

F a c u l t y H a n d b o o k

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PREFACE

THE HANDBOOK: PURPOSE AND PROVISIONS

The purpose of this Handbook is to provide all members of the Faculty, particularly those who are new to Grand Valley, with knowledge of certain policies, regulations, practices and expectations which prevail at Grand Valley State University. The various provisions of this Handbook are subject to revision from time to time by the Trustees, Administration and Faculty on their own initiative or in response to changes in State and Federal legislation. The provisions of this Handbook derive their authority from various sources; they are primarily statements by the administration of customary practice, administrative organization, or explicit policy established at the University, often after consultation with the Faculty. The committees of the Faculty and the academic requirements of the University are voted on by the Faculty. Fringe benefit provisions and the conditions of employment are derived from actions taken by the Board of Trustees. Provisions of the Handbook, whether derived from Trustee vote, Faculty vote, or Administrative or Trustee action are subject to modification or revocation by the appropriate authority following proper procedure. No such change will be retroactive.

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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.

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.

1.02.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 (including gender identity and expression), 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 Inclusion 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 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
- Brooks 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

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
- Brooks College of Interdisciplinary Studies
- University Libraries

Each college and the university libraries are headed by a dean, who is the appointing officer for that college/university libraries.

1.04 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 with a revised version approved by UAS on April 10, 2009. Among the provisions of this document are the following:

- A. Each academic unit shall have a unit head; this person will be designated as chairperson or director based on the nature of the unit involved.
- B. The authority to appoint the unit head is vested in 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/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. A unit head may be reappointed when eligible.
- 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 also adopted a report on "[Duties and Authority of the Unit Head](#)" which 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.

1.05 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.

1.06 Adjunct Faculty

Adjunct Faculty are any Faculty appointed to full-time or part-time positions created for purposes such as working on grants or contracts, filling in for Regular Faculty who may be absent, completing specific projects, augmenting the Regular Faculty, teaching a single semester's course offering enhancing the programs of the university with distinguished Visiting persons, and for other purposes. Adjunct faculty include visiting faculty affiliate faculty, and adjunct instructors. Adjunct Faculty are not eligible for nor do they accrue any credit toward academic tenure. There are no employment rights beyond the appointment terms stated below. Each appointing unit shall be responsible for carrying out an annual evaluation of Adjunct Faculty for the purpose of contract renewal.

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.

1.07 Clerical and Other Support Staff

Clerical support staff are employed to facilitate the instructional program. These staff members 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 support staff well in advance of the due date.

Some academic units also have other 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.

1.08 Undergraduate Student Employees

Full-time students enrolled at the University may be hired as student employees. All units should have a budget allocation for student employees. Wages paid to a student employee must follow the wage schedule available in the Student Employment Office. In addition, when classes are in session students without work-study are not permitted to 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. Work-study and regular student employees must be paid an hourly rate and hours-worked reported in the University's electronic time keeping system. Faculty members should communicate their needs for student employees 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.

Student workers are not permitted to perform instructional duties including administration of exams and evaluation of academic output. Student employees may assist in departmental operations, tutoring, and laboratory and studio sessions under the direct supervision of appropriate staff and faculty. Student employees are expressly barred from providing independent instruction in the classroom, evaluating student exams and assignments, and proctoring assignments. Student employees may not be exposed to confidential academic and personnel matters. Student employees may assist in grading objective tests and assignments.

This policy does not apply to graduate student assistantships.

1.09 Graduate Assistantship Policy

A. Purpose:

The Graduate Assistantship Policy distinguishes Graduate level policies from policies detailed in the *Faculty Handbook* that currently govern Undergraduate Assistantships (section 1.08).

Graduate Assistantships serve several functions. First, they provide graduate students with a part-time, paid work experience. Generally this experience will be directly related to their field of study and will allow them to expand and/or apply their discipline knowledge and skills under supervision.

Second, they provide GVSU faculty and/or university staff assistance in carrying out special projects or other assignments that require the advanced discipline skills of graduate students. Consequently, Graduate Assistantships facilitate direct interaction between faculty and graduate students through a unique educational experience while providing faculty more opportunity to fulfill their teaching, service and scholarship responsibilities.

Third, Graduate Assistants may serve in an instructional role where appropriate. Service in an "instructional role" requires that the graduate student works under the direct supervision of a tenure track faculty member who has final grading responsibility for the course. This

corresponds to policies that allow undergraduates opportunities for “assisting in laboratory and studio sessions” (Faculty Handbook, Section 1.08).

In all cases, the activities assigned are to have educational value for the graduate student and are not to be used in lieu of hiring student employees for clerical and office support. The opportunities provided to graduate students assigned a Graduate Assistantship clearly enhance the graduate student’s experience, enriches their education, and broadens their range of professional skills.

1.09

B. General Policies

Grand Valley is committed to an open, well-advertised process of announcing positions and hiring graduate assistants. Each department with approved Graduate Assistantships will publicize them, and ensure that qualified applicants for these positions are offered an opportunity to apply. Available Graduate Assistantships should be advertised in recruitment materials, on the web site of the department offering the Graduate Assistantships, and on the Student Employment electronic job board. In addition, the Graduate Studies Office will either post or provide a web-link for every Graduate Assistantship.

In recognition that many Graduate Assistantships are used to recruit students to specific graduate programs, and that many students may not have ready access to the web site, departments may use positions to recruit students to their own graduate program, without posting to the wider student community. However, special positions funded through grants or from other sources that arise during the academic year should be fully advertised as noted above.

C. Qualifications

To qualify for a Graduate Assistantship at GVSU, the student must be fully admitted as a degree-seeking student in a Grand Valley graduate program at the time of appointment. Subsequently a full-time Graduate Assistant must successfully maintain a minimum course load of 9 graduate credit hours per semester (up to 24 credits per year) or 5 graduate credit hours per semester for a half-time Graduate Assistantship. The unit offering the Graduate Assistantship must have a written position description, approved by the Academic Dean of the College or the Appointing Officer of non-academic units, and by the Dean of Graduate Studies. A typical full-time Graduate Assistantship includes a 20-hour per week work assignment for 15 weeks per semester and support from GVSU which includes a minimum stipend as specified on the Graduate Assistantship appointment form and tuition credit for up to 24 graduate credits per fiscal year, unless the student is eligible for reimbursement of tuition from another source. A typical half-time Graduate Assistantship includes a 10-hour per week work assignment for 15 weeks per semester and a minimum stipend as specified on the Graduate Assistantship appointment form with tuition credit for up to 12 graduate credits per fiscal year, unless the student is eligible for reimbursement of tuition from another source. Students that fail to maintain eligibility or carry out the assigned work in a satisfactory manner in a multi-semester Graduate Assistantship may forfeit continuation of a Graduate Assistantship position for future semesters, thereby forfeiting both stipend and tuition grant.

The Dean of Graduate Studies is responsible for administering Graduate Assistantships. Any deviation from these terms (such as 10-month or 12-month appointments) requires prior approval by the Dean of Graduate Studies.

D. Assistantship Procedures:

The Appointing Dean will forward all of the required information to the Dean of Graduate Studies on a current Graduate Assistantship Appointment Form. All Graduate Assistantship procedures and forms are available at the Graduate Studies webpage. The Dean of Graduate Studies will review each Graduate Assistantship Appointment Form to ensure that all appointments meet current policy and procedure. If an assistantship appointment meets those

guidelines, the Dean of Graduate Studies will confirm the appointment and notify the appropriate offices.

