject,
- h. the following statement for experimental subjects with limited capacity to render decision (children, prisoners, institution inmates, etc.):

I hereby approve participation of \_\_\_\_\_ in this study.

Signature of approving person \_\_\_\_\_

Legal position of approving person \_\_\_\_\_

- i. assurance of confidential handling of the data and anonymity for the subject. The manner in which confidentiality and anonymity will be maintained (e.g., coding of information) must be explained,
  - j. placement of the subject's signature and date immediately following all the material included in the consent form; that is, additional information must not be appended after the subject's signature.
3. **Procedures of the Human Research Review Committee**
- a. Application forms and relevant information for applicants will be provided by the Faculty Research & Development Center.
  - b. The committee may establish and publicize deadlines for application.
  - c. Completed proposals will be forwarded to members for review.
  - d. If a member of the review committee wishes, a given proposal will not be approved without a meeting and thorough discussion. High risk projects automatically will require action at a duly called meeting.
  - e. The committee may invite persons who are not members to provide advice.
  - f. Meetings will be called when there is pending business. It is the responsibility of applicants to provide sufficient lead time such that meetings on short notice should not be necessary.
  - g. The Faculty Research & Development Center will keep records of the committee and will publicize regulations for the committee.
  - h. This committee will operate in accordance with regulations published by the U.S. Department of Health and Human Services in the Federal Register 46, June 18, 1991 or as amended.

**C. Grand Valley State University Policy and Procedures for Handling Allegations of Misconduct in Science**

1. **Introduction**

To implement section 493 of the Public Health Service Act and section 2058 (a) (2) (c) of the Anti Drug Abuse Act of 1988, Grand Valley State University, in seeking federal funds, is required to establish and abide by uniform policies and procedures for investigations and reporting instances of alleged or apparent misconduct involving research, training, or related research activities. Unit heads shall also inform faculty, students, and staff of the content of this document and of the University's expectation of maintenance of the highest standards of scientific integrity. To view the document, [click here](#).

2. **Definitions**

"Inquiry" means information gathering and initial fact finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.

"Investigation" means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred.

"Misconduct in science" means fabrication, falsification, plagiarism, or other practices that seriously deviate from those commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

3. Assurance

When the University applies for or receives assistance under the Public Health Service Act which involves the conduct of biomedical or behavioral research it must have assurance satisfactory to the Secretary of HHS that the applicant:

- a. Has established an administrative process that meets the requirements;
- b. Will comply with its own administrative procedures.

The University shall make an annual submission to the Office of Scientific Integrity (OSI) of the Public Health Service (PHS) of the Department of Health and Human Services (HHS) as follows:

- a. On an annual basis on forms provided by OSI the University's formal assurance of compliance.
- b. Along with this completed assurance form, the University will provide such aggregate information on allegations, inquiries, and investigations as the Secretary may prescribe.

4. Compliance Criteria

The University will be in compliance if it:

- a. Establishes, keeps current, and upon request provides the PHS Office of Scientific Integrity (OSI) and the Office of Scientific Integrity Review (OSIR) and other authorized HHS officials the required policies and procedures.
- b. Informs its scientific and administrative staff of these policies and procedures and the importance of compliance therewith.
- c. Takes immediate and appropriate action as soon as misconduct on the part of employees or persons within the University's control is suspected or alleged.
- d. Informs and cooperates with National Institute of Health OSI with regard to each investigation of possible misconduct.

5. Existing Grand Valley State Policies and Procedures

The following statements from documents approved by faculty governance and/or the GVSU Board of Trustees form the basis for the University's Administrative procedures for handling allegations of misconduct in science.

a. Faculty

i. Professional Ethics (Reprinted from the Faculty Handbook Section 3.01.P.1)

*The University recognizes that membership in the academic profession carries with it special responsibilities and that the University bears a responsibility for articulating and maintaining ethical standards. The University normally handles questions concerning propriety of conduct internally by reference to either faculty groups convened to review particular infractions or to standing committees such as a college personnel committee.*

*Each faculty member is expected to respect the confidential nature of the professor-student relationship and avoid any exploitation of students for private advantage. In keeping with its responsibility to provide a congenial atmosphere in which all students have an equal opportunity to learn, the University disapproves of and seeks to eliminate discriminatory behavior directed against individuals. Such behavior, which may take the form of statements, jokes, examples, and illustrations that reveal stereotypic and discriminatory attitudes, is considered inappropriate in the classroom.*

ii. Policy on Research Integrity (Reprinted from the Faculty Handbook Section 3.04.D.5)

*The University has developed interim policies and procedures to comply with Final Rule, 42CFR Part 50, Subpart A, as regards dealing with and reporting possible misconduct in science. The policy and reporting requirements are handled by the Office of the Dean of Graduate Studies & Grants Administration. Any institution which receives or applies for a research, research-training, or research-related grant or cooperative agreement under Public Health Act must submit an annual assurance certifying that it has established policies as required by the Final Rule and that it will comply with those policies and requirements. A copy of Grand Valley's policies and procedures is available from the Provost's Office, 331-2400*

iii. Academic Freedom (Reprinted from "Faculty Personnel Policies", Chapter 4 of the Administrative Manual, Section 2.2)

1. *Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon a prior understanding with the authorities of the institution.*
  2. *Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. (The words faculty member as used in this document are understood to include the investigator who is attached to an academic institution without teaching duties.)*
  3. *University or University faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times act in a professional and responsible manner, and should make every effort to indicate that they are not institutional spokespersons.*
- iv. Academic Tenure (Reprinted from "Faculty Personnel Policies," Chapter 4 of the Administrative Manual, Section 2.8)
1. Statement of Principle. *Tenure symbolizes the long range commitment of the faculty member to the enhancement of the programs and academic quality of the University. In awarding tenure, the University expresses its commitment to provide a climate which assures academic freedom and recognizes and rewards professional achievements. In recognition of these commitments and the consequences which tenure decisions have on the ultimate nature of the University, the quality and diversity of its programs, and its ability to maintain academic quality through periods of change, it is essential that faculty review be thorough, fair and in accord with clearly stated criteria (Section 2.9) and procedures (Section 2.10).*
  2. *Regular faculty receiving academic tenure are considered as having continuous appointments which may be ended due to resignation, Dismissal for Adequate Cause (see Section 2.13.1), University financial emergency, Reduction in Force (Section 2.15), or changing enrollment patterns.*
- v. Evaluation Criteria for Renewal of Probationary Appointments, Promotion, Tenure, and Periodic Performance Reviews. (Reprinted from "Faculty Personnel Policies," Chapter 4 of the Administrative Manual, Section 2.9.1.B.)
- B. Professional achievement in the area of responsibility.  
*This includes, but is not limited to, professional research, creative activities, scholarly writing, scholarly presentations at conferences, participation in professional activities, degrees and continued education, and holding official positions in professional organizations.*
- vi. Procedures for Faculty Appointment Renewal, Promotion, Tenure, Sabbaticals, Periodic Performance Review, and Dismissal for Adequate Cause. (Reprinted from "Faculty Personnel Policies," Chapter 4 of the Administrative Manual, Section 2.10.1)
1. College's Personnel Committee. *Each college will establish a Personnel Committee to recommend action concerning regular faculty appointment renewals, promotion, tenure, sabbaticals, and periodic performance reviews within the separate Colleges. The Committees recommend to their respective Deans and shall not adopt policies or procedures contrary to the procedures contained in Section 2 of the Administrative Manual.*
- vii. Unit Head Responsibilities (Reprinted from the Faculty Handbook, Chapter 1.08 from the March 30, 1983 "Duties and Authority of the Unit Head" Document.)  
*Each academic unit shall have a unit head; this person will be called chairperson or director depending on the needs and nature of the unit involved. On March 30, 1983, ECS*

*adopted a policy on "Duties and Authority of the Unit Head." In general, this report outlines the responsibility, authority, and interaction of the Dean and the unit head. "The Dean of the college has the administrative authority and responsibility for all academic aspects of the college . . . The Dean can and usually does delegate some responsibility and authority to unit heads or coordinators." Areas the unit heads deal with include but are not limited to the following: fiscal matters; personnel matters; teaching, scholarly, and research activities; professional conduct matters; faculty absences; office assignments; meetings and communications; secretarial and technical services; faculty assignments; part-time faculty; curriculum; library resources; course scheduling; student relations and advising; student help; equipment, facilities, and records.*

- viii. Faculty Grievance Procedure (Reprinted from "Faculty Personnel Policies," Chapter 4 of the Administrative Manual, Section 2.16.1)

*Definition of a Grievance. A grievance is defined as any issue that pertains to promotion, granting of tenure, disciplinary action, non-renewals, terminations, implementation of reduction in force, or academic freedom. All other issues are defined as complaints and will follow the procedure outlined in Section 2.18.*

- ix. Dismissal of Tenured Faculty for Cause (Reprinted from the "Faculty Personnel Policies," Chapter 4 of the Administrative Manual, Section 2.13.1)

*Dismissal for Adequate Cause. Any appointment is terminable for adequate cause. Except as provided in Resignation, Reduction in Force, or upon retirement, tenured appointments may be terminated only for adequate cause. Adequate cause will be related directly and substantially to the fitness of the appointee in his/her professional capacity. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.*

- b. Students

Academic Honesty (Reprinted from the Student Code, Appendix A)

*The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. Grand Valley State University expects that both faculty and students will honor these principles, and in so doing, protect the validity of university grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.*

*Cheating and plagiarism are the two most obvious violations of academic honesty. In brief, plagiarism is borrowing ideas, words, organization, etc., from another source or person and claiming them as original.*

*Such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from the University. For further information, see the "Student Code."*

Integrity of Scholarships and Grades (Reprinted from the Student Code, Section 223.00)

*Truth and Honesty. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles, and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.*

*Compliance shall include compliance with the following specific rules:*

- a. *No student shall knowingly, without authorization, procure, provide or accept any materials which contain questions or answers to any examination or assignment.*
- b. *No student shall, without authorization, complete, in part or in total, any examination or assignment for another person.*
- c. *No student shall, without authorization, allow any examination or assignment to be completed, in part or in total, by another person.*
- d. *No student shall knowingly plagiarize or copy the work of another person and submit it as his/her own.*

- e. *No student shall submit work that has been previously graded, or is being submitted concurrently to more than one course, without authorization from the instructor(s) of the class(es) to which the student wishes to submit it.*

Plagiarism (Reprinted from the Student Code, Section 223.01)

*Any ideas or material taken from another source for either written or oral presentation must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism. Any student who fails to give credit in written or oral work for the ideas or materials that have been taken from another is guilty of plagiarism.*

Instructor's Responsibility (Reprinted from 1990-91 Student Code, Section 223.02 Faculty Handbook, Section XI.K, p. 12)

See Section 223.02 in the Student Code; reprinted in Chapter 6. (6.01.C.3 of the Faculty Handbook)

Additional Action Warranted (Reprinted from 1990-91 Student Code, Section 223.04)

*In instances of academic dishonesty where the instructor feels that action other than, or in addition to, a failing grade in the course is warranted, the instructor will report the case to his/her departmental chairperson, to the student's academic dean, and to the Vice President responsible for Student Services. The academic dean will then refer the case to the University Judiciary which shall have original jurisdiction.*

See Section 223.04 of the Student Code; reprinted in Chapter 6 (6.01.C.5) of the Faculty Handbook.

6. Procedures

a. Initial Inquiry

- i. Allegations of misconduct in science should be referred to the appropriate dean or appointing officer and the Dean of Graduate Studies and Grants Administration. The appropriate Dean or appointing officer has the responsibility of promptly inquiring into the alleged misconduct. The initial inquiry should be completed in 60 days of its initiation unless circumstances clearly warrant a longer period in which event the reason for the delay and an estimate of the date on which the inquiry will be completed shall be provided to the appropriate dean or appointing officer and the Dean of Graduate Studies and Grants Administration.
- ii. A written report of the inquiry shall be prepared that states what evidence was reviewed, summarizes relevant interviews, and includes the conclusions of the inquiry. The individual(s) against whom the allegations were made shall be given a copy of the report and an opportunity to comment on the allegations and the findings. If they comment on the report, their comments will be made part of the record.
- iii. The dean conducting the inquiry and others involved shall protect to the maximum extent possible the privacy of those who in good faith report apparent misconduct in science. The affected individual(s) shall also be accorded confidential treatment to the maximum extent possible.
- iv. If evidence of criminal violation is identified, or if there is possible risk to public health from the activities, the PHS Office of Scientific Integrity must be notified by the Dean of Graduate Studies and Grants Administration within 24 hours of discovery.
- v. The record of the inquiry shall be maintained in a secure place for a period of at least three (3) years after termination of the inquiry. This record should be sufficient to support the basis for the decision that a follow-up investigation and report to PHS/OSI was not carried out. If requested this record shall be made available to authorized HHS personnel.

b. Follow-up Investigation

If the initial inquiry uncovers sufficient basis to warrant a formal investigation this process must be initiated by the dean within 30 days of such finding. The following must be part of the investigation.

- i. It must be preceded by prompt notification by the dean to the Dean of Graduate Studies and Grants Administration and the University Legal Counsel. The Dean of Graduate Studies and Grants Administration shall formally notify the PHS Office of Scientific Integrity in writing on or before the date the investigation begins. Such notification must include the name(s) of the person(s) against whom the allegations have been made, the general nature of the allegations, and the PHS/NIH application or grant number(s). The person accused of misconduct in science shall be notified of the investigation, in writing, by the person's dean or appointing officer. The appropriate dean or appointing officer has the responsibility of convening a three member committee of investigation which shall promptly investigate the alleged misconduct.
- ii. The investigation must be in keeping with the State and Federal law and the University's policies, regulations and collective bargaining agreements governing the individual(s) involved.
- iii. It shall include examination of all documentation including but not necessarily limited to:
  - proposals and comments thereon
  - relevant research data
  - lab notebooks
  - telephone logs and memos of calls
  - correspondence
  - manuscripts, posters, publications, and tapes of oral presentations
- iv. Whenever possible interviews should be conducted of all individuals involved either in making the allegations or against whom the allegation is made, as well as others who might have information regarding key aspects of the allegations. Complete written summaries or tapes of these interviews should be prepared and shared with the interviewee for comment. Both the summary or tape and the interviewee's comments shall be made part of the investigation record.
- v. If special scientific or technical expertise is essential to evaluate the evidence this must be requested by the committee of investigation and secured by the dean.
- vi. The committee of investigation conducting the investigation shall be cognizant of real or apparent conflicts of interest in conducting interviews and seeking expert help.
- vii. The committee of investigation shall keep the Dean and the Dean of Graduate Studies and Grants Administration and University Legal Counsel informed of progress in the investigation informing them promptly if any of the following exist:
  - a) There is an immediate health hazard;
  - b) There is immediate need to protect federal funds or equipment;
  - c) There is immediate need to protect the person(s) making the allegations, the subject of the investigation or colleagues, students or staff;
  - d) It is probable that the alleged incident is going to be report publicly;
  - e) There is a reasonable indication of possible criminal violation.

The Dean of Graduate Studies and Grants Administration shall keep PHS/OSI informed of the progress of the investigation.

(The PHS Office of Scientific Inquiry will move to protect the public and the Agency and will notify the Office of Inspector General if there is reasonable indication of possible criminal violation. The Director of PHS/OSI may choose to have that office pursue an independent investigation at any point of the process or it may accept the findings of the University's investigation.)

- viii. Diligent efforts, as appropriate, should be taken by the dean and others to restore the reputations of persons alleged to have engaged in misconduct when allegations are not confirmed. Diligent efforts should also be taken by the dean and others to protect the positions and reputations of individuals who, in good faith, made the allegations.

- ix. In consultation with the Dean of Graduate Studies and Grants Administration, sanctions appropriate to the findings and in keeping with the governing University documents, policies, practices and collective bargaining agreements shall be imposed by the dean or other cognizant University officer when the allegation of misconduct has been substantiated.
- x. Investigations should normally be completed in 120 days, including preparation of the report and forwarding to PHS/OSI. If the investigation cannot be completed in 120 days the University must request from PHS/OSI an extension, explain reasons why this is necessary, and provide a progress report of activities up to date and an estimate of the completion date.
- xi. The University is expected to carry its investigation through to completion. If it is halted PHS/OSI must be promptly informed of the date and the reason for halting the investigation. OSI has the option of requiring continuation of the investigation.
- xii. The final report of the investigation shall be prepared by the committee of investigation conducting the investigation. It shall be presented to the Dean and the Dean of Graduate Studies and Grants Administration. It shall be the responsibility of the Dean of Graduate Studies and Grants Administration to forward the report to the PHS/Office of Scientific Integrity. The report shall include:
  - a) Name(s) of the individual(s) against whom the allegations were made;
  - b) The PHS proposal(s) or grant number(s) involved;
  - c) The nature of the allegations and the name(s), if known, of the individual(s) who made them;
  - d) The University policies and procedures under which the investigation was conducted;
  - e) How and from whom the information was obtained in the investigation;
  - f) The findings of the investigation and their basis;
  - g) An accurate summary or the text of views of the individual(s) engaged in misconduct;
  - h) A description of sanctions taken by the institution against the individual(s) when the allegation of misconduct has been sustained.

(Upon receipt of the University's report the PHS/OSI may accept it, ask for clarification or additional information, or conduct its own further investigation. In addition to sanctions imposed by the University, the Department of Health and Human Services may impose sanctions of its own on the investigator(s) or the University if such action seems appropriate.)

- xiii. A copy of this report shall be retained by the University for three (3) years after notification of its acceptance by PHS/Office of Scientific Integrity.
- xiv. The dean and/or Dean of Graduate Studies and Grants Administration may refer the matter for further internal proceedings pursuant to existing University policies referenced in Section V of this document.

#### **D. Animal Research**

Grand Valley State University (GVSU) policy and federal law require a review of research projects for humane treatment and judicious use of vertebrate animals. Vertebrate animals include wild, captive, domestic, and laboratory fish, amphibians, reptiles, birds, and mammals. At GVSU, this review is conducted by the GVSU Institutional Animal Care and Use Committee (IACUC).

Principal Investigators must obtain approval from the IACUC before initiating any research, testing or instructional project involving the use of vertebrate animals. Any significant changes in your protocol once it is in progress must also be approved by the IACUC before work may continue. The IACUC does not review projects for scientific or educational merit except as the question of merit may bear on humane treatment or safe use of the animals. Scientific or educational merit review is the responsibility of departmental ad hoc review committees, the GVSU Faculty Research and Development Committee, or external agencies. The IACUC's principal areas of concern include but are not limited to housing and husbandry, health status of the animals, veterinary care, measures to minimize pain or distress, measures to limit the use of animals, and the adequacy of training or experience of the personnel using the animals.



1. Description of Application Procedures

- a. All [applications](#) must first be reviewed for scientific merit by either departmental ad hoc review committees, the GVSU Research & Development Committee, or external agencies.
- b. Submit the original plus six copies of the application form to the Faculty Research & Development Center well before the project is to begin or an external grant proposal is to be submitted. Under normal circumstances, applications will be reviewed within one month of submission. Vacation periods may delay this schedule.  
Applicants will be notified in writing about the IACUC's decision to approve or reject their proposals. Rejected proposals may be revised and resubmitted.
- c. Multi-year projects will be required to file yearly reports.

**3.04 Professional Service**

A. Committee Responsibilities.

Faculty members ordinarily serve through election or appointment on college and university committees. A listing of current university committees and the members on each committee will be posted on the Faculty Governance website.

B. Contributions to the Department

In addition to teaching and advising activities, faculty members are responsible for contributing to the various other activities of their department, which may include the design and implementation of curriculum, the maintenance of facilities and equipment, the preparation of grant proposals, etc. Contributions to the department are significant in decisions on tenure, promotion, and salary increments.

- C. Professional Activity. The achievement and maintenance of professional excellence is a responsibility of faculty. A variety of activities are considered appropriate for accomplishing these objectives and such activities are significant in decisions on tenure, promotion and salary increments.

Faculty research is generally acknowledged to be an important indicator of professionalism. Such research not only sustains academic vitality but also promotes student involvement in research, an activity which may be desirable in the undergraduate education experience.

Another method of maintaining and updating professional competencies is through participation in professional meetings, institutes and workshops. Enrollment in graduate courses may be especially important to those individuals lacking the terminal degree.

Faculty participation in professional organizations is encouraged. Most unit budgets include limited funds for support of professional activities such as attendance at conferences and workshops. [The Faculty Research & Development Center](#) is an additional source of funding.

**3.05 Professional Development Resources and Awards**

A. Robert and Mary Pew Faculty Teaching & Learning Center

The mission of the [Pew Faculty Teaching & Learning Center](#) (Pew FTLC) is to enhance student learning by supporting faculty members in their efforts to teach effectively. To that end, the Pew FTLC sponsors a fall teaching conference, offers workshops on a variety of topics, administers grant programs, and coordinates a mentoring program for new faculty.

The directors are available for consultations with individual faculty and academic units. All consultations with individual faculty are confidential and unrelated to any review process.

First-year faculty are invited to participate in the Faculty Associates Program, which matches a senior faculty member with approximately six new faculty, outside of his or her department, for a series of informal meetings throughout the year. The intent is to foster a sense of community beyond the department and college, and to complement other orientation activities.

An advisory committee consisting of a representative group of faculty has oversight responsibility for the Pew FTLC.

1. Grants for Teaching-Related Travel and Projects

- a. [Teaching Circle Grants](#) are designed to facilitate faculty dialogue related to some aspect of teaching and/or learning. For further information contact the Assistant Director of Grants.

- b. FT are usually used to cover some or all of the expenses of attending teaching-related conferences and workshops or to off-set expenses for teaching-related conferences and workshops on campus. Academic units are obliged to assist individuals in maintaining professional competency and in curricular improvement via financial support and, on occasion, released time from teaching duties. (Sabbatical leaves also serve this function.) FT grants are limited to projects of greater magnitude than can be funded by the academic units themselves and to those that support the mission of the University.

- i. General Guidelines.

- a) Eligibility - All faculty, whether full or part time, are eligible.
- b) Funding periods - The Pew FTLC's funds for FT grants will be divided into 4 allotments to be distributed equally over the 4 fiscal quarters (July - September, October - December, January - March, April - June). **Grants will be awarded on a first-come, first-served basis each quarter** (provided proposals meet established guidelines) until funds are exhausted for the quarter. The ending date of the grant activity will be used to determine its funding quarter
- c) Application deadlines - Applications must be received at least **30 days prior** to the starting date of the activity for which funding is requested, however, applications **will not be accepted before** June 1 for travel July 1 - September 30, September 1 for travel October - December, December 1 for travel January - March, and March 1 for travel April - June.
- d) Funding limits - Funding will be limited to 1 grant per faculty member per year. The maximum award for domestic travel is \$400; the maximum for foreign travel and week-long workshops/seminars is \$650. Actual funds awarded depend on availability of funds.
- e) Conditions - Any payment of expenses or compensation or any granting of released time may be done conditionally. The conditions may require repayment of all or part of the funds in the event that certain deadlines are not met or the individual leaves GVSU before expiration of an agreed-upon period of service to the institution following retraining. Such conditions will be specified in a contract to be signed by the individual and an authorized representative of the Provost.

- ii. Criteria for Funding of Faculty Travel Grants

- a) To be eligible, grant questions must be answered thoughtfully, emphasizing the teaching connections of the proposed activity.
- b) How to apply: To be considered, Faculty Travel Grant (FT) must be filled out completely using the online application found [here](#). To ensure a timely response, applicants should read the online instructions found on the travel grants page.
- c) Procedure: The entire process is now fully automated through the online submission. Unit heads will be asked for their approval via an email which will be sent upon submission. The faculty member and the unit head will be notified via email of the grant's status upon unit head approval.

Grant recipients are to submit a one-page report of the grant activity, including the benefits to teaching development, at the time the request for reimbursement is submitted. **Reimbursements will not be processed without the accompanying report.**

- 2. Competitive Grants for Teaching-Related Projects

- a. Teaching Development Grants (TD) (up to \$3000), are intended to encourage small- to medium-sized teaching-related projects that promote the scholarship of teaching and learning. These can include traditional aspects of pedagogy (teaching strategies/methods, use of new technology, evaluation of learning, etc.), as well as the transformation and extension of subject matter knowledge as reflected in curriculum and course development, including general education courses. In applying for these grants, faculty should keep in mind that course development is one of the customary expectations for faculty. Grant requests should demonstrate how the project would go beyond these customary expectations.
- b. Pew Scholar Teacher Grants (up to \$7500), funded by the Pew FTLC endowment, are intended to encourage teaching innovation and renewal on a broad and imaginative scale. Funds will be awarded for a limited number of projects that focus either on course development and teaching

methodologies or on faculty assisting other faculty.

- c. [Presidential Teaching Initiative Grants](#) (up to \$15,000) were established by former President Lubbers to enable *units or interdisciplinary groups* to launch broad, imaginative projects that will result in new or revised curricula and/or pedagogy. These awards are intended to support units in achieving goals for learning outcomes for their majors as specified in their assessment plans.
- i. General Guidelines
- a) Eligibility. All tenured and tenure-track faculty are eligible. Visitors, affiliate, contract, and part-time faculty may be included in a grant but not as the lead person.
- b) Funding periods. The monies allocated for all the competitive grants, except for the Presidential Teaching Initiative Grants, are distributed among the three application periods:
- October 1 for Winter projects
  - February 1 for Spring-Summer projects
  - April 1 for Fall projects
- c) The deadline for the Presidential Teaching Initiative Grants is February 1. Up to four awards are made each year. A pre-proposal, due the first Friday of the Winter semester, is strongly recommended. It should cover project objectives, definition of the problem, and plans for implementation and evaluation.
- d) Funding limits. The portion of fees and expenses covered will be determined by the Pew FTLC. Workshop stipends are at the rate of \$200/day for the organizers and \$100/day for the participants. Stipends are paid at the rate of \$500 per week when the grant work is the primary focus of the grantee. The maximum summer stipend per participant will normally be \$5000, provided the recipient is not teaching during the Spring/Summer sessions.
- e) Use of funds. Funds may be used for summer stipends, one-course released time, workshop stipends, supplies and other expenses for launching workshops, other materials, honorarium and expenses for an outside consultant, student wages, travel and subsistence, costs for research, conferences and workshops off-campus, following existing University guidelines. Funds may not normally be used for the purchase of books or for long-term residency costs. Contributions from departments, colleges, and divisions, while not required, make a stronger case for a proposal.
- f) Conditions. Any payment of expenses or compensation or any granting of released time may be done conditionally. The conditions may require repayment of all or part in the event that certain deadlines are not met or the individual leaves GVSU before expiration of an agreed upon period of service to the institution following retraining. Such conditions will be specified in a contract to be signed by the individual and an authorized representative of the Provost.
- g) Reassigned time. The case for any reassigned time from teaching must be explicit and compelling and must include the written approval of both the relevant unit head(s) and dean(s).
- ii. Criteria for funding competitive grants:
- a) The degree to which the proposed project or materials contribute to the stated purpose of each grant category. Any connections made to the university's, college's, or unit's strategic plans, where relevant, are a plus.
- b) Application forms are available [here](#).
- c) Content/objectives to achieve the objectives of the project are documented.
- d) A plan for applying the new knowledge to teaching responsibilities is specified.
- e) Budget items are explained in the narrative.
- f) A proposal for sharing knowledge gained beyond the unit is indicated, including possible conference presentations and publications.

**Note:**

*Presidential Teaching Initiative Grants* require a plan for assessing student learning outcomes that have occurred as a result of the grant activities. A report on this assessment is normally due two years after the grant activities.

