

# Regular Faculty Handbook

## About GVSU

### VISION STATEMENT

BOT 1.1

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY

**Vision Statement:** Grand Valley State University demonstrates its commitment to providing an inclusive learning environment where all students can explore new directions, find their niches, and develop skills for life and productive careers. The University is known for increasingly innovative and outstanding teaching, recognized scholarship, significant community engagement, and excellent stewardship of its resources. Our University inspires and equips students to be active lifelong learners and global citizens. Grand Valley strives to be a model public university shaping leaders for success.

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### MISSION STATEMENT

BOT 1.2

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY

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

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### VALUES STATEMENT

BOT 1.3

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY**

**Values Statement:** At Grand Valley State University, the primary focus is on the success of students. To that end, the principles of liberal education permeate all programs and areas of study. This broad educational perspective provides students with the general knowledge and transferable skills necessary to positively influence their communities, their professions, and the broader world.

The institution is characterized by and known for its superior student-centered teaching and learning. Students acquire new knowledge and explore its application through artistic expression, scholarly activity, and active engagement in a variety of communities — to students we are a big university with a small college feel.

Our mission, vision, and strategic outcomes reflect the seven core values that define students, faculty and staff members. These core values provide a foundation and framework for all of the University's decision-making processes. We use them as touchstones in developing the strategies and tactics that lead to the attainment of the institutional outcomes and strategic priority areas and objectives of our strategic plan. We translate our values into actions institution-wide; they are reflected in the policies, practices, and assessments we implement every day. These core values are described as follows:

**Excellence:** The University values excellence in all aspects of its enterprise. Our students' levels of performance in learning, scholarship, and community service; our stewardship of resources; our regular assessment and refinement of instructional and operational processes; and our shared dedication to excellence compel us to strive for exemplary and responsible outcomes in all that we do. Within our academic community, we individually and collectively celebrate our successes and the difference our commitment to excellence makes to individuals and communities in West Michigan, the state, the nation, and the world.

**Integrity:** The University values honesty, fairness, and openness in its actions, transactions, and communications. Our emphasis on integrity compels us to respect and teach the fundamental tenets of a liberal education that remain central to our identity and reputation. We moreover value the incorporation of ethics into critical thinking and decision making institution-wide. The value we place on integrity underscores our intention to be trustworthy, dependable, and adhere to legal and regulatory requirements; we aspire to set an example for others in our words and actions. Our stakeholders and the public can count on the University to make wise decisions and carry them out transparently and with fidelity to the University's mission and vision for its future. As members of the Grand Valley community we hold ourselves accountable to each other, the institution, and the broader public that we serve.

**Inquiry:** The University values inquiry, which encourages the lifelong pursuit of knowledge to improve the human condition and expand our understanding of the world. Consistent with our historical commitment to liberal education, we invest our resources to promote intellectual growth, creativity, scholarship, and critical thinking in our students, our faculty and staff, and the communities we serve. We promote global education and an internationalization of our curriculum that celebrates and encourages intellectual exploration, open discourse, and the unfettered expression that characterizes the academy. We celebrate and promote freedom of speech as foundational to the creation and dissemination of knowledge in every discipline. We are committed to learning as a means of preparing individuals for academic success, meaningful careers, and exemplary community service.

**Inclusiveness:** The University values all identities, perspectives, and backgrounds and is dedicated to incorporating

multiple voices and experiences into every aspect of its operations. We believe that diversity competencies are an intellectual asset and that a range of thoughtful perspectives and a commitment to open inquiry strengthens our liberal education tradition. We recognize that the long-term viability of the institution depends upon anticipating and meeting the needs of emerging constituent groups, especially our changing student body. Therefore, the institution seeks to include, engage, and support diverse groups of students, faculty and staff members, as well as community members. The University is committed to strengthening our living, learning, and working environment by recognizing and removing the barriers to full participation and providing a safe, inclusive, vibrant community for all.

**Community:** The University values its connections to, participation with, and responsibility to local communities, West Michigan, the state, the nation, and the world. We value the collaboration of faculty members, staff members, and students with external partners in addressing mutual interests and community needs. The University offers the communities it serves resources and inspiration in their own lifelong pursuit of knowledge. Faculty and staff members are encouraged to contribute their expertise and service working in partnership with communities. Students are encouraged to take part in various service learning and volunteer opportunities in their communities and abroad. To foster and expand these community connections, the institution and its members promote, value, and honor diverse perspectives.