E. International GA Appointments:

Offers of Graduate Assistantships to international students must be coordinated with the Director of International Student and Scholar Services, in the Padnos International Center. The Padnos International Center will advise international students with Graduate Assistantship appointments on employment issues related to visa status.

1.09

F. Appeals and Exceptions to the General Appointment Policy:

The appointing officer shall submit in writing any appeals or requests for exceptions to any terms of the Graduate Assistantship Policy to the Dean of Graduate Studies.

G. Grant-Funded or Other Non-Base Funded Graduate Assistantships:

Grant-funded and other non-base funded Graduate Assistantships must follow the prevailing procedures, as detailed on the Graduate Studies webpage, and must provide support for both stipend and tuition. When a Graduate Assistantship position is to be funded by a grant, the grant writer/Principal Investigator (PI) should make every effort to obtain funding for the tuition grant from the funding source as well as the stipend for the position. If the grant source does not or will not provide tuition support, the PI must request approval at the time of grant submission for the tuition to be paid by GVSU and count that tuition support as a cash match in the grant budget. Requests will be made to the Dean of Graduate Studies for tuition match on each separate grant and Graduate Assistantship position, as applicable.

H. Graduate Assistantships Assigned to Assist Faculty in Instructional Duties:

Graduate Assistants assigned to assist faculty in an instructional role are those graduate students who are involved in supervised instruction in a variety of educational settings. Supervised instruction means that the graduate student works under the direct supervision of a tenure track faculty member. Qualified Graduate Assistants perform instructional duties in an area of their particular expertise, most often within their home department. In rare cases, a graduate student may possess qualifications that make them uniquely qualified for a particular instructional role. For example, an attorney holding a JD degree may decide to work toward an MBA. Because they hold a JD, the graduate student may be highly qualified to teach a business law course. In these unique circumstances, a department may petition the Dean of Graduate Studies to permit a Graduate Assistant to formally teach a course.

GVSU, the Graduate Studies Office, and departments appointing Graduate Assistants are responsible for ensuring that those students are capable and prepared to complete their assigned duties. Departments will have primary responsibility for evaluating an appointee, and may choose to evaluate the ability of a potential appointee in any way the department deems appropriate. However, language skills of all potential appointees (not just ESL applicants) must be considered as part of the evaluation process. Additionally, academic departments are responsible for reviewing the instructional performance of each Graduate Assistant, similar to the review of faculty teaching performance. Graduate Assistants will be provided access to the current online course management system (currently Blackboard) to insure communication with students assigned to their sections. In addition, this will allow students in those sections the opportunity to submit meaningful course evaluations. In this regard, departments are required to submit a clearly articulated plan outlining faculty oversight and evaluation of Graduate Assistants assigned instructional duties to the Office of Graduate Studies prior to any Graduate Assistantship appointments.

GVSU faculty members oversee all Graduate Assistants with instructional duties. Duties may include:

1. faculty supervised instruction in a laboratory course setting
2. conducting discussion or studio sections

3. conducting help sessions and holding office hours to advise students on course assignments
4. assisting with laboratory setup
5. assisting with grading papers, objective exams, laboratory reports, and homework
6. tutoring
7. other duties pertaining to the instructional mission of GVSU excluding being listed as the instructor of record with the exception noted above.

To be eligible to serve as a Graduate Assistant with instructional responsibilities, the student must attend a departmental orientation/training session. The orientation/training will focus on helping the Graduate Assistants develop the skills that are relevant to their instructional duties. The orientation/training program is to be filed with the Dean of Graduate Studies for review.

I. Graduate Assistant Orientation:

All graduate students assigned a Graduate Assistantship must complete an orientation that explains Graduate Assistant rights and responsibilities that is offered by the Office of Graduate Studies. Training specific to a particular unit will be the responsibility of the unit.

J. Graduate Assistant Complaints:

At times, it may be necessary for a Graduate Assistant to file an appeal related to their position. Assistantship-related disputes or concerns should be directed first to the appointing Dean who will intervene or refer the issue to the appropriate University office. Complaints may include but are not limited to issues such as termination of their Graduate Assistantship, arbitrary or capricious behavior of the supervisor, or expectations not outlined in the position description. Unresolved complaints may be appealed to the Dean of Graduate Studies and ultimately to the Provost.

1.10 Academic Policies

A. Academic Standards

Grand Valley is an academic institution dedicated to providing the highest level of quality instruction possible. Academic standards, 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.

1.11 Anti-Harassment Policy and Protocol for Bias Incidents

A. Anti-Harassment Policy

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*.

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.

Article III. Consensual Relationships. Romantic and sexual relationships between faculty/staff members and their students or between supervisors and their subordinates are inappropriate whether or not they are consensual.

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.

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.

Article V. Retaliation. Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law.

1.11

B. 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) 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. For further information go to the [Bias Incident Protocol Policy](#).

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 University Libraries, 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 university libraries, the Student Senate President, and the Provost, ex officio, non-voting.

Standing committees which report to the Senate via the 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 General Education Committee, the Pew Faculty Teaching and Learning Center Advisory Committee, the Graduate Council, the University Assessment Committee, the University Curriculum Committee, and the Online Education Council. The composition of each committee is described in the UAS Bylaws and always includes elected college and university libraries 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 Grand Valley: 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.

2.01.A.1

- iii. Faculty Personnel Policy: All proposed changes in the faculty personnel policy of Grand Valley 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 university libraries will be determined by the following formula:

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

Terms of office are three years, staggered for the University Libraries 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 three-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. Any member of the ECS may nominate candidates for Chair and Vice-Chair. 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.

- 2.01.A.
- 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 any 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 any Academic Governance Bulletin Board. Copies are also sent to the President, Provost, Vice Presidents, Deans, Assistant Vice President for Human Resources, the Registrar, the University Libraries 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 Grand Valley 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.

2.01. 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.

2.01.2.a

- 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 member 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 curricular items 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 (CLAS), two from the Seidman College of Business, one from each of the remaining Colleges, and one from the University Libraries. The term of office is three 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.
- 2.01.2.b
- iv. Additional Criteria: If the number of representatives from professional colleges increase, the number of representatives from CLAS will increase to match this number, based on a 50% principle (the Brooks College of Interdisciplinary Studies representative is counted in CLAS membership).
- 2.01.2. 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 any 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 university libraries. In the case of a prolonged absence involving several meetings, the representative college or university libraries 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 any 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 University 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.

2.01.3. 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 Provost's Office. 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 Grand Valley, 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 Grand Valley 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 Grand Valley faculty and Student Senate.

2.01.4. STANDING COMMITTEES OF THE UAS

The following committees report to the UAS via the ECS. Standing Committee meeting times shall be consistent over an academic year and be published on the faculty governance website. Any changes to the set meeting times must be made in a timely manner and agreed to by the committee members in consultation with 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 university libraries. 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.

2.01.4 b. Faculty Facilities Planning Advisory Committee (FFPAC)

- i. **Faculty Membership:** Faculty membership of the FFPAC 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 university libraries. 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 Grand Valley, with the goal of providing an optimal teaching and learning environment. Specific responsibilities include:
 - a) Serve as a liaison between the Grand Valley 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.