All grant recipients are required to **submit a report** summarizing the outcomes of their project **30 days after** its completion.

3. **Competitive Grants for Teaching-Related Materials**

- a. **Pew Technology Enhancement Grants** (up to \$3000), funded by the Pew FTLC endowment, enable faculty to purchase materials beyond a unit's customary budget to enhance a new or existing course.
  - i. **General Guidelines**
    - a) **Eligibility**. All tenured and tenure-track faculty are eligible. Visitors, affiliate, contract, and part-time faculty may be included in a grant but not as the lead person.
    - b) **Funding periods**. The monies allocated for all the competitive grants are distributed among the three application periods:
      - October 1 for Winter projects
      - February 1 for Spring-Summer projects
      - April 1 for Fall projects
    - c) **Use of funds**. Funds may be used for course-related software and other materials. The materials thus purchased become the property of the University. These funds do not normally cover the purchase of computer hardware.
  - ii. **Criteria for funding**:
    - a) Funding will be prioritized based on the degree to which the requested materials contribute to the course objectives and the applicability of the materials to other courses.
    - b) Application forms are available [here](#).

Grant recipients are to **submit a report** summarizing the outcomes of the use of the materials **30 days after** the first semester in which they are used in the classroom.

4. **University-Wide Teaching Awards**

Nomination forms for all awards are due in the appropriate college or library dean's office by **October 15**. Nominations may come from the nominee's academic unit, faculty, students, or alumni/ae. A nomination form is needed to place a candidate's name in nomination. The form, along with the guidelines for the award, is available by clicking on the name of the award.

- a. The **Outstanding Teacher Award** is given by the Provost to a tenured faculty member with an exemplary teaching record.
- b. **Pew Teaching Excellence Awards** recognize teaching excellence within colleges. Up to seven awards are given at large each year from nominees selected by colleges.
- c. The **Pew Teaching Excellence Award for Part-Time Faculty** recognizes teaching excellence in one part-time faculty member each year.
- d. The **Pew Excellence Award for Library Faculty** recognizes an outstanding librarian, full-time or part-time. The award is given every three years.
- e. The **Pew Teaching with Technology Award** is given to up to two faculty, full-time or part-time, who teach with technology in innovative ways.

B. **Barbara H. Padnos International Center**

The Padnos International Center establishes, coordinates, and administers international activities of the University. It administers study abroad programs; faculty/staff/student exchange agreements and programs; selected grant-funded programs; and facilitates global endeavors. A number of opportunities are available annually to promote globalization through exchange programs. The Padnos International Center collaborates with all academic and support units to ensure effective, responsible global program administration. Guidance is provided to the Padnos International Center by the International Education Committee.

The Padnos International Center's mission is to engage the university community in the development of meaningful international experiences which foster an appreciation and awareness of diverse cultures, people and ideas.

1. **Professional Development Opportunities**

- a. **Faculty/Staff Exchange Program** supports 6 faculty, 4 AP staff, and 2 COT staff on 1-2 week exchanges with a select number of international partner universities. This grant program supports air transportation, accommodation and board up to \$2,500. Application materials can be obtained from the Padnos International Center or by visiting our Web site at [www.gvsu.edu/pic](http://www.gvsu.edu/pic).
- b. Faculty opportunities are available through several international agreements that GVSU has signed with overseas institutions. These include linkages with universities in Australia, France, the Netherlands, Mexico, China, England, Japan, Poland, Ghana, Turkey, Norway, and. new exchange opportunities are added annually. Faculty are encouraged to contact the Padnos International Center for specifics pertaining to these agreements.
- c. Additional opportunities are available for faculty through Fulbright programs, U.S. Department of Education offerings, and international organizations and agencies. The Padnos International Center maintains information on programs and opportunities.

2. **Faculty/Staff Associates Program**

The success of the efforts of the Padnos International Center (PIC) to continue the internationalization of GVSU is dependent upon the participation of the various sectors of the university community. One of the ways is the identification of faculty members who would like to formally associate with the PIC as "Intercultural Studies Faculty/Staff Associates." An "Intercultural Studies Faculty/Staff Associate" would be someone who has teaching, research or general interests in intercultural studies, international affairs, etc. The faculty/staff associates would play a critical role in all aspects of the PIC's internationalization efforts - study abroad, international exchanges, international programs (faculty-led), research, teaching, outreach and public affairs programs. Interested faculty can obtain more information from the Padnos International Center.

3. **Grants**

The Division of International Education has established several new grants designed to help promote the internationalization of GVSU. The grants are as follows:

**Intercultural Studies Faculty Developments Grant:** The grant is designed to help support the intercultural activities--research--one or more researchers, teaching--one faculty member or interdisciplinary--, the presentation of papers at intercultural conferences in the U.S. and abroad, the attendance of seminars--Council for International Education, etc., the internationalization of the curriculum, the development of innovative pedagogical approaches for teaching intercultural studies courses, the holding of conferences, workshops, symposia, seminars and retooling--of regular tenured and tenure-track faculty members in GVSU's various academic departments and schools. Grant awards will be made on a competitive basis. The Intercultural Studies Faculty Development Grant Committee will recommend the grant recipients to the Executive Director of the Padnos International Center. Application deadlines can be obtained from the Padnos International Center or the PIC website at [www.gvsu.edu/pic](http://www.gvsu.edu/pic).

**International Partnership Development Grant:** The grant is intended to help promote the development of international partnerships - exchanges, affiliations, etc. - at the institutional, school/college and departmental levels. Under the requirements of the grant, the thrust of the development of GVSU's new international partnership will revolve around the strategic goals for internationalization at the institutional, school/college and departmental levels. The grant will help fund activities that are associated with the development of GVSU's international partnerships. GVSU's faculty members who have an interest in suggesting new international partnerships should review the section under Procedures for International Partnership Development.

4. **Student, Faculty, and Staff International Study/Travel**

- a. **Study Abroad Programs.** GVSU requires that all international activity of the University involving students be authorized by the Padnos International Center. This includes, but is not limited to:

- GVSU sponsored study abroad;
- GVSU students who enroll in study abroad sponsored by other U.S. Universities;
- GVSU students who enroll in approved study abroad programs at non-U.S. universities.
- Service learning programs;
- Independent study courses;
- Research projects;
- Sports team activities;
- Course field trips;
- Internship, work abroad, and volunteer opportunities.

Students who do not remain enrolled at the University, those who have graduated and are no longer associated with the University, and those *who undertake personal travel that is unaffiliated in any way with the University* are not required to have programs authorized.

The Padnos International Center facilitates the authorization for any valid study abroad program. Faculty, staff and administrators may not imply GVSU sponsorship or academic credit for any program that has not been authorized.

- b. Campus-Based Study Abroad Program Authorization. The International Education Committee established Study Abroad Program Objectives for all study abroad program development. The objectives are as follows:
- Provide the opportunity for students to develop an understanding of the international community, its problems, needs and potential;
  - Provide substantial academic training and content, consistent with the university's mission;
  - Provide a dimension to the curriculum unique to the host culture, including involvement of the host institution faculty as much as possible;
  - Integrate students into the host culture as much as possible in living arrangements, classroom settings, cultural and social activities;
  - Provide maximum opportunity to introduce the languages and cultures of the country, in part through substantial pre-departure and on-site orientation program, given course-specific constraints; and
  - Provide maximum opportunity for students' study abroad experiences to enrich the campus community as a whole, in part through post-program re-entry meetings, part of which should function to help students integrate and appreciate what they have experienced and learned in the host culture, and in part to share these experiences with the campus community.
- (Approved by the International Education Committee, 13 March 1998)
- c. Padnos International Center establishes Procedures for Faculty-Led Global Programs and International Partnership Programs; procedures have been established for the development of faculty-led global programs and international partnerships. The procedures are designed to: 1) establish clearly defined processes for the development of faculty-led global programs and international partnerships; 2) to link GVSU's faculty-led global programs and international partnerships with the overall mission of GVSU and the specific academic activities of its schools, colleges and departments; and 3) to depersonalize faculty-led programs and international partnerships by locating ownership over these international activities in both GVSU as a whole and in its constituent schools, colleges and departments. Although faculty members will continue to be the catalyst for these international activities, ideas about faculty-led global programs and the development of new international partnerships must be linked to the strategic vision for internationalization at the institution-wide and individual school, college and departmental levels.

#### Procedures for Faculty-Led Global Programs

Currently, the PIC is not actively seeking to increase the range of faculty-led group programs. However, there are set procedures for establishing faculty-led global programs. Faculty members must consult with PIC and follow the following procedures: 1) discuss the idea with his or her school/college dean, school director and department chair and get approval; 2) discuss the idea for the proposed new program with the Director of Faculty-led Programs at the Padnos International Center; 3) submit a prospectus about the proposed program to the International



Education Committee (IEC) with the required signatures from the dean, school director and department chair; and 4) submit a full proposal after the IEC approves the prospectus.

#### Procedures for International Partnership Development

For international partnerships, the new procedures define them as either an exchange agreement, affiliation agreement or a consortial agreement. International partnerships can be developed at three levels at GVSU: institutional, school/college and departmental. If a faculty member has an idea about, and interest in the development of an institution-wide international partnership with an institution abroad, then he or she must meet with the Executive Director at the Padnos International Center. If it is determined that the idea is consistent with GVSU's strategic vision for internationalization, then the Executive Director will consult with the relevant schools, colleges and departments to determine their interests in the endeavor. If it is determined that there is interest, then the Executive Director will work with the relevant units in exploring the possibilities of establishing the said international partnership.

At the individual school/college and departmental level, a faculty member who is interested in the development of an international partnership must discuss the idea with the dean, school director or department chair. If the school, college or department makes the determination that the idea for the development of the proposed international partnership is consistent with its academic activities, the said unit will then consult with the Executive Director, and submit a formal proposal to the Padnos International Center. If the determination is made that the development of the said international partnership should be pursued by the school, college or department, then the Padnos International Center under the leadership of the interested school, college, or department will work with the said unit in exploring the development of the international partnership.

- d. Faculty and Staff International Travel. Faculty and staff who travel on behalf of the university on programs that do not include students do not need authorization from the Padnos International Center. However, GVSU provides insurance and liability coverage for faculty and staff who are traveling on university business. In order to activate this coverage, faculty and staff must complete informational documents and return them to the Padnos International Center for each overseas trip. Brochures describing this coverage are provided to all faculty and staff who activate coverage. Forms to activate coverage can be obtained from the Padnos International Center.

Standard campus travel authorization and policies pertain to international travel.

#### 5. Faculty Exchange Opportunities

- a. All exchange programs have policies and procedures that pertain to specific exchange agreements. Each agreement is unique. Faculty are encouraged to contact the Padnos International Center (PIC) to ascertain the specifics of an agreement before initiating discussion on [participation in a program](#) or hosting a scholar.
- b. Hosting scholars who reside outside the United States and/or who do not have permanent work authorization in the United States is governed by many federal regulations. These include visa provisions, work authorization, tax treaties, health insurance and home country regulations. These regulations vary from country to country, depending on the agreements negotiated between the country and the United States government. Please contact the Padnos International Center well in advance of hosting a foreign scholar, so that the required documentation can be provided to the scholar, to GVSU's Human Resources Office, and to the Business Services Office.

#### C. Faculty Research & Development Center

The Faculty Research & Development Center (R & D), provides funding for scholarly and creative activities as well as support for the professional development of the faculty. Policies of the Center and proposal review are governed by a representative Faculty Research & Development Committee. Decisions on funding are based upon the criteria for each activity and the judgment of the Committee. Applicants are advised to submit proposals early enough to allow time for committee action and to follow the instructions on application forms. Proposals are competitive, especially near the end of the fiscal year. The Faculty Research and Development Center assists academic units in the promotion of instructional quality by supporting faculty scholarship. The Center awards grants-in-aid to scholars and encourages grant and fellowship applications.

1. **Faculty Research Grant-in-Aid** pay costs of scholarly, creative and research activities. Such grants, which typically range in the area of \$1,200 to \$3,000 each, may include support for student help, supplies, necessary travel, and other costs of projects. Faculty salaries are excluded, and equipment is excluded except for extraordinary circumstances. Application must be made on the Research Grant in Aid form distributed by the Faculty Research & Development Center
  - a. "Research" and "Scholarship" are used below to embrace the full spectrum of such professional activities, from those based on advancement of knowledge through experimentation or observation in the library, field, or laboratory to those involving creativity that may be expressed in literature, the fine arts, or performing arts.
    - i. This research may remain on a theoretical plane or may involve practical applications including developing and testing theories or techniques of teaching and developing curricula.
    - ii. Requests for support may come from members of the faculty and other professionals in the GVSU community.
    - iii. The use of Grand Valley funds as seed money leading to external funding is encouraged. Providing seed money for such activities does not imply continuation in case of failure to obtain support from extra-university sources.
    - iv. Funding from the Faculty Research & Development Center is not intended for long-term support of massive projects.
  - b. **Application for Research Grant-In-Aid**
    - i. Application must be made on the Research Grant-in-Aid forms which can be downloaded from the Faculty Research & Development website.
    - ii. Faculty can only have one open R & D grant-in-aid at a time. If you currently have an open grant, you must complete it and file the final report, prior to applying for a new grant.
    - iii. Late application may lead to rejection of a proposal.
    - iv. Proposals missing any of the essential components will be considered "incomplete" and will not be reviewed by the committee.
    - v. Applicants may profitably discuss their proposals with the director of the Center before formally submitting their proposals.
    - v. The Faculty Research & Development Committee does not respond favorably to proposed budgets which are obviously inflated.
    - vi. The monies allocated for Research Grants-in-Aid will be divided among the three application periods, with any remaining funds being carried into the next round of applications. The deadlines for submission are as follows:
      - **October 1** for Winter Research projects
      - **February 1** for Summer Research projects
      - **April 1** for Fall Research projects
  - c. **Criteria for Funding of Scholarly Proposals**. It is impossible to anticipate the full range of proposals that will arise. Therefore the Faculty Research & Development Committee must exercise judgment in interpreting and applying these criteria. No priority is implied in the list, and no proposal is required to meet all of these criteria.
    - i. **Involvement of students**. Will students gain direct experience in research or artistic creativity? (The Office of Student Employment will have the most current pay scale.)
    - ii. Applicability to the individual's duties. How will the fruits of the project, i.e., either the products or the methods learned, improve or add to the effectiveness of the researcher's teaching or other professional assignments at GVSU?
    - iii. **Development of new capabilities**. How will projects assist individuals in learning techniques or information that will enable them to assume new professional assignments to meet needs of the institution?
    - iv. **Scholarly merit of the proposed project**: concern with a significant problem, area, or issue in the field of study. Is there promise of a significant contribution to the subject under study or problem undertaken?
    - v. **Promise of publication, exhibition, or public performance**. Will the project produce some kind of public dissemination of its results?
    - vi. **Clarity and completeness of the proposal**. Has the applicant presented a well designed, thoroughly documented proposal that exhibits forethought, knowledge of previous progress by other scholars, and indication of the qualifications of the proposer to complete the



project? Keep in mind that the proposal is being evaluated by people whose expertise is unrelated to its topic - avoid jargon.

- vii. Practice of skills or application of research results which deepen or extend the applicant's capabilities.

Exceptional proposals not otherwise in conformity with the criteria will be judged according to the standards and needs of the unit in which the applicant has his or her major appointment.

- 2. **Faculty Summer Research Stipends** recognize outstanding research proposals by supplying salary (which may supplement funding for the research activities themselves). Several awards will be granted annually. Application **must** be made on the [Faculty Summer Research Stipend Form](#) that can be downloaded from the Faculty Research & Development Center website. Information on a related Research Grant-in-Aid application need not be repeated but should be cited.

The actual amount of an award is at the discretion of the Faculty Research & Development Committee. In recent years, the Committee has set a flat stipend for each award. Recipients are expected to disseminate their results in the GVSU community via seminars, lectures, performances, and the like. They are also strongly urged to use the award as a means of obtaining external support for their efforts if possible.

- a. Eligibility. Projects and individuals eligible for support are the same as stated for research and scholarly activities with these exceptions:
  - i. Stipends are not paid in the months immediately preceding or following sabbatical leave, i.e., they may not be used to substitute for salary forgone during the sabbatical leave. An unpaid leave of absence does not affect eligibility.
  - ii. Persons performing this research in fulfillment of advanced degrees are not eligible.
  - iii. It is the expectation that projects supported by these stipends will be more intensively pursued than is possible during the academic year. Therefore the stipend period is paid only during the part of the year during which a faculty member is not on regular appointment. For most professors this is the Spring/Summer Term; most persons teaching during the Spring or Summer terms are ineligible. For a few whose appointments include Spring/Summer plus one other semester, the period of eligibility is the remaining semester.
  - iv. These stipends will only be paid to tenure-track faculty members who are remaining on Grand Valley's staff beyond the period of the award.
- b. Application for Faculty Summer Research Stipends
  - i. A person may apply for a Faculty Summer Research Stipend alone or in conjunction with a Faculty Research Grant-in-Aid for support of CSSM, student wages, and the like. Application for the latter is done separately (though simultaneously) on the appropriate form.
  - ii. Application must be made on the Faculty Summer Research Stipend form distributed by the Faculty Research & Development Center.
  - iii. The applicant's academic unit must review the proposal before it is submitted to the Faculty Research & Development Center and provide a written commentary on the significance of the proposal.
- c. Criteria for Funding Faculty Summer Research Stipends. The fundamental criteria are the same as those stated for the Research Grant-in-Aid with the limitations stated in Section B.1. Projects recognized by stipends are expected to be of higher quality, as judged by the Faculty Research & Development Committee, than the average project funded by Faculty Research Grants-in-Aid.

In cases in which the number of deserving applications exceeds the funding available, preference will be given to individuals who have not received stipends in recent years.

- 3. **Faculty Scholarly Travel Grants-in-Aid** provide part of the cost of attending professional meetings in order to present a paper, chair a session, or discharge duties of office in a statewide or national professional organization. Application **must** be made on the [Scholarly Travel Grants-in-Aid Form](#) distributed by the Faculty Research & Development Center.

Academic units and individuals are urged to plan travel expenditures carefully and in advance.  
**Proposals will not be accepted later than 3 weeks before the intended travel.**

a. Eligibility

- i. Travel expenses for attending professional meetings are primarily the responsibility of the individual's academic unit. Support from the Faculty Research & Development Center is therefore supplementary.
- ii. The individual's unit is usually expected to provide part of the costs.
- iii. Travel expenses to meetings for those not presenting papers or chairing sessions will not be provided by the Faculty Research & Development Center. Travel expenses to attend workshops or short courses for faculty development are not provided in this category.

b. Application for Scholarly Travel Grants-in-Aid

- i. Application must be made on the Scholarly Travel Grant-in-Aid form distributed by the Faculty Research & Development Center.
- ii. Indication of the extent of travel monies provided by the University for the applicant during the fiscal year in question should be included.
- iii. Except for summer travel proposals will be accepted any time during the academic year but no later than 3 weeks before the intended travel.

c. Criteria for Funding Scholarly Travel Grants-in-Aid

- i. All other things being equal, support for individuals who have not recently presented their work at professional meetings takes precedence over those who have done so.
- ii. Funding for scholarly travel - percentage of costs:
  - to present a paper or poster session 50%
  - to organize a symposium 50%
  - to attend the annual meeting of a national or state professional association as an elected officer  
(if expenses are not paid by the association) 40%
  - to be a respondent or panelist 40%
  - to chair a session 30%
- iii. Justification for travel to distant sites or support for more than three days should be given. The Committee has set a cap of \$500.00 support from Faculty Research & Development for each trip (\$800 for international travel).
- iv. The nature of the organization sponsoring a meeting and the type of paper to be presented may be factors influencing the decision for funding.
- v. An abstract of the paper to be presented must accompany the proposal.

**4. General Policies**

- a. Any items purchased on a grant-in-aid are the property of the researcher's academic unit unless otherwise specified by Faculty Research and Development. They are not intended to remain in the sole possession of the grantee when the project is completed.
- b. The grantee's academic unit is expected to provide to a project reasonable amounts of ordinarily available items (e.g., stationery, photocopying, standard laboratory supplies and chemicals).
- c. Support of publication, such as by purchase of reprints or payment of page charges to a journal, is considered an obligation of a researcher's academic unit. In cases in which that unit cannot provide support, it will be considered by the Faculty Research & Development Committee but as a lower priority item than support of scholarly activity itself.
- d. Grants-in-Aid for those on sabbatical leave
  - i. Proposals for support of research conducted on sabbatical leave are legitimate.
  - ii. Because the sabbatical award is itself a grant in support of faculty development, reimbursement for meals, lodging, and commuting during the sabbatical leave will not be provided (see item c).
  - iii. Funding of travel expenses associated with a sabbatical leave will be exceptional. Applicants must provide a rationale for the benefits to the University of such expenditures. (Those on sabbatical leave are eligible, however, to apply for Scholarly Travel Grants-in-Aid which are unrelated to the sabbatical plan.)

- e. Support for extensive retraining and for advanced degrees.
  - i. Individuals will bear the cost of textbooks and other materials that do not become the property of the academic unit.
  - ii. Such support will not ordinarily include payment of subsistence costs at a time in which salary, leave with pay, or released time is provided.
  - iii. When a faculty member pursues a terminal degree the Faculty Research & Development Center has no obligation toward providing support. The Faculty Research & Development Committee will not entertain requests in support of tuition fees, travel to the university at which the degree is being sought, or the costs of typing and reproducing the dissertation.
- f. Fiscal matters
  - i. Projects involving many separate expenditures and those spanning more than one fiscal year will ordinarily be funded through a special account in the Designated Fund. The grantee will have signature authority on that account, subject to the usual GVSU regulations. In other cases granted funds will be paid directly from Faculty Research & Development Center accounts.
  - ii. Student wages paid from research accounts are subject to Student Employment Office regulations regarding wage rate and maximum hours allowed.
  - iii. Travel expenses
    - 1) All travel vouchers paid from research accounts supported by the Faculty Research & Development Center must be sent to the Center for countersignature.
    - 2) Reimbursement for meals is limited to a fixed dollar amount daily by GVSU. The traveler may spend more but may claim no more than that amount.
    - 3) Automobile rental in place of public transportation must be approved in advance by the Faculty Research & Development Center.
  - iv. Adherence to Budget
    - 1) Granted funds may be spent only for costs related directly to the approved project.
    - 2) Funds left in project accounts will revert to the Faculty Research & Development Center at the end of the project.
    - 3) GVSU policy requires budget overruns to be charged to a grantee's academic unit.
- g. Appointment letters for all stipends, released time, and special assignments must be signed by the appropriate appointing officer (usually a dean).
- h. In the interest of preserving opportunities for future grantees, a faculty member whose grant-in-aid leads to financial return as a result of commercial success is encouraged to give a gift back to the Faculty Research & Development Center. Such a person should consult with the Director of the Faculty Research & Development Center.
- i. Proposals which reach the Center after the activity to be funded has begun will be rejected.

5. **Intellectual Property Statement**

See Administration Manual or Faculty Handbook, [Chapter 4, Section 1.10.2 Rights in Published Material, Inventions and Secret Processes](#).

6. **Faculty Research & Development Center Calendar**

Deadlines for submission of proposals is as follows:

*(Note: Dates may vary slightly from year to year.)*

October 1

Winter Research Grant-in-Aid

October 15

Nominations for Distinguished Contribution in a Discipline Award

February 1

Summer Research Grant-in-Aid; Summer Research Stipend; Student Summer Scholars

April 1

Fall Research Grant-in-Aid

7. **Student Support.**

- a. **Student Summer Scholars (S3)** (administered in the College of Interdisciplinary Studies) award program enables students, with support from a faculty sponsor, to propose an intensive research or creative project to be conducted or created in the spring/summer semester (mid-May through mid-August). Brief proposals are to be reviewed by a university-wide faculty and student committee. Awards will be made based on quality of proposals. Each Student Scholar will receive a stipend (\$3,000), an allowance of up to \$ 500 for supplies and services related to the research/creative project, and each faculty sponsor will receive an allowance (up to \$2,500) for stipend and/or other research support for the project. In total, then the maximum award for each Summer Scholar award will be \$6,000.

- i. **Student Eligibility.** The program is available to degree-seeking students at GVSU who have not yet completed the requirements for graduation. It is expected that the student will continue to enroll at Grand Valley for at least one full semester of study beyond the period of the award.
- ii. **Faculty Eligibility.** Affiliate, tenured, and tenure-track faculty are eligible to sponsor S3 students. Faculty will commit an appropriate portion of their time to effective, active sponsoring of the student, and, as such, will be expected to have a limited teaching load for Spring/Summer semester. Faculty are also eligible to apply for a [Faculty Research Grant-in-Aid](#) or the [Faculty Summer Research Stipend](#). An Application for each is done separately on the appropriate form.
- iii. **Faculty Responsibility.** The sponsor must make certain that the proposed project qualifies as research or other creative endeavor that will contribute to the growth of the scholarly or creative capability of the student scholar. The faculty sponsor should ensure, through appropriate advice, that the student applicant generates a well-written proposal that can be understood by an educated person who is not a specialist in the field, that the application is complete and follows the prescribed format of the College of Interdisciplinary Studies, that required information on responsible conduct of research sections (with appropriate protocols/forms) are supplied, and that the required number of copies is submitted. Further, the faculty sponsor must certify the accuracy of the budget figures, and determine whether any items listed can be obtained through means other than by funding from the Student Scholars Program. The faculty sponsor must also certify that the student scholar has received appropriate training and/or has submitted the appropriate forms for work involving human subjects, live vertebrate animals, radioisotopes, and/or other hazardous materials. The faculty sponsor must sign any progress report as well as the final report, submitted by the student applicant and make certain these reports are typed and submitted in a timely manner.
- iv. **Application.** A student may propose a research or creative project to a faculty member or a faculty member may actively recruit a student for full-time work during the twelve-week spring/summer session. The Student Summer Scholars program resides in the College of Interdisciplinary Studies (Phone: 616-331-8655). Current S<sup>3</sup>'s should contact the College of Interdisciplinary Studies in regard to their grants.

The Student Summer Scholars program provides funding for a student and faculty mentor to devote twelve-weeks during the spring/summer semester to a research or creative project. Information on the exact funding amounts are available in the application form.

The application deadline for the Student Summer Scholars program is the Friday of the second week of classes, Winter Semester. This program is open to all degree-seeking GVSU students who have not yet completed requirements for graduation, the student must be enrolled at GVSU for at least one semester beyond the period of the award. The applicants must use the CIS application for Student Summer Scholars (S3) Application. The form must be accompanied by a written proposal, which includes a professional proposal by the faculty member and a one to two page proposal by the student.

- b. **Student Presentation Travel Grants** are for students whose independent research or creative activities are accepted for presentation/exhibition/ performance at a professional meeting or

conference to help defray some of the costs of travel and registration for those events. The maximum award is \$400 for domestic events, \$600 for international events. The student must actually be presenting his/her work as a primary author, artist or performer. These awards are not intended for attendance at a meeting. Applications for support must be planned well in advance of any planned travel, as funds are limited and not guaranteed.