**Sustainability:** The University values the guiding principles of sustainability in helping to meet the current needs of our faculty members, staff members, and students without compromising the needs and resources of future generations. We are committed to working with our community partners to create a sustainable future for our University, our community, our region, our state, our nation, and the world. We model applied sustainability best practices in our operations and administration, education for sustainable development, student involvement, and community engagement by promoting social responsibility, practicing fiscal responsibility, and encouraging environmental stewardship. We provide our students with excellence in education for sustainable development by imbedding theory, systems-oriented thinking, and service learning into our curricular and extracurricular programs.

**Innovation:** The University encourages and appreciates innovation. We value entrepreneurship and integrative interdisciplinary collaboration that solves local, regional, and global problems and advances the common good. We strive for the development of innovative products, systems, and services that contribute to improvements in the wellbeing of individuals and our world. We trust that scholarship and the new knowledge it produces are worthy of our investments in their creation and proliferation. We manage our resources and structure our University to encourage new ideas, creativity in all its forms, and novel approaches to answering the most important and challenging questions of our time.

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## OFFICE OF THE PRESIDENT

BOT 2.1

**Date of Last Update:**

February 07, 2020

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

## POLICY

**2.1 Appointment and Duties.** The conditions of appointment, duties, and authority of the President may be found

in [Article VI of the Bylaws](#) of the Board of Trustees.

**2.2 Organization.** In implementing the executive role, the President will develop an administrative organization consistent with the following principles.

2.2.1 Functions, tasks, and/or activities, whether continuing or nonrecurring, will be delegated to responsible individuals or groups as circumstances may dictate.

2.2.2 Authority commensurate with the responsibility will be delegated to ensure accomplishment of work objectives, including contract authority consistent with Board policy.

2.2.3 Lines of authority will be established to ensure accountability, although ultimate responsibility remains with the president.

2.2.4 The resulting organization will be continuously evaluated in terms of overall effectiveness, efficiency, and performance relative to reasonable objectives.

2.2.5 The President oversees all areas of activity within the institution, aided by the eight vice presidents: the Provost/Executive Vice President for Academic and Student Affairs, the Vice President for Finance and Administration, the Vice President for University Relations, the Vice President for Development, the Vice President for Inclusion and Equity and Executive Associate for Presidential Initiatives, the Vice President and General Counsel, the Vice President for Enrollment Development, and the Vice President for Information Technology and Chief Digital Officer.

A chart of the current [organizational structure](#) with executive officer assignments shall be maintained by the President's Office.

**2.3 Assignments in the [President's Office](#).** The President reserves the right to line authority over certain University matters. The numbers of these matters are not fixed and may vary over time depending upon institutional needs. The President's Office will have staff directly responsible for one or more of these matters.

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## ACADEMIC COLLEGES AND LIBRARY

BOT 3.1

**Date of Last Update:**

April 19, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

## POLICY

### 3.1 Academic Organization

**3.1.1 [Academic Colleges](#).** The table of organization indicates eight colleges under Academic Affairs: College of Liberal Arts and Sciences, Seidman College of Business, College of Community and Public Service, College of Education, Padnos College of Engineering and Computing, College of Health Professions, Kirkhof College of Nursing, and Brooks College of Interdisciplinary Studies. Each college is headed by a dean. He/she is the Appointing Officer for that college.

**3.1.2 [Library](#).** The University Libraries' primary goals are to: 1) unify content and provide intuitive access to

information resources; 2) develop robust outreach and instruction programs to support teaching and learning of students and faculty; 3) build programs to support new models of scholarly dissemination; 4) build sustainable collections that respond to emerging models and support the University community needs; 5) optimize library space; and 6) offer high-quality library services.

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## ACADEMIC STANDARDS AND CALENDAR

BOT 3.3

**Date of Last Update:**

April 19, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY

#### 3.3 Academic Standards and Calendar

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

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

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## Academic Governance

### ACADEMIC GOVERNANCE

BOT 3.1.4

**Date of Last Update:**

October 02, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY

**3.1.4 Academic Governance.** The [University Academic Senate \(UAS\)](#) is the highest faculty governance body. It has the authority to deal with any academic issue or faculty concern. It makes recommendations to the Provost and/or the

President. Senate membership consists of faculty members elected from and by the faculty of each College and the University Libraries, and students selected by the Student Senate, including the President of the Student Senate. The Provost and designees and the Deans (of any rank) are members ex officio, non-voting.

**UAS Faculty Membership:** Faculty membership for each College and the University Libraries will be determined by the following formula:

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

Terms of office are three years, staggered for the University Libraries and Colleges with more than one member. Representatives must have tenure/tenure-track faculty status and will only represent one College. Formal joint appointment equivalency can be counted toward tenure/tenure-track representation totals. Tenure/tenure-track faculty will be counted on the first class day of the winter semester of the preceding academic year.