2.01.4 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 university libraries. College representatives must be tenured. If none of the elected members has experience serving on a college personnel committee, the Chair of FPPC, in consultation with the ECS, shall appoint one. 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 President for Academic Affairs, and one tenure track faculty member (rotated by College) appointed by UAS in consultation with FPPC 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.

2.01.4 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 university libraries. 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. The vote for chair occurs at the beginning of the Winter semester of the year in which the prospective chair is selected to serve.
 - ii. Student Membership: One student representative selected by and from the Student Senate for a term of one year.
- 2.01.4
- iii. Administration Membership: The Provost or designee ex officio, non-voting.
 - iv. Responsibilities: The FSBC has three primary responsibilities:
 - a) To study pertinent data and make recommendations to the Senate through the ECS on the allocation of funds within the Grand Valley 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 Grand Valley.

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

2.01.4 e. General Education Committee (GEC)

- i. Faculty Membership: Faculty membership of the GEC consists of nine members from CLAS, one from each of the remaining colleges, and one from the university libraries. 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 and Basic Skills Requirements 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 Basic Skills and General Education requirements will be sent, following approval by the appropriate College Curriculum Committee, to GEC. Proposals and requests approved by the GEC will be forwarded to the UCC for approval.
 - b) Course proposals submitted to the GEC should be as detailed and complete as possible in addressing General Education skills and content goals.

- c) 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. Request 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 GEC will recommend approval. The course is then subject to the three year assessment cycle of the General Education Program.
- e) If the review is negative, the proposal will be returned to the author of the proposal along with a written rationale for the negative decision, and when appropriate, suggestions for revision.
- f) If it is resubmitted, the GEC will evaluate it and make their decision. If the decision is positive, the course will be recommended for approval under the terms of b, c, and d above.

2.01.4

f. Graduate Council (GC)

- i. Faculty Membership: The Graduate Council (GC) is composed of no more than thirteen faculty members elected by the faculty: base membership includes one representative from each college that offers a graduate degree (Business, Community and Public Service, Education, Liberal Arts and Sciences, Engineering and Computing, Health Professions, Nursing, Interdisciplinary Studies), plus one from the university libraries. 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 GC be faculty who teach courses at the graduate level. At least one member of the GC 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 GC is responsible for matters related to graduate education at Grand Valley, 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.

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- 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 Grand Valley.
 - 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 GC.
 - 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 Grand Valley 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. 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 may make these requests. 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.

2.01.4.

- 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 university libraries. The term of office is three years beginning at the end of the

winter semester. Terms are staggered.

- 2.01.4.g
- 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 Grand Valley 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.
 - i) 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.

2.01.4

h. University Assessment Committee (UAC)

- i. Faculty Membership: Faculty membership of the UAC consists of seven faculty members from CLAS, two from Seidman College of Business, one from each of the remaining colleges, one from the university libraries. Service unit membership of the UAC consists of two representatives from the Advising Resource/Advising Council, one from Student Services and one from Academic Services/Information Technology, appointed by the Provost with recommendation from vice presidents responsible for the preceding groups.

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 responsibilities are to oversee and support the process of assessing units (including assessing student learning outcomes). It does so by reviewing assessment plans, progress reports, and self-studies for all academic majors, academic units, and service units.

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, and one from the university libraries. The term of membership is two

years. Terms of those from colleges with two or more members are staggered.

2.01.4. i

- ii. **Student Membership**: One student representative selected by the Student Senate for a term of one year.
 - iii. **Administration Membership**: One representative from the GC 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 Grand Valley; 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.
- j. Online Education Council (OEC)**
- i. **Faculty Membership**: Faculty membership of the OEC consists of the Chair of the UCC, serving as Chair of the OEC, and additional member of UCC (appointed by the Chair of UCC), Chair Graduate Council Curriculum Committee, and a faculty member with expertise in online pedagogy (appointed by Provost, in consultation with Faculty Governance). The term of membership is three years.
 - ii. **Student Membership**: One graduate student representative selected by the Student Senate for a term of one year.
 - iii. **Administration Membership**: The Provost or designee ex officio, non-voting, and Director of FTLC, non-voting. The following administrators may be called upon for consultation as needed, all non-voting: Director of IT, Director of Continuing Education, Chair of General Education Committee, Disciplinary representative, Director of Disability Services, and University Libraries representative.
 - iv. **Responsibilities**: The Council's responsibilities will include, but is not limited to the following:
 - a) participate in a FTLC faculty development workshop for online/hybrid pedagogy in order to best facilitate OEC recommendations to the faculty;
 - b) develop university pedagogy and oversight standards for online and hybrid programming consistent with traditional course offerings;
 - c) evaluate online and hybrid offerings (the recommendation of OEC will be appended to the online curricular system, analogous to current recommendations by IT and University Libraries);

- d) create recommendations for faculty development of faculty who teach online and hybrid offerings;
- e) review and make changes to curricular forms that address online and hybrid pedagogy issues when appropriate'
- f) request changes to Syllabus of Record in cases of substantial change to existing course due to online/hybrid delivery mode'
- g) in consultation with FTLC, develop student evaluation instrument to be used in all online and hybrid courses that include questions particular to online/hybrid pedagogy as determined by best practices;
- h) create communication plan of online and hybrid course offerings in these programs to internal offices (e.g. Admissions, University Libraries)'
- i) develop recommendations of consistent workload guidelines with regard to online and hybrid curriculum, in consultation with other faculty governance committees;
- j) develop assessment tools for online and hybrid courses, in consultation with FTLC and UAC.

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

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 Committee (GEC)
7. Graduate Council (GC);
8. University Assessment Committee (UAC);
9. University Curriculum Committee (UCC); and
10. Online Education Council (OEC)

B. University Governance Committees:

1. Academic Computing Advisory Committee (Approved by UAS 4/2/04)

1. Membership:

Associate Vice President for Academic Affairs, Chair
 Dean of Student Academic Success Center
 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 university libraries.

2.02.B.

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.

2. Advising Resource Council (Approved by UAS 4/2/04)
 1. Membership:
 Dean of Advising Resources and Special Programs, Chair
 Director of Counseling
 Director of the Frederik Meijer 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 university libraries.
 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.

3. Campus Life Committee (Replaced 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 Frederik Meijer 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 University Libraries
 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, Recreation Center, etc).
 4. Reporting: To the Vice Provost/Dean of Students
 Vice Provost, Pew Campus
 Associate Vice President for Human Resources
 Dean of the University Libraries

- 2.02.B 4. 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.

5. 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 university libraries.
 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.

6. International Education Committee (Approved by UAS 4/2/04)
 1. Membership:
 Chair, elected from Membership
 Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences, one from each of the remaining colleges and the university libraries.
 two students: 1 selected by the Student Senate and 1 selected by the International Student Association (confirmed by the Student Senate)
 One Area Studies Program Faculty Member, selected by the programs
 One Modern Languages and Literatures Faculty Member, selected by the department
 One 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.

7. Research and Development Committee (Approved by UAS 4/02/04)
 1. Membership:
 Director of Research & Development Center, Chair
 Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences, two from Seidman College of Business, one from each of the other colleges and one from the university libraries.
 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.

8. 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 Frederik Meijer Honors College
 Faculty or Administrator (appointed by the Provost): Four representatives from the College of Liberal Arts and Sciences, one from each of the remaining colleges and the university libraries.

