

Grand Valley State University
Executive Committee of the Senate
September 15, 2006

PRESENT: David Bair, John Bender, Yatin Bhagwat, Gayle Davis (ex officio), Frank Foster (student), Rob Franciosi (Chair), Joe Godwin (ex officio), Rita Grant, Robert Hendersen, James King (student), Paul Leidig, Jeff Libra (for John Peck), Jean Martin, Kristine Mullendore (Vice Chair), Jean Nagelkerk (ex officio), Karen Novotny, Ellen Schendel, Robert Schoofs, Kathleen Underwood

GUESTS: Jason Puscus (Intercultural affairs student), Alan Steinman (Director, Annis Water Resources Institute), Sue Korzinek (Director, Information Technology)

Agenda Items	Discussion	Action / Decisions
1. Approval of Agenda	The agenda of September 15, 2006 was reviewed.	The agenda of September 15, 2006 was approved as submitted.
2. Minutes approval	The minutes of August 23, 2006 were reviewed.	The minutes of August 23, 2006 were approved as submitted.
3. Report of Chair	<p>a) The Chair reported on the UCC implementation of the Online Curriculum Development Process, which can be accessed through the Faculty Governance website at www.gvsu.edu/facultygov. Faculty members using the system need to know that it times-out after 20 minutes of inaction, so proposals need to be saved as they are developed and that curriculum revisions must be done through electronic submissions. Faculty members are urged to use the feedback option on the curriculum site to report any difficulties.</p> <p>b) Chair Franciosi asked ECS members to advise faculty that when contacting the Provost's Office, the Assistant/Associate Vice President charged with handling the concern should be their first contact. (The administrative structure of the Provost's Office provides</p>	

	<p>this information at www.gvsu.edu/provost).</p> <p>c) The Chair reminded ECS members that the workload document from April 2006 is still an agenda item. He outlined the options for handling, which include: referring it back to FPPC, keeping it as a task for ECS, or creating a small task force with representatives from ECS and FPPC to revise it.</p> <p>d) The College of Health Profession bylaws will be on the agenda for ECS to consider next week. The bylaws for the College of Community and Public Service, the College of Interdisciplinary Studies and the University Libraries, and possibly, the College of Education will be reviewed this year in the order that they are received.</p> <p>e) As a result of UAS approval of amended Motion 1a on September 8, 2006 Deans Merkle, Wilson, and Kimboko are now ex officio, non-voting members of UAS. They will be notified of this and added to the membership roster.</p>	
<p>4. Report of Provost</p>	<p>a) Provost Davis reported that President Haas has been very visible in the university and outside community.</p> <p>b) Provost Davis shared enrollment figures. The official Fall 2006 enrollment is 23,295. There is a more diverse student body than previous years and a 16% increase in out-of-state enrollment. (For more information on enrollment statistics go to www.gvsu.edu/ia .</p> <p>c) The Investiture ceremony for President Haas will be held on Friday, October 27, 2006.</p> <p>d) The Provost's office is continuing to meet with Deans and unit heads regarding individual faculty workload plans.</p>	
<p>5. Report of Student Senate</p>	<p>a) Student Senate Vice President James King reported that the Student Senate sponsored a 9/11 remembrance ceremony.</p> <p>b) A Secretary of State mobile branch office was on campus to register voters.</p>	

	<p>c) The Student Senate will assist UAS in amending its Bylaws by suggesting language regarding changes in the Faculty Handbook language that impact UAS student members. Vice President King expressed appreciation on behalf of the Student Senate that the Dean of Students is now an ex officio member of UAS as a result of the 9/8/06 UAS vote.</p> <p>d) Student Senate Vice President King presented to ECS members a Student Senate resolution supporting the addition of gender identity and expression as protected classes at GVSU. The Student Senate is requesting that UAS support this initiative when they present it to the Board of Trustees for its adoption as GVSU policy and for inclusion in the Administrative Manual.</p>	
<p>6. New Business</p>	<p>a) Alan Steinman, Director of the Annis Water Resource Institute (AWRI) presented a proposal from AWRI to create a new tenure track rank at GVSU called Research Faculty.</p> <p>A cover letter explaining the process by which the draft proposal was created and the draft proposal were distributed to assist in this discussion. It was noted that while AWRI have been working on this proposal for some time that this is the first point that this proposal has been shared with faculty governance.</p> <p>In the discussion a number of concerns were raised by ECS members including:</p> <ol style="list-style-type: none"> 1) If tenure for "Research Faculty" is contingent upon the continuation of funding as it proposes, is it really tenure?. 2) If GVSU creates a category of tenured faculty that is contingent upon continued funding, what ramifications would this have for other ranks of tenured faculty? 3) If this category of tenured faculty will be primarily researchers, what ramifications does this have for GVSU, which is an institution whose primary mission is teaching (noting that there are already tenured faculty that do not teach – librarians)? 	

	<p>4) Do other institutions have centers where faculty members are tenured as "research faculty"? Are those other institutions comparable to GVSU?</p> <p>An AAUP article on methods of funding tenured faculty at Medical Schools was shared by Vice Chair Mullendore.</p> <p>An extended discussion was held on various professorial ranks and research models that can be used for faculty. It was noted that the AWRI researchers who are interested in tenure status all spend about 25% of their time teaching at GVSU. Director Steinman stated that the AWRI researchers' concerns center on their perception of being treated with equity by GVSU, recognition of Ph.D's by other academics at GSVU, and having access to sabbaticals. He identified these as the motivating factors for this proposal. It was noted that, as they currently have EAP status, they are eligible for professional leaves. ECS members agreed that there were many concerns that would have to be addressed before taking any further action on this proposal.</p> <p>Director Steinman was asked to take the matters and issues raised in the discussion back to the researchers at AWRI who would be affected by this proposal. It was suggested that one solution would be to provide the opportunity for them to be regular faculty and that the percentage of their time spent as researchers could be handled within the individual faculty planning process that is currently being developed.</p> <p>The matter was TABLED.</p> <p>b) A memo setting forth concerns about the use of Turnitin software was distributed to the members and presented by Ellen Schendel.</p> <p>Sue Korzinek from Information Technology explained that the software was adopted after a pilot project with</p>	<p>The proposal from Annis Water Research Institute to create a new tenure track rank at GVSU called Research Faculty was TABLED.</p>
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	<p>GVSU faculty and the Library during the prior year. The faculty involved requested that it be adopted for use after the Pilot ended. Information Technology sees this as a teaching tool and not a policing mechanism. In discussion, questions were raised surrounding the implications of using Turnitin, including:</p> <ol style="list-style-type: none"> 1) What role does Turnitin play within the larger issues concerning plagiarism? 2) What are the situations where this software would be most useful? 3) Is it appropriate for Turnitin to include the student papers submitted for review in its database as it is a commercial enterprise? <p>Information Technology was asked to report back to ECS at the end of the semester.</p>	
<p>7. Adjournment</p>	<p>The meeting adjourned at 5:08 pm</p>	<p>The Executive Committee of the Senate requested that Information Technology report back to the committee at the end of the semester on how frequently the Turnitin software was used.</p>

ANNIS
WATER
RESOURCES
INSTITUTE



GRAND VALLEY
STATE UNIVERSITY

TO: Rob Franciosi, Chair of ECS
Kristine Mullendore, Vice Chair of ECS

FROM: Alan Steinman, Director of AWRI

DATE: 8/XX/2006

FILE: 100.000

SUBJECT: AWRI Proposal for Research Faculty Status

Please find attached for your consideration a proposal from AWRI that would allow for a type of tenure for qualified AWRI researchers who currently have AP status. This request was initiated by the eight (8) Principal Investigators (PIs) at AWRI, and who have been part of the proposal development process. Tom Butcher, university counsel, has advised AWRI that the proposed changes would need to be made to Chapter 4, Section 2 of the Administrative Manual, and we have asked him to cast our attached proposal in that language. I have tried to anticipate the preliminary questions you might have about the proposal and look forward to explaining the proposal in more detail.