**UAS Student Membership:** The Student Senate selects five members, including the Student Senate President and four representatives, one of which shall be a graduate student, in accordance with written Student Senate constitution and bylaws. Student members serve one-year terms.

**UAS Administrative Membership:** The Provost and designees, and the Deans (of any rank) are members ex-officio, non-voting.

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

**ECS Faculty Membership:** Faculty membership of the ECS consists of seven members from the College of Liberal Arts and Sciences, two from the Seidman College of Business, one from each of the remaining Colleges, and one from the University Libraries. The term of office is three years beginning at the end of the winter semester. ECS members will also serve as UAS senators for their elected term. Terms of those from colleges with two or more members are staggered.

**ECS Student Membership:** The President of the Student Senate or designee serves on ECS.

**ECS Administration Membership:** The Provost and designees are members ex officio, non-voting.

**ECS Additional Criteria:** If the number of representatives from professional colleges increase, the number of representatives from CLAS will increase to match this number, based on a 50% principle (Brooks College representative is counted in CLAS membership).

Standing committees that report to the Senate via ECS include the Academic Policies and Standards Committee, Faculty Facilities Planning Advisory Committee, Faculty Personnel Policy Committee, Faculty Salary and Budget Committee, Pew Faculty Teaching Learning Center Advisory Committee, General Education Committee, Graduate Council, Equity and Inclusion Committee; University Assessment Committee, and University Curriculum Committee. The composition of each committee is described in the UAS Bylaws and always includes elected College and University

Libraries representatives.

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

Details regarding membership, responsibilities, and rules of procedures are given in the UAS By-laws which are incorporated into the [Faculty Handbook](#).

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## UNIVERSITY ACADEMIC SENATE BYLAWS: RESPONSIBILITIES, RULES, AND PROCEDURES

SG 1.01

**Date of Last Update:**

November 12, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

### POLICY

### PROCEDURES

#### SG 1.01. University Academic Senate Bylaws: Responsibilities, Rules, and Procedures

##### 1. Mission Statement

*The University Academic Senate (UAS) is the highest faculty governance body. It has the authority to deal with any academic issue or faculty concern. It makes recommendations to the Provost and/or the President [\(BOT 3.1.4\)](#).*

1.1. The University Academic Senate (UAS) affirms the principles of open discussion, frequent and timely communication, and fair processes that lend legitimacy to decision-making. These principles include involving individuals in the decisions that affect them, explaining the thinking that underlies decisions once they have been made, and stating expectations and standards clearly.

1.2. The UAS functions within the broad grant of authority delegated to it by the Board of Trustees. It deals with academic issues and faculty concerns in a variety of ways:

- 1.2.1. Acting for the faculty by participating in the formation of policy within the framework of shared governance;
- 1.2.2. Making reports on behalf of the faculty to the Board of Trustees, consistent with Board procedures;
- 1.2.3. Charging standing committees of the Senate and creating task forces in order to investigate matters within

the scope of its responsibilities;

1.2.4. Receiving proposals initiated by a variety of individuals and groups, including its members, other members of the faculty, standing committees and task forces, administrators, the governing bodies of each College and the University Libraries, and the Student Senate;

1.2.5. Consulting informally and developing greater coordination and cooperation with university stakeholders.

1.3. The UAS is composed of members elected by and from the regular faculty (tenured and tenure-track), members elected by and from the Student Senate, and designated administrators who are non-voting members ex officio (BOT 3.1.4). It strives to balance the principle that shared governance is the responsibility of regular faculty with the reality that many policies formulated through shared governance affect many colleagues who are not regular faculty.

1.4. Shared Governance policies are developed collaboratively by the UAS and the Provost. These policies complement and are not in conflict with those approved by the Board of Trustees or the Senior Leadership Team.

1.5. Each College and the University Libraries forms a governing body that develops policies for the academic units it represents, consistent with policies and guidelines established by the UAS, and serves as an advisory body to its Dean.

## **2. Responsibilities of the University Academic Senate**

2.1. The UAS is responsible for dealing with academic issues or faculty concerns. Members of the UAS represent their constituents: having sought the counsel and advice of colleagues, UAS members will be free to exercise their own judgment on matters before them.