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.
9. University Libraries Advisory Committee (Approved by UAS 4/02/04)
1. Membership:
Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences and one from each of the remaining colleges and university libraries.
One student representative selected by the Student Senate
University Libraries Dean (ex officio, non-voting)
 2. Term: 3 years, staggered.
 3. Purpose: To advise the university libraries on possible areas of library development as perceived by the faculty; to react to issues brought to them from the University libraries; 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 university libraries dean and to the Academic Senate on matters of policy and general concern.
10. 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 the College of Liberal Arts and Sciences and one from each of the remaining colleges and university libraries.
One 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.

2.02. C. Administrative University Committees :

1. 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
2. Administrative Professional Committee (affirmed at UAS 4/2/04)
1. Membership: one elected by and from each of the following groups:
Academic Units, Schools, University Libraries;
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.
3. Newspaper Advisory Board (Approved by UAS 4/02/04)
1. Membership:
Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences and one from each of the remaining colleges and the university libraries.
Four 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.
4. 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 university libraries.
 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 Libraries 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.
5. 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 university libraries.
Four 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.

2.03 College Governance Policies

Colleges and the University Libraries shall have governance policies. These policies should be published and accessible to the faculty on each of their university web pages and hard copies should be available at each Dean's Office. These policies must be consistent with the provisions of the Faculty Handbook and the Administrative Manual, but need not be approved by the University Academic Senate. The ECS/UAS Chair should be advised of any policy revisions in order to ensure consistency with the Faculty Handbook and the University Counsel should be consulted on changes of policy that would impact the Administrative Manual.

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%).*
 - 2.04.A.2 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 GEC or GCC if appropriate. The agenda for UCC meetings is posted weekly on the Faculty Governance website.
 9. After a course change proposal arrives for review at UCC it will be handled in the following manner. If the course is a prerequisite 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, and at least 30 days has elapsed since the proposal was approved by the unit of origin, then the course change proposal will be automatically approved by UCC at its next regular meeting and be forwarded to the Provost for approval. Until that approval is given, any faculty member can request the UCC to review a course change proposal.

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 Committee (GEC) 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**

The Index to Curriculum Procedures is on the next page.

Index to Curriculum Procedures

(approved by ECS March 1995 for inclusion in the Faculty Handbook; review 2010)

Approval/Review Level Needed:

What you want to do:	Procedure to follow:	Form/s to use, if any:	Dept.	CCC	Dean	UCC	ECS/ UAS	Provost	President	Board of Trustees		
			Signature Required			GEC or GCC						
1. <u>new course</u>	University Curriculum Committee (UCC) Guidelines for Submitting Course/Program Change Proposals	<ul style="list-style-type: none"> New Course Proposal Curriculum Resource Statement 	approval	approval	approval	approval	---	approval	---	---		
2. <u>new emphasis</u>	UCC Guidelines for Submitting Course/Program Change Proposals	<ul style="list-style-type: none"> Program Change Request Curriculum Resource Statement (when applicable) 	approval	approval	approval	approval	---	approval	---	---		
3. <u>new degree cognate</u>	UCC Guidelines for Submitting Course/Program Change Proposals	<ul style="list-style-type: none"> Declaration of Undergraduate Degree/s Offered Program Change Request 	approval	approval	approval	approval	---	approval	---	---		
		<ul style="list-style-type: none"> Curriculum Resource Statement (when applicable) 	approval	approval	approval	approval		approval				
4. <u>new:</u> <ul style="list-style-type: none"> minor major program degree undergraduate unit graduate unit 	Procedure for the Establishment of Additional Units/Programs at GVSU ===== Note: following approval of final plan, refer to course & degree cognate procedures as	<ul style="list-style-type: none"> No form for submission of prospectus or final plan Signature form will be kept on file in the Provost's Office 	approval	approval	approval	approval	approval	approval	---	---		
			approval	approval	approval	approval	approval	approval	approval	approval	approval	
			approval	approval	approval	approval	approval	approval	approval	approval	approval	approval
			approval	approval	approval	approval	approval	approval	approval	approval	approval	approval
			approval	approval	approval	approval	approval	approval	approval	approval	approval	approval
			approval	approval	approval	approval	approval	approval	approval	approval	approval	approval
5. <u>Certificate Program - ADD</u>	GVSU Certificate Programs	<ul style="list-style-type: none"> Certificate Program Request Form 	approval	approval	approval	approval	---	approval	---	---		
<u>Certificate Program - DROP</u>		<ul style="list-style-type: none"> Program Change Request 	approval	approval	approval	approval	approval	approval	approval	approval		
6. <u>change only in course number</u>	Uniform Course Numbering System (Further clarification can be found in paragraph A of Section 1 of the Long Range Curriculum)	<ul style="list-style-type: none"> Course Change Proposal - Submit one (1) copy only 	approval	approval	approval	approval	---	approval	---	---		
7. <u>change only in when course is offered</u>	Unit notifies appropriate Dean, Dean notifies Registrar; indicate term and/or "even/odd" years	<ul style="list-style-type: none"> No form for submission 	approval		approval		---	---	---	---		
8. <u>change in course:</u> <ul style="list-style-type: none"> number (w/other changes) credit description prerequisite activity (lab, lecture, etc) other 	UCC Guidelines for Submitting Course/Program Change Proposals (Further clarification can be found in paragraph A of Section 2 of the Long Range Curriculum Task Force of March 28, 2003)	<ul style="list-style-type: none"> Course Change Proposal Curriculum Resource Statement (when applicable) 	approval	approval	approval	approval	---	approval	---	---		
			approval	approval	approval	approval	approval	approval	approval	approval	approval	
9. <u>change in:</u> <ul style="list-style-type: none"> emphasis minor major program degree unit 	UCC Guidelines for Submitting Course/Program Change Proposals	<ul style="list-style-type: none"> Program Change Request Curriculum Resource Statement 	approval	approval	approval	approval	---	approval	---	---		
			approval	approval	approval	approval	approval	approval	approval	approval	approval	
10. <u>change in degree cognate</u>	UCC Guidelines for Submitting Course/Program Change Proposals	<ul style="list-style-type: none"> Declaration of Undergraduate Degree/s Offered Program Change Request Curriculum Resource Statement 	approval	approval	approval	approval	---	approval	---	---		
11. <u>drop course</u>	UCC Guidelines for Submitting Course/Program Change Proposals	<ul style="list-style-type: none"> Course Change Proposal 	approval	approval	approval	approval	---	approval	---	---		
12. <u>drop emphasis</u>	UCC Guidelines for Submitting Course/Program Change Proposals	<ul style="list-style-type: none"> Program Change Request 	approval	approval	approval	approval	---	approval	---	---		
13. <u>drop minor</u>	UCC Guidelines for Submitting Course/Program Change Proposals	<ul style="list-style-type: none"> Program Change Request 	approval	approval	approval	approval	---	approval	---	---		
14. <u>drop major</u>	UCC Guidelines for Submitting Course/Program Change Proposals	<ul style="list-style-type: none"> Program Change Request 	approval	approval	approval	approval	approval	approval	approval	approval		
15. <u>drop degree cognate</u>	UCC Guidelines for Submitting Course/Program Change Proposals	<ul style="list-style-type: none"> Program Change Request 	approval	approval	approval	approval	---	approval	---	---		
16. <u>drop program, unit or degree</u>	UCC Guidelines for Submitting Course/Program Change Proposals	<ul style="list-style-type: none"> Program Change Request 	approval	approval	approval	approval	approval	approval	approval	approval		

2.04.A. 2. **Guidelines for Submitting Prospecti for New Programs, New Program Proposals and New Academic Unit Proposals can be found at 2.04.B.**

3. **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/.
- b. The UCC will disseminate information on its decision and actions in a timely manner to all faculty. 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.
- c. 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.
- d. 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.
- e. College and University Curriculum Committees conduct their business during the regular academic year.