Why are we seeing this request now? The idea of adding a tenure track for qualified AWRI researchers is not new. The AWRI PIs have been actively pursuing some type of tenure-track faculty status since 2001. The process began with discussions among me, former Dean Kindschi, and former Chair of Biology Karel Rogers. Those discussions resulted in a formal proposal that was submitted to Dean Kindschi and then to former Associate Provost Wendy Wenner on 29 June 2004 (Subject: Tenure Track Appointments for AWRI PIs). Over the past 26 months, this proposal has again been picked up and reviewed, discussed, and revised based on discussions between myself, Jon Jellema, Fred Antczak, Tom Butcher, Jean Nagelkerk, and the AWRI principal investigators.

Why should persons whose primary function at the university is research be called faculty? Persons who are in a research position are already considered to be faculty according to the definition of faculty in the Administrative Manual, 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.
[emphasis added]

Beyond that, however, you should know that the AWRI PIs have a 25% teaching or equivalent requirement, teach classes at both the undergraduate and graduate levels, develop new courses for GVSU, involve students in their research, mentor undergraduate and graduate students, serve on CLAS and University-wide committees, represent GVSU at local, regional, state, national, and international meetings and workshops, publish their research in peer-reviewed publications, and obtain extramural funding.

What is the justification? And how many PIs would be eligible? On behalf of the AWRI PIs, the request for faculty status is submitted based on the following reasons:

1. Equity: The eight PIs at AWRI have similar workload responsibilities, albeit in different proportions, as tenure-eligible faculty on campus. They should be eligible for the same benefits, including academic freedom, sabbaticals, promotion, and faculty senate representation. None of those are currently available to AWRI PIs.
2. Recruitment/Retention: Without some version of tenure, AWRI will have difficulty attracting or retaining excellent faculty. To my knowledge, two PIs have applied for tenure-eligible positions elsewhere (I know because they told me or asked me to write reference letters); there may be other applications out there that I am not aware of.
3. University Commitment: By allowing personnel to be eligible for some version of tenure, GVSU explicitly places a stamp of investment on those faculty. By excluding AWRI PIs from that opportunity, there is an implicit assumption that we are considered less valuable to the University's mission. At present, AWRI PIs are offered one-year renewable employment contracts.

Then why create an additional tenure track? Why not try to make the PIs eligible for the existing faculty tenure track? The key difference between faculty tenure and research faculty tenure in this proposal is that research faculty are subject to the loss of their position if they are not continuously successful at bringing in outside funding for their research.

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**Proposed changes to Administrative Manual, Chapter 4, Section 2 for the
Inclusion of Research Faculty**

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).

2.5 Regular Faculty Rank.

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

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

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

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

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

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

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

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

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

For librarians, regular faculty appointments within the university are made in one of the following ranks: Senior, Associate, Assistant, or Instructor.

Instructor Librarian. A person who possesses the terminal degree but has no professional experience in academic or research libraries.

The terminal degree for librarians shall be the Master's Degree in Library Science from an institution accredited by the American Library Association.

Assistant Librarian. This is the usual entry-level appointment for a person with the terminal degree and minimal professional experience in academic or research libraries. To be considered for promotion to Assistant Librarian, an Instructor Librarian should prove to be an effective academic librarian. Ordinarily, at least three full-time equivalent years at the rank of Instructor Librarian are required before an Instructor Librarian is considered for promotion to Assistant Librarian.

Associate Librarian. Appointments to Associate Librarian are ordinarily contingent upon demonstrated competence and experience as a librarian at the university level and on professional achievement. To be promoted to Associate Librarian, an Assistant Librarian must display consistent professional effectiveness. In addition, the person should show evidence of professional development and have made contributions to the university and the profession. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least five full-time equivalent years at the rank of Assistant Librarian are required before an Assistant Librarian is considered for promotion to Associate Librarian.

Senior Librarian. Only distinguished professional librarians will qualify for initial appointment as Senior Librarian.

To be promoted to Senior Librarian, an Associate Librarian must display consistent excellence in academic librarianship. In addition, the person should have demonstrated creative activity or scholarship in the profession, show professional development, and have made vital contributions to the Library, university, and community. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least seven full-time equivalent years at the rank of Associate Librarian are required before an Associate Librarian is considered for promotion to Senior Librarian.

3. Researcher. For Research Faculty, regular faculty appointments within the university are made in one of the following ranks:

Senior Faculty Research Professor, Associate Faculty Research Professor, or Assistant Faculty Research Professor.

Assistant Faculty Research Professor. This is the usual entry-level appointment for a person with the terminal degree and minimal professional experience in research.

Associate Faculty Research Professor. Appointments to Associate Faculty Research Professor are ordinarily contingent upon demonstrated effectiveness and experience as a researcher at the university level and on professional achievement. To be promoted to Associate Faculty Research Professor, an Assistant Faculty Research Professor must display consistent professional effectiveness. In addition, the person should show evidence of professional development and have made contributions to the university and the profession. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least five full-time equivalent years at the rank of Assistant Faculty Research Professor are required before an Assistant Faculty Research Professor is considered for promotion to Associate Faculty Research Professor.

Senior Faculty Research Professor. Only distinguished professional researchers will qualify for initial appointment as Senior Faculty Research Professor. To be promoted to Senior Faculty Research Professor, an Associate Faculty Research Professor must display consistent excellence in academic research. In addition, the person should have demonstrated creative activity or scholarship in the profession, show professional development, and have made vital contributions to their unit, college, university, and community. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least seven full-time equivalent years at the rank of Associate Faculty Research Professor are required before an Associate Faculty Research Professor is considered for promotion to Senior Faculty Research Professor.

Refer to Section 2.9 for evaluation criteria for all full-and part-time faculty as defined in Section 2.1 and above.

Evaluation Criteria for Renewal of Probationary Appointments, Promotion, Tenure, and Periodic Performance Reviews.

1. **College Regular Faculty.** The individual Colleges 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 same level of performance expectations. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular faculty member to be reviewed. It is the university's responsibility to process the requested personnel action. Each of the criteria listed below must be demonstrated to some degree. Teaching effectiveness is regarded as the most important.
 - A. **Effective teaching performance.** 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. **Professional achievement in the area of responsibility.** This includes, but is not limited to, professional research, creative activities, scholarly writing, scholarly presentations at conferences, participation in professional activities, degrees and continued education, and holding official positions in professional organizations.
 - C. **Unit and University service.** This includes, but is not limited to, committee work, curriculum development, proposal writing and special assignments.
 - D. **Community service.** This includes, but is not limited to, membership, participation, and leadership in community organizations.

It is recognized that the relative importance of any of the above qualities B through D 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 university.