- i. Eligibility. Students whose research is accepted for a poster or presentation at a professional conference, or whose creative work is accepted for an exhibition or performance at a state, regional or national competitive, juried event are eligible.
- ii. Application for Student Presentation Travel Grants **must** be made on the [Student Travel Grant-in-Aid Form](#) available from the Faculty Research and Development Center or downloaded from their website. Applications will ask for information about other travel support being provided by the University and must be submitted at least one-month prior to the intended dates of travel. Application forms must be accompanied by (1) proof that the paper or creative work has been accepted for presentation, with an abstract of the paper/poster and or description of the creative work and (2) signatures of a major advisor and/or department chair, supporting the student's request for a travel grant, and attesting to the quality of the work.
- iii. Support Considerations. Students who have not previously received R&D Center support during the current Academic Year will be given priority over those who have already received support at least one time. A maximum of \$400 is available to support travel within the U.S. while a maximum of \$600 is available for international. The nature of the organization sponsoring the meeting or exhibit and the type of presentation, exhibit, or performance may be factors influencing the decision for funding.

D. **Graduate Studies and Grants Administration Office**

The mission of the Office of Graduate Studies and Grants Administration is to define and support excellence in graduate education and the research and scholarly activities associated with it; and to promote the growth of sponsored programs, and provide support and oversight to all grant activities at the university, and to ensure that the externally funded programs at GVSU follow practices of good grants management.

1. **Grants, Contracts and Fellowships from External Sources**

Funding support from external sources is vitally important to Grand Valley and to the faculty. University resources for research and creative projects are never sufficient to meet all the interests and needs of our faculty and staff. There are many external sources of funding for research, demonstration projects, training, equipment, model programs, and collaborative work that may be used to maintain or expand a program of scholarship or creative project. Grants provide the recipient with money to develop or modify a program, course, or curriculum, to conduct research or collaborative projects, to increase the diversity of the students and faculty at the institution, to upgrade the knowledge and skills of professionals, to name just a few possibilities. Contracts enable a person with a specific type of expertise to carry out a project that is needed by a funding agency; again it may involve research, demonstrations, program evaluations, or related matters of interest to the funding source. It is an alternative way for faculty members to use their research expertise to benefit themselves, their departments, and the university.

Faculty and staff with research or project ideas are encouraged to discuss this idea with a department chair and/or College/School dean. With the encouragement and support of these key academic administrators, the individual can then meet to discuss the ideas informally with the Dean of Graduate Studies and Grants Administration (also the Director of the Research and Development Center), who, with staff support, assists Grand Valley faculty in identifying potential funding sources and developing a quality grant proposal.

2. **Grant Development Seminars**

The Grants Office offers, approximately twice per year, grant development seminars for faculty and staff who are interested in increasing their understanding of the grants process and the quality of their grant proposals. Faculty and staff who wish to participate in these seminars should first consult with their department chair and dean to ensure that they have support for such participation.

Participation in seminars will require written approval of the chair and dean. Once faculty members

have participated in such a Grants office sponsored seminar they are eligible for ongoing consultation from expert sources regarding a grant proposal they have underway. Consultations on grant ideas and grant sources will require a concise written description of the ideas.

3. **Information on Grant, Contract, and Fellowship Sources**

Initial inquiries for such information should first be directed to your Dean or Vice-Provost/Vice-President's Office. Additional information on sources of funding is maintained in the Grants Administration Office and is also available through the Office of Graduate Studies and Grants Administration (GSGA) web site ([www.gvsu.edu/gsga/](http://www.gvsu.edu/gsga/)). Through the worldwide web, faculty have access to many federal and state funding sources and to private foundation sources as well.

The GSGA Office subscribes to Grant Advisor, Community of Science, and InfoEd search services. Through the Grants Office, InfoEd provides GVSU faculty and staff with a variety of grant related services, including: Spin-Plus, a web-based searchable database that offers details on current federal, non-federal, and international research funding opportunities; Genius, a database of GVSU principle investigator profiles, with each P.I.'s curriculum vitae and areas of research interest and expertise; and Smarts, a system which matches the P.I.'s research interests from Genius with pertinent funding opportunities from the SpinPlus database. Faculty who wish to utilize InfoEd services should contact the GSGA Office at extension 17105 for assistance and training.

The GVSU Libraries can assist faculty members seeking to search for foundation funding from the Foundation Center on-line as can the Grants Office. Updated information about funding opportunities is posted to the GVSU Bulletin Board, Grants Administration, accessible to all GVSU employees. The Grants Office also has staff available to assist faculty with the search process.

4. **Procedures for Grant, Contract, and Fellowship Applicants**

University policy requires all proposals for grants, contracts, and fellowships in which Grand Valley will be involved in ANY way to be approved by your academic administrators, including your department chair or unit head, college dean, and the Dean of Graduate Studies and Grants Administration (the Provost's designee). Each should review and approve your concept paper and then the actual proposal. In addition, the review of the Controller (or designee) is required.

No grant or contract proposal for external funding support may be submitted without the approval of the Dean of Graduate Studies and Grants Administration, who is the Provost's designee as the "authorized university official" at Grand Valley.

A form for Grant Application Review and Approval can be found on-line in the Grants Manual of the Grants Office web page ([www.gvsu.edu/gsga/](http://www.gvsu.edu/gsga/)). Grant writers must ensure that they have made all necessary arrangements for all university commitments well in advance of submitting the proposal to the Grants Office for signature. This includes such potential commitments as matching funds, space, equipment, hiring of additional staff or faculty, or release time for any faculty or staff member who will be assigned to work on this grant. The Grants Office may be able to assist with these arrangements but is not responsible for getting the approvals involved. Similarly, arrangements should be made regarding sub-awards or subcontracts, when the grant or contract involves collaboration with other organizations or agencies. Final proposals should be submitted to the Grants Office for review at least 10 calendar days in advance of its due date with all the prescribed forms filled out, and with the GVSU form completely signed. Grant writers should alert the Grants Office early and often of their progress on a grant proposal to ensure that arrangements are made for signature. If a proposal is being submitted electronically, the Dean of Graduate Studies and Grants Administration will need to either have access to the on-line version of the proposal or have a hard copy available to review, prior to approving submission.

5. **Grants Administration**

Once a grant award is made, the grant Project Initiator (PI/Grant writer) is responsible for working closely with the Office of Graduate Studies and Grants Administration, the GVSU Business Office, the grant funding source and project officer, to set up a grant account and undertake the work proposed in the successful grant proposal. In doing so, the PI will become responsible for many administrative duties on behalf of this project, and will be accountable for following appropriate, applicable university policies and procedures.



- a. Human Subjects. ALL research involving human subjects requires the approval of the Human Research Review Committee (HRRRC). If you have questions following your review of these materials, you should contact the Faculty Research and Development Center or the Chair of the HRRRC.
- b. Research Integrity. Grant awards carry with them a responsibility for conducting the research or project in a responsible and ethical manner. Grand Valley State University has developed policies and procedures to comply with federal regulations on research integrity, as reflected in Final Rule, 42CFR Part 50, Subpart A, as it regards dealing with and reporting possible misconduct in science. Grand Valley must submit an annual assurance certifying that it has established policies and procedures for handling allegations of scientific misconduct, and reporting on any such allegations received and investigated during the prior year. Faculty will find a copy of GVSU's "[Policy and Procedures for Handling Allegations of Misconduct in Science](#)", in Section 3.02.C of this Handbook.
- c. Accounting Procedures. A major responsibility of any faculty or staff member who is awarded a grant is the financial management of the funds. The University is required to keep accurate records of expenditures, to charge the grant only for the purposes authorized under the award, and to keep accurate records of the time and effort of any employee who is supported, at least in part, by grant funds. Both the accounting office and the grants office have staff available to help set up grant accounts, "load" budgets appropriately, and to assist the grant recipient in the proper management of the funds.

Each grant recipient will schedule a meeting with the Dean of Graduate Studies and Grants Administration to review the notice of award and their responsibilities as Project Director/Principal Investigator. A project director's checklist is available from the Grants Office. The Grants Office will assist you in initiating your account with the Business Office and in identifying any other relevant administrative procedures and offices with which you will need to become familiar. GVSU must follow federal grant management and fiscal procedures as detailed in the OMB Circular A-133 Single Audit standards. These standards require that a single set of standards be applied to all financial transactions. Thus, it is crucial that the entire campus follows these financial management standards

In order to carry out your grant, you must provide the Business Office with a copy of the award letter which describes your award and assigns an award number and name to the project, a copy of the approved grant budget, the terms and conditions of the award including the amount awarded, the time period covered, any GVSU match requirements and the account from which the matching funds will be drawn, information on how funds will be received, information on federal pass-through funds, and a Request to Add a New Organization Code (RANO) form with appropriate signatures (Dean or V-P AND Dean of Graduate Studies and Grants Administration). The Business Office will use this information to assign an account number, which is added to the University's Financial Reporting System (FRS). Training is provided to grant project directors and staff enabling them to access their budget on line and to the E-print system.

It is the responsibility of the project director/principal investigator not only to perform the research or carry out the project as approved by the funding source, but to also regularly monitor charges to the grant to ensure that they are accurate (consistent with your approved budget, expenditures that were actually authorized by you on this account, in the appropriate categories, and so on). You are also responsible for providing copies of financial and progress reports on your grant to the Grants Office and to work closely with this Office in resolving any financial or program issues. If you overspend such that there is a deficit in the budget on your account at the end of any grant period or if there are surplus funds in the account at the end, you must work with your project's fiscal officer, and/or your department chair or dean, and the accounting office to balance the account. You are also responsible for providing the funding source with a final report, as stipulated in the grant award or contract. Copies of all such reports: progress reports, financial reports, and final reports must be filed with the Grants Office.

Regular communication with the Grants Office and the university grant accountant in the Business Office is very important to the successful grant project.

E. **Faculty Awards**

1. **Distinguished Contribution in a Discipline Award**

In 1982 Grand Valley instituted awards to recognize distinguished contributions in a discipline. The award is presented at the Faculty Awards Convocation, held on the first Thursday in February. This award is given to a member of the faculty whose performance in scholarly or creative activities or whose contributions through service to professional organizations is clearly outstanding. An award, which is not necessarily given each year, consists of a plaque plus a cash payment.

Each year the Faculty Research and Development Center will request nominations. Each nomination, which may or may not be solicited by the candidate must be supported in signature by three peers within or outside GVSU and the Dean's signature. Members of the Faculty Research and Development Committee may not nominate candidates for the award nor are they eligible for the award if nominated. A faculty member may be nominated by his/her unit, a faculty member inside or outside his/her unit, or by any student or alumni with knowledge of the nominee's qualifications for the award. The nominee's unit is responsible for obtaining pertinent data and providing the required information. All material is due to the Faculty Research and Development Center by October 15. The Faculty Research and Development Committee will forward the name of the awardee to the Provost by December 15. Materials to accompany the nomination include:

- a. a statement from the nominee, one or two pages in length, of that person's professional accomplishments deemed most significant;
- b. a statement from the nominee's unit;
- c. the nominee's up-to-date curriculum vita;
- d. other relevant documentation; and
- e. four letters of support from peers in a position to evaluate the nominee's work.

At least two of the four letters of support must come from outside of GVSU, and all should be mailed directly to the Chair of the nominee's department by October 1. Each supporting letter will include:

- a. a ranking of the nominee's relative peer standing in the field in terms of research-scholarly-creative achievement compared with professors at comparable universities (expressed on a scale of highest 1%, highest 5%, highest 10%, highest 25%, highest 50%, lowest 50%);
- b. a description of the supporter's basis of knowledge of the nominee and the nominee's work; and
- c. a written statement evaluating the nominee's creative contribution to his or her field.

The basis for this award is clearly demonstrated research, scholarly, or creative accomplishment or service through professional organizations, i.e., significant contribution to one's discipline, documented as exceptional by professional peers or public acclaim according to one or more of the following specific criteria:

- a. publication in professional media or performances or exhibitions as are equivalent for a given discipline;
- b. professional awards, prizes, or honors;
- c. unsolicited reviews by critics or peers;
- d. support received through competitive applications to funding agencies; or
- e. impact on others in the discipline.

The Nomination Form and supporting documents are due October 15 to the Faculty Research and Development Office.

The award may recognize a single, clearly exceptional accomplishment or a continued record of achievement. The award will be based primarily on accomplishments while a member of the GVSU faculty. Though the award may be repeated after 10 years, a second award will be based only on activities completed following the latest prior award to that recipient.

The Faculty Research and Development Committee will forward the name of the awardee to the Provost by December 15. The Provost will inform the awardee of his or her selection. The committee chair will inform nominees who are not selected.



2. **Outstanding Teacher Award**

During the 1985-86 academic year, President Arend D. Lubbers authorized an annual Outstanding Teacher Award of commendation and cash to be given to a deserving faculty member or members at the Fall Convocation. The guidelines for nomination and selection of candidates for this award are as follows:

- a. The Outstanding Teacher Award is for outstanding teaching, and is specifically separate from awards granted for outstanding research or other accomplishments.
- b. An Outstanding Teacher Award Committee, consists of 4 members from the College of Liberal Arts and Sciences, and one representative from each of the other colleges and library, and five students. The Outstanding Teacher awardees for the current year are also members of the committee. The committee will select the awardees and forward their names to the Provost by the end of the Winter Semester for awards to be made at the next Fall Convocation.
  - i. The Outstanding Teacher awardees serve on the committee for the academic year of their award.
  - ii. The students serve two year staggered terms.
  - iii. The college faculty representatives serve three year staggered terms.
  - iv. The students and faculty members on the committee shall be representative of all segments of the campus community, including academic discipline, academic level, instructional level, race and sex.
- c. Only full-time, tenure-track faculty are eligible for the Outstanding Teacher Award.
- d. There shall be a maximum of two awards made each year.
- e. Faculty members may not receive the award more often than once every ten years.
- f. Nominations for the award may come from students, alumni, other faculty, or the nominee's academic unit.
- g. Self-nominations are not accepted.
- h. Members of the Outstanding Teacher Award Committee may not nominate candidates for the award nor are they eligible for the award if nominated.
- i. Nominations for the award are in effect for a period of two years.
- j. It is the responsibility of the Unit Head to assemble the following material in support of the nomination, and submit it to the Outstanding Teacher Award Committee by January 15.
  - i. Three letters of support from faculty colleagues who have knowledge of the nominee's ability as a teacher, at least one of which could come from outside the nominee's college.
  - ii. Three letters of support from students, at least one of which is enrolled during the semester of the nomination, and at least one of which is a GVSU alumnus.
  - iii. An updated curriculum vita.
  - iv. Student teaching evaluations as appropriate, but to include all evaluations from the last two years.
  - v. A statement from the nominee of his/her philosophy of teaching/learning.
  - vi. Course syllabi and/or other course materials.
- k. A [Nomination Form](#) is needed to place a candidate's name in nomination. This form may be downloaded & printed, obtained from ARC, or from the chairperson of the Outstanding Teacher Award Committee. The deadline for submission of this form is the last day in October.

**The deadline for the receipt of supporting documents from the Unit Head is January 15.**

3. **Outstanding Service Awards**

During the 1999-2000 academic year, President Arend D. Lubbers authorized an annual Outstanding University Service Award and an annual Outstanding Community Service Award. These awards are for commendation and cash to be given to a deserving faculty member or members at the Faculty Awards Convocation, held the first Thursday in February. The guidelines for nomination and

selection of candidates for this award are as follows:

- a. The Outstanding Service Awards are for outstanding service and are specifically separate from awards granted for outstanding teaching, research, or other accomplishments.
- b. The Outstanding University Service Award is for service to the University including, but not limited to, committee work.
- c. The Outstanding Community Service Award is for service to the community that involves the faculty member's professional expertise, including, but not limited to, the faculty member's specific discipline.
- d. An Outstanding Service Awards Committee, consisting of eight faculty (one from each College, and one from the Library), two students, the Outstanding Service awardees from the previous year, and the Provost or designee (ex officio), will select the awardees and forward their names to the Provost by December 15 for awards to be made at the next Faculty Awards Convocation.
  - i. The Outstanding Service awardees serve on the committee for the academic year following their award.
  - ii. The Student Senate will elect student representatives who will serve two year staggered terms.
  - iii. The faculty representatives will be elected by their respective Colleges or the Library, and serve three-year staggered terms.
  - iv. The students and faculty members on the committee shall be representative of all segments of the campus community, including academic discipline, academic level, instructional level, race and sex.
- e. Only full-time, tenure-track faculty are eligible for the Outstanding Service Awards.
- f. There shall be a maximum of two awards (one in each category) each year.
- g. Faculty members may not receive the awards more than once every ten years.
- h. Nominations for the award may come from the University Community (students, faculty, and staff) or from the community at large (alumni, community members).
- i. Self-nominations are not accepted.
- j. Members of the Outstanding Service Awards Committee may not nominate candidates for awards nor are they eligible for the award if nominated.
- k. Nominations for the award are in effect for two years.
- l. It is the responsibility of the Unit Head to assemble the following material in support of the nomination and to submit it to the Outstanding Service Award Committee by October 15:
  - i. Three letters of support from faculty colleagues who have knowledge of the nominee's service.
  - ii. Two letters of support from non-faculty who have knowledge of the nominee's service (Community Service Award only).
  - iii. A current curriculum vitae.
  - iv. Other relevant documentation.

**The Nomination Form and supporting documents from the Unit Head are due October 15 to the Office of the Provost.**

4. **Pew Teaching Excellence Awards**

Nominations for the Pew Teaching Excellence Award may come from students, alumni, faculty, or the nominee's academic unit. A nomination form is needed to place a candidate's name in nomination. Self-nominations are not accepted. Members of the university-level Pew Teaching Excellence Award Committee may not nominate candidates for the award nor are they eligible for the award if nominated.

The deadline for submitting this form to the college Dean's office is October 1.

5. **Pew Teaching with Technology Award**

Nominations for the Pew Teaching with Technology Award may come from students, alumni, faculty, or the nominee's academic unit. A nomination form is needed to place a candidate's name in nomination. Self-nominations are not accepted. Members of the university-level Pew Teaching with Technology Award Committee may not nominate candidates for the award nor are they eligible for the award if nominated.

The deadline for submitting this form to the college Dean's office is October 1.

6. **Sabbatical Leaves**

- a. Policies concerning sabbaticals are specified in [Chapter 4](#) of this handbook. Proposals for sabbatical leave are due by November 1 of each year in the applicant's Dean's office. There may be an earlier deadline for review by an individual's department or school.

Following approval of the proposals within each academic unit, they are reviewed by the college personnel committee. At any review step modification may be suggested to the proposer.

- b. Assistance in developing proposals may be provided by the Research & Development Center through ideas from previous successful projects and feedback on preliminary ideas.
- c. A Sabbatical [Application Form](#) may be downloaded here.
- d. Support for expenses or salary foregone by electing a full year's leave are available from a wide variety of sources. Whether it be Fulbright awards, Guggenheim Fellowships, or any of several types of support from NSF, NEA, or NEH, many more of our faculty members are eligible and well qualified than apply. Some of these programs require advanced planning (Fulbright awards usually require 18 months of lead time). Aid to pay for travel expenses, supplies, typing, etc. for projects similar to many of our sabbatical plans is also offered by many organizations.

7. **Faculty Awards Calendar**

(Note: Dates may vary slightly from year to year.)

October 1	Faculty Research & Development; Winter Research proposals are due.
October 15	Sabbatical proposals for the next academic year are due in your unit head's office.
October 15	Distinguished Contribution in a Discipline Award nomination materials due in the Faculty Research & Development Center.
October 15	Outstanding Teacher Award nomination materials due in the Pew FTLC Office.
October 15	Outstanding Service Awards nomination materials due in the Office of the Provost.
October 15	Pew Teaching Excellence Awards nomination materials due in the Pew FTLC Office.
November 1	Sabbatical proposals recommended by units due to College Personnel Committees.
December 1	Sabbatical proposal decisions by the College Personnel Committees are due in the respective Dean's Office.
December 15	Sabbatical proposals forwarded by Deans to the Provost and (where funds are requested) to the Faculty Research & Development Committee.
December 15	Distinguished Contribution in a Discipline Award recommendation forwarded to the Provost.
December 15	Outstanding Teacher Award recommendation forwarded to the Provost.
December 15	Outstanding Service Awards recommendations forwarded to the Provost.
December 15	Pew Teaching Excellence Awards recommendations forwarded to the Provost.
January 21	Sabbatical recommendations from the Faculty Research & Development Committee (where funds have been requested) due to the Provost.
February 1	Sabbatical decisions forwarded from the Provost to the President and informs Deans and the Faculty Research & Development Committee.
February 1	Faculty Research & Development – Summer Research, Summer Stipend, and Student Summer Scholars due in Faculty Research and Development.
April 1	Faculty Research & Development; Fall Research proposals due in R & D.

## **Chapter 4 Faculty Personnel Policies**

### **4.01 General Personnel Policies (Administrative Manual)**

- 1.1 **Personnel Administration** is a service activity in which each appointing officer has a role. The authority over the personnel program resides in the Board of Trustees, although the president, as agent of the board, and other officers he/she may designate ("appointing officers") have the authority to make appointments within the approved personnel program. Centralized within the Human Resources office is the responsibility and advisory authority to determine that the philosophy and policies of the personnel program are effectively applied.
- 1.2 **Equal Opportunity.** The president and other officers to whom he/she designates authority for personnel actions are responsible for the enthusiastic application of all laws and regulations concerning fair employment practices, equal opportunity, etc., to all matters with respect to recruitment, appointment, assignment, and promotion of university's personnel. Matters of affirmative action are outlined in the "Affirmative Action Program" maintained in the affirmative action office.
- 1.3 **University Responsibilities.** The president and other officers to whom he/she designates authority are responsible for administering the university and its property, supervising its operations, assigning and directing its faculty and staff, changing or introducing new operations, methods, or facilities, appointing, assigning, or disciplining faculty and staff members, subject to the guidelines herein set forth, and establishing such procedures which may be needed from time to time. For purposes of this Section 1, "faculty and staff" shall mean an employee covered by Chapter 4 of the Administrative Manual.
- 1.4 **Disciplinary Procedure.** The president and other administrators to whom he/she designates authority are responsible for discipline which normally shall be corrective rather than punitive in nature. A typical procedure for disciplinary action will be, depending on the seriousness or frequency of the cause, an oral discussion, a written warning, disciplinary lay-off without pay, and dismissal. All disciplinary actions are subject to the appropriate grievance procedure.
- 1.5 **Personnel Information.** All personnel information and files maintained by the Grand Valley State University are the confidential property of the university and are maintained in the Human Resources Office. Faculty and staff members can expect that a right to a reasonable degree of privacy will be honored and that the confidential character of certain personnel data will be respected as such. Generally release of information and/or access to such information should be restricted in accordance with the policies herein set forth. Whenever possible, information released for public purposes shall be in a form which will protect the anonymity of the individual; however, as of October 1979, the Michigan law does require that salary information be available to the public. All personnel information collected shall be pertinent to the needs of the university. Access to personnel files is limited to those persons responsible for personnel and the faculty or staff member's supervisor. Letters of recommendation are the confidential property of the provider. A faculty or staff member will not be given access to letters of recommendation concerning himself/herself unless the provider of such recommendation agrees, in writing, to allow such access. All personnel records will be retained for the length of the faculty or staff member's service and thereafter in compliance with all applicable federal, state and local laws. Temporary records such as insurance claims will be maintained only so long as they have a useful life. Records of terminated faculty and staff members will be maintained for a minimum of seven years and thereafter only those portions having a useful life will be maintained. Information of an official nature for state and federal agencies will be provided to the extent of the matter at hand and within the limits of the law. No anonymous information will be maintained in the files. Records of disciplinary actions will be placed in the personnel files only after the individual has had an opportunity to view a copy. The university will provide prospective employers with title, employment dates, and eligibility for rehire status only, unless additional information is requested by the faculty or staff member or former faculty or staff member. Recommendations by individual supervisors may be made at their own discretion and at their own risk, recognizing that the university may be responsible for the information given.

Personnel files may include, but are not limited to, payroll information and documentation, records of employment actions and documentation, records required by federal, state and local law, employment applications, vitae and resumes, recommendations, interview comments, fringe benefit information, merit and performance evaluation, records and documentation of disciplinary actions, official transcripts

of baccalaureate or post baccalaureate degrees and such other information as may be needed from time to time. Other files maintained in accordance with the faculty appointment and evaluation policy and covered by the limitations expressed in that policy may be housed elsewhere.

## 1.6 Conflict of Interest

1. **Employment.** Appointment of any relative of a faculty or staff member must be approved by the president in advance of the appointment in order to insure that no conflicts of interest exist. Each appointing officer must insure that no conflicts of interest exist in matters of appointment, retention, promotion, termination, assignment or other conditions of employment for relatives of faculty or staff members within his or her unit.
2. **Financial.** It shall be the responsibility of the president (or his/her designee) to insure that conflicts of financial interest do not occur, and to take such steps to protect the university as seem to be required. The university respects the rights of its faculty and staff members in their activities outside their employment which are private in nature and which in no way conflict with or reflect upon the university.
3. **Political Candidates or Office Holder.** The university affirms the rights of its faculty and staff members as citizens to be active in political affairs which do not conflict with the professional standards and ethics of their employment. It shall be the responsibility of the president (or his/her designee) to ensure that conflicts involving professional standards and ethics do not occur with Grand Valley State University faculty and staff members who are political candidates or office holders, and to take such steps to protect the university as may be required.

- 1.7 **Emeritus Appointment.** Any retired faculty or staff member of the university who has made a significant contribution to the university through a reasonable period of service is eligible for emeritus status with an emeritus title usually conforming to that held at retirement. The president's recommendation to the Board of Trustees will be made after consultation with the appointing officer, colleagues and vice-president.

Emeriti will be listed in the university catalog, invited to attend meetings, (*ex officio*, without vote) eligible to use library facilities, receive publications, participate in commencement, and be encouraged to continue an active role in the university. Emeriti will be appointed without compensation.

- 1.8 **Honorary Titles.** Persons who are performing significant services to the university may be given an honorary title conforming to the service performed upon recommendation of the president to the Board of Trustees. Honorary faculty and staff will be listed in appropriate publications, may participate in commencement, use library facilities, and will be encouraged to take an active role in the university. They will be appointed without compensation. The duration of an honorary appointment shall coincide with the period of service rendered.
- 1.9 **Verification of Credentials.** All advanced degrees recognized by the university must be earned from institutions approved by recognized accrediting bodies. In the case of foreign degrees, a formal evaluation will be made by the appointing officer to determine equivalency with degrees awarded in the United States.
- 1.10 **Obligations of Appointees.** As the result of accepting an appointment, the recipient becomes obligated to comply with all policies and regulations of the university applicable to the position including those in effect at the time of appointment and those duly adopted and issued thereafter. This obligation does not contravene the appointee's rights of academic freedom or the express terms and conditions of the appointment. Among such policies are the following:

- 1.10.1. **Outside employment.** Since faculty and staff members are required to fulfill their responsibilities completely and effectively, any outside employment which a faculty or staff member wishes to undertake must be approved in advance by the appointing officer.
- 1.10.2. **Rights in published material, inventions and secret processes.** Grand Valley State University seeks to promote the public good through excellence in teaching, active scholarship, and service. In the course of these activities, faculty, staff, and students create Intellectual

Property that may be eligible for copyright, patent, and other forms of legal protection. In order to reinforce the fairness of mutual commitment and in the spirit of academic freedom, the University recognizes the rich and varied products of individual scholarship, in all its manifestations, are rightly the property of the Creator except as otherwise defined by this policy. The University also recognizes that Intellectual Property should remain available for the benefit of the entire University community and that the Creators shall not use Intellectual Property in conflict or competition with the University. Therefore, the Grand Valley State University community seeks to establish an environment in which the creation of Intellectual Property is suitably recognized as an academic achievement and in which the benefits of intellectual property to the creators, the university community, and the general public are optimized.