A. 4. **Uniform Course Numbering System**

(Approved 4/14/06 by UAS)

a. **Uniform Course Numbering Guidelines:**

Category	Description
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.

2.04A.4 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 are 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.

2.04.A. 5. **Undergraduate Certificate Program Criteria and Guidelines**

- a. **Purpose:** A certificate is awarded in recognition of completion of a well-defined program of coursework that falls within existing units at Grand Valley for a specified purpose that could not simply be achieved by obtaining a transcript. A 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. Furthermore, certificates are available to both degree-seeking and non-degree-seeking (i.e., certificate seeking) students. Therefore, they are available to a wider range of students than a traditional major.
- b. **Criteria:**
 - i. Certificate programs may be either freestanding or as add-ons to existing degree programs.
 - ii. The number of courses (credits) required for completion of a certificate program may vary from certificate to certificate.
 - iii. A limited number of new courses may be added for certificate programs.
 - iv. Minimum standards for academic progress should be identical to those of the parent program(s). Additional standards or requirements may be imposed.
 - v. The anticipated time for completion of the program should be specific.
 - vi. The number of courses comprising the certificate program that must be completed at Grand Valley is set by the department providing the certificate program.
 - vii. Courses accepted for transfer as part of the certificate program must be reviewed and approved by the department providing the certificate program.
 - viii. 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 Grand Valley.
 - ix. Certificate courses may be applied toward requirements for completion of a major/emphasis or degree, as determined by the unit providing the certificate program.
- c. **Procedure:**
 - i. Certificates are created using the New Certificate Proposal Form in the online curriculum system that is linked from the GVSU Faculty Governance website.
 - ii. Certificate review follows the same curriculum review process as courses and program changes.
 - iii. Changes to existing certificates should use the Program Change Request form.

2.04.A. 6. **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.

2.04.A.6 c. **Graduate Proposals can be submitted via the online system as describe at B.3.**

2.04 A. 7. **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.
- i. Contact the General Education Coordinator for instructions.

2.04.A. 8. Online Program Review

For new degree program or certificate proposals to be offered in an online format, or changes to existing program or certificates to be offered in a fully online format, evidence of consultation with Information Technology, the University Libraries, and Continuing Education/Distance Education is required before a proposal can be presented to faculty governance. The offering of any online line programs is pending the approval of the North Central Association.

- i. The following procedures will be followed for the inclusion of online and hybrid courses in the in curriculum:
 - a. If the content of a course is unchanged, and the request is to change solely the delivery of an existing course to an online or hybrid format, the faculty member and involved unit head will seek recommendation only from the Online Education Council, appropriate, and the Provost's Office. If the council recommends for non-approval, the proposer may contact the Vice-President for Academic Affairs with curriculum duties.
 - b. If the course/program is new in content and proposes an online or hybrid format, or if an existing program seeks to change to a fully online program, the current curricular procedures must be followed, with the addition of seeking the recommendation of the Online Education Council via the online curricular system.
 - c. The following factors will be considered when reviewing and recommending changes to curricular forms to support fully online programs:
 1. The desirability of offering the program fully online as opposed to traditional delivery.
 2. The effectiveness of the online delivery method specifically addressing content, integrity and accessibility issues.
 3. The impact of a fully online program on a traditional program and its students, if such a program exists.
 4. The roles of all faculty rank (affiliate, adjunct, visitor, and tenure-track/tenured) in the delivery of online courses in a proposed program, and the impact on faculty workload by faulty type.

2.04.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; March 2010

1. Introduction

Proposals for the establishment of additional units or programs must be consistent with the University's Mission, Vision, and Values. Because the creation of any new unit or program can have significant administrative, academic, and financial implications, only those proposals which are compatible with the University's articulated Mission, Vision, and Values should be pursued.

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.

2.04.B 3. Governance Procedures for the Establishment of a New Academic Unit

a. New Academic Unit Proposal

The proposal to establish a new academic unit may be introduced by a faculty-planning group or officer of the university. The Provost and ECS Chair must be notified in writing of the intent to request the formation of a new academic unit and documentation of that notification shall be provided when the proposal is submitted for review. The proposal will clearly identify the proposers. The New Academic Unit Proposal shall include the following:

- i. a description of the new academic unit,
- ii. a strategic plan,
- iii. a description of the function of the new unit,
- iv. the desirability of the new unit, and
- v. a detailed budget of resource needs.

These documents will be used to review the New Academic Unit Proposal. Each of these elements is detailed in the online curriculum system. The New Academic Unit Proposal can be submitted via the online curricular system at any time during the academic year.

b. Governance Review Procedure of Proposal for New Academic Unit

The Proposal for the New Academic Unit shall be reviewed by the New Academic Unit/New Program Council, consisting of CCC Chairs, UCC Chair, FPPC Chair, FSBC Chair, the Dean(s) of affected College(s), the Provost or Provost's representative, and the ECS Chair, who will be Chair of the Council. As part of its deliberations, the New Academic Unit/New Program Council will seek input from existing units that may be affected by the creation of the proposed new unit. Council members make recommendations to the Provost. Recommendation is either "support," "support with requested modifications," or "not support."

The review of the New Academic Unit Proposal shall proceed according to the flowchart found on the faculty governance website.

4. Governance Procedures for the Establishment of a New Program

Grand Valley State University is committed to establishing well-researched, innovative academic programs. The procedure for making proposals involves two stages: the Prospectus for a New Program, which introduces the concept for governance consideration, and New Program Proposal (formerly the "Final Plan") upon which approval and implementation will be based. Both the Prospectus and New Program Proposal can be submitted via the online curriculum development system at any time during the academic year.

a. Prospectus

The Prospectus for a new program, major, minor, or degree may be initiated by a faculty member, faculty-planning group, or officer of the university. The prospectus will clearly identify the proposers. Any proposal for a new program shall be developed and reviewed in accordance with the following guidelines. The proposers may withdraw a proposal at any time by notifying the New Unit/New Program Council.

The Prospectus shall include the following:

- i. a description of the program,
- ii. the interdisciplinary impact and overlap,
- iv. evidence of the desirability and feasibility of the program, and
- iv. a detailed budget of resource needs (each is detailed in the online curriculum system).

These documents will be used to review the Prospectus.

The decision to proceed to the development of a detailed New Program Proposal for the proposed program will be based upon a review of the prospectus by the New

Academic Unit/New Program Council, consisting of: CCC Chairs, UCC Chair, FPPC Chair, FSBC Chair, appropriate Dean(s), the Provost or Provost's representative, and the ECS Chair, who will be Chair of the Council. As part of its deliberations, the New Academic Unit/New Program Council will seek input from existing units that may be affected by the creation of the proposed new program. Council members make recommendations to the Provost. Their recommendation will be to "support the prospectus as submitted," to "support the prospectus with requested modifications," or to "not support the prospectus."