2. **Library Regular Faculty.** The Library's Personnel Committee will use the evaluation criteria indicated in this section in arriving at its recommendations. All regular library faculty, whether full- or part-time, shall be evaluated on the same criteria and be expected to demonstrate that they meet the same level of performance expectations. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular faculty member to be reviewed. It is the university's responsibility to process the requested personnel action. Each of the criteria listed below must be demonstrated to some degree. Professional effectiveness is regarded as most important.
 - A. **Professional effectiveness.** This includes, but is not limited to, knowledge of library and information science; performance in reference service, collection development, and bibliographic organization and control; communication skills; human relations skills; evaluation skills; and teaching, not necessarily in a classroom situation. Evaluation of such activities will be on the basis of the judgment of colleagues and/or those who are instructed or served.
 - B. **Professional 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. **Unit and University service.** This includes, but is not limited to, committee work, curriculum development, proposal writing, and special assignments.
 - D. **Community service.** This includes, but is not limited to, membership, participation, and leadership in community organizations.
3. **Researcher Regular Faculty.** The appropriate College's Personnel Committee will use the evaluation criteria indicated in this section in arriving at its recommendations. All regular research faculty, whether full- or part-time, shall be evaluated on the same criteria and be expected to demonstrate that they

meet the same level of performance expectations. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular research 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 in research is regarded as most important.

- A. Professional effectiveness. This includes, but is not limited to, knowledge of research in one's discipline; performance in research, generation of grants and contracts to support research activities, and teaching, not necessarily in a classroom situation including mentoring of students engaged in research. Evaluation of such activities will be on the basis of the judgment of colleagues and/or those who are served.

- B. Professional 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. Unit and University service. This includes, but is not limited to, committee work, research development, proposal writing, and special assignments.

- D. Community service. This includes, but is not limited to, membership, participation, and leadership in community organizations.

2.10 Procedures for Regular Faculty Appointment Renewal, Promotion, Tenure, Sabbaticals, Periodic Performance Review, and Dismissal for Adequate Cause.

- 1. College's Personnel Committee.** Each College will establish a Personnel Committee to recommend action concerning regular faculty appointment renewals, promotion, tenure, sabbaticals, and periodic performance reviews within the separate College. 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

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. Dismissal for Inadequate Funding (Research Faculty Only). 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.

regarding Dismissal for Adequate Cause.

2. Personnel Committees.

- A. **Composition.** The Personnel Committees in the Seidman College of Business will be composed of five to seven regular faculty members elected from within the College, with not more than two (2) regular faculty members being from the same school/department in the College. The Personnel Committees in the Kirkhof College of Nursing & College of Education will be composed of five (5) regular faculty members: two (2) regular faculty members elected from the regular faculty in the school and three (3) regular faculty members elected from and by the regular faculty of appropriate disciplines to be determined by the Provost in consultation with the Dean of that school.

At least one woman and one minority person must be a part of the composition of each College Personnel Committee. If one woman and one minority person are not included, another election for the entire Personnel Committee should be held so that the final composition of the committee would include at least one woman and one minority person.

All regular faculty members (Section 2.1) will be eligible to vote for members to their respective College's Personnel Committee. Each College shall decide if the Dean will serve as an ex-officio member of the Personnel Committee.

The Library's Personnel Committee will be composed of five (5) regular faculty members; two (2) librarians elected from library and one (1) regular faculty member each from three of the seven Colleges. Election of members from the Colleges will be on a rotating basis. The chairperson of the Library Personnel Committee will be a librarian elected by the committee membership.

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.

Other issues pertaining to the committee membership and the selection of a chair will be determined by the respective Collèges.

- B. Personnel Committee Meetings.** Electronic or Mechanical recording is not permitted at any time during Personnel Committee meetings. However, minutes shall be taken and include: any vote taken, the numerical results of all votes, date, time, place of the meeting, and names of who were in attendance. The following must be present and vote on the personnel action in order to constitute a recommendation of the Personnel Committee: four when there are five members, four when there are six members, and five when there are seven members. (See Section 2.10.2A for composition of a Personnel Committee.) While proxy and absentee votes are not allowed, absent committee members may send their evaluations to all committee members. If the Personnel Committee is unable to carry out its responsibilities due to the absence of one committee member who misses three consecutive meetings, the Dean will be notified for the purpose of facilitating the designation of an appropriate replacement.
- 3. Initiation of Reviews.** The Dean normally initiates actions to be considered by the College Personnel Committee based on review of their regular faculty members' status. For promotion and tenure, faculty members will ordinarily follow the timelines outlined in sections 2.5 and 2.7. However, faculty members may request, in writing to the Dean, to be considered by their unit for promotion at any time or for early tenure. This notification must take place at least two weeks before the Dean is scheduled to notify the unit of personnel actions for that semester (See Section 2.10.4 for the personnel schedule). A person being considered for early tenure and/or promotion may withdraw the request(s) for consideration at any time.
- A. Reappointment.** The Dean informs the department

chairperson/directors of the regular faculty in the unit requiring reappointment decisions and the options available.

- B. **Promotion.** The unit chairperson/director, Dean or any other member of the unit may initiate proceedings for consideration of promotion.
- C. **Tenure.** The Dean is responsible for insuring that tenure is considered in the next to last possible year of the probationary period, but tenure consideration may be initiated by the unit chairperson/director or any other member of a unit at other times.
- D. **Dismissal for Adequate Cause.** Before making his/her decision to dismiss for adequate cause, the Dean is responsible for initiating proceedings to consider the case. (Section 2.13.1)
- E. Dismissal for Inadequate Funding. Before making his/her decision to dismiss for inadequate funding of a research faculty member, 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 classes in the Winter Semester for an initial 3 year contract; and by the first day of class in the Winter Semester for 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.

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 College Personnel Committee and Unit Head of the unit requesting the creation of a Unit Personnel Committee. In the event a unit is

restructured, it shall not convene a Unit Personnel Committee unless the unit has submitted a new proposal for a Unit Personnel Committee and the proposal has been approved according to the above procedures.

7. Unit Personnel Actions.

- A. Review of Candidate Materials and Preparation of Unit Discussion Agenda.** All unit regular faculty will be notified of the access to the materials pertaining to the candidate for the personnel action under consideration. The Unit Head or Designate will prepare an agenda before the unit meeting identifying the matters for discussion at the unit meeting concerning the candidate's achievements as well as questions, issues, and concerns under the criteria identified in Section 2.9. In advance of the meeting, this agenda shall be made available for review by the candidate and the unit regular faculty who may then comment and propose revisions to the agenda before the discussion begins. The Unit Head or Designate may amend the agenda based upon input from the candidate and unit regular faculty and must provide any amended agenda to the candidate for review before the unit discussion begins. If an agenda is revised, the original form(s) of the agenda shall be maintained in the Unit Head's or Designate's files.
- B. Unit Meeting and Unit Vote.** The Unit Head or Designate will call a unit meeting for the purpose of addressing the personnel actions under consideration. Only unit regular faculty may attend and participate in the meeting. When the candidate is a joint appointee as defined by section 2.4.1, a representative from the secondary department or program is strongly encouraged to attend and participate in the discussion part of the unit meeting. The candidate being reviewed shall participate in the discussion part of the meeting unless the candidate waives the opportunity to participate by signing a waiver. Audio or videotape or other type of mechanical or electronic recording is not permitted during this meeting. However minutes shall be taken and shall include the date, time, place of the unit discussion, names of those who were in attendance, and the results of the unit vote. The minutes will also have the candidate's waiver attached if the candidate has waived participation in the meeting.