- A. **Ownership.** All Intellectual Property shall be owned by its Creators when such Intellectual Property is not considered 1) work made for hire; 2) expressly assigned or commissioned by the University; 3) grant or contract funded through the University; or 4) to require more than nominal use of University resources. Irrespective of ownership, Creators shall disclose promptly and with full disclosure, in the manner prescribed by the university in order to protect confidentiality of the Intellectual Property, to the Finance and Administration Office any Intellectual Property discovered or created as a result of 1) work made for hire; 2) expressly assigned or commissioned by the University; 3) grant or contract funded through the University; or 4) more than nominal use of University resources. The President or designee by written agreement is authorized to make exceptions to this paragraph.
- B. **Right to use.** In the event the Intellectual Property is owned by the Creator but involved University resources in the discovery or creation of the Intellectual Property, the University will retain a non-exclusive license to use the Intellectual Property within the University provided attribution is given to the Creator(s) of the Intellectual Property. In the event the Creator leaves the employ of the University, the University shall be able to modify the Intellectual Property for use within the University.
- C. **Commercial Application.** Three options for the commercialization of a technology are noted below. The option will be chosen by Creator(s) and the Finance and Administration Office jointly, prior to the expenditure of substantial University resources. The option chosen should be that which best serves the mission of the University, including the objectives of this policy, and which is consistent with the available technology transfer resources of the University.

The following options for commercialization are available:

- 1. **Licensing Third Parties.** The University may license or assign Intellectual Property to external entities for further development and commercialization in exchange for a return on resulting revenues. The University and Creator shall divide the return on resulting revenues using one of the two formulas as follows:
  - A. The University and the Creator divide the gross revenue 70% to the University and 30% to the Creator but the University assumes the expenses related to legal protection, marketing and commercialization and licensing and other transactional expenses related to the Intellectual property; or,
  - B. The University and the Creator divide the net revenue 50% to the University and 50% to the Creator but the University first recovers its expenses related to legal protection, marketing and commercialization and licensing and other transactional expenses related to the Intellectual property.

If the University decides not to protect or license the Intellectual Property, or subsequently decides to not pursue commercialization of the Intellectual Property it may be reassigned to the Creator(s), upon request, in accordance with option 3 below.

2. Licensing Business Entities in which a Creator holds an ownership or management interest. The University or an affiliated entity may enter into license agreements with business entities in which the Creator holds an ownership interest. The terms may include royalty payment, equity interest, or a combination thereof.
3. Reassignment of ownership to Creator. The University may reassign ownership of Intellectual Property to Creator(s) who elects to market and protect the Intellectual Property. The return to the University for a reassignment of ownership will be ten percent (10%) of the net revenue generated by the Intellectual Property.

**D. Definitions.**

1. "Creator" shall mean a faculty or staff member who invents, discovers or creates Intellectual Property using University resources.
2. "Intellectual Property" shall mean Academic Works and Technical Works.
3. "Academic Works" shall mean Intellectual Properties that are artistic, scholarly, instructional or entertainment in nature and are not Technical Works. Academic Works include instructional materials, books, journal articles, written reports of research to the extent that they do not contain Technical Works, creative writings, manuscripts, music and art work
4. "Technical Works" shall mean Intellectual Properties that are generally of a scientific, engineering or technical nature such as patentable or unpatentable inventions, devices, machines, processes, methods, invented or manufactured substances, and computer software.
5. "Nominal Use of University Resources" shall mean use that is customary or usual within the faculty, staff and student's appointment and assignment such as the use of an assigned office, computer, computing network, photocopier or similar reproduction device, telephone or similar telecommunication device, and office supplies in the ordinary support of his or her teaching, scholarly activities and service.

- 1.10.3 **Oath of Teachers.** Before serving in a teaching position, an appointee will have taken and subscribed the following oath or affirmation as required by Act 23 of the Public Acts of 1935:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of my position according to the best of my ability."

- 1.10.4. **Research Integrity.** Research, scholarship and creative activities are central to fulfilling the mission of the University. It is policy of the University that all employees, students, partners and affiliates always perform their roles related to research, scholarship and creative activity with ethical integrity. This requirement reflects a culture publicly committed to developing and fostering the highest standards of professional ethics. Research integrity is demonstrated in the decisions and actions that exemplify our core ethical values.

- A. **Core Ethical Values:** The core ethical values in research related activities, including scholarship and creative performance, include: 1) truthfulness and honesty; 2) nonmaleficence and beneficence; 3) trustworthiness, reliability, confidentiality, respect, and collegiality; and 4) accountability.
1. Intellectual and creative activities require thoroughgoing truthfulness and honesty in proposing, conducting and reporting research related activities, scholarship and artistic performance.



2. Endeavors involving human or animal subjects require balancing nonmaleficence with beneficence in minimizing burdens to research subjects in relation to the potential benefits to those subjects and others.
  3. Research integrity requires trustworthiness and reliability in recognizing and building on the prior work of others, confidentiality in peer review and assessment, and respect and collegiality in interactions with colleagues and students.
  4. The broader community's welfare depends upon explicit researcher accountability for all research, scholarship and creative performance related activities, and for reporting misconduct about which one has direct knowledge.
- 1.11 **Parking.** The university provides free open reserved parking as near to the faculty or staff member's work station or office as possible.
  - 1.12 **Keys.** All faculty and staff members are issued keys and other equipment needed in the performance of their duties. All keys and such equipment must be used only as authorized and must be returned to the university upon termination of employment.
  - 1.13 **Identification Cards.** Each faculty or staff member will be issued an identification card which must be surrendered upon termination. This card can be used for any purpose, on campus, requiring identification.

#### **4.02 Faculty Personnel Policies (Administrative Manual)**

##### **2.1 Faculty.**

- 2.1.1 A person in a regular teaching, research, or professional library position; a regular appointment may be for less than full time, if at least half-time, with the agreement of the appointing unit, the appointing officer, and the faculty member.
- 2.1.2 Faculty members who are also academic unit heads (department chairs and school directors).
- 2.1.3 Academic administrators who also hold faculty rank ([Section 2.11](#)).

##### **2.2 Academic Freedom.**

- 2.2.1 Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon a prior understanding with the authorities of the institution.
- 2.2.2 Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. (The words faculty member as used in this document are understood to include the investigator who is attached to an academic institution without teaching duties.)
- 2.2.3 University or university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times act in a professional and responsible manner, and should make every effort to indicate that they are not institutional spokespersons.

##### **2.3 Kinds of Regular Academic Appointments.**

- 2.3.1 **Probationary Appointments.** Probationary appointments are one, two, or three year appointments which are renewable for a defined period of time at the end of which the appointees will be given an appointment with continuous tenure or the appointment will not be renewed.
- 2.3.2 **Tenured.** Appointments with continuous tenure do not occur automatically but are awarded by Grand Valley State University upon the recommendation of the appropriate Division's Personnel Committee.
- 2.3.3 **Clinical Faculty.** This is an honorary appointment applicable to persons who supervise students doing internships in a clinical setting. This type of appointment is not covered by the policies of this section.
- 2.3.4 **Distinguished Professor.** Distinguished Professors are regular faculty appointed by the university President. These appointments are at-will. Appointees have the right to terminate their employment at any time with or without cause or notice. Likewise, the university may terminate the appointment with or without cause or notice as it deems appropriate. All terms and conditions of employment shall be stated in the appointment letter. These appointments are without tenure and will not lead to tenure. Therefore, [Section 2.5- 2.17](#) (related to renewal, promotion, tenure, probation, reduction in force, discipline, discharge, etc.) do not apply to these appointments.
- 2.3.5 **Academic Appointments not covered by this Section.** Those persons assigned to adjunct or other similar temporary positions are not to be covered by this section of the *Administrative Manual* (see [Section 3](#), Adjunct Faculty).
- 2.4 **Written Statement of Appointment.** Every person appointed to a position covered by these regulations shall receive a statement in writing, from the Dean, of the terms and conditions of appointment before the appointment becomes effective. All appointments are subject to the provisions of this manual and Board of Trustees approval.
- 2.4.1 **Joint Appointment.**
- Because of the importance of teaching, scholarship and, service at GVSU, joint appointments may be desirable in certain circumstances. A joint appointment is a formal arrangement between two units that specifies the terms under which a member of one provides service to the other. For purposes of a joint appointment, "unit" can mean college, department, school, program or library and the "primary unit" is where the faculty member's tenure status resides and the "secondary unit" negotiates for some portion of the faculty member's service.
1. Joint appointments shall be made when a faculty member is teaching or providing academic service in two units for an academic year or longer. Providing academic service to a unit for one course (or its equivalent) per academic year for one or more years shall not be considered a joint appointment for purposes of this policy.
  2. The conditions of an individual joint appointment must be detailed at the time of initial joint appointment in a written Memorandum of Understanding between the primary and secondary units and the faculty member. The Memorandum of Understanding shall include the following:
    - a. expectations for teaching, scholarship and service in each unit to which the faculty member is jointly appointed;
    - b. how a faculty member's professional work will be evaluated, by whom that work will be evaluated, and the extent to which the faculty member's productivity will be evaluated differently from that of others because of the specific nature of the joint appointment;
    - c. how the primary and secondary units will divide responsibility according to the proportion of the faculty member's FTE assigned to each unit. Specifically, three kinds of considerations need to be addressed in this determination: (i) the definition

- and weighting of professional performance factors (teaching, scholarship, and service to the university and to the community) that will apply to the individual on joint appointment; (ii) the manner in which the evaluation of professional achievements will be divided among the units performing the evaluation; and, (iii) for new faculty, how mentoring and other aspects of faculty development will be handled;
- d. clear assignment of work effort in both units, for example, number of courses taught, obligation for advising students, committee work, expectation for attending unit faculty meetings, etc.;
  - e. a requirement that the chairs of constituent units will confer at least annually to coordinate teaching and service responsibilities of jointly-appointed faculty, to insure that the overall load of teaching and service obligations does not exceed that of comparable faculty with appointments wholly in one unit;
  - f. address requests for various types of leave. Normally such decisions rest with the dean of faculty member's primary unit; however, chairs and deans of all units involved with the appointment will provide assessments of the requested leave before the dean makes a decision;
  - g. address voting rights on non-personnel matters (for example, voting on curricular decisions, allocations of department/program resources, etc.);
  - h. address the joint appointee's representational rights in the faculty governance system; and,
  - i. the amount of compensation (if any) that will be paid to the primary unit.
3. The units must agree on the proportion of the joint appointee's time that will be spent in each unit and include this information in the Memorandum of Understanding.
  4. The Memorandum of Understanding must be approved and signed by the chairs of the involved units, the faculty member, the Dean(s), and the Provost before a joint appointment takes effect.
  5. The unit where tenure resides will be identified as the faculty member's primary unit for purposes of reappointment, tenure and promotion, and annual reviews including salary reviews. These personnel actions will be governed by the written procedures of the primary unit; however, it is understood that the secondary unit shall also be providing information about the performance of the joint appointee.
  6. A joint appointee is eligible to be considered for tenure, promotion, salary increases, sabbatical, grants and research funding in the same manner as faculty members not jointly appointed. The primary unit is responsible for initiating and carrying through the procedures leading to those changes in status; the secondary unit is likewise expected to give due and regular consideration to the joint appointee's qualifications for these advancements. With regard to personnel matters, a joint appointee will have full voting rights in their primary unit, regardless of the percentage of service in that unit.  
Normally, the joint appointee shall have the same rank in all units to which he or she is assigned.
  7. Joint appointees shall submit a Faculty Activity Report (FAR) to the chairs of the primary unit and the secondary unit. Each chair must provide the office(s) of the dean(s) with summary comments on the FAR. If recruiting for a joint appointment, the primary and secondary units shall be represented on the search committee.
  8. The joint appointment will be reviewed periodically and is subject to renewal or termination at will by either the primary unit or secondary unit effective no earlier than the end of the semester. If the joint appointment is terminated or not renewed, the faculty appointment will revert to the primary unit. A faculty member whose joint appointment was either terminated or not renewed shall be able to use the complaint procedure (Section 2.18) by filing a complaint with the dean of the primary unit. For tenure-track faculty, the appointment may not extend beyond the current contract length with the

primary unit nor, unless exception is approved by the Provost, shall more than 50% of the joint appointment be in the secondary unit.

## 2.5 **Regular Faculty Rank.**

1. Except for librarians, regular faculty appointments within the university are made in one of the following ranks: Professor, Associate Professor, Assistant Professor, or Instructor. The nature of the accepted terminal degree for any given program is to be decided by the Dean in consultation with the Unit offering that program.

**Instructor.** A person who does not possess a terminal degree and has limited teaching experience.

**Assistant Professor.** This is the usual entry-level appointment for a person with a terminal degree and little teaching experience or others without a terminal degree but with appropriate teaching or professional experience.

To be considered for promotion to Assistant Professor, an Instructor should have appropriate credentials and prove to be an effective teacher. Ordinarily, at least three full time equivalent years at the rank of Instructor are required before an Instructor is considered for promotion to Assistant Professor.

**Associate Professor.** Appointments to Associate are ordinarily contingent upon a terminal degree, demonstrated competence and experience in teaching at the university level, and recognized scholarly achievements.

To be promoted to Associate, an Assistant Professor must display consistent teaching effectiveness, and should have earned the Doctorate or appropriate terminal degree, except in unusual circumstances where the evidence demonstrates that the absence of the degree does not inhibit the faculty member's professional standing and performance. In addition, the person should have achieved professional recognition through scholarship or creative activity; show evidence of professional development; and have made contributions to the university and community. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least five full time equivalent years at the rank of Assistant Professor are required before an Assistant Professor is considered for promotion to Associate Professor.

**Professor.** Only distinguished scholars and professionals will qualify for initial appointment as Professor.

To be promoted to Professor, an Associate Professor must display consistent excellence in teaching and should have earned the Doctorate or equivalent terminal degree except in very unusual circumstances where the evidence demonstrates that the absence of the Doctorate does not inhibit the faculty member's professional standing and performance. In addition, the person should have achieved acknowledged professional recognition through scholarship or creative activity; demonstrate professional development; and have made vital contributions to the unit, university and community. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least seven (7) full time equivalent years at the rank of Associate Professor are required before an Associate Professor is considered for promotion to Professor.

**Librarian.** Professional Reference and Catalog Librarians possessing the appropriate terminal degree.

2. For librarians, regular faculty appointments within the university are made in one of the following ranks: Senior, Associate, Assistant, or Instructor.

**Instructor Librarian.** A person who possesses the terminal degree but has no professional experience in academic or research libraries.

The terminal degree for librarians shall be the Master's Degree in Library Science from an institution accredited by the American Library Association.

**Assistant Librarian.** This is the usual entry-level appointment for a person with the terminal degree and minimal professional experience in academic or research libraries.

To be considered for promotion to Assistant Librarian, an Instructor Librarian should prove to be an effective academic librarian. Ordinarily, at least three full-time equivalent years at the rank of Instructor Librarian are required before an Instructor Librarian is considered for promotion to Assistant Librarian.

**Associate Librarian.** Appointments to Associate Librarian are ordinarily contingent upon demonstrated competence and experience as a librarian at the university level and on professional achievement. To be promoted to Associate Librarian, an Assistant Librarian must display consistent professional effectiveness. In addition, the person should show evidence of professional development and have made contributions to the university and the profession. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least five full-time equivalent years at the rank of Assistant Librarian are required before an Assistant Librarian is considered for promotion to Associate Librarian.

**Senior Librarian.** Only distinguished professional librarians will qualify for initial appointment as Senior Librarian.

To be promoted to Senior Librarian, an Associate Librarian must display consistent excellence in academic librarianship. In addition, the person should have demonstrated creative activity or scholarship in the profession, show professional development, and have made vital contributions to the Library, university, and community. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least seven full-time equivalent years at the rank of Associate Librarian are required before an Associate Librarian is considered for promotion to Senior Librarian.

Refer to [Section 2.9](#) for evaluation criteria for all full-and part-time faculty as defined in [Section 2.1](#) and above.

- 2.6 **Initial Appointment.** Normally, new regular faculty appointed to a tenure track position shall be on probation. The initial probationary appointment may be awarded for one or three years, subject to renewal. All terms and conditions of appointment not specifically covered in these policies will be covered in the initial letter of appointment.
- 2.7 **Probationary Appointments.** A regular faculty member's total probationary period shall not exceed seven (7) full time equivalent years of continuing appointment (not including unpaid leaves) at Grand Valley State University. Allowance may be given for up to three (3) full time equivalent years of service of an academic nature in other institutions of higher learning at the rank of Assistant Professor, or higher, or Librarian; or, full time service as a visiting faculty member at the rank of Assistant Professor or higher at Grand Valley State University. The exact number of years equated toward the probationary period will be stipulated in writing as a part of the appointment process, but will not exceed three (3) years, or three (3) full time equivalent years for regular faculty with less than full time appointments. If allowance for previous service is stipulated, it shall not subsequently be changed, rescinded or revoked. Notwithstanding any other provision of [Chapter 4](#) of the Administrative Manual, a regular faculty member's probationary period shall not be extended once it is established. Normally, a faculty member will be appointed for an initial three (3) year period, be eligible for a two (2) year renewal at the first review, then eligible for a two (2) year renewal at the second review. Normally, the third review will be the tenure decision.
1. **Renewal Of Probationary Appointments.** Appointment renewals for regular faculty on probationary appointments normally will be for a period of two (2) years. A one (1) year renewal may be recommended if:

- A. The two (2) year period extends beyond the regular faculty member's total probationary period;
- B. The College's Personnel Committee recommends a one (1) year renewal;
- C. The Dean recommends a one (1) year contract and gives the College's Personnel Committee the reasons for such action;
- D. The regular faculty member does not have the accepted terminal degree in the discipline.

## 2.8 **Academic Tenure.**

1. **Statement of Principle.** Tenure symbolizes the long range commitment of the regular faculty member to the enhancement of the programs and academic quality of the university. In awarding tenure, the university expresses its commitment to provide a climate which assures academic freedom and recognizes and rewards professional achievements. In recognition of these commitments and the consequences which tenure decisions have on the ultimate nature of the university, the quality and diversity of its programs, and its ability to maintain academic quality through periods of change, it is essential that regular faculty review be thorough, fair and in accord with clearly stated criteria ([Section 2.9](#)) and procedures ([Section 2.10](#)).
2. Regular faculty receiving academic tenure are considered as having continuous appointments which may be ended due to resignation, retirement, Dismissal for Adequate Cause (see [Section 2.13.1](#)), university financial emergency, Reduction in Force ([Section 2.15](#)), or changing enrollment patterns.

## 2.9 **Evaluation Criteria for Renewal of Probationary Appointments, Promotion, Tenure, and Periodic Performance Reviews.**

1. **College Regular Faculty.** The individual College's Personnel Committee will use the evaluation criteria indicated in this section in arriving at its recommendations. All regular faculty, whether full- or part time, shall be evaluated on the same criteria and shall be expected to demonstrate that they meet the level of performance consistent with the expectations of their rank. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular faculty member to be reviewed. It is the university's responsibility to process the requested personnel action. Each of the criteria listed below must be demonstrated to some degree. Teaching effectiveness is regarded as the most important.
  - A. **Effective teaching.** This includes, but is not limited to, knowledge of the field taught, classroom and tutorial performance, communication skills, human relations skills, evaluation skills, curricular development, and performance as an academic advisor. All academic units will use student evaluations as one method to determine teaching effectiveness of regular faculty members.
  - B. **Scholarly/Creative Activity.** This includes, but is not limited to, professional research, creative activities, scholarly writing, editorial boards, scholarly presentations at conferences, participation in professional activities, degrees and continued education, and holding official positions in professional organizations when the position has scholarly outcomes.
  - C. **Service to Unit, College, University, the Profession, Community.** . A faculty workload includes service to the university, college, and unit, as well as to the community/profession. Unit, college and university service includes, but is not limited to, participation in university governance, unit, college and university committees, curriculum development, work as an advisor to student organizations, and carrying out special assignments. Community service and service to the profession involves the engagement of a faculty member's professional expertise. Community service includes, but is not limited to, engaging in community outreach, acting as a board member in a community based organization, participating in public service programs, and work as a pro bono consultant on community projects when representing the university. Service to the profession includes leadership or committee roles in professional organizations. Each unit will determine the types of community/professional service most appropriate to its specific mission and program objectives.

It is recognized that the relative importance of any of the professional achievement and service criteria may vary depending upon a variety of factors including the stage of the

regular faculty member's career, the purpose of the evaluation, and the program objectives of the unit, college, and university.

2. **Library Regular Faculty.** The Library's Personnel Committee will use the evaluation criteria indicated in this section in arriving at its recommendations. All regular library faculty, whether full- or part-time, shall be evaluated on the same criteria and be expected to demonstrate that they meet the same level of performance expectations. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular faculty member to be reviewed. It is the university's responsibility to process the requested personnel action. Each of the criteria listed below must be demonstrated to some degree. Professional effectiveness is regarded as most important.
  - A. **Professional effectiveness.** This includes, but is not limited to, knowledge of library and information science; performance in reference service, collection development, and bibliographic organization and control; communication skills; human relations skills; evaluation skills; and teaching, not necessarily in a classroom situation. Evaluation of such activities will be on the basis of the judgment of colleagues and/or those who are instructed or served.
  - B. **Scholarly/Creative Achievement.** This includes, but is not limited to, participation in professional activities and organizations, activities related to inquiry and research, consulting, continued education, and scholarly writing and presentations.
  - C. **Service to Unity, University, Profession/Community.** Service is an integral component of a faculty member's responsibilities although the nature and distribution of service will vary with both the opportunities available and the needs of the institution and its surrounding community. Unit and university service includes, but is not limited to, participation in university governance, unit and university committees, curriculum development, work as an advisor to student organizations, and carrying out special assignments. Community service and service to the profession involves the engagement of a faculty member's professional expertise in response to community needs. Community service includes, but is not limited to, engaging in community outreach, acting as a board member in a community based organization, participating in public service programs, and work as a pro bono consultant on community projects when representing the university. Service to the profession includes leadership or committee roles in professional organizations. The Library will determine the types of community/professional service most appropriate to its specific mission and program objectives.

2.10 **Procedures for Regular Faculty Appointment Renewal, Promotion, Tenure, Sabbaticals, Periodic Performance Review, and Dismissal for Adequate Cause.**

1. **College/Library Personnel Committee.** Each College and Library will establish a Personnel Committee to recommend action concerning regular faculty appointment renewals, promotion, tenure, sabbaticals, and periodic performance reviews within the separate College or Library. The Committees recommend to their respective Deans and shall not adopt policies or procedures contrary to the procedures contained in [Section 2](#) of the Administrative Manual. Pursuant to [Section 2.13.1](#), the Dean can initiate review of a case by the Personnel Committee regarding Dismissal for Adequate Cause.
2. **College/Library Personnel Committees.** (See [Letter of Agreement](#) for 2004-05 Academic Year, printed July 20, 2004) All regular faculty members (Section 2.1) will be eligible to vote for members to serve on their respective College/Library Personnel Committee. Each fall semester, each College or the Library shall decide if the Dean will attend as an ex-officio, non-voting member of the Personnel Committee and the results of the decision shall be reported to the Chair of the University Academic Senate.

The Personnel Committee of the Colleges and Library will be composed of a minimum of five tenured faculty members with not more than two (2) voting faculty members being from the same school/department/program in the College/Library as the candidate.



At least one person of each gender and one minority person must be a part of the composition of each College/Library Personnel Committee. If one person of each gender and one minority person are not elected, the Provost shall appoint, in addition to those elected, one or two tenured faculty members so that the final composition of the committee would include at least one person of each gender and one minority person.

A. **Composition.**

**Within Colleges.** The Personnel Committee in the College of Liberal Arts and Sciences, Seidman College of Business, and College of Community and Public Services shall be composed of tenured faculty members from within the respective College.

The Personnel Committees in the Kirkhof College of Nursing, College of Education, College of Health Professions, and College of Interdisciplinary Studies will be composed of a majority of Committee members elected by the College faculty from a slate provided by the Provost from appropriate disciplines to be determined by the Provost in consultation with the Dean of that College and less than a majority of the Personnel Committee elected from the faculty in the College.

The Personnel Committee for the Padnos College of Engineering and Computing shall be composed of six (6) tenured faculty members elected by the regular faculty, two (2) from the School of Engineering, two (2) from the School of Computing and Information Systems and one alternate from each School. The voting members for any personnel action are the two (2) members from the School of the faculty member being considered and the two (2) members plus the alternate member from the alternate school.

**Within Library.** The Library's Personnel Committee will be composed of five (5) tenured faculty members; two (2) librarians elected from the library faculty and one (1) tenured faculty member each from three of the eight Colleges elected by the library faculty from a slate provided by the Provost. Members from the Colleges will serve on a rotating basis. The chairperson of the Library Personnel Committee will be a librarian elected by the committee membership.

**Conflict of Interest.** A Committee member may be excused from a particular decision making process should there be a conflict of interest. The Chair of the College Personnel Committee, in consultation with the Dean, shall determine if a conflict of interest exists. If it is asserted that the Chair of the College Personnel Committee has a conflict of interest, the Chair of the Executive Committee of the Senate, in consultation with the Chair of the College Personnel Committee and the Dean, shall determine if a conflict of interest exists. However, the fact that a Committee member is from the same unit as the regular faculty member being reviewed is not per se a conflict of interest.

**Committee Chair and Other Issues.** Other issues pertaining to the committee membership and the selection of a chair will be determined by the respective Colleges.

- B. **Personnel Committee Meetings.** Electronic or Mechanical recording is not permitted at any time during Personnel Committee meetings. However, minutes shall be taken and include: any vote taken, the numerical results of all votes, date, time, place of the meeting, and names of who were in attendance. The following must be present and vote on the personnel action in order to constitute a recommendation of the Personnel Committee: four when there are five members, four when there are six members, and five when there are seven members, or if more than seven members, then two-thirds (2/3rds) of the size of the Personnel Committee rounded up to the nearest whole number. (See [Section 2.10.2A](#) for composition of a Personnel Committee.) The Dean shall not be present during a vote of the Personnel Committee. While proxy and absentee votes are not allowed, absent committee members may send their evaluations to all committee members. If the Personnel Committee is unable to carry out its responsibilities due to the absence of one committee member who misses three consecutive meetings, the Dean will be notified for the purpose of facilitating the designation of an appropriate replacement.



3. **Initiation of Reviews.** The Dean normally initiates actions to be considered by the College Personnel Committee based on review of their regular faculty members' status. For promotion and tenure, faculty members will ordinarily follow the timelines outlined in [Sections 2.5](#) and [2.7](#). However, faculty members may request, in writing to the Dean, to be considered by their unit for promotion at any time or for early tenure. This notification must take place at least two weeks before the Dean is scheduled to notify the unit of personnel actions for that semester (See [Section 2.10.4](#) for the personnel schedule). A person being considered for early tenure and/or promotion may withdraw the request(s) for consideration at any time.
  - A. **Reappointment.** The Dean informs the department chairperson/directors of the regular faculty in the unit requiring reappointment decisions and the options available.
  - B. **Promotion.** The unit chairperson/director, Dean or any other member of the unit may initiate proceedings for consideration of promotion.
  - C. **Tenure.** The Dean is responsible for insuring that tenure is considered in the next to last possible year of the probationary period, but tenure consideration may be initiated by the unit chairperson/director or any other member of a unit at other times.
  - D. **Dismissal for Adequate Cause.** Before making his/her decision to dismiss for adequate cause, the Dean is responsible for initiating proceedings to consider the case. ([Section 2.13.1](#))

4. **Schedule for Personnel Actions.**

- A. **Initiation of Reviews.** The following are dates by which the review process must begin.