The Provost shall review the prospectus and the recommendation of the New Academic Unit/Program Council. The Provost may request additional information, approved the Council's recommendation and initiate development of the New Program Proposal, 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 New Academic Unit/Program Council, a detailed rationale will be sent to the Council. If the recommendation of support by the New Academic Unit/New Program Council is accepted by the Provost, he or she will appoint a taskforce for the creation and submission of the New Program Proposal. The taskforce includes the unit head that will house the new program.

The review of the New Program Prospectus shall proceed according to the flowchart found on the faculty governance website.

2.04.B.4

b. New Program Proposal

The New Program Proposal shall be developed by the writer(s) appointed by the Provost, in accordance with the Provost's charge for development. The writer(s) shall follow the online curriculum system.

c. Special Considerations

i. Establishment of Interdisciplinary Programs

The housing of new programs with an interdisciplinary focus and shared courses shall be made in consultation between the proposer, all affected Deans, and the Provost. The final decision rests with the Provost.

This approval shall occur before the submission of the Prospectus.

d. Governance Review Procedure

The review of the New Program Proposal shall be governed by the principles describe with regard to the criteria at the Prospectus stage (2.04.B.3.a), i.e., a description of the program; interdisciplinary impact and overlap; evidence of the desirability and feasibility of the program; and a detailed budget of resource needs. Each is detailed in the online curriculum system.

The review of the New Program Proposal shall proceed according to the flowchart found on the faculty governance website.

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

(Approved UAS March 31, 2000)

As part of its mission, Grand Valley has established several nonacademic institutes, centers, and offices to serve specialized needs. The scope of these institutes, centers, and offices range from the Padnos International Center and the Regional Math/Science Center with substantial budgets and staff of its own, to others like the Business and Ethics Center which primarily serves as a contact point between the local community and Grand Valley faculty. 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 Grand Valley 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.

2.04 D. Academic Program Budgetary Review Process

(Approved by Faculty Salary and Budget Committee)

Proposals submitted to the Faculty Salary and Budget Committee for a recommendation to 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 in both the Prospectus and New Program Proposal, an analysis of sources for support, and budgetary costs and benefits as requested in the online submission process.

2.04 E. Accreditation Review Procedures

The decision to seek accreditation for a unit or program represents an investment and a commitment on the part of Grand Valley. 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 Grand Valley 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 Assistant Vice-President for Academic Affairs responsible for accreditation issues before a formal decision to pursue accreditation can be made.

2.04 F. 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 Assistant Vice-President for Academic Affairs responsible for accreditation issues. 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 university libraries 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 Grand Valley 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 Responsibilities and Workload, Faculty Evaluation Procedures, and Faculty Salary Adjustment and Benefit Programs

3.01 Faculty Responsibilities and Workload

The primary responsibility of faculty is excellent teaching. 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.

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.

i) 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. Teaching

The baseline expectation for teaching 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. Scholarly/Creative Activity (formerly *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 Center for Scholarly and Creative Excellence is an additional source of funding.

3.01. D. **Service**

i. **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.

ii. **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. Contributions to the college and university are significant in decisions on promotion and salary increments.

E. **Significant Focus Beyond Baseline Expectations**

In their annual faculty workload plan, every faculty member shall select 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 members anticipating review for personnel action, and especially action for tenure and promotion, will want to insure that their significant focus of activity is consistent with their unit's and college's expectations for tenure and promotion.

F. **Workload Planning**

As part of the Faculty Activity Reports completed annually 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 3.02 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. The Faculty Activity Report for any given year will have appended to it the Workload Plan which anticipates the current FAR and these together will be forwarded to the dean. The Workload Plan may be revised as necessary in consultation with the unit head. The policy for extending probationary appointments by pausing the tenure clock can be found in Chapter 4.2.7.2.

G. **Faculty Responsibilities**

Selected Teaching Responsibilities and Requirements

i) **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.

ii) **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.

3.01.G

iii) 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)

iv) Office Hours for Student Conferences

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

v) 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.

H. 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 committees convened to review particular infractions or to standing committees such as a college personnel committee.

I. 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. To view the procedure for review and approval, go to their website at <http://www.gvsu.edu/hrrc/>

J. 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. To view the procedure for gaining approval, go to the Research and Development website at <http://www.gvsu.edu/csce/>

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

“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. Grand Valley State University has established and abides by uniform policies and procedures for investigations and reporting instances of alleged or apparent misconduct involving research, training, or related research activities. To view the policies and procedures, go to the [Research and Development website](#).

L. Confidentiality in Professor-Student Relationship

Each faculty member is expected to respect the confidential nature of the professor-student relationship and avoid any exploitation of students for private and/or professional 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.

M. 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 any outside employment with their unit head. In addition, teaching at other colleges should have the prior approval of the unit head.

3.02 Faculty Evaluation Procedures:

A. 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.

B. 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 and be made available to the unit faculty members.

C. 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 unit head or designee(s) refers to the member or members designated by the unit to carry out the personnel review process, as specified in Chapter 4, 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).

3.02.C.

- 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.

D. Student Course Evaluations

Normally, student evaluations of each course are completed each semester.

E. Peer Evaluations

See process in [Chapter 4, Section 2.3 to 2.10 of the Administrative Manual](#).

F. Collegiality

Collegiality in an academic evaluation context is generally understood as civility, mutual respect, or as a court decision defines it, "the capacity to relate well and constructively to the comparatively small bank of scholars in whom the ultimate fate of the university rests." Collegiality does not refer to one's view of another's social skills or position on controversial issues, which are not appropriately part of the evaluation process. Nor is collegiality a fourth, separate evaluation criterion at Grand Valley. Only the three criteria specified in the General Personnel Policies are appropriately part of the evaluation process; however, collegiality can be relevant as a qualitative standard applied along with those three criteria. For example, a faculty member's sharing an innovative teaching method with colleagues, assisting another with a scholarly project, and participating in University functions such as Fieldhouse Advising, are positive examples of collegiality that are related to the evaluation criteria of teaching effectiveness, professional achievement, and service, respectively.

G. Outline of the Evaluation Procedure.

The basic outline of the evaluation procedure is available at the [Provost's Office website](#).

3.03 Faculty Annual Salary Adjustment Program

Each year the Faculty Salary and Budget Committee recommends to the University Academic Senate (UAS) how funds, as available for faculty salary increases, 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 by the end of the winter term.

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

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 Brooks College of Interdisciplinary Studies
 - Dean of the 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. below) 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, workload plan for that year, and current vitae are to be submitted. The faculty member is responsible for submitting these materials in a timely manner to permit peer evaluation to take place.
- c. The unit head is responsible for distribution of these materials 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, unit faculty 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 the end of the winter semester/term.

However, the actual dollar amount of the range may not be determined by that time.

- a. Appointing officers are required to see that faculty members are advised of their recommended salary adjustment and should be communicated to faculty by the end of the winter semester/term. .
- 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 needs to be provided to each affected faculty member ordinarily by the end of the winter semester/term.
- 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 the end of the winter semester/term. 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 the Administrative Manual Chapter 4, Section 2.18.

8. **Promotional increments.**

As provided in the Administrative Manual Chapter 4 Section.2.20.5, 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	\$3,500
Full Professor	\$5,000

B. Faculty Compensation Schedule 2010-2011

Tenure Track Faculty

Professor	\$63,400
Associate Professor	\$50,800
Assistant Professor	\$42,700
Instructor	\$35,400
Librarian	\$38,700

Compensation rates for tenure track faculty positions are set based on market data for similar positions within regional and/or national markets with sensitivity to internal equity. Faculty positions have a minimum range only. Market averages are provided annually to each appointing officer for each discipline by rank.