This meeting will begin with a unit discussion on the personnel action under consideration. This discussion will provide an opportunity for questions, exchanges of opinions, and discussion. At the conclusion of the unit discussion—the candidate will leave the meeting room. The Unit Head or Designate will then summarize the discussion that has taken place. The unit regular faculty members may comment on the candidate's performance. This discussion should be limited to information and issues raised previously. If new information or issues are raised, the Unit Head or Designate, in his or her sole discretion, shall determine whether the new information or issues raised warrants the recalling of the candidate to the unit discussion to allow the candidate to respond.

Once the unit discussion has been completed, the unit will take a vote by secret ballot on the personnel action under consideration. In the case of promotion or tenure, the vote will be on a motion to recommend the action. In the case of contract renewal, the unit vote will be on a motion for renewal for either two (2) years or (1) year consistent with the time limits outlined in Section 2.7 (Probationary Appointments). Only unit regular faculty in attendance may vote. No proxy or absentee ballots will be accepted. A vote means a yea or nay vote with abstentions counted as non-votes.

At least two thirds of the members of the unit regular faculty must be present for a valid vote on a motion regarding a personnel action to be taken. For the purpose of determining the required quorum or majority, the count of the number of the members of the unit regular faculty will not include the candidate or those absent because they are on sabbatical or approved leave of absence. To pass, the personnel vote must be carried by a majority of the members of the unit regular faculty. If a vote does not obtain the required majority for any reason, this will be reflected in the minutes of the meeting, and the process will continue on to the College Personnel Committee.

- C. **Unit Recommendation.** Following the unit discussion meeting, the unit regular faculty will be provided the opportunity to submit comments to Unit Head or

Designate, using a form that is provided which sets forth the evaluation criteria contained in Section 2.9 providing reasons supporting or not supporting the unit vote under these criteria. Each member may also indicate on these post meeting comments whether the questions, issues, and concerns that they raised under the evaluation criteria with the Unit Head or Designate concerning the initial agenda were adequately reflected in the agenda used at the unit discussion meeting and whether the items on the agenda were adequately addressed at the unit discussion meeting. Forms that are unsigned will be destroyed and not used in this process.

The Unit Head or Designate will use the unit discussion and any such comments to prepare a draft unit recommendation report or, if necessary, call for further discussion. This draft report will comment on the candidate's performance in each of the evaluation areas. After the Unit Head or Designate has prepared the draft unit recommendation report, he/she will provide a copy to the candidate and make a copy available for review for the unit regular faculty. Suggestions for changes must be submitted to the Unit Head or Designate within three (3) business days of the issuance of the draft report. Thereafter, the Unit Head or Designate shall issue the final unit recommendation report with a copy to the candidate and make a copy available for review by the unit regular faculty.

The Unit Head or Designate will then forward the final unit recommendation report to the Dean. The Unit Head or Designate will also forward to the Dean the unit discussion meeting agenda, minutes of the unit discussion meeting, copies of any post-meeting comments, the candidate's materials, and any other material provided by the Unit Head or Designate to the unit regular faculty for their review. The Dean or Director of the Library as appropriate will then forward the final unit recommendation report and the supporting material to the College Personnel Committee.

8. College's Personnel Committee Action.

- A. Action in Cases of Reappointment, Tenure, or Promotion.** The Committee uses all relevant information as the basis for its recommendation.

1. **Committee Accepts Unit Recommendation.** If a unit has recommended a personnel action pursuant to a valid vote of the unit, whether in favor or against a candidate, the Committee will normally be expected to accept the recommendation of the unit. In the event the Committee accepts the recommendation of the unit that is in favor of the candidate, a recommendation shall be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate. If a candidate does not have the support of the members of the unit pursuant to a valid vote of the unit, the candidate in question will be given the opportunity to request information from the Committee about any materials used in the process. Regarding written comments, the Committee will ensure that these are provided without names attached and in such a way as to promote confidentiality. After this information is given to the candidate, the candidate can choose to either stop the evaluation in the case of early tenure or promotion or offer a rebuttal in writing. If a candidate does not have the support of the Committee, the opportunity for a personal appearance before the Committee by the candidate shall be given. Only after such an opportunity is given to the candidate, can such a negative recommendation become official and be sent to the Dean with a copy to the candidate and the Unit Head or Designate. In the event a unit regular faculty member being reviewed appears before the Committee, the candidate shall address the Committee on her or his own behalf and without an outside advocate or observer.

2. **Committee Does Not Accept Unit Recommendation.** If the Committee does not accept the unit recommendation and the Committee recommends a personnel action in favor of the candidate, the recommendation will be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate. The written recommendation must include the rationale for not accepting the unit recommendation. If the Committee does not accept the unit recommendation and if the candidate does not have the support of the

Committee, the opportunity for a personal appearance before the Committee by the candidate shall be given. Only after such an opportunity is given to the candidate, can such a negative recommendation become official. If the candidate appears before the Committee, the candidate shall address the Committee on her or his own behalf and without an outside advocate or observer. The recommendation of the Committee will be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate. The written recommendation must include the rationale for not accepting the unit recommendation.

3. **No Valid Vote by Unit.** If there is not a valid unit vote, the Committee will evaluate all the materials provided to it by the Dean for the candidate under consideration. The Committee will then vote on a recommendation. A valid vote requires a simple majority of the Committee, calculated in the same fashion as for a unit vote. The Committee will notify the candidate and Unit Head or Designate of the result of this vote. If the candidate does not have the support of the Committee, the opportunity for a personal appearance before the Committee by the candidate shall be given. Only after such an opportunity is given to the candidate, can such a negative recommendation become official. If the candidate appears before the Committee, the candidate shall address the Committee on her or his own behalf and without an outside advocate or observer. The recommendation of the Committee will be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate.
4. **Subsequent Information.** If new information regarding a candidate is brought to the attention of the Committee that was not available to the unit during its discussion of the candidate, the Committee shall discuss the appropriateness of referring the matter back to the unit. In discussing whether to refer the matter back to the unit, the Committee shall consider whether it believes the new information is of such significance that the unit might change its recommendation and whether a referral back to the unit would delay the schedule

as required by 2.10.4. In the event the matter is referred back to unit, the unit shall have no more than 7 calendar days from the date of the referral from the Committee to meet and take action, if any.

- B. **Action in Cases of Dismissal for Adequate Cause or Inadequate Funding.** The Committee will carefully observe that the burden of proof in all cases of dismissal for adequate cause or inadequate funding 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. **Dean's 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 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 or Inadequate Funding.** If the Dean's decision is to accept a recommendation of the College Personnel Committee to dismiss for adequate cause or inadequate funding, the Dean shall submit his/her decision in writing with rationale to the appointee.
- C. **Appeals.** Appeals of the Dean's decision are to be made according to the applicable grievance procedure.

- D. **Non-Renewals.** In the event that the decision about an appointee's candidacy for reappointment or tenure will result in the non-renewal of employment, the Dean shall follow the process stated in Section 2.13.

2.13

Termination Processes and Disciplinary Action. Termination is the severance of the formal appointment between the appointee and the institution. Resignations and dismissals are terminations that may occur prior to the end of the appointment period.

In this section, time limits for initiation of requests and responses to them are noted. The references to a "day" shall mean Monday through Friday and shall not include the day on which the request is initiated or the day on which the response is offered. Exceptions to these limits may be mutually agreed to in writing by the principals involved.

1. **Dismissal for Adequate Cause.** Any appointment is terminable for adequate cause. For research faculty, any appointment may be terminated due to inadequate funding in addition to dismissal 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 for inadequate funding of a research faculty member will be judged by the amount of grant and contract funding generated by the research faculty member, but should also take into account whether the university considers the nature of the research conducted to be vital to the university's mission and to the interests of the local community or region. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens. Dismissal proceedings shall begin with a conference between the appointee and the Dean.