**Note:** For faculty being reviewed Fall 2004, materials shall be submitted by the candidate to the unit by September 15 of the Fall Semester.

Materials shall be submitted by the candidate to the unit by the first day of class in the Winter Semester for an initial 3 year contract, subsequent renewals, tenure, or promotion.

For the renewal of an initial 1 year contract, the Dean shall determine the date of submission and notify the candidate.

In the event of a mid-year appointment, the regular faculty member to be reviewed shall be placed on the next evaluation schedule as though his or her appointment had begun at the next fall semester.

Any exceptions to these dates must be approved in advance by the Dean.

- B. **Notification of Personnel Actions.** The following are the dates by which the Deans must notify regular faculty in writing of appointment decisions.
  1. **Renewal/Non-Renewal.** A decision is required as follows: by May 1 in the case of an appointee in the second year of an initial three (3) year appointment; by March 1 in the case of an appointee in an initial one-year probationary appointment; by May 1 of the calendar year preceding the expiration of his/her appointment for appointees with more than two (2) years of probationary service.
  2. **Promotion.** A decision is required by May 1. In the case of favorable decisions, the promotion is effective with the start of the subsequent academic year.
  3. **Tenure.** A decision is required by May 1. A favorable decision is effective with the start of the subsequent academic year.

4. **Dismissal for Adequate Cause.** In the event that the conference specified in [Section 2.13.1](#) does not result in mutual agreement, the College Personnel Committee shall be convened within ten (10) days. A written recommendation of the Committee shall be forwarded to the appointee and the Dean only after a complete review of the case and within 60 days.
5. **Unit Notification and Candidate Materials.** The Dean will notify regular faculty of the unit of all pending personnel actions at the same time the candidate is notified.

The candidate shall prepare materials containing relevant information for the action under consideration for review by the unit regular faculty. This information includes, but is not limited to, the following.

- a) A current vita of the candidate.
- b) A personal statement that contains a self-assessment of the candidate's performance as a unit regular faculty member at the university in each of the evaluation criteria.
- c) Examples of the relevant work of the candidate that supports b).

While no limit is placed on the material submitted by a candidate, the amount of materials should be tailored to the action under consideration. The Unit Head or Designate will make available to the unit regular faculty, including the candidate, copies of the candidate's teaching evaluations and any relevant information other than that supplied by the candidate.

6. **Individual Unit Procedures.** Each individual unit shall conduct its personnel actions according to the procedures in [Section 2.10.7](#). Units shall, by majority vote of the unit, elect a Designate to carry out the Unit Head's responsibilities in cases where the Unit Head is either under consideration for a personnel action or the Unit Head is unable to serve. A unit can, in circumstances where it is impractical to carry out the procedure described, create a Unit Personnel Committee to act on personnel matters but the Unit Personnel Committee must comply with the procedures outlined in [Section 2.10.7](#) and the recommendation of the Unit Personnel Committee must be voted on by the unit in accordance to the procedures of [Section 2.10.7.B](#). A unit proposing a Unit Personnel Committee shall make a proposal to its College Personnel Committee for its review, which then forwards its recommendation to the Dean and to the university Academic Senate. The Dean and the University Academic Senate shall each make a recommendation to the Provost/Vice President who will make the decision and communicate it to the Dean, the Chair of the University Academic Senate, the Chair of the College Library Personnel Committee and Unit Head of the unit requesting the creation of a Unit Personnel Committee. In the event a unit is restructured, it shall not convene a Unit Personnel Committee unless the unit has submitted a new proposal for a Unit Personnel Committee and the proposal has been approved according to the above procedures.

7. **Unit Personnel Actions.**

- A. **Review of Candidate Materials and Preparation of Unit Discussion Agenda.** All unit regular faculty will be notified of the access to the materials pertaining to the candidate for the personnel action under consideration. The Unit Head or Designate will prepare an agenda before the unit meeting identifying the matters for discussion at the unit meeting concerning the candidate's achievements as well as questions, issues, and concerns under the criteria identified in [Section 2.9](#). In advance of the meeting, this agenda shall be made available for review by the candidate and the unit regular faculty who may then comment and propose revisions to the agenda before the discussion begins. The Unit Head or Designate may amend the agenda based upon input from the candidate and unit regular faculty and must provide any amended agenda to the candidate for review before the unit discussion begins. If an agenda is revised, the original form(s) of the agenda shall be maintained in the Unit Head's or Designate's files.
- B. **Unit Meeting and Unit Vote.** The Unit Head or Designate will call a unit meeting for the purpose of addressing the personnel actions under consideration. Only unit regular faculty may attend and participate in the meeting. When the candidate is a joint appointee

as defined by section 2.4.1, a representative from the secondary department or program is strongly encouraged to attend and participate in the discussion part of the unit meeting. The candidate being reviewed shall participate in the discussion part of the meeting unless the candidate waives the opportunity to participate by signing a waiver. Audio or videotape or other type of mechanical or electronic recording is not permitted during this meeting. However minutes shall be taken and shall include the date, time, place of the unit discussion, names of those who were in attendance, and the results of the unit vote. The minutes will also have the candidate's waiver attached if the candidate has waived participation in the meeting.

This meeting will begin with a unit discussion on the personnel action under consideration. This discussion will provide an opportunity for questions, exchanges of opinions, and discussion. At the conclusion of the unit discussion-the candidate will leave the meeting room. The Unit Head or Designate will then summarize the discussion that has taken place. The unit regular faculty members may comment on the candidate's performance. This discussion should be limited to information and issues raised previously. If new information or issues are raised, the Unit Head or Designate, in his or her sole discretion, shall determine whether the new information or issues raised warrants the recalling of the candidate to the unit discussion to allow the candidate to respond.

Once the unit discussion has been completed, the unit will take a vote by secret ballot on the personnel action under consideration. In the case of promotion or tenure, the vote will be on a motion to recommend the action. In the case of contract renewal, the unit vote will be on a motion for renewal for either two (2) years or (1) year consistent with the time limits outlined in [Section 2.7](#) (Probationary Appointments). Only unit regular faculty in attendance may vote. No proxy or absentee ballots will be accepted. A vote means a ye or nay vote with abstentions counted as non-votes.

At least two thirds of the members of the unit regular faculty must be present for a valid vote on a motion regarding a personnel action to be taken. For the purpose of determining the required quorum or majority, the count of the number of the members of the unit regular faculty will not include the candidate or those absent because they are on sabbatical or approved leave of absence. To pass, the personnel vote must be carried by a majority of the members of the unit regular faculty. If a vote does not obtain the required majority for any reason, this will be reflected in the minutes of the meeting, and the process will continue on to the College Personnel Committee.

- C. **Unit Recommendation.** Following the unit discussion meeting, the unit regular faculty will be provided the opportunity to submit comments to Unit Head or Designate, using a form that is provided which sets forth the evaluation criteria contained in [Section 2.9](#) providing reasons supporting or not supporting the unit vote under these criteria. Each member may also indicate on these post meeting comments whether the questions, issues, and concerns that they raised under the evaluation criteria with the Unit Head or Designate concerning the initial agenda were adequately reflected in the agenda used at the unit discussion meeting and whether the items on the agenda were adequately addressed at the unit discussion meeting. Forms that are unsigned will be destroyed and not used in this process.

The Unit Head or Designate will use the unit discussion and any such comments to prepare a draft unit recommendation report or, if necessary, call for further discussion. This draft report will comment on the candidate's performance in each of the evaluation areas. After the Unit Head or Designate has prepared the draft unit recommendation report, he/she will provide a copy to the candidate and make a copy available for review for the unit regular faculty. Suggestions for changes must be submitted to the Unit Head or Designate within three (3) business days of the issuance of the draft report. Thereafter, the Unit Head or Designate shall issue the final unit recommendation report with a copy to the candidate and make a copy available for review by the unit regular faculty.

The Unit Head or Designate will then forward the final unit recommendation report to the Dean. The Unit Head or Designate will also forward to the Dean the unit discussion meeting agenda, minutes of the unit discussion meeting, copies of any post-meeting

comments, the candidate's materials, and any other material provided by the Unit Head or Designate to the unit regular faculty for their review. The Dean will then forward the final unit recommendation report and the supporting material to the College Personnel Committee.

8. **College's Personnel Committee Action.**

A. **Action in Cases of Reappointment, Tenure, or Promotion.** The Committee uses all relevant information as the basis for its recommendation.

1. **Committee Accepts Unit Recommendation.** If a unit has recommended a personnel action pursuant to a valid vote of the unit, whether in favor or against a candidate, the Committee will normally be expected to accept the recommendation of the unit. In the event the Committee accepts the recommendation of the unit that is in favor of the candidate, a recommendation shall be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate. If a candidate does not have the support of the members of the unit pursuant to a valid vote of the unit, the candidate in question will be given the opportunity to request information from the Committee about any materials used in the process. Regarding written comments, the Committee will ensure that these are provided without names attached and in such a way as to promote confidentiality. After this information is given to the candidate, the candidate can choose to either stop the evaluation in the case of early tenure or promotion or offer a rebuttal in writing. If a candidate does not have the support of the Committee, the opportunity for a personal appearance before the Committee by the candidate shall be given. Only after such an opportunity is given to the candidate, can such a negative recommendation become official and be sent to the Dean with a copy to the candidate and the Unit Head or Designate. In the event a unit regular faculty member being reviewed appears before the Committee, the candidate shall address the Committee on her or his own behalf and without an outside advocate or observer.
2. **Committee Does Not Accept Unit Recommendation.** If the Committee does not accept the unit recommendation and the Committee recommends a personnel action in favor of the candidate, the recommendation will be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate. The written recommendation must include the rationale for not accepting the unit recommendation. If the Committee does not accept the unit recommendation and if the candidate does not have the support of the Committee, the opportunity for a personal appearance before the Committee by the candidate shall be given. Only after such an opportunity is given to the candidate, can such a negative recommendation become official. If the candidate appears before the Committee, the candidate shall address the Committee on her or his own behalf and without an outside advocate or observer. The recommendation of the Committee will be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate. The written recommendation must include the rationale for not accepting the unit recommendation.
3. **No Valid Vote by Unit.** If there is not a valid unit vote, the Committee will evaluate all the materials provided to it by the Dean for the candidate under consideration. The Committee will then vote on a recommendation. A valid vote requires a simple majority of the Committee, calculated in the same fashion as for a unit vote. The Committee will notify the candidate and Unit Head or Designate of the result of this vote. If the candidate does not have the support of the Committee, the opportunity for a personal appearance before the Committee by the candidate shall be given. Only after such an opportunity is given to the candidate, can such a negative recommendation become official. If the candidate appears before the Committee, the candidate shall address the Committee on her or his own behalf and without an outside advocate or observer. The recommendation of the Committee will be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate.

4. **Subsequent Information.** If new information regarding a candidate is brought to the attention of the Committee that was not available to the unit during its discussion of the candidate, the Committee shall discuss the appropriateness of referring the matter back to the unit. In discussing whether to refer the matter back to the unit, the Committee shall consider whether it believes the new information is of such significance that the unit might change its recommendation and whether a referral back to the unit would delay the schedule as required by [2.10.4](#). In the event the matter is referred back to unit, the unit shall have no more than 7 calendar days from the date of the referral from the Committee to meet and take action, if any.

B. **Action in Cases of Dismissal for Adequate Cause.** The Committee will carefully observe that the burden of proof in all cases of dismissal for adequate cause lies with the institution. (See [Section 2.13](#))

C. **Reporting.** The College/Library Personnel Committee shall provide the Dean with a written recommendation and rationale for each personnel action. The College/Library Personnel Committee shall hold one or more meetings with the Dean of the College/Library or his/her designee for the purpose of discussing its written recommendation and rationale regarding faculty personnel action(s). The Personnel Committee will issue an annual report to the College's or Library's regular faculty concerning its activities for the year. A copy of this report, along with any recommendations for changes or clarifications in this policy will be sent to the Chair of the Executive Committee of the Senate.

9. **Deans Personnel Decisions.**

A. **Action in Cases of Reappointment, Tenure, or Promotion.** In making personnel decisions, the Dean will normally be expected to decide in favor of the appointee if the appointee has the support of the College Personnel Committee. If, in any case, the Dean does not accept the recommendation of the College's Personnel Committee, the Dean will present the reasons in writing to the appointee, the unit, and the Committee.

B. **Action in Cases of Dismissal for Adequate Cause.** If the Deans decision is to accept a recommendation of the College Personnel Committee to dismiss for adequate cause, the Dean shall submit his/her decision in writing with rationale to the appointee.

C. **Appeals.** Appeals of the Deans decision are to be made according to the applicable grievance procedure.

D. **Non-Renewals.** In the event that the decision about an appointees candidacy for reappointment or tenure will result in the non-renewal of employment, the Dean shall follow the process stated in [Section 2.13](#).

2.11 **Applicability to Executive, Administrative, and Professional Positions.**

Faculty having positions covered by these regulations ([Section 2](#)) who accept an Executive, Administrative and Professional position are subject to the following conditions:

1. **Executive, Administrative and Professional positions which do not carry faculty rank:**

A. Faculty accepting an Executive, Administrative and Professional position shall be subject to the personnel policies governing executive, administrative and professional appointments ([Section 4](#)) while serving in their administrative capacity.

B. The faculty member shall request in writing a leave of absence from the faculty position to accept an Executive, Administrative and Professional appointment. The leave is subject to approval by the faculty member's Dean and the Provost/Vice President for Academic Affairs. A leave of absence, for the purpose referred to in this section, may be granted for an academic year. The leave may be renewed on an annual basis not to exceed three (3) consecutive years.

- C. If a faculty member chooses to remain in an Executive, Administrative and Professional position beyond a three (3) year leave period, or, after a lesser time period, notifies the Provost/Vice President for Academic Affairs of intent to remain in the Executive, Administrative or Professional position, the faculty member shall relinquish faculty status including tenure rights and faculty rank.
- D. The time served by a faculty member in an Executive, Administrative and Professional position shall not be counted towards tenure, rank promotion nor in determining sabbatical eligibility.

2. **Executive, Administrative and Professional positions with faculty rank:** (Academic Administrators)

- A. Persons in the following positions shall have faculty rank and faculty tenure rights: Provost/Vice President for Academic Affairs, Associate Vice President for Academic Affairs, the dean of an instructional college, and the Dean of the Academic Resources and Special Programs and the Dean of University Libraries. Each will be listed among the faculty of an appropriate department or school.
- B. The academic administrators listed above are subject to the provisions in [Section 2](#) regarding faculty promotion, tenure, and periodic performance review.
- C. Recommendations regarding promotion or tenure of academic administrators shall be made by the appropriate College Personnel Committee as follows:
  - 1) Recommendations regarding the Associate Vice President for Academic Affairs, or the Director of the Academic Resource Center shall go to the Dean of the College.
  - 2) Recommendations regarding a Dean shall go to the Provost/Vice President for Academic Affairs.
  - 3) Recommendations regarding the Provost/Vice President for Academic Affairs shall go to the President.
- D. If a grievance arises regarding the faculty status of an academic administrator or the performance of faculty duties by an administrator, the administrator shall follow the faculty grievance procedure. If it should happen that the grievant is also the administrator with whom a conference should be arranged at one step of the procedure, that step shall be omitted.
- E. Academic administrators are subject to the personnel policies governing Executive, Administrative and Professional appointments except as provided above.
- F. Persons in these positions will be expected to teach a minimum of one course per year.

2.12 **Resignation.** If an appointee desires to terminate an existing appointment or to decline a renewal appointment, he/she shall give notice of not less than three months before the end of his duties during an academic year (exclusive of a summer session). This requirement may be waived in case of hardship or in a situation where the faculty member would otherwise be denied substantial professional advancement.

2.13 **Termination Processes and Disciplinary Action.** Termination is the severance of the formal appointment between the appointee and the institution. Resignations and dismissals are terminations that may occur prior to the end of the appointment period.

In this section, time limits for initiation of requests and responses to them are noted. The references to a "day" shall mean Monday through Friday and shall not include the day on which the request is initiated or the day on which the response is offered. Exceptions to these limits may be mutually agreed to in writing by the principals involved.

- 1. **Dismissal for Adequate Cause.** Any appointment is terminable for adequate cause. Except as provided in Resignation, Reduction in Force or upon retirement, tenured appointments may be



terminated only for adequate cause. Adequate cause will be related directly and substantially to the fitness of the appointee in his/her professional capacity. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens. Dismissal proceedings shall begin with a conference between the appointee and the Dean.

The conference may result in agreement that the dismissal proceedings should be dropped. On the other hand, the conference may result in mutual agreement that the best interests of the appointee and the institution would be served by the appointee's resignation. If so, the faculty member shall submit a resignation in writing effective on a mutually agreed upon date. If this conference does not result in mutual agreement, the Dean will initiate review of the case by the College's Personnel Committee, with written notification of the charges to be sent to the appointee and the committee.

2. **Suspensions.** While the final decision regarding termination of an appointment is pending, the appointee may be suspended only if harm to himself/herself or others is threatened by continuance. The Dean who invokes the suspension shall consult with the Provost/Vice President for Academic Affairs and the chairperson of the College's Personnel Committee. A suspension is permitted only pending the results of the personal conference. The base salary and applicable fringe benefits of a suspended person shall be continued during the period of suspension up to the limit of one year. If during the suspension period the faculty member takes up employment with another employer or is convicted of an offense serious enough to warrant dismissal for adequate cause, then the institution will no longer be obligated to continue making salary payments. In the latter case, if the conviction is later reversed, the faculty member will be reimbursed for the lost salary and fringe benefits subject to the one year limitation.
  3. **Disciplinary Action other than Dismissal or Suspension.** Any such disciplinary action affecting the terms of employment taken by the institution against a faculty member must be based upon adequate cause. Adequate cause will be related directly and substantially to the fitness of the appointee in his/her professional capacity. Proceedings shall begin with a conference between the appointee and the Dean. If as a result of the conference, the Dean wishes to take disciplinary action, he shall state that in writing with rationale to the appointee. The appointee may file a grievance ([Section 2.16.2.A, Step 1](#)) within ten days of the receipt of the Dean's decision.
  4. **Procedure for Non-renewals.** Any action resulting in the non-renewal of a probationary appointment of any appointee shall normally be based upon recommendations generated by the College's Personnel Committee. Such action shall be preceded by a personal conference between the faculty member and the appropriate Dean. The conference may result in agreement that the appointment should be renewed. If so, the non-renewal proceedings shall be dropped. If such a conference results in agreement that the best interests of the appointee and the university will be served by resignation, the appointee shall submit a resignation to his/her Dean in writing within five (5) days. If the conference does not result in mutual agreement, the Dean will submit his decision in writing with rationale to the appointee. The appointee may file a grievance ([Section 2.16.2.A, Step 1](#)) within ten days of receipt of the Dean's decision.
- 2.14 **Merger or Reorganization of Appointment Structures.** When an administrative reorganization results in the merger of two or more appointment structures, or the creation of a new appointment structure, faculty with tenure will be assigned to the merged or revised structure by granting them tenure.
- 2.15 **Reduction in Force.** When personnel reductions involving faculty are necessitated by a bona fide financial emergency, the administration will apply the procedures and policies of this section unless it can show clear and sufficient reason why it should not. When personnel reductions involving faculty are necessitated only by demonstrated changing enrollment patterns or discontinuance of a major or minor instructional program or department the following procedures and policies will be applied.
1. **Voluntary Options.** The following voluntary options must be explored before layoff:
    - A. Transfer to open or new positions (this may include retraining at university expense).
    - B. Retirement.
    - C. Early or phased retirement.
    - D. Part-time employment.
    - E. Teaching any two of the three semesters.

- F. Approved unpaid leave-of-absence for one year to explore other employment opportunities.
  - G. Resignation.
2. **Internal Transfers.** For transfer to open or new positions, the burden of proof must be on the receiving unit for showing cause why the person may not transfer to the unit. In cases of dispute the Provost/Vice President for Academic Affairs on advice of a faculty committee will decide on the merits of the case. Candidates for internal transfer to open and new positions will be evaluated according to the following criteria listed in order of priority:
    - A. Appropriate qualifications.
    - B. Ability to gain appropriate qualifications in a reasonable period of time (usually not more than a year) in the area of an open or new position.
    - C. Seniority will be used if candidates are judged equal.
  3. In order to reduce faculty because of changing enrollment patterns or discontinuance of an instructional program or department the administration must first demonstrate to faculty governance and the Board of Trustees must then declare that such a necessity exists. Issues to be addressed in the demonstration should include the following:
    - A. Whether the enrollment change is temporary, cyclical, or long range;
    - B. Whether the unit is able to carry out its mission effectively with the reduction;
    - C. What the overall cost of the unit to Grand Valley State University is;
    - D. Whether the unit is unique in the state system;
    - E. Whether there are other units which depend on the services of the unit under consideration? If so, what impact the reduction will have?
    - F. Whether the unit is essential to the curriculum of undergraduate general education.

In the case of a condition of changing enrollment patterns, the Provost/Vice President for Academic Affairs will notify the Executive Committee of the Senate (ECS) of his/her perception that such a condition exists and provide a rationale at least 60 days prior to the Board of Trustees meeting at which the recommendation will be made, for the purpose of All University Academic Senate (UAS) review and resolution.

4. In cases of changing enrollment patterns or discontinuance of a major or minor program or department when necessary reductions cannot be effected by the voluntary measures, faculty members with tenure will be given one year's notice of layoff by registered mail, ordinarily by the end of winter semester but no later than June 30.

In cases of bona fide financial emergency an appointee with tenure will be given notice as soon as possible, not less than 12 calendar months notice unless the institution can show clear and sufficient reason for shorter notice.

The notice must include a rationale for the layoff ([Section 2.15.5](#)). Upon receipt of such a notice a faculty member must choose one of the three plans and in writing notify the Human Resources Office and appropriate Dean of the choice within 60 days from time of notice, unless the faculty member files a timely grievance alleging violation of this policy in respect to matters of Reduction in Force. In this case, the choice of severance [plan A or B](#) can be made only after the grievance is resolved and within 10 days from the time of resolution. Failure to notify the Human Resources Office within these time periods will automatically place the faculty in the third plan ([Plan C](#)).

The appropriate Dean will notify the faculty member in writing within 10 days of receipt of the faculty member's choice of severance [plan A or B](#) that the choice is acceptable or not. If not acceptable the faculty member may, within 10 days, refer the matter to the Provost/Vice President for Academic Affairs who will make the final decision in consultation with the Provost's Advisory Committee within 10 days of receipt of the referral. It is the intent of the university's severance policy to accept the faculty member's choice if at all possible.

- A. **Plan A.** In the first plan (Plan A) the faculty members would tender letters of resignation effective at the end of the terminal year. In exchange, a faculty member at the end of the terminal year would receive severance pay equal to one-eighteenth (1/18) of his/her terminal



year base salary for each year of service at GVSU, with a maximum of one year's severance salary, possibly spread over a 24-month period.

Years of Service	Maximum Period of Payment
1-3	6 months
4-6	12 months
7-9	18 months
10+	24 months

- B. **Plan B.** In the second plan (Plan B), the terminal year is waived. The faculty member receives one-seventh (1/7) of the present base salary for each year of service at GVSU up to a maximum of 1 & 1/2 years' pay. This amount would be spread over a period of time dependent upon length of service to GVSU according to the following schedule:

Years of Service	Maximum Period of Payment
1-3	6 months
4-6	12 months
7-9	18 months
10+	24 months

- C. **Plan C.** In the third plan (Plan C), faculty members would elect to have layoff status at the end of the terminal year which would entitle them to recall for the same position during the subsequent 24-month period. No severance pay is applicable in this option. ([Section 2.15.8](#) for applicable benefits.)

5. When layoffs are necessary, retention will depend on the following factors in order of priority:
- A. Ability to do the remaining work in the assigned area. The following will apply in order of priority:
    1. Advanced degree or terminal degree and/or teaching or professional experience in the field of assignment will be considered.
    2. Regular faculty will be retained before adjunct or temporary faculty.
    3. Tenured faculty will be retained before non-tenured faculty.
    4. Faculty with more satisfactory performance evaluations will be retained before faculty with less satisfactory performance evaluations. (See [Section 2.9](#).) However, where general performance equivalency exists, seniority will be the single most important criterion.
  - B. Seniority (however, the all-university faculty affirmative action ratios, female/male and minority/non-minority, will not decrease below the then present levels through the application of this seniority criteria.)
6. **Recall Rights.** Faculty on layoff status are entitled to recall for the same position during the subsequent 24-month period. During this 24-month period laid off faculty will be notified of and given an opportunity to apply for open positions, but not for presently filled positions. These faculty members will be given first consideration before any faculty vacancies are filled through external recruitment.

Recall rights are terminated when a faculty member on layoff:

- A. Does not reply within 10 calendar days of receipt of a registered letter concerning recall sent to the last known address; or
- B. Refuses to be available for an interview, or
- C. Refuses to accept an offer of a commensurate faculty position at Grand Valley; or

- D. Accepts satisfactory employment elsewhere; or
  - E. Has reached the end of the 24-month layoff period.
7. EAP staff members laid off, who are on leave of absence from faculty status in an academic unit, may exercise rights in the same manner as faculty in that unit.
  8. Faculty on layoff will have the option to remain in the group health insurance plan while on layoff status by paying full faculty cost, plus dependent cost if desired.
  9. Full-time faculty who presently have tenure and who choose a reduced workload under this section will retain their appointment rights.
  10. The declaration by the Board of Trustees of a bona fide financial emergency or condition of changing enrollment patterns is not grievable within the Grand Valley grievance procedure.
  11. A small (3 or 4 members) faculty committee will be appointed jointly by the ECS and the Provost/Vice President for Academic Affairs to provide advice concerning:
    - A. Areas for reduction by department/program;
    - B. Transfer/retraining options for faculty;
    - C. Voluntary options, i.e., retirement, resignations, severance pay;
    - D. Personnel recommendations from the deans;
    - E. Financial emergency and changing enrollment patterns declarations.
  12. If there is a faculty position opening at GVSU, the hiring unit, before advertising, must first exhaust the possibilities of transferring current faculty and recalling Grand Valley faculty from layoff status. The faculty committee advising the Provost and Vice President for Academic Affairs and the Provost/Vice President will monitor this process.
  13. When it is clear that the laid off faculty member desires such assistance, he/she will be made the focus of an appropriate effort by the university to the extent of resources available (Research and Development Center, Human Resources and Placement Offices) to help that person find suitable employment elsewhere.
  14. Tenure shall be considered to reside in GVSU and not in an individual unit.
  15. Seniority is defined as years of service at Grand Valley State University less unpaid leaves of absence. It is determined by the date of hire to a regular faculty appointment in a tenure-track or equivalent position at Grand Valley and the total number of years of continuous full-time service at GVSU. Any years of unpaid leaves of absence shall be subtracted from the total number of years of service.

## 2.16 **Grievance Procedure.**

1. **Definition of a Grievance.** A grievance is defined as any issue that pertains to promotion, granting of tenure, disciplinary action, non-renewals, terminations, implementation of reduction in force, or academic freedom. All other issues are defined as complaints and will follow the procedure outlined in [Section 2.18](#).
2. **Procedure.** A faculty member with an issue that could become a grievance will request a meeting with the Dean within ten days after learning of the incident upon which the issue is based. If the faculty member is not satisfied with the answer of the Dean, the faculty member may file a written grievance as follows:
  - A. **Step 1 - Appeal to the Dean.** The grievant will submit the grievance in writing to the Dean within ten days of the meeting or within twenty days of requesting the meeting, whichever is later. The written grievance will include the following:
    1. A citation of the part(s) of the policy alleged to have been violated.