3.04 Reporting Questionable Payroll Deductions.

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.

3.05 Continuation of Benefits Policy.

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.

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.

Benefit coverage noted above includes the following benefits: Medical, Pharmacy, Dental, Health Flexible Spending Account, Vision, Life, Supplemental Life and Long Term Disability. and supplemental retirement deferrals.

Salary Deferral

Those faculty members on salary deferral (12 month pay option) who 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 who separate from service beginning with the 2005-06 academic year. The continuation of salary deferral will be effective with the 2006-07 academic year.

3.06 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 2.15 Reduction in Force in the Faculty Handbook, which is reprinted from Chapter 4 of the Administrative Manual.

3.07 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 and/or deductibles during the leave period.

A faculty or staff member generally has a right to return to the same position or an equivalent position including 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.

3.07 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 his/her 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 his/her 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 absence, 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, he/she may have up to an additional 8 weeks approved, provided the situation qualifies 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.

3.07.B 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 or deduction is required, provision to pay the premium or deduction 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 effect. If the leave is paid, any required premium will continue to be deducted from the faculty or staff member's paycheck, in 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 elect to 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.

3.07 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:

$$40 \text{ hours/week} \times 12 \text{ weeks} = 480 \text{ hours}$$

Part-time faculty or staff member:

$$20 \text{ hours/week} \times 12 \text{ weeks} = 240 \text{ hours.}$$

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.

3.07 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 1-2215.
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.

3.08 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 Chapter 4, Section 2.30.3.A of the Administrative Manual.

The nature of faculty positions presents issues that may differ from those of administrative or support staff. Courses need to be taught in a manner that avoids disrupting 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 assigned 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 who 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.

3.09 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

Chapter 4: Faculty Personnel Policies

(directly reproduced from the Administrative Manual, Chapter 4, Section 1, General Personnel Policies, and Section 2, Faculty)

SECTION 1

1. GENERAL PERSONNEL POLICIES

- 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. **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.
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.
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."

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) non-maleficence 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 non-maleficence 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.

SECTION 2

2. **FACULTY**

2.1 Faculty:

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. Faculty members who are also academic unit heads (department chairs and school directors).
3. Academic administrators who also hold faculty rank ([Section 2.11](#)).
4. The term “faculty member” as used in this document includes primary investigators without teaching duties.

2.2 **Academic Freedom**

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 course material, but they should be careful not to introduce into their teaching controversial matter which has no relation to the scope of the course as outlined in the University catalogue description.
3. 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**

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. **Tenured.** Appointments with continuous tenure do not occur automatically but are awarded by Grand Valley State University upon the recommendation of the appropriate College or Libraries Personnel Committee.
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 of Chapter 4.
4. **Distinguished Professor.** Distinguished Professors are faculty members 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.
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 this Section 2 of Chapter 4 shall receive a statement in writing, from the Dean or other appropriate appointing officer, of the terms and conditions of the 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 unit also provides service to the other unit. 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 serves 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 units, College(s), 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 the 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) and annual Workload Plan 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 and Workload Plan. 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 an exception is approved by the Provost, shall be 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.

Associate Professor. Appointment at the Associate level is 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 extraordinary 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 unit, College and University. Ordinarily, at least five full-time equivalent years at the rank of Assistant Professor must be completed before an Assistant Professor may be 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 appropriate terminal degree except in extraordinary 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 the faculty member's contribution 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 unit, College, and University. Ordinarily, at least seven (7) full-time equivalent years at the rank of Associate Professor must be completed before an Associate Professor may be considered for promotion to Professor.

Librarian. Professional 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 the faculty member's contribution 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 consistently demonstrated excellence in creative activity or scholarship in the profession, show professional development, and have made vital contributions to the Library, university, and community. The extent of the faculty member's contribution 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;

The regular faculty member does not have the accepted terminal degree in the discipline.

2. **Extending Probationary Appointments by Pausing the Tenure Clock**

A faculty member may request an extension of the probationary period by pausing the tenure clock so that she or he may withdraw from teaching, work part-time or continue to work full-time while attending other commitments. A request for an extension may be submitted regardless of pay status; i.e. full pay or full or partial unpaid leave of absence. A request must be made in writing to the Dean after consultation with the faculty member's unit head. The Dean may approve a request for a maximum of two (2) years in total during the probationary period. Approval of the request will result in the postponement of the time period of contract renewal and/or tenure review and the new review date will be stipulated in the Dean's approval letter. Unless mutually agreed to by the faculty member and the Dean, the new review shall take place during winter semester following the schedule of Section 2.10.4. Following is the list of circumstances under which a faculty member may be approved for an extension of the probationary period:

- A. Faculty member's significant health issue, illness or injury;
- B. The birth or adoption of a child (available to both mother, father and household member);
- C. Substantial care giving responsibility for a person residing in the household or someone listed in Section 2.30.3;
- D. Military Service obligations;
- E. Current immigration status does not permit tenure;
- F. Unforeseen and significant disruption that is outside the control of the faculty member and is directly related to an area of evaluation criteria for contract renewal or tenure as stated in Section 2.9;
- G. Changes in appointment to either part-time work or administrative assignment; or
- H. An unpaid leave of absence pursuant to Section 2.30.6.

2.8 **Academic Tenure.**

1. **Statement of Principle.** The granting of tenure marks the end of a faculty member's period of probation and the beginning of a continuous appointment. The primary purpose of tenure is the safeguarding of academic freedom, although it is also recognized that tenure offers a degree of economic security which allows the University to attract and maintain a faculty of high ability and, hence, to strengthen the excellence of its programs and its overall academic quality.
2. Regular faculty with academic tenure may be removed from their appointments only through the terms and procedures described below for Dismissal for Adequate Cause (see Section 2.13.1) or Reduction in Force (Section 2.15).
3. **Standards and Criteria for Tenure.** Tenure involves the long-range commitment of the University to an individual faculty member and of faculty colleagues to each other. All decisions regarding the granting of tenure will necessarily entail judgments about both the present level of a faculty member's accomplishment and performance and the prospect of its continuation into the future.

To be awarded tenure, the candidate must have a documented record of consistent teaching effectiveness (for librarians, consistent professional effectiveness), professional recognition through scholarship or creative activity; professional development, and contributions to the unit, College, University and community. In addition, the candidate should have earned the doctorate

or appropriate terminal degree, except in extraordinary circumstances where the evidence demonstrates that the absence of the degree does not inhibit the faculty member's professional standing and performance.

A candidate at the rank of associate professor must meet the standards and criteria for that rank to be awarded tenure (see Section 2.5.1).

A candidate at the rank of full professor must meet the standards and criteria for that rank to be awarded tenure (see Section 2.5.1).

2.9 Areas of Evaluation 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, but teaching is regarded as the most important.

It is essential that regular faculty review be thorough, fair and in accord with clearly stated standards and criteria (Section 2.9) and procedures (Section 2.10).

- 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, and the Community.** A faculty workload includes service to the unit, College, and University 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, serve as an advisor to student organizations, and carry 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.

Each college must establish its own standards and criteria for evaluation at each rank and tenure. College standards and criteria may be more specific than University standards and criteria, but may not contradict or conflict with them. After approval by the Dean, these standards and criteria must be submitted to the Provost for approval.