The conference may result in agreement that the dismissal proceedings should be dropped. On the other hand, the conference may result in mutual agreement that the best interests of the appointee and the institution would be served by the appointee's resignation. If so, the faculty member shall submit a resignation in writing effective on a mutually agreed upon date. If this conference does not result in mutual agreement, the Dean will initiate review of the case by the College's Personnel Committee, with written notification of the charges to be sent to the appointee and the committee.

2. **Suspensions.** While the final decision regarding termination of

an appointment is pending, the appointee may be suspended only if harm to himself/herself or others is threatened by continuance. The Dean who invokes the suspension shall consult with the Provost/Vice President for Academic Affairs and the chairperson of the College's Personnel Committee. A suspension is permitted only pending the results of the personal conference. The base salary and applicable fringe benefits of a suspended person shall be continued during the period of suspension up to the limit of one year. If during the suspension period the faculty member takes up employment with another employer or is convicted of an offense serious enough to warrant dismissal for adequate cause, then the institution will no longer be obligated to continue making salary payments. In the latter case, if the conviction is later reversed, the faculty member will be reimbursed for the lost salary and fringe benefits subject to the one year limitation.

3. Disciplinary Action other than Dismissal or Suspension. Any such disciplinary action affecting the terms of employment taken by the institution against a faculty member must be based upon adequate cause. Adequate cause will be related directly and substantially to the fitness of the appointee in his/her professional capacity. Proceedings shall begin with a conference between the appointee and the Dean. If as a result of the conference, the Dean wishes to take disciplinary action, he shall state that in writing with rationale to the appointee. The appointee may file a grievance (Section 2.16.2.A, Step 1) within ten days of the receipt of the Dean's decision.

4. Procedure for Non-renewals. Any action resulting in the non-renewal of a probationary appointment of any appointee shall normally be based upon recommendations generated by the College's Personnel Committee. Such action shall be preceded by a personal conference between the faculty member and the appropriate Dean. The conference may result in agreement that the appointment should be renewed. If so, the non-renewal proceedings shall be dropped. If such a conference results in agreement that the best interests of the appointee and the university will be served by resignation, the appointee shall submit a resignation to his/her Dean in writing within five (5) days. If the conference does not result in mutual agreement, the Dean will submit his decision in writing with rationale to the appointee. The appointee may file a grievance (Section 2.16.2.A, Step 1) within ten days of receipt of the Dean's decision.

2.15 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. In the event a research faculty member has not obtained adequate funding, the termination of employment shall follow the process for Dismissal for Inadequate Funding and shall not be considered a reduction in force.

Issues Raised by Use of Turnitin Plagiarism Detection Software

Overview

Recently, Grand Valley State University purchased a site license to plagiarism detection service Turnitin.com. Faculty members who use this service can require students to submit writing assignments electronically to Turnitin, which compares student texts against Turnitin's database of Internet sites, academic journals index, and previously student submitted papers and prepares a report indicating where in the text plagiarism has been detected. Writing submitted to Turnitin is maintained in the database for comparison against future submissions by other students.

Scholars and teachers in the field of Rhetoric and Composition, as well as other academics, have discouraged the use of plagiarism detection services. We recommend that before using this service, faculty members consider several important issues raised by the use of Turnitin.

Turnitin Discourages Good Pedagogical Practices Concerning Writing

Because Turnitin compares student writing against a database of articles, previously submitted student writing, and web pages, it's most easily used as a plagiarism detection service. Such use emphasizes the policing of student behavior and texts over good-faith assumptions about students' integrity, and can shift attention away from teaching students how to avoid plagiarism in the first place. In "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices," the Council of Writing Program Administrators urges teachers to "use plagiarism detection services cautiously," for they should "never be used to justify the avoidance of responsible teaching methods." We recommend that teachers work toward implementing the WPA's best practices as a long-term solution to eliminating plagiarism and building a culture of responsible participation in the creation and circulation of academic knowledge. The Writing Department and the Fred Meijer Center for Writing will be happy to host a workshop on sound pedagogical practices for eliminating plagiarism.

Turnitin Can Be Ineffective for Detecting Plagiarism

Experimentation by researchers and instructors has indicated that Turnitin can be ineffective in catching student plagiarism of Internet sources or can produce otherwise inaccurate results (e.g. Carbone, Royce). Teachers may have better luck using a mainstream search engine such as Google or Yahoo to find evidence of plagiarized text.

Turnitin Makes Questionable Use of Student Intellectual Property

Students have intellectual property rights to their writing that make problematic Turnitin's compilation of student texts.

- Claims of fair use by Turnitin put aside, teachers may want to consider their own opinions about requiring students to give away their work to be used by a third party, for-profit vendor.
- Faculty should consider the legal implications of using a service like Turnitin. A McGill University student sued the university and won his right not to submit assignments to Turnitin.

For these reasons, we recommend that the university consider having Turnitin globally configured at GVSU so that students' papers are not stored in the database.

Because the issues outlined in this document are of great importance to faculty, we hope that ECS and other faculty groups at GVSU will discuss the implications of the various features and uses of Turnitin.

September 6, 2006

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Proposed changes to Administrative Manual, Chapter 4, Section 2 for the Inclusion of Research Faculty

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).

2.5 Regular Faculty Rank.

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

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

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

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

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

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

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

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

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

For librarians, regular faculty appointments within the university are made in one of the following ranks: Senior, Associate, Assistant, or Instructor.

Instructor Librarian. A person who possesses the terminal degree but has no professional experience in academic or research libraries.

The terminal degree for librarians shall be the Master's Degree in Library Science from an institution accredited by the American Library Association.

Assistant Librarian. This is the usual entry-level appointment for a person with the terminal degree and minimal professional experience in academic or research libraries. To be considered for promotion to Assistant Librarian, an Instructor Librarian should prove to be an effective academic librarian. Ordinarily, at least three full-time equivalent years at the rank of Instructor Librarian are required before an Instructor Librarian is considered for promotion to Assistant Librarian.

Associate Librarian. Appointments to Associate Librarian are ordinarily contingent upon demonstrated competence and experience as a librarian at the university level and on professional achievement. To be promoted to Associate Librarian, an Assistant Librarian must display consistent professional effectiveness. In addition, the person should show evidence of professional development and have made contributions to the university and the profession. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least five full-time equivalent years at the rank of Assistant Librarian are required before an Assistant Librarian is considered for promotion to Associate Librarian.

Senior Librarian. Only distinguished professional librarians will qualify for initial appointment as Senior Librarian.

To be promoted to Senior Librarian, an Associate Librarian must display consistent excellence in academic librarianship. In addition, the person should have demonstrated creative activity or scholarship in the profession, show professional development, and have made vital contributions to the Library, university, and community. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least seven full-time equivalent years at the rank of Associate Librarian are required before an Associate Librarian is considered for promotion to Senior Librarian.

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3. Researcher. For Research Faculty, regular faculty appointments within the university are made in one of the following ranks:

Senior Faculty Research Professor, Associate Faculty Research Professor, or Assistant Faculty Research Professor.

Assistant Faculty Research Professor. This is the usual entry-level appointment for a person with the terminal degree and minimal professional experience in research.