2. A statement of the facts of the case.
3. A suggested remedy.

The written grievance may also contain any supportive materials or statements which the grievant feels are germane to the grievance.

The Dean will schedule a conference with the grievant within five days of the receipt of the written grievance. The Dean shall issue a written response to the grievant within five days of the conference. The response will include a summary of the conference and the decision of the Dean and the reasons for that decision.

- B. **Step 2 - Appeal to the Provost/Vice President for Academic Affairs.** If the grievance is not resolved at Step 1 the grievant may appeal the decision of the Dean to the Provost/Vice President for Academic Affairs within five days of the receipt of the Dean's decision. The appeal will include the written grievance as submitted at Step 1 and the response as issued at Step 1.

The Provost/Vice President will review the grievance and response and in the cases of dismissal or non-renewal of an appointment must have a conference with the grievant. Then the Provost/Vice President will issue a written decision within ten days of the receipt of the appeal or ten days of the date of the meeting between the grievant and the Provost/Vice President, whichever is later, and report this to the grievant, the dean, the chair of the grievant's unit, and, in matters involving reappointment, tenure, promotion or dismissal for adequate cause, the chair of the College Personnel Committee.

- C. **Step 3 - Appeal to the Grievance Committee.** If the grievance is not resolved at Step 2, the grievant may appeal the decision of the Provost/Vice President to a Grievance Committee (through the Human Resources Office), within five days of the receipt of the answer at Step 2. A Grievance Committee will then be selected according to [Section 2.17.1](#) and training scheduled. Upon completion of Grievance Committee Training ([Section 2.17.2](#)), the Committee will elect its chair and receive its charge.

The Grievance Committee will be convened to conduct a formal review and submit a recommendation to the President, except for grievances in which the Grievance Committee reports to the appropriate faculty committee (see [Section 2.17.3.B](#)). The appeal to the Grievance Committee will contain the written grievance as submitted at Step 1, the response as issued at Step 1, and the decision as issued at Step 2, if applicable.

The Grievance Committee shall schedule conferences with the grievant and people related to the grievance within ten days of the receipt of the charge from the Human Resources Office. Within 60 days of receiving the charge, the Grievance Committee shall submit a recommendation based on its findings. See [Section 2.17.1](#) for summer exception.

- D. **Step 4 - Decision of the President.** After receiving the recommendation of the Grievance Committee, the President will notify the grievant, the Committee, the Provost/Vice President, the Dean, the Associate Vice President for Human Resources, and, in matters involving reappointment, tenure, promotion or dismissal for adequate cause, the chair of the personnel committee of the final decision and rationale within ten days. In cases where the President's decision is not concordant with the recommendation of the Committee, the President will present the reasons for the decision, in writing, to the Committee, the grievant, the Provost/Vice President and, at the discretion of the President, those directly involved in the grievance. If the decision involves a personnel action normally reported to the Board of Control, the President will advise the Board at its next meeting that the decision differs from the recommendation of the Grievance Committee.

3. **Miscellaneous Provisions.**

- A. **Time Limits.** All grievances shall be considered permanently resolved if not submitted by the grievant at the next step within the prescribed time limits. Time limits may be extended by mutual agreement.

- B. Definition of Day. Within the grievance procedure references to day shall mean Monday through Friday and shall not include the day on which an appeal is made or a response is offered.
- C. Participants. The grievant may choose to be accompanied by a colleague. However, legal counsel may not attend.

2.17 **Grievance Panel, Grievance Committee and Their Procedures.**

1. **Establishment and Composition of the Grievance Panel.** A Grievance Panel will be established, composed of six (6) faculty members elected from each of the College of Liberal Arts and Sciences, College of Engineering and Computing, Seidman College of Business, two (2) members each from the College of Education, Kirkhof College of Nursing, and the College of Community and Public Service; and one (1) faculty member from the Library.

All faculty members eligible for or holding tenure are eligible to vote for its College representatives to the Grievance Panel. Deans and other administrative officers will not be eligible to vote or be elected to the Grievance Panel. All panel members will be elected for staggered, three-year terms.

For a particular grievance, a Grievance Committee of four members chosen by lot drawn by the Associate Vice President for Human Resources and the Chair of the Academic Senate will be activated from the Panel to hear the case. The four members will be distributed as follows: one from the grievant's College and three chosen from the remaining Colleges.

The Associate Vice President for Human Resources and the Chair of the Academic Senate may exclude certain members of the panel from being on a Grievance Committee for reasons of unfair bias or conflict of interest either for or against the aggrieved person. The Associate Vice President for Human Resources will activate the Grievance Committee. The Grievance Committee will elect its own chairperson who will submit in writing the findings and recommendations of the committee concerning the case to the following individuals:

- President of the university
- The grievant
- The Provost/Vice President
- The Dean
- The Chairperson of the Personnel Committee, in matters involving reappointment, tenure, promotion or dismissal for adequate cause
- The Associate Vice President for Human Resources.

Grievance Committees do not normally meet during the summer between the end of the winter semester and the beginning of the fall semester. Grievances already under consideration by a Committee will be completed. Any grievance regarding the termination of a faculty member's employment in which the grievant's employment would terminate prior to the fall semester will be heard during the summer. This may necessitate the drawing of a Committee from those Panel members with summer appointments and if this is not sufficient the selection of new Panel members by the College.

2. **Faculty Grievance Committee Training.** Prior to receiving the charge to hear a faculty member's grievance, the Grievance Committee selected to hear the grievance will be required to meet for Grievance Committee training. This training will not include a review of the grievance to be considered by the Committee but will include the following.

- A. Topics:
1. Review of grievance section of Faculty Handbook.
  2. Discussion of the process.
  3. Role, function and responsibility of the Grievance Committee.
  4. Role of the Grievance Committee Chair.
  5. Rules.

- a. tape recording
    - b. witnesses and participants
    - c. minutes
    - d. deadlines and extensions
    - e. records
    - f. confidentiality
  6. Conducting an investigatory hearing.
    - a. interviewing witnesses
    - b. attorneys, colleagues and others attendance
  7. Deliberations of the Grievance Committee.
  8. Getting advice during the process.
  9. Writing the report and distributing the report.
  10. Closing the file.
- B. The Associate Vice President for Human Resources is responsible for coordinating this training. Other individuals, such as legal counsel, may be used as appropriate. Those likely to be involved in the grievance as witnesses or Grievance Committee members will not be used for training.
3. **Function and Procedures of the Grievance Committee.** The Grievance Committee will function to review and make recommendations about a grievance.
- A. Its function is normally to determine that the prior decisions in the case before it have been arrived at in accordance with the established procedures and with the educational and professional objectives of the university but may also include a substantive re-examination of the case. If the Grievance Committee should conclude that these conditions were not met in the case, or disagrees with prior decisions, it must include in its recommendation to the President the reasons for this conclusion as well as a request that the President require the appropriate officer or the chairperson of the College Personnel Committee, in matters involving reappointment, tenure, promotion or dismissal for adequate cause, to determine and implement an appropriate redress based on the merits of the Committee's findings in the case.
- B. The Grievance Committee normally reports to the President; however, in cases which concern actions not involving adequate cause, when these actions are negative actions supported as such both by the College Personnel Committee and the Dean, the Grievance Committee will review the grievance exclusively for the purpose of reporting back to the College Personnel Committee on the question whether the grievant received adequate consideration in terms of the standards and procedures relevant to his case. There shall be no further recourse for such a grievance.
- C. The Grievance Committee will carefully observe that the burden of proof in all cases of action for adequate cause lies with the university; and that in all others, it lies with the grievant. In these latter cases, the grievant will have to show that the action was taken in violation of academic freedom or university procedures, or that the reasons given for the action, if requested, were inadequate.
- D. The responsibilities of the Grievance Committee are:
1. To review the written grievance for legitimacy (see Definition of Grievance).
  2. To hear statements from all persons involved in the grievance and/or any other persons who may clarify issues pertinent to the grievance.
  3. To establish the facts.
  4. To determine whether prior decisions have been made in accord with established procedures and with the educational and professional objectives of the appointment structure where the case arose.
  5. To report its findings and recommendations to the President (subject to [Section 2.17.3B.](#)).

Tape recordings or stenographic records will be made of the hearings of the Grievance Committee, and the grievant may attend meetings of the Committee when testimony is being taken.

- E. Procedures of the Grievance Committee. The Grievance Committee and the grievant and other persons related to any grievance should be, at all points in their deliberations, alert to informal opportunities for settlement satisfactory to those involved in the grievance. At any point in the proceedings, the grievant may withdraw the grievance by written notice to the chairperson of the Grievance Committee.

The Committee shall conduct the formal review in such a manner that will allow it to render a responsible judgment about the grievance. Its obligation to render such a judgment entitles it to full cooperation by faculty colleagues and administrative officers. The Committee should hear statements from all those involved in the grievance and/or any other persons who may clarify issues pertinent to the grievance. Statements of witnesses not appearing at the hearing may also be received, provided such statements have been made available to the grievant and other relevant persons to the hearing prior to the hearing. In all other respects the hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence that is of probative value in determining the issues involved. Every possible effort will be made to use the most reliable evidence available. In the case of lack of unanimity, the Committee may report with a minority report or reports included.

- 4. **Contents of the Report of the Grievance Committee.** The report of the Grievance Committee will contain:

- A. A statement of membership.
- B. A statement of the grievance.
- C. A statement of its activities.
- D. A statement of its findings.
- E. A statement of its recommendations.
- F. Records of the hearing, including tape recordings and/or stenographic records.
- G. Copies of any data used in its findings.

- 5. **Records of the Grievance Committee Cases.** Upon completion of a grievance, the chairperson of the Grievance Committee will submit a copy of the report and all data and communications regarding the grievance to the Associate Vice President for Human Resources who will maintain a file of such reports in an appropriate filing space provided by the university Human Resources Office. Any request to review these files should be submitted to the Associate Vice President for Human Resources.

## 2.18 **Complaint Procedure.**

- 1. **Definition of a Complaint.** A complaint is defined as an issue that is not an appropriate subject for a grievance as defined in [Section 2.16](#). Complaints include, but are not limited to, scheduling, location, and remuneration.
- 2. **Procedure.** A faculty member with an issue that could become a complaint will request a meeting with the Dean within ten days after learning of the incident upon which the issue is based. If the faculty member is not satisfied with the answer of the Dean, the faculty member may file a formal written complaint as follows:
  - A. **Step 1 - Appeal to the Dean.** The faculty member will submit the complaint in writing to the Dean within ten days of the meeting or within twenty days of requesting the meeting, whichever is later. The written complaint will include the following:
    - 1. A statement of the complaint.
    - 2. A statement of the facts of the case.
    - 3. A suggested remedy.

The written complaint may also contain any supportive materials or statements that the faculty member feels are germane to the complaint.

The Dean will schedule a conference with the faculty member submitting the complaint within five days of the receipt of the written complaint. The Dean shall issue a written response to the faculty member within five days of the conference. The response will include a summary of the conference and the decision of the Dean and the reasons for that decision.

- B. **Step 2 - Appeal to the Provost/Vice President for Academic Affairs.** If the complaint is not resolved at Step 1, the faculty member may appeal the decision of the Dean to the Provost/Vice President within five days of the receipt of the Dean's decision. The appeal will include the written complaint as submitted and the response as issued at Step 1.

In his or her sole judgment, the Provost/Vice President may convene a panel of faculty to review a complaint and provide an advisory opinion to the Provost/Vice President. A copy of the complaint advanced to the Provost/Vice President will be provided to this faculty panel. The faculty panel will have twenty (20) days to review the complaint and submit its advice, in writing, to the Provost/Vice President. The faculty panel shall not investigate the matter nor interview anyone especially the faculty member who submitted the complaint.

The faculty panel will be composed of one faculty member from the College of Liberal Arts and Sciences, College of Engineering and Computing, College of Health Professions and Seidman College of Business; one faculty member from the College of Education, Kirkhof College of Nursing, and College of Community and Public Services; and one faculty member from the Library. Members of the faculty panel cannot also be currently serving on the Grievance Panel.

The Provost/Vice President will review the complaint, response and may have a conference with the faculty member. Thereafter, the Provost/Vice President may convene a faculty panel. Then the Provost/Vice President will issue a written decision within ten days of the receipt of the appeal or the receipt of the statement of advice from the faculty panel or ten days of the date of the conference with the complaining faculty member, whichever is later.

#### **[4.03 Faculty Salary / Benefits (Section 2.20 of Chapter 4 in the *Administrative Manual*)]**

##### **2.20 Salary Administration**

1. **Compensation Service.** Compensation rates for faculty will normally be set on an academic year basis except for library faculty. A compensable pay period will be any period when one has fulfilled all of his/her assigned responsibilities. For all or any part of such period when a faculty member has failed to meet the requirements of compensable service he/she will incur a proportionate forfeiture at the per day rate of 1/190 of his/her academic year rate or in the case of library faculty 1/260 of his/her annual rate. Faculty on an academic year pay basis, who terminate prior to the end of the academic year will be paid 1/2 of his/her base academic year rate for each full academic term of service. Faculty who terminate during an academic semester will be paid 1/190 of his/her academic year rate for each day of completed service during that semester. There are normally 95 payroll days during each semester including vacation and holidays. University contributions to all benefit plans shall be on the basis of base academic year rate or, in the case of library faculty, on base annual rate. Faculty on academic year appointments may elect to have their base salary paid over 9 or 12 months in biweekly installments starting with the first pay period of the fall semester. For purposes of Section 2.20, the academic year or fiscal year begins August 15.
2. **Starting Rates.** Starting rates for faculty will be administratively set within the approved salary range for the position by the appointing officer in consultation with the Human Resources Office. The minimum rate will normally apply for new faculty possessing qualifications not significantly above the minimum required. Additional allowances above the minimum may be made for completion of all course work toward the doctorate except the dissertation, completion of the doctorate, and for each year of full-time teaching at the level of instructor or above at a four-year, baccalaureate degree granting institution or above or equivalent professional experience.

Exceptions to this policy because of special market conditions or within highly specialized fields must be approved in advance by the Provost/Vice President for Academic Affairs.



3. **Extra Compensation.** Extra compensation, except as provided in [Section 2.30.7](#) (Alternate Service), is determined as follows:
    - A. For extra semester situations for faculty on academic year appointments extra compensation shall be calculated according to the following method:
      1. For 1 through 3 equivalent contact hours, 4.17 percent of the individual's previous academic year's base salary per equivalent contact hour or 12.5 percent for 3 credits.
      2. For 4 through 6 equivalent contact hours, 3.33 percent of the individual's previous academic year's base salary per equivalent contact hour or 10.0 percent for 3 credits.
      3. All additional credits are at the rate of \$600.00 per credit.

In this section, an equivalent contact hour, as defined in the full-time teaching load definition, is equal to one contact hour taught in lecture, discussion or lecture-discussion format; two equivalent contact hours are equal to three contact hours taught in laboratory or studio format.
    - B. Faculty who teach courses outside of and in addition to their normal full-time responsibilities shall be paid extra compensation at the rate of \$600.00 per credit hour per semester. This amount shall be appropriately prorated for teaching more than or less than three credits or where responsibility is shared with other faculty.

Faculty teaching courses off-campus shall be reimbursed for actual and reasonable expenses above those normally associated with transportation to and from the university in accordance with the university travel policy.
  - C. Extra compensation for faculty for other than teaching and related responsibilities shall be determined by the Appointing Officer with the approval of the Provost/Vice President for Academic Affairs.
4. **Pay Adjustments.** Salary advancement within the salary range for the same position will normally be based on meritorious service and length of service. Adjustments will normally take effect at the beginning of each academic year, or if appropriate, each fiscal year.
  5. **Promotional Increments.** Faculty who are promoted shall receive, in addition to their regular salary increase, the indicated promotion increment or no less than the minimum of the salary range of the new rank if the combination of the regular increase and the promotion increment fall below the minimum.

Promoted to

Assistant Professor	\$1,000
Associate Professor	\$2,500
Full Professor	\$3,500

## 2.30 **Benefits.**

1. **Holidays.** For faculty the following days are university holidays: (usually including the Friday preceding any such holiday which falls on Saturday and the Monday following any such holiday which falls on Sunday)
 

New Year's Day	Thanksgiving
Memorial Day	day following Thanksgiving Day
Independence Day	day preceding Christmas Day
Labor Day	Christmas Day
day preceding New Year's Day	

Two (2) floating holidays scheduled during the Christmas break; plus up to two (2) additional floating holidays scheduled during the Christmas - New Year's break, if the university is officially closed.

A faculty member is not eligible for holiday pay if the holiday occurs during an unpaid leave of absence, or if he/she is absent immediately before or after the holiday for an unapproved reason, or the holiday occurs during a time when he/she is not on pay status.

2. **Vacation.** Vacation for faculty members on academic year appointments is limited by the academic calendar and is not accrued. Faculty on annual appointments accrue vacation at the rate of five days per calendar quarter of completed service. A prorated number of days for a partial quarter of service will be computed when necessary. Approval of the use of accrued vacation is the responsibility of the appropriate unit head. Vacation time may not be charged until it is earned. Faculty with accrued vacation terminating their employment will be eligible for their accrued vacation, not to exceed 20 days, provided at least four weeks' notice of their intent to leave is received. Up to 20 days of accrued vacation may be carried from one calendar year into the next.
3. **Salary Continuation.** The university will provide to the extent described below a salary continuation program for full time faculty which is designed to provide salary protection in the event of personal circumstances which do not allow a faculty member to continue work. This program is intended only as a form of insurance and is subject to careful scrutiny of each appointing officer. The appointing officer may require proof that any absence at any time is appropriate. Salary continuation may be approved only for the following reasons:
  - A. Faculty member's childbirth, illness, injury, hospitalization, and appointments pertaining to health. In cases of injuries compensable under worker's compensation or no fault auto insurance, salary continuation may be used to the extent that the payments fail to equal the faculty member's regular base earnings.
  - B. Faculty member's child, step child, foster child, spouse, or parent's illness, injury, hospitalization and appointments pertaining to health (limited to a reasonable amount).
  - C. The death of a faculty member's child, stepchild, foster child, spouse, brother, brother-in-law, sister, sister-in-law, parent or parent-in-law, grandparent or grandparent-in-law.
  - D. Attendance at a funeral other than above (maximum one day).
  - E. Inclement weather causing unusually hazardous conditions which necessitates the closing of the university.

All full-time faculty members will be allowed compensation at their regular base rate of pay for an absence that falls under paragraph "A" above for the entire absence period not to exceed six months from the date of illness, injury or hospitalization. No salary continuation as such will be accrued or reported although each appointing officer will be responsible for the equitable application of the policy.

4. **Sabbatical Leave.** Sabbatical leaves are intended primarily to encourage and promote the professional growth of those with faculty status and to enhance their teaching and scholarly effectiveness. Sabbaticals are a part of the university's responsibility in relation to faculty growth and development. Such leaves contribute to the accomplishment of these ends by enabling the faculty to undertake specific, planned activities involving study, research, or creative work of mutual benefit to the applicant and to the Grand Valley State University. The providing of resources necessary for sabbatical leaves is a high priority for the university.
  - A. **Eligibility.** Sabbatical leave may be granted after six consecutive years of full-time service. Such leave may not be awarded to the same person more than once in seven years and leave time shall not be cumulative. Up to two years of full-time service, on a regular appointment with full faculty status, at the rank of instructor or above, or its equivalent, at other accredited institutions of higher education shall count toward fulfillment of the eligibility period. Upon receiving tenure, credit similar to that granted to full-time, regular faculty who are entering from other institutions may be granted to those who served as full-time visiting Grand Valley faculty at the rank of instructor or above and who moved into a tenure track faculty position without a break in Grand Valley service. Only tenured Grand Valley faculty are eligible to receive a sabbatical.

Time spent by research advisors and principal researchers should count toward eligibility for sabbatical award. Persons who have had regular faculty appointments at GVSU but have also been a research associate for no more than three years will be able to count these years toward sabbatical eligibility. If a person has been a research associate more than three years, the Research and Development Committee will compare the work done by that research associate to regular faculty responsibilities to see whether any or all of the years spent by the person as a research associate should count toward eligibility for sabbatical.

In computing consecutive years of service for the purpose of establishing eligibility, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absence other than vacation leave and sick leave will not ordinarily be included but shall not be deemed an interruption of otherwise consecutive service.

In the case of the faculty member on leave from a faculty position to hold an administrative position at Grand Valley, time on leave from the faculty position in the administrative position (up to three years) will be counted toward sabbatical eligibility, 1) if a faculty member returns to the faculty position, and 2) if the faculty member's unit so recommends.

Sabbaticals have profound staffing and personnel implications for divisions, hence decisions on granting sabbaticals should be made within the divisions, using the processes and criteria specified in the *Administrative Manual* for personnel decisions. The Research and Development Committee is appropriately involved in two possible ways: (1) to review the requests for *funds* that sometimes accompany the request for sabbatical release time, and (2) to advise the Provost if institutional funding considerations preclude granting all the sabbaticals recommended by the deans in a given year.

By April 1 each year the Human Resources Office will provide the academic deans with the names of faculty members eligible to apply during the coming Fall Semester. The deans then send a notice to each eligible person as a reminder, offering assistance in refining plans and indicating sources of relevant information.

B. **Application and Approval Process.** Decisions on granting sabbaticals are made within the division, using criteria listed below ([Section D](#)). The Research and Development Committee is involved only in the two following circumstances:

- (1) A request for funds (travel, equipment, etc.) accompanies the application for the sabbatical leave proposal.
- (2) The number of approved sabbatical proposals is judged to exceed the university's ability to fund all of them. The Research and Development Committee will then be directed by the Provost to carry out the procedures specified in [Section F](#). The Provost will direct the Research and Development Committee to carry out procedures in [Section F](#), and will notify the Faculty Salary and Budget Committee of inadequate funding (see [F.1.](#)).

1. **Timetable for Approval Process.**

Proposals should be submitted in accordance with the timetable for consideration of other personnel decisions during the Fall Semester:

October 15: applicants submit proposals to unit (including amendments, if any);

November 1: units submit recommended proposals to College Personnel Committee;

December 1: College Personnel Committee forwards recommended proposals to the Dean;

December 15: Dean forwards recommended proposals to Provost and (where funds are requested) to the Research and Development Committee;

January 21: Research and Development Committee forwards recommendations to Provost;

February 1: Provost forwards decisions to the President and informs deans and Research and Development Committee.

2. Applicants shall submit eight (8) copies of their proposals. Application forms are available at the Research and Development Office. One of the copies should be signed by the appropriate authority at each reviewing level.
  3. At each level of review, the proposals shall be evaluated with reference to the conditions and criteria specified in [Section D](#). Any reviewing group or person who reaches a negative recommendation on a proposal must convey that fact and reasons for it in writing to all previous levels of review within two (2) working days of the recommendation.
  4. Applicants whose proposals have been rejected may appeal to the next level of review within five (5) working days of their receipt of the reasons for rejection.
    - a. If the proposal is *approved* on appeal, a written explanation of the reasons for the approval will be sent to the previous level(s) of review and to the applicant; written record of both the positive and negative recommendations will accompany the proposal when it is forwarded to the next level of review;
    - b. If the proposal is *rejected* on appeal it dies for that academic year and may not be considered by higher levels of review.
  5. Applicants who seek *financial support* in addition to release time will have their requests for funds reviewed by the Research and Development Committee, so they must develop their proposals in accordance with the most recent edition of *The Guide to Research and Development Center*.
  6. Members of the College Personnel Committee and the Research and Development Committee may not take part in the deliberations and vote on their own proposals.
- C. **Remuneration.** Faculty on academic year appointment shall receive full academic year base salary when on leave one academic semester and fifty percent of academic year base salary when on leave two academic semesters. Faculty on annual appointment shall receive full fiscal year base salary when on leave for a period of up to six months and fifty percent of fiscal year base salary for a period of seven to twelve months. Applicants for sabbatical leave must specify other salaries, grants, fellowships, or financial support they expect to receive (or do receive) during the period of the leave. The combined incomes from such sources and the sabbatical grant shall not exceed the faculty member's normal salary plus expenses incurred because of the sabbatical leave. The recipient is expected to return to a regular appointment with Grand Valley for at least one academic year (or twelve months in the case of faculty on twelve month appointments) after the sabbatical period.
- D. **Conditions and Criteria.** A sabbatical proposal shall show promise that it will enhance the teaching, research or professional capabilities of the applicant. The sabbatical project, except in unusual cases, should require that the recipient spend a substantial part of their time off campus with a lengthy period of continuous release from normal responsibilities. The sabbatical leave will normally provide an opportunity for work in a different environment in order to learn, develop, or perfect understandings or skills which will improve the applicant's teaching and professional competence. The sabbatical project should not be accomplishable in shorter intervals with other forms of assistance available. A request for sabbatical leave must be accompanied by a well developed proposal for use of the leave time; the proposal shall conform to some or all of the criteria listed below:
1. A planned effort to retrain professionally.
  2. Development of new capabilities for teaching or research.
  3. A synthesis or development of prior effort or experiences.

4. Concern with a significant problem, area, or issue in the field of study.
5. Promise of a significant contribution to the subject under study or problem undertaken.
6. Practice of skills or application of research result which deepens or extends the applicant's professional capabilities.

Exceptional proposals not otherwise in conformity with the criteria shall be judged according to the standards and needs of the appointment structure in which the applicant has his/her major appointment.

- E. **Format.** In addition to the conditions and criteria that will be used in evaluating sabbatical proposals, several requirements in the presentation of the sabbatical request shall be observed. These are:

1. Arrangements for the proposed leave and a timetable of activities shall be clearly stated in the proposal. If the project requires collaboration with other institutions or persons, the collaboration must be described in the proposal and evidence provided that the institutions or persons involved agree with the arrangements.
2. A proposal must have a clear conceptual focus. Goals and objectives of the leave shall be stated.
3. A proposal shall be specific about the academic purpose of the leave.
4. A proposal shall cite evidence of academic preparation that contributes to its feasibility. There shall be a thorough attempt by the proposer to search the literature and to place the planned activity in the context of that literature.
5. A clear relationship between the proposed sabbatical leave and a proposer's academic unit shall be demonstrated.
6. Reports of the applicant's previous sabbaticals will be reviewed.

- F. **Selection Process When Not All Recommended Sabbaticals Can Be Awarded.** There are two circumstances when not all recommended sabbaticals can be awarded: (1) inadequate funding, and (2) staffing problems.

1. **Inadequate Funding.**

In the event the university anticipates that the number of recommended sabbaticals requires funds greater than the amount available for support, the Provost will notify the Chair of the Faculty Salary and Budget Committee and, Chair's request explain the financial situation to the Chair or the Committee. The Committee's recommendation will be submitted by the Chair to the Provost within seven (7) calendar days. At the time of notification, the Provost will also notify the Research and Development Committee to begin the procedure described below.

- a. The Research and Development Committee will use the eligible sabbaticals to establish three pools: A) those applicants who have at least six years of consecutive service at Grand Valley, B) those applicants who have five years of consecutive service at Grand Valley and, C) those applicants who have four years of consecutive service at Grand Valley.
- b. The funds available will be used as follows: the eligible sabbaticals in pool A will be funded first, then those eligible in pool B, and finally the eligible sabbaticals in pool C.
- c. If the funds available do not cover all of the requests within any one of the pools, but there is enough funding for at least one proposal in that pool, then the sabbatical proposals will be ranked in priority order by the appropriate divisional personnel committee considering the conditions and criteria in [Section D](#) and other relevant circumstances.
- d. The Research and Development Committee will use these rankings in their determination of sabbaticals to be funded.