Each unit must establish its own standards and criteria for evaluation at each rank and tenure. These standards and criteria must be submitted to each unit's Dean for approval. Each candidate for a personnel action must include a copy of these unit guidelines in his/her portfolio. Unit standards and criteria may be more specific than College standards and criteria, but may not contradict or conflict with them or the University standards and criteria. Each candidate for a personnel action must include a copy of these unit guidelines in their portfolio.

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. **Library¹ 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 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. 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 although 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 Unit, University, and the 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, serve as an advisor to student organizations, and carry 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.

The Library must establish its own standards and criteria for evaluation. Library standards and criteria may be more specific than university standards and criteria, but may not contradict or conflict with them. After approval by the Dean, these standards and criteria

¹ The term "Library" wherever it appears in Section 2 represents the totality of "University Libraries."

must be submitted to the Provost for approval. Each candidate for a personnel action must include a copy of these unit guidelines in his/her portfolio.

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 Composition.** 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.

A. **Composition.**

Within Colleges/Library. The Personnel Committees of the Colleges and the Library shall be composed as follows:

College of Liberal Arts and Sciences: The Personnel Committee shall be composed of twelve (12) elected members of the College. There may be no more than one (1) elected Committee member from any one (1) unit in the College. One third of the membership will be elected at the end of each academic year for a term of three (3) years. At the beginning of the academic year, there will be an election for alternates to the College Personnel Committee. An alternate will serve until the next regular election if a vacancy arises on the college Personnel Committee.

Seidman College of Business: The Personnel Committee shall be composed of five (5) faculty members elected by the faculty, one from each department, excluding chairpersons. Personnel Committee members are elected for staggered two-year terms.

College of Community and Public Service: The Personnel Committee shall have at least five (5) members. There shall be no more than two (2) 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, tenured member will be elected. The Committee shall not exceed seven (7) persons. The standard term on Personnel Committee is three (3) years, which will be staggered among the members.

College of Education: The Personnel Committee shall be composed of five (5) faculty to be elected by Faculty Council, which consists of all the faculty. One (1) member shall be elected from each of the two units in the College of Education. One (1) member shall be elected at large from the College of Education faculty. The remaining two (2) members from appropriate disciplines outside the College of Education shall be elected by the faculty from a slate of candidates provided by the Provost in consultation with the Dean of the College. Members will serve in staggered, three-year terms.

Padnos College of Engineering and Computing: The Personnel 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.

College of Health Professions: The Personnel Committee shall be composed of one (1) tenured faculty member from each department. The faculty members from the College will be elected by the College of Health Profession's faculty from a slate provided by the Dean of the College from appropriate departments. Faculty Council of the College, in consultation with the Dean, may select an additional faculty member to serve as a diversity advocate, who serves *ex-officio* and without the right to vote. The voting members for any personnel action are the members who are not from the department of the faculty member being considered. If a department does not have a faculty member meeting the qualifications for the College Personnel Committee, eligible faculty will be determined by the provost in consultation with the Dean of the College and then elected by a College vote. No member shall serve more than two (2) consecutive three-year terms (6 years).

Brooks College of Interdisciplinary Studies: The Personnel Committee shall be composed of a majority of 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 Faculty Council of the College, in consultation with the Dean, may elect an additional faculty member to serve as a diversity advocate, who serves *ex officio* and without the right to vote.

Kirkhof College of Nursing: The Personnel Committee shall be composed of a minimum of five (5) faculty members with a majority of members elected by the faculty from a slate provided by the Provost from appropriate disciplines outside the College to be determined by the Provost in consultation with the Dean of the College and less than a majority of the Personnel Committee elected from the faculty in the College. Members shall be elected for a term of three years and can serve on the Committee for a maximum of two consecutive terms (6 years).

Library. The Personnel Committee shall be composed of a minimum of five (5) faculty members a majority of members elected by the Library 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.

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.

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 unit head of the regular faculty in the unit requiring reappointment decisions and the options available.

B. Promotion.

The unit head, 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 head or any other member of a unit at other times.

D. Dismissal for Adequate Cause.

Before making the 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.

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.

A. **Conflict of Interest.** For purposes of Section 2.10.6 and 2.10.7, unit regular faculty members who have a Conflict of Interest with a candidate under consideration for a personnel action shall be completely excused from all aspects of involvement and participation in the unit procedures as it relates to the candidate for which there is a Conflict of Interest. Should a question arise as to whether there is a Conflict of Interest, the Dean of the College/Library shall make the final determination. A Conflict of Interest includes, but is not limited to, one or more of the following:

1. A familial relationship, including Household Member and their dependents, with the candidate;
2. A financial or business relationship exists with the candidate outside of the University; or
3. Unit regular faculty members who are in their terminal year of employment due to non-renewal of a contract or denial of tenure.

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, except those tenure track, unit regular faculty who have not completed two (2) years of full-time, uninterrupted service as a unit regular faculty member (except as provided by Section 2.7.2). All unit regular faculty in attendance may vote on sabbaticals. 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, those tenure track, unit regular faculty who have not completed two (2) years of full-time, uninterrupted service as a unit regular faculty member, or those with a Conflict of Interest. To pass, the personnel vote must be carried by a majority of the members of the unit regular faculty eligible to vote unless they are on sabbatical or approved leave of absence, or those with a Conflict of Interest. 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 provided to the candidate, the candidate can choose to either stop the evaluation in the case of early tenure or promotion or the candidate may choose to submit 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 provided 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 division, 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 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 the 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 parties 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, she/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.

<u>Years of Service</u>	<u>Maximum Period of Payment</u>
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:

<u>Years of Service</u>	<u>Maximum Period of Payment</u>
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, College of Health Professions, Brooks College of Interdisciplinary Studies, 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 their 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 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.

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 semi-monthly 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	\$3,500

Full Professor \$5,000

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)

day preceding New Year's Day	Thanksgiving
New Year's Day	day following Thanksgiving Day
Memorial Day	day preceding Christmas Day
Labor Day	Christmas 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 the holiday falls during a suspension without pay, 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 members 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 members 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:

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.

Faculty member's child, step child, foster child, spouse, parent, or household member's illness, injury, hospitalization and appointments pertaining to health (limited to a reasonable amount).

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, grandparent-in-law, or household member.

Attendance at a funeral other than above (maximum one day).

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 members 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:

-- A request for funds (travel, equipment, etc.) accompanies the application for the sabbatical leave proposal.

-- 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.

-- 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;

-- 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, at the Chair's request, explain the financial situation to the Chair of the Committee. The Faculty Salary and Budget 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.

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.

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.

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.

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:

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.

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.

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.

Applicants who are not awarded sabbaticals because of staffing problems will receive a written explanation from the appointing officer.

3. **Status of Delayed Sabbaticals.**

Applicants who are not awarded sabbaticals because of inadequate funding or staffing problems are invited to reapply the following year.

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 College of Liberal Arts and Sciences, College of Engineering and Computing, College of Health Professions and Seidman College of Business; two members total from the College of Education, Kirkhof College of Nursing, and College of Community and Public Services 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 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 and household members (as defined in plan documents) 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:

Teachers Insurance and Annuity Association (TIAA),

College Retirement Equities Fund (CREF),

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, dependents, and household member 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, Eligible Dependents and Household Members of Faculty, Staff and Retirees.** Effective fall semester, 1988, spouses, eligible dependents, and household

members 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, eligible dependents, and household members 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.