Associate Faculty Research Professor. Appointments to Associate Faculty Research Professor are ordinarily contingent upon demonstrated effectiveness and experience as a researcher at the university level and on professional achievement. To be promoted to Associate Faculty Research Professor, an Assistant Faculty Research Professor must display consistent professional effectiveness. In addition, the person should show evidence of professional development and have made contributions to the university and the profession. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least five full-time equivalent years at the rank of Assistant Faculty Research Professor are required before an Assistant Faculty Research Professor is considered for promotion to Associate Faculty Research Professor.

Senior Faculty Research Professor. Only distinguished professional researchers will qualify for initial appointment as Senior Faculty Research Professor. To be promoted to Senior Faculty Research Professor, an Associate Faculty Research Professor must display consistent excellence in academic research. In addition, the person should have demonstrated creative activity or scholarship in the profession, show professional development, and have made vital contributions to their unit, college, university, and community. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the university. Ordinarily, at least seven full-time equivalent years at the rank of Associate Faculty Research Professor are required before an Associate Faculty Research Professor is considered for promotion to Senior Faculty Research Professor.

Refer to Section 2.9 for evaluation criteria for all full-and part-time faculty as defined in Section 2.1 and above.

Evaluation Criteria for Renewal of Probationary Appointments, Promotion, Tenure, and Periodic Performance Reviews.

1. **College Regular Faculty.** The individual Colleges 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 same level of performance expectations. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular faculty member to be reviewed. It is the university's responsibility to process the requested personnel action. Each of the criteria listed below must be demonstrated to some degree. Teaching effectiveness is regarded as the most important.
 - A. **Effective teaching performance.** 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. **Professional achievement in the area of responsibility.** This includes, but is not limited to, professional research, creative activities, scholarly writing, scholarly presentations at conferences, participation in professional activities, degrees and continued education, and holding official positions in professional organizations.
 - C. **Unit and University service.** This includes, but is not limited to, committee work, curriculum development, proposal writing and special assignments.
 - D. **Community service.** This includes, but is not limited to, membership, participation, and leadership in community organizations.

It is recognized that the relative importance of any of the above qualities B through D 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 university.

2. **Library Regular Faculty.** The Library's Personnel Committee will use the evaluation criteria indicated in this section in arriving at its recommendations. All regular library faculty, whether full- or part-time, shall be evaluated on the same criteria and be expected to demonstrate that they meet the same level of performance expectations. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular faculty member to be reviewed. It is the university's responsibility to process the requested personnel action. Each of the criteria listed below must be demonstrated to some degree. Professional effectiveness is regarded as most important.
 - A. **Professional effectiveness.** This includes, but is not limited to, knowledge of library and information science; performance in reference service, collection development, and bibliographic organization and control; communication skills; human relations skills; evaluation skills; and teaching, not necessarily in a classroom situation. Evaluation of such activities will be on the basis of the judgment of colleagues and/or those who are instructed or served.
 - B. **Professional 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. **Unit and University service.** This includes, but is not limited to, committee work, curriculum development, proposal writing, and special assignments.
 - D. **Community service.** This includes, but is not limited to, membership, participation, and leadership in community organizations.
3. Researcher Regular Faculty. The appropriate College's Personnel Committee will use the evaluation criteria indicated in this section in arriving at its recommendations. All regular research faculty, whether full- or part-time, shall be evaluated on the same criteria and be expected to demonstrate that they

meet the same level of performance expectations. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular research 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 in research is regarded as most important.

- A. Professional effectiveness. This includes, but is not limited to, knowledge of research in one's discipline; performance in research, generation of grants and contracts to support research activities, and teaching, not necessarily in a classroom situation including mentoring of students engaged in research. Evaluation of such activities will be on the basis of the judgment of colleagues and/or those who are served.
- B. Professional 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. Unit and University service. This includes, but is not limited to, committee work, research development, proposal writing, and special assignments.
- D. Community service. This includes, but is not limited to, membership, participation, and leadership in community organizations.

2.10 Procedures for Regular Faculty Appointment Renewal, Promotion, Tenure, Sabbaticals, Periodic Performance Review, and Dismissal for Adequate Cause.

- 1. College's Personnel Committee.** Each College will establish a Personnel Committee to recommend action concerning regular faculty appointment renewals, promotion, tenure, sabbaticals, and periodic performance reviews within the separate College. 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

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. Dismissal for Inadequate Funding (Research Faculty Only). 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.

regarding Dismissal for Adequate Cause.

2. Personnel Committees.

- A. Composition.** The Personnel Committees in the Seidman College of Business will be composed of five to seven regular faculty members elected from within the College, with not more than two (2) regular faculty members being from the same school/department in the College. The Personnel Committees in the Kirkhof College of Nursing & College of Education will be composed of five (5) regular faculty members: two (2) regular faculty members elected from the regular faculty in the school and three (3) regular faculty members elected from and by the regular faculty of appropriate disciplines to be determined by the Provost in consultation with the Dean of that school.

At least one woman and one minority person must be a part of the composition of each College Personnel Committee. If one woman and one minority person are not included, another election for the entire Personnel Committee should be held so that the final composition of the committee would include at least one woman and one minority person.

All regular faculty members (Section 2.1) will be eligible to vote for members to their respective College's Personnel Committee. Each College shall decide if the Dean will serve as an ex-officio member of the Personnel Committee.

The Library's Personnel Committee will be composed of five (5) regular faculty members; two (2) librarians elected from library and one (1) regular faculty member each from three of the seven Colleges. Election of members from the Colleges will be on a rotating basis. The chairperson of the Library Personnel Committee will be a librarian elected by the committee membership.

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.

Other issues pertaining to the committee membership and the selection of a chair will be determined by the respective Colleges.

- B. Personnel Committee Meetings.** Electronic or Mechanical recording is not permitted at any time during Personnel Committee meetings. However, minutes shall be taken and include: any vote taken, the numerical results of all votes, date, time, place of the meeting, and names of who were in attendance. The following must be present and vote on the personnel action in order to constitute a recommendation of the Personnel Committee: four when there are five members, four when there are six members, and five when there are seven members. (See Section 2.10.2A for composition of a Personnel Committee.) While proxy and absentee votes are not allowed, absent committee members may send their evaluations to all committee members. If the Personnel Committee is unable to carry out its responsibilities due to the absence of one committee member who misses three consecutive meetings, the Dean will be notified for the purpose of facilitating the designation of an appropriate replacement.
- 3. Initiation of Reviews.** The Dean normally initiates actions to be considered by the College Personnel Committee based on review of their regular faculty members' status. For promotion and tenure, faculty members will ordinarily follow the timelines outlined in sections 2.5 and 2.7. However, faculty members may request, in writing to the Dean, to be considered by their unit for promotion at any time or for early tenure. This notification must take place at least two weeks before the Dean is scheduled to notify the unit of personnel actions for that semester (See Section 2.10.4 for the personnel schedule). A person being considered for early tenure and/or promotion may withdraw the request(s) for consideration at any time.
- A. Reappointment.** The Dean informs the department

chairperson/directors of the regular faculty in the unit requiring reappointment decisions and the options available.

- B. **Promotion.** The unit chairperson/director, Dean or any other member of the unit may initiate proceedings for consideration of promotion.
- C. **Tenure.** The Dean is responsible for insuring that tenure is considered in the next to last possible year of the probationary period, but tenure consideration may be initiated by the unit chairperson/director or any other member of a unit at other times.
- D. **Dismissal for Adequate Cause.** Before making his/her decision to dismiss for adequate cause, the Dean is responsible for initiating proceedings to consider the case. (Section 2.13.1)
- E. Dismissal for Inadequate Funding. Before making his/her decision to dismiss for inadequate funding of a research faculty member, 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 classes in the Winter Semester for an initial 3 year contract; and by the first day of class in the Winter Semester for 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.