2. **Staffing Problems.**

Upon determination of a staffing problem by the appointing officer after consultation with the appropriate unit head, the following procedure will be observed:

- a. The Unit Head will submit a plan to the appointing officer indicating how the work of each applicant will be covered if his/her sabbatical is approved.
  - b. The unit will rank the sabbaticals considering the conditions and criteria in [Section D](#) and other relevant circumstances. This ranking will be forwarded to the College Personnel Committee and appointing officer with a written explanation.
  - c. The decision not to award a sabbatical because of staff problems will be made by the appointing officer after consultation with the College Personnel Committee and the appropriate Unit Head.
  - d. Applicants who are not awarded sabbaticals because of staffing problems will receive a written explanation from the appointing officer.
3. **Status of Delayed Sabbaticals.**
- a. Applicants who are not awarded sabbaticals because of inadequate funding or staffing problems are invited to reapply the following year.
  - b. If an applicant's sabbatical is delayed because of staffing or funding problems, he/she will be given priority within their pool for the following year, assuming his/her proposal is recommended. If a person who is delayed in taking a sabbatical leave because of staffing or funding problems is granted a sabbatical in a later year, that person will not be required to wait an additional 6 years from the later date before becoming eligible to apply for another sabbatical, but will be eligible to apply 6 years from the previous eligibility year.
- G. **Alteration of Project.** If a faculty member should desire to alter the original project approved for the sabbatical leave by the Provost, then the faculty member must submit a revised proposal to the appropriate College Personnel Committees and the Research and Development Committee at least a full semester before the sabbatical would have commenced.
- If a faculty member should decide not to take a sabbatical leave which has been approved by the Provost, then the faculty member must so inform the dean of the appointing unit at least a full semester before the sabbatical would have commenced. If the faculty member cancels a sabbatical leave later than a full semester before the start of the leave, the dean shall be free to deny the request. This deadline may be waived in very unusual circumstances.
- H. **Final Report.** Each faculty member returning from sabbatical leave will provide a written account of the sabbatical activities and accomplishments and deposit copies with his/her appointing officer, the Provost, the President, the Research and Development Center, and the library. The report shall be filed no later than the end of the first semester after return to campus and shall include an account of the financial remuneration received during the sabbatical leave.
- I. **The Research and Development Committee.** The committee shall consist of two faculty members representing different disciplines elected from each of the divisions of Arts and Humanities, Science and Mathematics, Social Sciences, and Seidman School of Business; two members total from the Schools of Education, Nursing, and Social Work according to a schedule of rotation to be established by the Executive Committee of the Senate; one member from the library, and the Director of the Research and Development Center. The chairperson will be appointed from this group by the Provost or his designee. The term of office shall be two years, with staggered terms. Elections will be held in the Winter Semester, with terms to commence in the Fall Semester.

The Research and Development Committee shall be responsible for reviewing sabbatical leave policies and procedures and shall recommend changes, when needed, to the UAS. It shall also facilitate ways in which returning faculty can make new knowledge and insights available to the Grand Valley community.

5. **Leaves of Absence with Partial Pay.**

- A. **Jury Duty.** A faculty member who loses time from his/her assigned responsibilities because of jury duty will receive the difference between his/her pay for jury duty and his/her regular base pay if such service occurs at a time when the faculty member is on pay status.
- B. **Military Duty.** A faculty member who loses time from his/her assigned responsibilities because of military training as a reservist or National Guardsman or due to a civil disturbance, not exceeding four weeks per year, will receive the difference between his/her military base pay and his/her regular pay if such service occurs while the faculty member is on pay status.

6. **Leaves of Absence without Pay from the University.** A faculty member may request a leave of absence without pay for educational, medical, or personal reasons for a period of from one to twelve months. Such request shall be approved by the appointing officer. Any accrued benefits will be protected during the leave although additional benefits will not accrue. The faculty member may continue existing group benefits with the appropriate university's contribution. Contribution to the retirement plan will not accrue during the leave period. In case of medical leave the university may require a physician's statement concerning the faculty member's ability to perform his/her assigned responsibilities either before departure or just prior to returning to active employment.

Absences without pay for a period of less than one month will be considered as lost time and are subject to the approval of the appointing officer.

7. **Alternate Service.** Faculty on academic year appointments may fulfill their full academic year responsibilities on the basis of working any two of the three academic semesters without loss of base academic year salary with the balance of the year considered vacation. A faculty member who serves in a full time capacity for an additional (third) academic semester, without additional compensation, shall be entitled to a compensatory equivalent semester of vacation during the subsequent academic year at the compensation level in effect when the vacation was earned, if all arrangements are approved by the appointing officer, the provost, and the president in advance. Should, due to a change of circumstances, a faculty member who has fulfilled the prior service obligation be allowed to work during the semester he/she expected to be on vacation, all such work shall be at a rate and under the conditions described in [Section 2.20.3](#).

8. **Group Life, Medical and Dental Insurance.** The university will provide coverage for all faculty appointed one-half time or more and their dependents to the extent of the group insurance policies in effect providing the faculty member's appropriate payments are maintained. The schedule of benefits provided and their cost are described in materials available through the Human Resources Office.

9. **Group Disability.** All full time faculty are eligible to participate in the total disability benefits program subject to the provisions of the master contract. The benefits provided are described in materials available through the Human Resources Office.

10. **Retirement.**

- A. **University Base Plan.** Effective July 1, 1996, regular faculty and executive, administrative and professional staff with appointments of one-half time or more will be eligible to participate in the base retirement plan comprised of three investment alternatives:
- 1) Teachers Insurance and Annuity Association (TIAA),
  - 2) College Retirement Equities Fund (CREF),
  - 3) Fidelity Investments - institutional retirement plan

Eligible faculty and staff will begin participation immediately upon employment. Participants are fully vested after completion of two years of employment.

The university will make a contribution equal to 12% of the participant's base salary. No contribution is required from the faculty or staff member.



Participants may elect an allocation of their university contribution among the three investment alternatives once a year. Allocation changes within those alternatives will be allowed as frequently as permitted by that carrier.

The normal retirement age used as a basis for calculating a full benefit is age 65. There is no mandatory retirement age.

A more detailed description of the base retirement plan related to pay out options, availability of funds and allocation changes and transfers within funds is contained in materials available in the Human Resources Office.

- B. **Supplemental Retirement Accounts.** All regular faculty and staff may elect to have the university provide payment for tax deferred saving plans which qualify for IRS Code Section 403(b) and beginning July, 1, 2002 section 457(b) status through companies approved by the university. Faculty and staff can defer in such amounts as permitted by IRS Code Section 403(b) and 457(b). The election of such a benefit in no way affects the faculty or staff member's mandatory participation in the university's retirement program. The university retains the right to modify or terminate this optional deferral program upon reasonable notice to faculty and staff.
- C. **Medical Insurance for Retirees.** As modified July 1, 1996, the university will provide a medical insurance plan for official retirees. An official retiree (including early retirees) for purposes of this benefit, will be defined as any regular university faculty or staff member who is employed by the university at the time of retirement, who is vested in a university sponsored retirement plan and whose years of university service and age total a minimum of 75.

Official retirees will be reimbursed for participation in the plan based on years of service.

Benefits will also be provided to the spouse of the retiree based on the same formula, less the dependent charge. The materials describing the program are available through the Human Resources Office. The university retains the right to modify or terminate this plan upon reasonable notice to faculty, staff and retirees.

11. **Tuition Reduction Programs.**

- A. **Academic Participation for Faculty, Staff and Retirees.** Effective fall semester, 1988, a regular faculty or staff member may with approval of his/her supervisor, enroll in Grand Valley State University courses tuition free, one of which may be taken during working hours each fiscal year. Retirees may enroll with the approval of the Human Resources Office. The materials describing the program are available through the Human Resources Office.
- B. **Reduced Tuition for Spouses and Eligible Dependents of Faculty, Staff and Retirees.** Effective fall semester, 1988, spouses and eligible dependents of regular faculty, staff and retirees are eligible for a 50 percent reduction of their tuition costs for all Grand Valley State University courses. Spouses and eligible dependents of regular faculty, staff and retirees who use this benefit are subject to the admission and academic requirements of the university. The materials describing the program are available through the Human Resources Office.

- 12. **Flexible Spending Accounts.** Faculty may elect once a year to participate in the Flexible Spending Accounts pursuant to the plan established under IRS Code Section 125. The materials describing the program and its options are available through the Human Resources Office. The university retains the right to modify or terminate this program upon reasonable notice to the faculty members.

- 13. **Adoption Assistance.** Effective January 1, 2001 all regular full time and part time faculty and staff are eligible for adoption assistance. The benefits provided are described in materials available through the Human Resources Office.



## **Chapter 5 Faculty Evaluation Procedures, and Faculty Salary Adjustment and Benefit Programs**

### **5.01 Faculty Evaluation Procedures:**

#### **A. Student Course Evaluations**

Normally, student evaluations of each course are completed each semester.

#### **B. Peer Evaluations**

Peer recommendations with reference to salary adjustments are invited each year. Peer evaluations are required for all contract renewals, promotion, and tenure decisions. See process in [Chapter 4, Section 2.3 to 2.10 of the Administrative Manual](#).

#### **C. Tape Recorders**

Tape recorders are not permitted at the meetings held during the evaluation process except where specifically required, as in the hearings of a grievance subcommittee.

#### **D. Collegiality**

In a recent court judgment collegiality in an academic evaluation context was defined as "the capacity to relate well and constructively to the comparatively small bank of scholars in whom the ultimate fate of the university rests." It is not a fifth evaluation criterion. Only the four specified in the General Personnel Policies are appropriately part of the evaluation process. Although civility and mutual respect are still very important, it does not refer to one's view of a person's social skills or position on controversial issues, which are not appropriately part of the evaluation process. However, collegiality is relevant as a qualitative standard to be applied, with others of course, in the evaluation of performance of the four criteria in the General Personnel Policies. A faculty member's sharing an innovative teaching method with colleagues, assisting another with his or her scholarly project, and participating in University functions such as Fieldhouse Advising, are examples of collegiality that are related to the evaluation criteria of teaching effectiveness, professional achievement, and unit and University service, respectively.

#### **E. Written Performance Expectations**

Each unit will develop written performance expectations (for contract renewal, tenure, promotion, and sabbatical leave) of all unit faculty as appropriate to various ranks. These expectations should be specific to the disciplinary focus of the unit but compatible with the performance expectations of all faculty as expressed in the Faculty Handbook and of the college/school in which the unit is housed.

#### **F. Faculty Activity Reports and Workload Plan**

Annually, each faculty member will prepare a Faculty Activity Report for the preceding year and the Workload Plan for the next year, addressing how his/her activities and achievements comply with the general expectations of the unit, college/school, and the university. The Faculty Activity Reports and Workload Plans will be reviewed by the unit head and the dean of the college/school (or by a designee of the dean) for consistency with unit and college/school expectations.

#### **G. Contract Renewals, Promotion and Tenure Decisions**

The process for personnel evaluations for contract renewals, promotion, and tenure decisions is outlined in Chapter 4 of this Handbook, Sections 2.3 to 2.10, which is reprinted from [Chapter 4 of the Administrative Manual](#). The material in this section provides guidance in implementing those processes.

For purposes of the GVSU Faculty Handbook, the following terms and definitions apply. "Regular faculty" refers to those individuals holding regular faculty rank as defined in section 2.5 whether they are tenured or untenured; "vote" means a yea or nay vote with abstentions counted as non-votes; "shall not" has the same meaning as "may not"; and ex-officio means with voice but not with vote. A simple majority is one vote greater than 50% of the eligible unit regular faculty members as defined in 2.10.7 B. The Unit Head or Designate(s) refers to the member or members designated by the unit to carry out the personnel review process, as specified in Section 2.10.7 A.

1. Evaluation Principles. The evaluation process is designed to create an open, uniform, and equitable procedure for the review of faculty by their peers. The central principle of this process is to have an

informed, candid, and open job-related discussion of the candidate in a unit meeting followed by a unit vote and written recommendation. This is accomplished by the following steps given in outline form (specific details for each step are in the relevant sections):

- a. The submission by the unit head and the candidate to the unit of materials necessary for the action under consideration.
  - b. An agenda for a unit meeting based on the candidate's review materials and unit regular faculty's input after review of the candidate's materials. This input should address both the candidate's achievements and the writer's concerns as to how the candidate has addressed the criteria for review.
  - c. A unit meeting where the strengths and weaknesses of the candidate are discussed followed by a unit vote on the personnel action. The first motion for a vote on the personnel action under consideration is for the action (for renewal for two years, for promotion, or for tenure).
  - d. A unit recommendation prepared after the unit meeting based on the discussion and written comments. This recommendation is submitted to the Dean.
  - e. A review of the unit action by a College/Library Personnel committee whose role is to:
    - i. ascertain whether the unit has followed the procedures for contract renewal, etc.
    - ii. ascertain whether the unit has adequately discussed all the issues raised by the individual unit regular faculty of the unit about the candidate under discussion.
    - iii. determine whether substantive issues require the Committee to contradict the unit's recommendation.
    - iv. in the absence of a valid vote by the unit to make a recommendation based on its own judgment.
2. Unit Head and Department/College/Library Personnel Committees Responsibilities
- a. Unit Head or Designate(s). The nature of this process places a heavy burden on each individual faculty member and the Unit Head or Designate(s). It requires-faculty members to act in an open, honest manner to discuss both the strengths and weaknesses of the candidate. It also requires all individuals involved to act in a manner that promotes confidentiality and honors collegiality. Central to the functioning of the process is the action and ability of the Unit Head or Designate(s) to direct the process, to insure the integrity of the process and that of its records, and prepare the agenda and unit recommendation, in a clear, impartial, and unbiased manner.
  - b. Department/College/Library Personnel Committees. The nature of this process also places a heavy burden on the members of the College/Library Personnel Committees. This is because the oversight of the personnel committee extends to two areas. The first is making sure that the evaluation process has followed the procedures outlined and that it has been carried out in a fair and equitable manner. The second is to arrive at a decision on the personnel action in cases in which the unit is unable to reach a majority vote. In most circumstances, the personnel committees will be able to focus their work on those cases in which a unit is unable to reach a majority vote. This is because cases in which units have carefully documented and carried out the process, and which arrive at a majority vote generally will require minimal review.
3. Outline of the Evaluation Procedure. The basic outline of the evaluation procedure is shown in the following table. The procedural details for each of these steps occur in Chapter 4.

## Outline of Evaluation Procedure for Candidate and Unit

Step	Section
Candidate prepares materials	Section 2.10.5
Unit Regular Faculty review materials and submit comments to Unit Head or Designate(s)	Section 2.10.7A
Unit Head or Designate(s) prepares unit discussion agenda and circulates it to Unit Regular Faculty	Section 2.10.7 A
Unit discussion meeting is held	Section 2.10.7 B
Unit Regular Faculty vote on personnel action at conclusion of meeting	Section 2.10.7 B
Unit Regular Faculty submit comments to Unit Head or Designate(s)	Section 2.10.7 C
Unit Head or Designate(s) prepares unit recommendation and makes it available for review by Unit Regular Faculty	Section 2.10.7 C
Unit Head or Designate(s) presents the unit recommendation to the Dean.	Section 2.10.7 C
Unit Head or Designate(s) forwards materials to Dean who forwards them to College/Library Personnel Committee	Section 2.10.7 C
College/Library Personnel Committee makes recommendation to Dean	Section 2.10.8
Dean presents decision to Provost	Section 2.10.9

A suggested timeline for the procedure is shown below. Dates mandated by the personnel policy are in bold face.

### Suggested Timeline for Personnel Actions

Level	Action	FALL DATES	WINTER DATES
Candidate	Candidate notified no later than	April 15	November 30
	Materials submitted to unit by	<b>September 15</b>	<b>1st Class Day</b>
Unit	Unit Discussion Completed by	October 22	February 28
	Materials sent to Dean's Office by	October 29	March 1
Personnel Committee	Discussion Completed by	November 18	April 1
Dean	Recommendation forwarded by	December 1	April 15
Notification	Decision communicated by	<b>December 15</b>	<b>May 1</b>

### 5.02 Faculty Annual Salary Adjustment Program

Each year the Faculty Salary and Budget Committee recommends how the funds available for faculty salary increase are to be administered. The document wherein the resulting salary increase process is described is titled the [Faculty Salary Adjustment Program](#). It is distributed to teaching members of the faculty during the initial stages of the process, usually in mid-March.

A "generic" copy of the document used last year for the salary adjustments appears below. The pool of available funds each year is characterized as a percent of current faculty base salaries, i.e., X.X% in the "generic" copy.

Questions about the process should be directed to your unit head. Suggestions for the improvement of the process should be communicated to your college's representative on the Faculty Salary and Budget Committee as early as possible during the Fall Semester. The Committee considers revisions each year.

## **A. Faculty Salary Adjustment Program Table**

Faculty Salary Adjustment Program for Academic Year 2006-07.

The Board of Control approves annually an increase in funds available for salary increments.

### **1. Fund Allocation.**

a. 15% of the total increment funds available are retained by the Provost for special salary adjustments. All of these funds will be expended for these purposes.

b. 85% of the total increment funds available are allocated to the appointing officers. The current appointing officers are:

Dean of the Seidman College of Business  
Dean of the College of Community and Public Service  
Dean of the College of Education  
Dean of the College of Liberal Arts and Sciences  
Dean of the Padnos College of Engineering and Computing  
Dean of the College of Health Professions  
Dean of the Kirkhof College of Nursing  
Dean of the College of Interdisciplinary Studies  
Dean of University Libraries

### **2. Range of Salary Adjustments**

Recommendations for individual salary adjustments to the Provost must fall within the following ranges. These ranges are based on performance over the past academic year.

a. Less than satisfactory performance: 0 to 55%.

b. Satisfactory performance: 70% to 100%.

c. Exemplary performance: 105+%.

In addition, the Appointing Officer may also make a request for a special salary adjustment (see 3.c.) to the Provost. Adjustment by the Provost can result in individual salary increment percentages, based on the total increment funds, in being higher for certain individuals.

### **3. Guidelines for Increments.**

a. Appointing officers are required to recommend salary adjustments to the Provost. The appointing officer will consider the summary of peer evaluations as the most important factor in determining the recommendation for salary adjustment.

b. The Provost will consider individual salary adjustment problems that cannot be resolved within an appointing officer's allocation. Appointing officers must prepare written justification to support such requests.

c. The funds retained by the Provost (15% of total increment funds) are intended to address outstanding performance, extraordinary circumstances, and market conditions. These are allocated based on written requests from appointing offices for salary adjustments that cannot be resolved by the appointing officers allocation and cases identified by the Provost which require special adjustment. In making these adjustments, the Provost should consider salary compression as an important factor. Promotional increments are not included in these funds.

### **4. Evaluation Criteria.** Evaluation criteria for faculty performance reviews are specified in Chapter 4, Section 2.9 of the Faculty Handbook.

### **5. Unit Peer Evaluation**

Peer evaluation is part of the salary adjustment process.

a. Every member of a unit will be given the opportunity to evaluate his/her colleagues based on the evaluation criteria unless a two-thirds majority of the faculty vote each year to waive that option. This decision must be communicated in writing to the appointing officer.

b. The Unit head will notify faculty when activity reports and current vitae are to be submitted. The faculty member is responsible for submitting faculty activity reports and current vitae in a timely manner to permit peer evaluation to take place.

c. The unit head is responsible for distribution of faculty activity reports and current vitae corresponding to the evaluation criteria in a timely manner to enable peer evaluation to take place.

- d. The unit head shall summarize peer evaluations and forward such summary to the appointing officer. However, peer evaluations of the unit head shall be sent directly to the appointing officer.
  - e. If peer evaluation does not take place, the unit head shall evaluate each faculty member against the evaluation criteria and transmit a recommendation to the appointing officer.
6. **Communication with faculty.**  
The determination of recommended salary ranges will ordinarily be completed by commencement. However, the actual dollar amount of the range may not be determined by that time.
- a. Appointing officers are required to see that final salary adjustments are ordinarily notified by commencement of the salary adjustment ranges they have been recommended for
  - b. Written justification is not required for recommendations within the satisfactory range. However, appointing officers must prepare a written justification to the Provost to accompany salary adjustment recommendations in the ranges for "less than satisfactory performance", "exemplary performance", and "special salary adjustments". A copy of the justification for these adjustments be provided to each affected faculty member ordinarily by Commencement
  - c. Unit heads must communicate salary adjustments ranges in writing to each faculty member. The Unit head will also discuss that faculty member's performance for the past year in a personal meeting held ordinarily by Commencement. This meeting will also include the Unit Head's summary, in writing, of the peer evaluations or the unit head's recommendations if peer evaluations are not done.
  - d. If the actual dollar amount of the increment is known at this time, this will also be communicated by Unit Heads. This is in addition to, and does not replace, the annual salary letter.
  - e. The annual salary letter will communicate both the percent and actual dollar amount of the salary adjustment, including a breakdown by category of adjustment (merit, promotional increment, and special salary adjustments). This letter will be mailed to faculty when the actual dollar amounts are known.
  - f. The annual salary letter will also communicate both the percent and actual dollar amount of the total faculty salary adjustment as compared to the previous year.
7. **Appeals.**  
Faculty who disagree with the salary adjustment may appeal using pertinent supporting material according to the procedure specified in Chapter 3, Section 3.01.P.3 Complaint Procedure of the Faculty Handbook.
8. **Promotional increments.**  
Increments for promotion from instructor to assistant (\$1,000), from assistant to associate (\$2,500), and from associate to full (\$3,500) (as specified in the Faculty Handbook Chapter 4, Section 4.03 Part 2.2.5, which is reprinted from Chapter 4 Section 2.20.5 of the Administrative Manual) will be awarded in a process separate from the annual salary adjustment process. The increments will be drawn from one fund for all units in the Academic Affairs Division.

**B. Faculty Compensation Schedule**

<b>2007-2008 Faculty Compensation</b>	
Academic Year Appointment	
	Minimum
Professor	\$59,300
Associate Professor	\$47,500
Assistant Professor	\$39,900
Instructor	\$33,100
Fiscal Year Appointment	
	Minimum
Librarian	\$36,200

5.03 **Payroll Deduction.**

If a faculty member believes that the University has made an impermissible deduction from his or her pay, they should immediately report the matter to Human Resources. The University will investigate the matter and, if the deduction was improper, the University will promptly make a reimbursement and will take steps to ensure that improper deductions are not made in the future. The University will not retaliate against the person who makes a complaint under this policy.

5.04 **Continuation of Benefits.** Faculty (regular tenured/tenure-track, affiliate and visitor) who complete a full academic year, through the end of the winter semester, will retain their benefit coverage until the earlier of the date eligible for coverage under a new employer or August 5 of the calendar year in which they separate from service.

Benefits for Faculty who complete a partial academic year prior to separating from service will be terminated as of their date of separation from the University.

The Benefits Office must be notified of any change in status, including eligibility for coverage under a new employer, within 31 days of the event.

Benefit coverage noted above includes the following benefits; Medical, Pharmacy, Dental, Health Flexible Spending Account, Vision, Life, Supplemental Life and Long Term Disability. Supplemental retirement deferrals will continue unless the faculty member notifies the Benefits Office to discontinue.

**Salary Deferral**

Those faculty members on salary deferral (12 month pay option) and complete the academic year will continue to receive their salary through August 5 of the year in which they separate from service. Upon written notice faculty can request a lump sum payout of their salary deferral balance. The amount will be taxed based on the Federal tax rates applicable to lump sum payouts.

**Effective Date**

The revised policy is effective for those faculty members that separate from service beginning with the 2005-06 academic year. The continuation of salary deferral will be effective with the 2006-07 academic year.

5.05 **Guidelines for Implementing Reduction in Faculty Due to Changing Enrollment Patterns**  
(Approved by UAS, April 20, 1984)

All data to be provided by the Office of Institutional Analysis.

A. **Role of the Unit**

The unit is evaluated with respect to the University's role and mission, and the University curriculum, as well as its relationship to other programs in the region and state.

B. **Enrollment History**

The enrollment history is evaluated on the basis of a list of the full-time equivalent students (FTES) taught by the unit.

C. **Efficiency**

In addition to the student/faculty ratio, both cost per student credit hour and teaching load are examined.

D. **Number of Majors**

The number of majors for a unit reported for each year is reviewed.

E. **Service Factor**

The service factor measures the dependence of other collegiate units on the one being evaluated. This evaluation is based on the number of credits taught by the unit to majors not their own (balance of trade) as well as by an examination of general education and cognate requirements.

F. **Professional and Community Contributions**

The professional and community contributions by the unit are considered. Sources of such information include unit evaluations, consultant reports, and departmental records.

G. Future Demand

The future demand for the unit is a judgment based on the impact of additions, deletions, or modifications in programs. In addition, changes in institutional need and external conditions will be considered.

See Chapter 4, Section 4.02.2.15 Reduction in Force in the Faculty Handbook, which is reprinted from Chapter 4 of the Administrative Manual.

5.06 **Family and Medical Leave Policy**

A. **Policy**

The Family and Medical Leave Act of 1993 (FMLA) gives eligible Grand Valley State University faculty and staff the right to take unpaid leave or paid leave, if appropriate benefits have been earned, for a period of up to 12 work weeks in a 12 month period because of the birth of a child or the placement of a child for adoption or foster care, because the faculty or staff member is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the faculty or staff member's own serious health condition makes he/she unable to do his or her job. Under certain circumstances, this leave may be taken on an intermittent basis rather than all at once, or the faculty or staff member may work a part-time schedule.

A faculty or staff member on FMLA leave is also entitled to maintain the same health benefits (such as medical, dental and vision insurance) as he/she had before going on leave. The faculty or staff member, however, would continue to pay his/her share of any applicable premiums during the leave period.

A faculty or staff member generally has a right to return to the same position or an equivalent position with equivalent pay, benefits and working condition at the conclusion of the leave.

Grand Valley State University also requires notification, as explained in this document, from faculty and staff members who wish to take a leave under the parameters of the FMLA.

B. **General Conditions and Procedures of all Leaves.**

1. **Who is eligible for FMLA?**

- a. All full-time and part-time faculty or staff members who meet all of the following criteria:
  - i. Have worked at Grand Valley State University for at least 12 months.
  - ii. Have worked at least 1,250 hours of service during the 12 month period before the leave.
- b. Grant, contract and temporary-funded faculty or staff members may be eligible for benefits under the FMLA during the term of their grant, contract or funding. The provisions of the FMLA do not continue past the date the funding or contract expires.

2. **Notification Requirements**

- a. In order to receive leave under the FMLA, the faculty or staff member must notify his/her supervisor of the need for leave. When possible, this should be a minimum of 30 calendar days prior to the date the leave will begin.
- b. If the faculty or staff member is unable to provide 30 days advance notice (such as in the case of a birth, adoption or medical emergency) the faculty or staff member must notify his/her supervisor as soon as possible.
- c. Failure to provide advance notice (when determined it was possible to do so) may result in delaying approval of the FMLA leave.