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 College Personnel Committee and Unit Head of the unit requesting the creation of a Unit Personnel Committee. In the event a unit is

restructured, it shall not convene a Unit Personnel Committee unless the unit has submitted a new proposal for a Unit Personnel Committee and the proposal has been approved according to the above procedures.

7. Unit Personnel Actions.

- A. Review of Candidate Materials and Preparation of Unit Discussion Agenda.** All unit regular faculty will be notified of the access to the materials pertaining to the candidate for the personnel action under consideration. The Unit Head or Designate will prepare an agenda before the unit meeting identifying the matters for discussion at the unit meeting concerning the candidate's achievements as well as questions, issues, and concerns under the criteria identified in Section 2.9. In advance of the meeting, this agenda shall be made available for review by the candidate and the unit regular faculty who may then comment and propose revisions to the agenda before the discussion begins. The Unit Head or Designate may amend the agenda based upon input from the candidate and unit regular faculty and must provide any amended agenda to the candidate for review before the unit discussion begins. If an agenda is revised, the original form(s) of the agenda shall be maintained in the Unit Head's or Designate's files.
- B. Unit Meeting and Unit Vote.** The Unit Head or Designate will call a unit meeting for the purpose of addressing the personnel actions under consideration. Only unit regular faculty may attend and participate in the meeting. When the candidate is a joint appointee as defined by section 2.4.1, a representative from the secondary department or program is strongly encouraged to attend and participate in the discussion part of the unit meeting. The candidate being reviewed shall participate in the discussion part of the meeting unless the candidate waives the opportunity to participate by signing a waiver. Audio or videotape or other type of mechanical or electronic recording is not permitted during this meeting. However minutes shall be taken and shall include the date, time, place of the unit discussion, names of those who were in attendance, and the results of the unit vote. The minutes will also have the candidate's waiver attached if the candidate has waived participation in the meeting.

This meeting will begin with a unit discussion on the personnel action under consideration. This discussion will provide an opportunity for questions, exchanges of opinions, and discussion. At the conclusion of the unit discussion—the candidate will leave the meeting room. The Unit Head or Designate will then summarize the discussion that has taken place. The unit regular faculty members may comment on the candidate's performance. This discussion should be limited to information and issues raised previously. If new information or issues are raised, the Unit Head or Designate, in his or her sole discretion, shall determine whether the new information or issues raised warrants the recalling of the candidate to the unit discussion to allow the candidate to respond.

Once the unit discussion has been completed, the unit will take a vote by secret ballot on the personnel action under consideration. In the case of promotion or tenure, the vote will be on a motion to recommend the action. In the case of contract renewal, the unit vote will be on a motion for renewal for either two (2) years or (1) year consistent with the time limits outlined in Section 2.7 (Probationary Appointments). Only unit regular faculty in attendance may vote. No proxy or absentee ballots will be accepted. A vote means a yea or nay vote with abstentions counted as non-votes.

At least two thirds of the members of the unit regular faculty must be present for a valid vote on a motion regarding a personnel action to be taken. For the purpose of determining the required quorum or majority, the count of the number of the members of the unit regular faculty will not include the candidate or those absent because they are on sabbatical or approved leave of absence. To pass, the personnel vote must be carried by a majority of the members of the unit regular faculty. If a vote does not obtain the required majority for any reason, this will be reflected in the minutes of the meeting, and the process will continue on to the College Personnel Committee.

- C. **Unit Recommendation.** Following the unit discussion meeting, the unit regular faculty will be provided the opportunity to submit comments to Unit Head or

Designate, using a form that is provided which sets forth the evaluation criteria contained in Section 2.9 providing reasons supporting or not supporting the unit vote under these criteria. Each member may also indicate on these post meeting comments whether the questions, issues, and concerns that they raised under the evaluation criteria with the Unit Head or Designate concerning the initial agenda were adequately reflected in the agenda used at the unit discussion meeting and whether the items on the agenda were adequately addressed at the unit discussion meeting. Forms that are unsigned will be destroyed and not used in this process.

The Unit Head or Designate will use the unit discussion and any such comments to prepare a draft unit recommendation report or, if necessary, call for further discussion. This draft report will comment on the candidate's performance in each of the evaluation areas. After the Unit Head or Designate has prepared the draft unit recommendation report, he/she will provide a copy to the candidate and make a copy available for review for the unit regular faculty. Suggestions for changes must be submitted to the Unit Head or Designate within three (3) business days of the issuance of the draft report. Thereafter, the Unit Head or Designate shall issue the final unit recommendation report with a copy to the candidate and make a copy available for review by the unit regular faculty.

The Unit Head or Designate will then forward the final unit recommendation report to the Dean. The Unit Head or Designate will also forward to the Dean the unit discussion meeting agenda, minutes of the unit discussion meeting, copies of any post-meeting comments, the candidate's materials, and any other material provided by the Unit Head or Designate to the unit regular faculty for their review. The Dean or Director of the Library as appropriate will then forward the final unit recommendation report and the supporting material to the College Personnel Committee.

8. College's Personnel Committee Action.

- A. Action in Cases of Reappointment, Tenure, or Promotion.** The Committee uses all relevant information as the basis for its recommendation.

- 1. Committee Accepts Unit Recommendation.** If a unit has recommended a personnel action pursuant to a valid vote of the unit, whether in favor or against a candidate, the Committee will normally be expected to accept the recommendation of the unit. In the event the Committee accepts the recommendation of the unit that is in favor of the candidate, a recommendation shall be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate. If a candidate does not have the support of the members of the unit pursuant to a valid vote of the unit, the candidate in question will be given the opportunity to request information from the Committee about any materials used in the process. Regarding written comments, the Committee will ensure that these are provided without names attached and in such a way as to promote confidentiality. After this information is given to the candidate, the candidate can choose to either stop the evaluation in the case of early tenure or promotion or offer a rebuttal in writing. If a candidate does not have the support of the Committee, the opportunity for a personal appearance before the Committee by the candidate shall be given. Only after such an opportunity is given to the candidate, can such a negative recommendation become official and be sent to the Dean with a copy to the candidate and the Unit Head or Designate. In the event a unit regular faculty member being reviewed appears before the Committee, the candidate shall address the Committee on her or his own behalf and without an outside advocate or observer.
- 2. Committee Does Not Accept Unit Recommendation.** If the Committee does not accept the unit recommendation and the Committee recommends a personnel action in favor of the candidate, the recommendation will be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate. The written recommendation must include the rationale for not accepting the unit recommendation. If the Committee does not accept the unit recommendation and if the candidate does not have the support of the

Committee, the opportunity for a personal appearance before the Committee by the candidate shall be given. Only after such an opportunity is given to the candidate, can such a negative recommendation become official. If the candidate appears before the Committee, the candidate shall address the Committee on her or his own behalf and without an outside advocate or observer. The recommendation of the Committee will be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate. The written recommendation must include the rationale for not accepting the unit recommendation.

3. **No Valid Vote by Unit.** If there is not a valid unit vote, the Committee will evaluate all the materials provided to it by the Dean for the candidate under consideration. The Committee will then vote on a recommendation. A valid vote requires a simple majority of the Committee, calculated in the same fashion as for a unit vote. The Committee will notify the candidate and Unit Head or Designate of the result of this vote. If the candidate does not have the support of the Committee, the opportunity for a personal appearance before the Committee by the candidate shall be given. Only after such an opportunity is given to the candidate, can such a negative recommendation become official. If the candidate appears before the Committee, the candidate shall address the Committee on her or his own behalf and without an outside advocate or observer. The recommendation of the Committee will be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate.
4. **Subsequent Information.** If new information regarding a candidate is brought to the attention of the Committee that was not available to the unit during its discussion of the candidate, the Committee shall discuss the appropriateness of referring the matter back to the unit. In discussing whether to refer the matter back to the unit, the Committee shall consider whether it believes the new information is of such significance that the unit might change its recommendation and whether a referral back to the unit would delay the schedule

as required by 2.10.4. In the event the matter is referred back to unit, the unit shall have no more than 7 calendar days from the date of the referral from the Committee to meet and take action, if any.

- B. **Action in Cases of Dismissal for Adequate Cause or Inadequate Funding.** The Committee will carefully observe that the burden of proof in all cases of dismissal for adequate cause or inadequate funding 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. **Dean's 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 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 or Inadequate Funding.** If the Dean's decision is to accept a recommendation of the College Personnel Committee to dismiss for adequate cause or inadequate funding, the Dean shall submit his/her decision in writing with rationale to the appointee.
- C. **Appeals.** Appeals of the Dean's decision are to be made according to the applicable grievance procedure.

- D. **Non-Renewals.** In the event that the decision about an appointee's candidacy for reappointment or tenure will result in the non-renewal of employment, the Dean shall follow the process stated in Section 2.13.

2.13

Termination Processes and Disciplinary Action. Termination is the severance of the formal appointment between the appointee and the institution. Resignations and dismissals are terminations that may occur prior to the end of the appointment period.

In this section, time limits for initiation of requests and responses to them are noted. The references to a "day" shall mean Monday through Friday and shall not include the day on which the request is initiated or the day on which the response is offered. Exceptions to these limits may be mutually agreed to in writing by the principals involved.

1. **Dismissal for Adequate Cause.** Any appointment is terminable for adequate cause. For research faculty, any appointment may be terminated due to inadequate funding in addition to dismissal 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 for inadequate funding of a research faculty member will be judged by the amount of grant and contract funding generated by the research faculty member, but should also take into account whether the university considers the nature of the research conducted to be vital to the university's mission and to the interests of the local community or region. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens. Dismissal proceedings shall begin with a conference between the appointee and the Dean.

The conference may result in agreement that the dismissal proceedings should be dropped. On the other hand, the conference may result in mutual agreement that the best interests of the appointee and the institution would be served by the appointee's resignation. If so, the faculty member shall submit a resignation in writing effective on a mutually agreed upon date. If this conference does not result in mutual agreement, the Dean will initiate review of the case by the College's Personnel Committee, with written notification of the charges to be sent to the appointee and the committee.

2. **Suspensions.** While the final decision regarding termination of

an appointment is pending, the appointee may be suspended only if harm to himself/herself or others is threatened by continuance. The Dean who invokes the suspension shall consult with the Provost/Vice President for Academic Affairs and the chairperson of the College's Personnel Committee. A suspension is permitted only pending the results of the personal conference. The base salary and applicable fringe benefits of a suspended person shall be continued during the period of suspension up to the limit of one year. If during the suspension period the faculty member takes up employment with another employer or is convicted of an offense serious enough to warrant dismissal for adequate cause, then the institution will no longer be obligated to continue making salary payments. In the latter case, if the conviction is later reversed, the faculty member will be reimbursed for the lost salary and fringe benefits subject to the one year limitation.

3. Disciplinary Action other than Dismissal or Suspension. Any such disciplinary action affecting the terms of employment taken by the institution against a faculty member must be based upon adequate cause. Adequate cause will be related directly and substantially to the fitness of the appointee in his/her professional capacity. Proceedings shall begin with a conference between the appointee and the Dean. If as a result of the conference, the Dean wishes to take disciplinary action, he shall state that in writing with rationale to the appointee. The appointee may file a grievance (Section 2.16.2.A, Step 1) within ten days of the receipt of the Dean's decision.

4. Procedure for Non-renewals. Any action resulting in the non-renewal of a probationary appointment of any appointee shall normally be based upon recommendations generated by the College's Personnel Committee. Such action shall be preceded by a personal conference between the faculty member and the appropriate Dean. The conference may result in agreement that the appointment should be renewed. If so, the non-renewal proceedings shall be dropped. If such a conference results in agreement that the best interests of the appointee and the university will be served by resignation, the appointee shall submit a resignation to his/her Dean in writing within five (5) days. If the conference does not result in mutual agreement, the Dean will submit his decision in writing with rationale to the appointee. The appointee may file a grievance (Section 2.16.2.A, Step 1) within ten days of receipt of the Dean's decision.

2.15 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. In the event a research faculty member has not obtained adequate funding, the termination of employment shall follow the process for Dismissal for Inadequate Funding and shall not be considered a reduction in force.

Issues Raised by Use of Turnitin Plagiarism Detection Software

Overview

Recently, Grand Valley State University purchased a site license to plagiarism detection service Turnitin.com. Faculty members who use this service can require students to submit writing assignments electronically to Turnitin, which compares student texts against Turnitin's database of Internet sites, academic journals index, and previously student submitted papers and prepares a report indicating where in the text plagiarism has been detected. Writing submitted to Turnitin is maintained in the database for comparison against future submissions by other students.

Scholars and teachers in the field of Rhetoric and Composition, as well as other academics, have discouraged the use of plagiarism detection services. We recommend that before using this service, faculty members consider several important issues raised by the use of Turnitin.

Turnitin Discourages Good Pedagogical Practices Concerning Writing

Because Turnitin compares student writing against a database of articles, previously submitted student writing, and web pages, it's most easily used as a plagiarism detection service. Such use emphasizes the policing of student behavior and texts over good-faith assumptions about students' integrity, and can shift attention away from teaching students how to avoid plagiarism in the first place. In "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices," the Council of Writing Program Administrators urges teachers to "use plagiarism detection services cautiously," for they should "never be used to justify the avoidance of responsible teaching methods." We recommend that teachers work toward implementing the WPA's best practices as a long-term solution to eliminating plagiarism and building a culture of responsible participation in the creation and circulation of academic knowledge. The Writing Department and the Fred Meijer Center for Writing will be happy to host a workshop on sound pedagogical practices for eliminating plagiarism.

Turnitin Can Be Ineffective for Detecting Plagiarism

Experimentation by researchers and instructors has indicated that Turnitin can be ineffective in catching student plagiarism of Internet sources or can produce otherwise inaccurate results (e.g. Carbone, Royce). Teachers may have better luck using a mainstream search engine such as Google or Yahoo to find evidence of plagiarized text.

Turnitin Makes Questionable Use of Student Intellectual Property

Students have intellectual property rights to their writing that make problematic Turnitin's compilation of student texts.

- Claims of fair use by Turnitin put aside, teachers may want to consider their own opinions about requiring students to give away their work to be used by a third party, for-profit vendor.
- Faculty should consider the legal implications of using a service like Turnitin. A McGill University student sued the university and won his right not to submit assignments to Turnitin.

For these reasons, we recommend that the university consider having Turnitin globally configured at GVSU so that students' papers are not stored in the database.

Because the issues outlined in this document are of great importance to faculty, we hope that ECS and other faculty groups at GVSU will discuss the implications of the various features and uses of Turnitin.

September 6, 2006

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