3. **Faculty/Staff Job Rights**

- a. Subject to the specific limitations contained in this Policy, eligible faculty or staff members may take a total of up to 12 weeks of FMLA leave during a 12 month period.
- b. The faculty or staff member will be returned to his/her position or equivalent position at the end of the FMLA leave, provided:

- i. the grant/contract/term of employment did not expire during the leave, or
  - ii. the University is still offering those services previously performed by the faculty or staff member at the time the faculty or staff member is ready to return to work,
  - iii. or the faculty or staff member's position was not eliminated due to a business or economic reason.
- c. If a faculty or staff member is requesting an intermittent or reduced schedule leave, the University has the right to transfer the faculty or staff to another position during the time period of such leave. However, such a temporary transfer would be to a similarly situated and similarly classified position. The faculty or staff member's salary, benefits, etc. would not be negatively affected.
  - d. If a faculty or staff member does not return to work after the FMLA leave is over and he/she does not apply for and receive approval for another University leave, he/she will be considered to have voluntarily resigned employment with the University.
  - e. The University will not discharge or discriminate against, or otherwise interfere with, restrain or deny a faculty or staff member from exercising rights under the FMLA.

#### **4. Time Period**

- a. For purposes of the FMLA, the 12 month period will be a "rolling" 12 month "look back" period based on the faculty or staff member's use of the FMLA leave during the previous 12 months. Therefore, an employee will not be entitled to more than 12 weeks of FMLA leave during any 12 month period.
- b. A faculty or staff member requesting a FMLA leave may be required to use available accrued vacation for all or part of the leave. If he or she does not have enough accrued vacation to cover the leave period he/she may use a combination of vacation and unpaid leave.
- c. University policies on leaves of absences, sick leave, salary continuation etc., will run concurrently with the provisions of the FMLA when applicable. For example, if an individual who was receiving salary continuation for 4 weeks, requested additional leave under FMLA, may have up to an additional 8 weeks approved, provided the situation qualified under the FMLA policy. The 4 weeks of salary continuation would count towards the 12 weeks of FMLA. In addition, if the individual had 2 weeks of accrued and unused vacation the supervisor may require him/her to first use accrued vacation time. Additional paid or unpaid leave may be considered, consistent with other University approved leave of absence policies.

#### **5. Faculty/Staff Member Benefits**

- a. Benefits - the faculty or staff member on FMLA leave will continue to receive University provided medical and dental insurance as though he/she was working. Such benefits will continue whether the leave is paid or unpaid. If a premium is required, provision to pay the premium during an unpaid leave must be arranged by the faculty or staff member by contacting the Human Resources Office. The same procedure will be followed for collecting premiums under an unpaid FMLA leave as is done for other unpaid leaves. Failure to make required payments will result in loss of coverage, or in an obligation to repay the University if it elects to advance moneys to keep the coverage in affect. If the leave is paid, any required premium will continue to be deducted from the faculty or staff member's paycheck, as is the customary manner.
- b. If a faculty or staff member does not return from the FMLA leave, he/she may be required to repay the University for the cost of benefits received while he/she was on leave.
- c. If the faculty or staff member does not return from leave, he/she may continue his/her medical and dental coverage by paying all required premiums under the COBRA provisions.

#### **6. Intermittent and/or Reduced Schedule Leaves**

- a. Faculty or staff members may request and be granted intermittent/reduced schedule leave in the case of a serious illness of themselves, their parent, spouse or child if there is a medical necessity and if the medical need can be best accommodated through such a leave.



Intermittent/reduced schedule leave is not available (except as medically required) in connection with the birth of a child, an adoption or foster care.

- b. Intermittent/reduced schedule leave must be scheduled whenever possible at least ten (10) days in advance.
- c. Intermittent/reduced schedule leave must be taken in 30 minute increments.
- d. Intermittent/reduced schedule leave is counted toward the 12 week maximum FMLA leave which can be used during a 12 month period.
- e. Intermittent/reduced schedule leaves, unless otherwise noted, are subject to the appropriate general provisions of this policy.
- f. The faculty or staff member is required to schedule intermittent leave, when possible, so not to unduly interfere with the department's operations.
- g. If the faculty or staff member was temporarily transferred to another position during his/her intermittent or reduced schedule leave, the employee must give the University ten (10) days notice of the ability to end the leave and return to his/her former position or an equivalent position.

**C. Conditions and Procedures for Birth and Adoption (Family Leave)**

An eligible faculty or staff member is entitled to take up to 12 consecutive weeks off for family leave for the birth of his/her newborn child, for the legal adoption of his/her child: or, to accept foster care placement of a child. The following conditions apply:

- 1. The 12 weeks of leave must be taken consecutively (no intermittent or reduced schedule leave) and within the first 12 months after the birth or adoption.
- 2. Each employee is entitled to 12 weeks except if both spouses work for Grand Valley State University. In that case, the total number of weeks taken between the two faculty or staff members cannot exceed 12.
- 3. The medical recovery period for the birth of a baby will be considered as a medical leave, and be counted towards the 12 weeks of FMLA. For example, if a faculty or staff member gives birth, her physician may require a six week medical leave of absence. If, after the six weeks, the faculty or staff member can medically return to work, she may then take an additional six weeks off as part of the provisions of the family leave. This second six week period off work must be taken within the first 12 months following the baby's birth.
- 4. The faculty or staff member requesting family leave for birth/adoption (other than under the provisions of Income Protection) may use available accrued vacation time, unpaid leave or a combination of paid and unpaid leave as part of the FMLA leave, or the University may require the faculty or staff member to substitute available paid leave for FMLA leave. If the employee does not have enough paid benefit time to cover the leave, he/she will go on an unpaid leave.
- 5. Verification of adoption, birth of a child or foster placement may be requested.

**D. Procedures on Serious Health Condition of Family Member**

An eligible faculty or staff member is entitled to take up to 12 weeks off from work to care for a spouse, parent or child with a serious health condition.

- 1. A serious health condition involves inpatient care at a medical facility or continuing treatment by a health care provider.
- 2. The "need to care for" a family member includes both physical and psychological care when the family member is unable to care for his/her own basic medical hygienic or nutritional needs or safety, or is unable to transport him/herself to the doctor, etc. It also includes time needed to make arrangements for changes in care, such as transfer to a nursing home.

3. A "child" includes a biological , adopted, or foster child, stepchild, legal ward, or a child of a person standing in loco parentis who is under the age of 18 or, if older than 18, is incapable of self-care because of mental or physical disability. The term "spouse" means husband or wife. "Parent" is the person who acted as a parent when the faculty or staff member was a child but does not include mother-in-law or father-in-law.
4. The leave may be taken intermittently or on a reduced schedule but the total amount of time off cannot exceed 12 weeks of the faculty or staff member's normal hours worked.

Example:

Full-time faculty or staff member:

40 hours/week X 12 weeks = 480 hours

Part-time faculty or staff member:

20 hours/week X 12 weeks = 240 hours.

5. Only in the case of a serious illness of a child when both parents work at Grand Valley, can each parent then take 12 weeks off. This is an illness so serious as to require a parent to stay with the child.

#### **E. Certification of Need for FMLA Leave**

1. Initial Certification - Grand Valley may require certification from the faculty or staff member's health care provider for the following reasons:
  - a) to verify that the faculty or staff member is needed to care for the family member, or
  - b) the faculty or staff member is not able to perform his/her job duties.

The University reserves the right to ask for a second opinion by a health care provider chosen by the University. Such an opinion will be paid for by the University. If the University requests a third opinion, that opinion will be final and binding. If the second opinion and the original opinion conflict, the University will pay for a third opinion. The University and the faculty or staff member will work together to reach agreement on whom to use for the third opinion. All certification must be provided to the University within 15 calendar days of the University's request, if practical. The third opinion will be final and binding.

2. Continuing Certification - Each 30 days, the University may request verification of the need to continue the leave. Failure to provide such requested documentation in a 15-day period may result in termination of FMLA leave.
3. A "health care provider" may include, for example, a licensed doctor of medicine or osteopathy, dentist, clinical psychologist, and other health care providers authorized under the Family Medical Leave Act.
4. When the faculty or staff member is ready to return from his/her leave, he/she may be required to submit medical verification (if applicable) of his/her ability to return to work.

#### **F. Questions and Policy Interpretation**

1. The Human Resources Office is responsible for implementing and coordinating the provisions of the FMLA for the campus. Questions may be directed to the Human Resources Office, extension X2215.
2. If there are any conflicts between the University policy and provisions of the Federal Act, the provisions of the Federal Act will supersede, with the exception of situations where University policy, handbooks or contracts provide benefits greater than the act. The Federal Act and the Federal regulations will be used to resolve issues that arise.

### 5.07 **Maternity Leave Policy**

**Maternity Leaves:** The Pregnancy Discrimination Act (PDA) is a federal statute that was passed in 1978 as an amendment to Title VII of the Civil Rights Act of 1964. The PDA requires that a pregnancy be treated the same as any other "disability". As a result, under the University's salary continuation program, pregnancies are treated the same as any other medical condition that prevents a faculty member from working. Courts have ruled that employers are subject to sexual harassment and discrimination claims if they do not treat pregnancies the same as any other medical condition.

The University's salary continuation program compensates, for up to six months, faculty members who are unable to perform their jobs. Therefore, the salary continuation program applies to women who are unable to perform their job, as determined by a physician, due to the birth of a child or complications with a pregnancy. Typical leave is two weeks prior to expected delivery and six weeks after delivery. This program is flexible, allowing it to be applied to very different situations. Further details of the program are outlined in section 2.30.3.A of Chapter 4 of the Administrative Manual.

The nature of faculty positions presents issues that differ from administrative or support staff. Courses need to be taught in a manner that does not disrupt the students' learning experience.

When a faculty member is expecting a child, she and the Unit Head will need to work out a schedule that recognizes her needs and the needs of the University. The issues will vary in each case depending on the due date, whether or not there are any complications during the pregnancy, and whether or not the faculty member is requesting additional unpaid leave. A baby that is due in the summer may not require any accommodation. A faculty member who is expecting a child that is due near the beginning or the end of a semester may be easily accommodated by having other faculty cover the classes for a few weeks until she is released by her physician to return to the classroom. A faculty member that is expecting a child in the middle of a semester may present more complex issues that need to be addressed. In all cases that will require time away from the classroom during the academic year, it is expected that equitable arrangements will be made to provide time off. Examples of arrangements that can and have been made include:

- Covering a portion of the semester with other faculty within the department or an adjunct faculty member.
- Alternate scheduling (teaching some in the summer). When making arrangements for an alternative schedule, it is expected that the paid time off a faculty member would normally receive is taken into consideration.
- Administrative assignments.

In no case shall a faculty member be expected to report to work when her physician has ordered her not to work.

A faculty member that is expecting a child should notify her Unit Head in the early stages of her pregnancy to allow time to explore options and make the proper accommodations. She should be aware that the University's salary continuation program would compensate her for time she is under a physician's order not to work during the academic year. She should also be aware that there are several options that can be explored to find the most equitable solution to her needs and the needs of the University.

If the faculty member is ordered not to work due to complications during the pregnancy, she needs to provide her Dean's Office with a written notice from her physician indicating the need for her absence. Likewise, when a faculty member who delivered a child is released to return to work, she needs to provide her Dean's Office with a notice from her physician indicating that she has been released to return to work.

### 5.08 **Adoption Leave Policy**

The Family and Medical Leave Act (FMLA) provides eligible faculty up to 12 weeks of unpaid leave a year. A faculty member must work for 12 months, completing 1,250 work hours within those 12 months, to be eligible for FMLA leave. If eligible, FMLA leave may be requested for reasons that are not covered under salary continuation or may exceed what is appropriate for salary continuation. These reasons include the following:

- Birth of a child
- Adoption of a child
- Placement of a child for foster care
- The faculty or staff member is needed to care for a family member (child, spouse, or parent) with a serious health condition
- The faculty or staff member's own serious health condition makes him or her unable to perform his or her job

Further provisions of the law are addressed in the University's [FMLA Policy](#). A copy of the FMLA policy is available, along with the Faculty Handbook, on the Human Resources Office web site at [www.gvsu.edu/hro](http://www.gvsu.edu/hro).

Grand Valley, along with all other Michigan Public Universities, does not provide for paid adoption or parental leave. However, the University does provide unpaid leave that exceeds the requirements of FMLA. FMLA requires the University to provide up to 12 weeks of unpaid leave while the University's unpaid leave policy allows for up to 12 months of unpaid leave. Further details of the program are outlined in section 2.3.6 of Chapter 4 of the Administrative Manual. This section is also included in the Faculty Handbook.

In order to receive an unpaid leave, the faculty or staff member should submit a written request to the Unit Head. The request will outline the need for the leave and the expected duration. The request should be submitted as soon as possible. When possible, the request should be submitted at least 30 calendar days prior to the date the leave will begin.

**A. Qualifying Expenses**

Qualifying adoption expenses will be reimbursed up to a maximum of \$3,000 per child. Qualifying expenses are defined as those that are reasonable and necessary adoption fees, court costs, attorney fees, traveling expenses while away from home, and other expenses related to, and whose principal purpose is for, the legal adoption of a child.

**B. Process for Applying for Benefits**

Upon formal placement of the adopted child, submit an adoption assistance claim form to Human Resources at 140 Lake Michigan Hall (LMH) along with detailed receipts for eligible expenses. Human Resources will determine eligible expenses, the amount payable for reimbursement and will submit a request to the Payroll Office for payment. The reimbursement will be processed with the next payroll.

**C. Taxation of Benefits**

The amount of tax credits and exclusions available to adopting parents vary. Since an employer's adoption assistance is not subject to income tax withholding, GVSU will not determine the extent to which the payment of reimbursement on behalf of each employee is eligible for the exclusion. However, GVSU will withhold taxes only for Social Security and Medicare.

**D. Adding Dependent to Insurance**

At the time of placement, you may add your child to your benefit plans. Any additions or changes must occur within 30 days of the official placement. Contact Human Resources at 331-2220 to add dependents.

**5.09 The Grand Valley State University Club**

The University Club was established in 1963 to provide its diverse, multi-campus university community of members, families, and special friends with opportunities for interaction through social, educational, cultural, and recreational activities. The Club has rooms at The Meadows clubhouse on the Allendale Campus and at the DeVos Center on the Pew Campus. Membership is open to active\* and retired faculty and staff of the university, to immediate family members, and to persons who have been significant supporters of the club. The University Club membership year extends from September 1 through August 31.

In addition to the historic camaraderie offered through University Club membership, members will also have access to a wide array of club programs and automatic membership in the Association of Faculty Clubs International which offers a reciprocal arrangement with member institutions throughout the world.

For further information contact the Club Administrator at (616) 331-3592.

(\*Active is defined as employees with at least half-time employment status.)

## **Chapter 6 Student Services**

### **6.01 Student Relations**

#### **A. Dean of Students Office**

The purpose of the Dean of Students Office is to: provide leadership and supervision for their staff and programs; serve as an information resource and problem solving center for students and faculty; serve as an advocate for student concerns; provide support services for returning adult students; serve as a resource for G/L/B/T issues; coordinate the campus judicial system and mediation program; and represent Student Services to constituencies inside and outside of the institution.

#### **B. Student Conduct**

Student conduct is governed by the [Student Code](#). The Student Code is available through the internet on the [GVSU Homepage](#) under Student Services. All faculty should be familiar with its contents.

#### **C. Academic Honesty**

What if a student is caught cheating? The [Student Code](#) provides:

##### **1. Section 223.00: INTEGRITY OF SCHOLARSHIP AND GRADES.**

Truth and Honesty. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles, and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged. Compliance shall include compliance with the following specific rules:

- a. No student shall knowingly, without authorization, procure, provide or accept any materials which contain questions or answers to any examination or assignment.
- b. No student shall, without authorization, complete, in part or in total, any examination or assignment for another person.
- c. No student shall, without authorization, allow any examination or assignment to be completed, in part or in total, by another person.
- d. No student shall knowingly plagiarize or copy the work of another person and submit it as his/her own.
- e. No student shall submit work that has been previously graded, or is being submitted concurrently to more than one course, without authorization from the instructor(s) of the class(es) to which the student wishes to submit it.

##### **2. Section 223.01: PLAGIARISM.**

Any ideas or material taken from another source for either written or oral presentation must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism. Any student who fails to give credit in written or oral work for the ideas or materials that have been taken from another is guilty of plagiarism.

##### **3. Section 223.02: INSTRUCTOR'S RESPONSIBILITY.**

It is the instructor's responsibility to establish a classroom atmosphere that fosters academic honesty on the part of the students. If any instance of academic dishonesty is discovered by an instructor, he/she will notify the student and discuss the incident. After discussing the alleged act of academic dishonesty with the student, the instructor will make a decision. Depending on the instructor's judgment of the particular case, he/she may do nothing, impose additional course requirements, ask the student to repeat the work in question, or give a failing grade for the assignment, examination or the entire course. Any time an instructor imposes such a failing grade for academic dishonesty, the Dean of Students, the Dean(s) of the Instructional Colleges in which the course is taught and in which the student is a major, if different, should be notified of the failing grade.

##### **4. Section 223.03: STUDENT APPEAL.**

The student who receives a failing grade based on a charge of academic dishonesty may appeal to

the Academic Dean responsible for the course. In doing so, the "Student Academic Grievance Procedures" as published in the current Grand Valley State University catalog are to be utilized.

5. **Section 223.04: ADDITIONAL ACTION WARRANTED.**

In instances of academic dishonesty where the instructor feels that more serious action than a failing grade in the course is warranted, the instructor will notify the appropriate Dean(s) of the Instructional Colleges in which the course is taught and in which the student is a major, if different, and the Vice-President responsible for Student Services, or a designee, in writing of the circumstances. The appropriate academic Dean(s) may then refer the case to the University Judiciary which shall have original jurisdiction.

**D. Grade Appeal Process**

The academic grade appeal process as quoted below is found in the 2007-08 University Catalog under Student Academic Grievance Procedure.

Academic grievances are generally defined as those (1) involving procedures, policies, and grades in courses, (2) those involving major, minor, or program (graduate or undergraduate) degree requirements, (3) those involving general undergraduate university graduation requirements such as general education, total credit, or residency requirements, or (4) graduate degree requirements such as total credit or residency requirements. Filing of a grievance is required by the end of the following regular semester after notification of grade or receipt of adverse decision. Appeals of decisions must take place 30 days after receipt of notification.

1. Resolution of an academic grievance involving procedures, policies, and grades in individual courses. The resolution of academic grievances is based on two principles: first, that the resolution of a grievance should be sought at the lowest possible level, and second, that pathways for appeal exist for both faculty and students. Resolution should be pursued as follows:
  - a. An appeal to the instructor.
  - b. If the grievance is not resolved to the student's satisfaction, a further appeal could be made to the unit head who may request that the appeal be put in writing. Both the student and the faculty member will be notified in writing of the unit head's decision.
  - c. If the disposition by the unit head is not acceptable to either party, an appeal, in writing, may be made by either party to the dean of the college. If the dean feels that there is some merit in the written grievance, he or she shall establish a committee to review the grievance and make a recommendation within 60 days to the dean.  
Such a committee shall include a representative of the dean's office, a faculty representative from the college of the course under appeal, and a student representative. Upon receiving the committee's recommendation in the latter procedure, the dean shall rule on the grievance. Both the student and the faculty member will be notified in writing of the dean's decision.
  - d. If the disposition by the dean is not acceptable to either party, an appeal, in writing, may be made to the Provost. The Provost's review and judgment in the case will be final. Both the student and the faculty member will be notified in writing of the Provost's decision. In cases where the faculty member in question also serves as the unit head, the dean shall appoint a suitable faculty member from the college to function as unit head for purposes of grievance. In a similar fashion, if the faculty member in question also serves as dean, the Provost shall appoint a faculty member to act as the unit head for purposes of grievance. If an appeal is sought in this latter case, it will go directly to the Provost.
2. Resolution of an academic grievance involving fulfillment of program, major, or minor degree requirements should be pursued as follows: An appeal to the unit head or graduate program director. If the grievance is not resolved to the student's satisfaction at this level, an appeal to the dean of the college would be possible, in the same manner as outlined in (1). Finally, a further appeal could be made to the Provost as described in (1) above.
3. Resolution of an academic grievance involving fulfillment of general undergraduate university requirements, such as general education, total credits, and residency requirements should be pursued as follows: A written appeal to the senior director of the Advising Resource Center. If at this point the grievance is still not resolved to the student's satisfaction, a further written appeal could be made to the Provost. In this case, the Provost shall establish a committee to review the grievance and make a recommendation within 60 days. Such a committee shall include a representative of the Provost's office, a faculty representative related to the student's major, and a faculty representative from

outside the student's college. Upon receiving the committee's recommendation, the Provost will render a final judgment in the case.

4. Exceptions to institutional graduate degree requirements sought by individual students will be determined by the dean and the Provost. The student filing the grievance may have an observer from the Dean of Students Office or a person of his or her choice attend any meeting at which the student appears. The faculty member involved in the grievance may have an observer of his or her choice attend any meeting at which the faculty member appears.

**E. Tuition Refund Appeals**

The Registrar and the Associate Vice President of Academic Affairs review student applications for appeal of tuition refunds. This serves as the review process for students seeking exception to the university tuition and registration late fee policy. A final appeal can be made to either the Associate Vice President of Academic Affairs or the Vice Provost of Academic Affairs.

**F. Disruptive Behavior**

"Disruptive Behavior" includes, but is not limited to, disorderly conduct, physical abuse, threatening conduct, and obscene conduct or expression.

If a student disrupts the class the instructor may request the student to leave the classroom. In the event the student does not leave, campus security should be called. Thereafter, the incident should be reported as provided by [Section 106.00](#) of the [Student Code](#).

What should an instructor do if a student displays "unusual behavior" in the faculty member's office or at some other place?

First, the faculty member should request the student to immediately leave and, where appropriate, return at a later scheduled time to discuss the matter in a logical, cogent manner.

Then the faculty member should take the appropriate action. This would include, as a minimum, detailing the incident in a "memo to file." A "memo to file" is a written explanation of the incident which the faculty member would file in his or her office. This "memo to file" becomes an important legal document in the event of further action. See [Section 106.00](#) of the [Student Code](#).

**G. Campus Health Center**

The Campus Health Center is located on the Allendale campus at 10383 42<sup>nd</sup> Ave., and is open Monday through Friday, 9 am to 4:30 pm. For persons living and/or working on Pew Campus in Grand Rapids, access to the Health Center is provided via a frequent shuttle service between the two campuses. The center provides urgent care services along with a wide range of ambulatory medical services to members of the campus and their families. The Campus Health Center is an approved PPOM provider.

**H. Campus Recreation**

The Campus Recreation department mission is: "Shaping students and the University community to commit to a healthy lifestyle". Programs and services are offered in an effort to enhance the quality of life of the students, faculty and staff at Grand Valley State University. Campus Recreation strives to be a leader on campus by developing a culture that values health and wellness as a life long goal. Services include recreational programs that focus on Fitness, Intramurals, and Wellness. For additional information visit: [www.gvsu.edu/rec](http://www.gvsu.edu/rec)

**I. Career Services**

The Career Services Office assists students and alumni with employability skills in preparation for internships, cooperative education experiences, career choices and transition. Students and alumni receive information through individual advising, website information, workshops and classroom presentations on career search strategies, resume writing, interviewing techniques, portfolio development, internet services, career opportunities and career resources. The office provides services linking employers with students through on-campus recruiting, career fairs/events and group presentations. The office assists employers with staffing needs, assists students and alumni with career development needs, and provides faculty with information on employment trends, expectations and perceptions of GVSU students.



**J. Children's Enrichment Center**

GVSU Children's Enrichment Center has been a part of Grand Valley since 1974 and was established to assist with the number of growing needs that affect both faculty/staff and student populations. A National Association for the Education of Young Children (NAEYC) accredited program designed to provide quality care and encourage educational independence. The Children's Enrichment Center is located on the Allendale campus on the corner of West Campus Drive and Laker Village Drive, just west of Parking Lot H. Hourly and full-time rates are available.

Hours of operation are from 7am to 6pm Monday through Friday. Visit us on the web at [www.gvsu.edu/child/](http://www.gvsu.edu/child/) or call 616-895-4146 for more information.

**K. Counseling and Career Development Center**

The purpose of the Counseling and Career Development Center is to provide personal and career counseling services to students through individual and/or group interactions that are responsive to student needs. The Center offers support for students in the areas of personal development, social adjustment, career planning, and academic skills development. Staff members of the Counseling Center are also available to faculty members as consultants concerning student related issues and concerns.

**L. Housing and Residence Life**

The purpose of the Housing and Residence Life Office is to manage the University's living centers and apartments in a manner that creates a quality living/learning environment for students. The housing staff provides supervision and support for the student resident community that encourages involvement in academic and student development experiences, responsible behavior, respect for individual differences, and development of interpersonal relationships.

**M. Multicultural Affairs**

The Office of Multicultural Affairs (OMA) is committed to building an inclusive campus that yields social harmony and learning vitality. Through our comprehensive programs, OMA fosters an appreciation and respect for the history, tradition and culture of all people, and to empower students to be active learners. In addition, OMA initiates and supports efforts in recruitment and retention of students, faculty and staff.

OMA is home to the four multicultural cohort programs: Multicultural Business Education Cohort (MBEC), Multicultural Higher Education Cohort (MHEC), Multicultural Science Education Cohort (MSEC) and Multicultural Teaching Education Cohort (MTEC). The cohort programs offer a comprehensive support system to students by providing a broad spectrum of academic, cultural, professional, and social enrichment programs. The objective of these programs is to provide first-year students with a positive transition to campus, and to successfully retain and graduate students. The cohorts also serve as community learning centers where students who pursue similar educational interests can connect, interact and share their educational experiences. Members of the cohorts also benefit from the one-on-one working relationship with the program coordinators. Other programs OMA provides include Student Promoting Diversity and Leadership Peer Mentoring, Wade H. McCree Incentive Scholarship Program and King-Chavez-Parks GearUp, Future Faculty, and Visiting Professors programs. Website: [www.gvsu.edu/oma](http://www.gvsu.edu/oma)

**N. Office of Student Life**

The Office of Student Life, located on the main level of the Kirkhof Center, seeks to enhance student development through involvement in diverse experiences. The office assists with the activities of more than 270 student organizations, campus wide programs, and a variety of special event services. Students are strongly encouraged to maximize their college experience through involvement in a variety of organizations and programs in order to complement their academic program.

**O. Pew Campus Student Services**

Reporting to the Dean for Students office, Pew Campus Student Services coordinates activities with academic and non-academic departments to provide a full-range of services for students. The office, located in 101B DeVos Center, serves as a hub for support services and as a gateway to University information and resources. Working with students, faculty and staff, including the offices of Graduate Studies, Student Life, Career Services, Multicultural Affairs, Women's Center and other stakeholders, our overarching goal is to identify needs that will enhance learning, engage students outside of the classroom, and develop a sense of community fostering more opportunities for all students. The



department is also responsible for assessing and improving services, and coordinating orientation for newly admitted graduate students.

Pew Campus Student Services is also a location where students can obtain assistance in areas such as admissions, career planning and job searching, counseling, financial assistance and study abroad opportunities. Additionally, undergraduate academic advising and other support services are provided to business students through Seidman College of Business Student Services while similar services for undeclared majors and specified programs are also available from the Advising Resource and Special Programs office. Finally, the suite also serves as home to downtown tutoring and writing services.

**P. [Women's Center](#)**

The Grand Valley Women's Center focuses on services and programs that support and enhance the growth of women throughout the University. The vision for the Women's Center is creating a GVSU community that promotes and supports the present and future success of women students. Regardless of gender, it also serves as a place of education and involvement for anyone seeking to further their knowledge and/or advocate on the status of women. The Women's Center is committed to creating an environment in which the diversity of women is affirmed and appreciated. In response, programs and services are offered in a variety of formats and on many topics. In addition to programs and services, the Women's Center is also a physical space that provides an area for students to relax in the lounge, complete academic work at study tables, seek resources from the information desk, host meetings in the conference room, or utilize the resource library.