2.2. The UAS shares responsibility for formulating policies and procedures in the areas specified below. It exercises that responsibility by voting to make recommendations to the Provost. Recommendations arise from the appropriate governance bodies in accordance with established policies and procedures. Where no established policies and procedures exist, proposals shall be submitted to the UAS unless otherwise specified. The areas in which the UAS shares responsibility are the following:

2.2.1. Curriculum, including all new program proposals, courses in General Education and Honors, degree requirements, academic policies and procedures, and any proposal that involves academic credit.

2.2.1.1. The New Program/New Academic Unit Council reviews prospectuses for new academic programs, majors, minors (if involving the creation of new courses), or degrees ([SG 2.05](#)).

2.2.1.2. The University Curriculum Committee acts for the UAS in performing the final curriculum review at the university level. However, upon the vote of the ECS or any of the standing committees of the UAS, the UAS shall perform the final review of new academic program proposals and requirements for academic degrees.

2.2.2. Academic organization, including colleges, schools, departments, institutes, centers, libraries, or academic service units, insofar as it contributes to the working conditions of the faculty and/or to the quality and integrity of academic programs; in other respects, however, it is not the proper domain of the UAS.

2.2.2.1. The New Program/New Academic Unit Council reviews proposals for new academic units ([SG 2.05](#)).

2.2.2.2. Where no established policies and procedures exist, proposals shall be submitted to the Provost, who will review them and consult the Chair of the UAS about how to address them. The Chair will report to the ECS when such proposals are made.

2.2.3. Faculty personnel policy, including the appointment, promotion, tenure, dismissal, and leaves of the regular faculty; and criteria for positions that are to be accorded academic rank.

2.3. The UAS may vote to offer advice regarding budget matters, assessment, accreditation, academic policies and



procedures, and other academic issues or faculty concerns.

2.4. The UAS may vote to express its endorsement of policies, events, and initiatives that support and advance the university's mission and values.

### **3. Responsibilities of the Executive Committee of the Senate**

*The Executive Committee of the Senate (ECS) serves as the clearing house for matters to be presented to the UAS. Such matters are discussed by ECS before its recommendations are made to the Senate [\(BOT 3.1.4\)](#).*

3.1. The ECS has the authority to act for the UAS within the range of the Senate's responsibilities. Decisions reached by the ECS shall be considered tacitly ratified if the duly informed UAS membership does not petition for a meeting within one academic week after ECS decisions are reported to the UAS membership. The ECS shall convene a meeting of the UAS within one academic week upon petition by one-fourth of the members of the UAS. If such a meeting is called, the ECS shall be bound to proceed according to the decision of the UAS.

3.2. The ECS may vote to offer advice regarding academic issues or faculty concerns that, in its judgment, do not need to be presented to the UAS. In such matters, the ECS does not act for the UAS, and it shall report to the UAS any recommendations it makes.

3.3. The ECS may provide advice and counsel to the President and/or to the Provost regarding university affairs. Such consultation is informal and is not voted upon.

3.4. The ECS serves as a nominating committee for membership of all committees, task forces, and boards that are elected by the UAS.

3.5. The ECS may arrange faculty forums as needed. At these forums, the Chair of the UAS will describe matters currently under discussion in shared governance and will invite faculty members' responses to the discussion at hand. Faculty members are invited to raise other concerns for discussion at these forums.

### **4. Membership of the UAS**

4.1. The UAS includes members from the faculty, the student body, and the administration as provided for in [BOT 3.1.4](#).

4.2. During the Winter semester the ECS shall determine membership for the UAS for the following year based on the appropriate faculty member count.

4.3. During the Winter semester each College and the University Libraries elects faculty members to serve three-year terms. Election results for the UAS and its standing committees are reported to the ECS by March 15. The newly elected members begin their terms at the end of the Winter semester. The Student Senate selects student members at the end of the Winter semester or early in the Fall semester.

### **5. Officers of the UAS**

5.1. The ECS elects the Chair and the Vice-Chair of the UAS from the newly constituted membership of ECS, as provided for in [BOT 3.1.4](#), in the last week of Winter semester. Any member of the ECS may nominate candidates for Chair and Vice-Chair. Nominations may be made from the floor.

5.2. The Chair of the UAS presides at meetings of both the UAS and the ECS and makes decisions on parliamentary and procedural questions in fulfillment of the provisions of these Bylaws, subject to approval of a majority of the Senate.

5.3. The Vice-Chair assists with the governance responsibilities of the Chair and presides over meetings in the absence of the Chair. If for any reason the Chair is unable to serve a full term, the Vice-Chair will become the Chair for the unexpired term. If the Vice-Chair becomes Chair, or for any other reason is unable to serve a full term, the ECS will nominate and elect one of its members during a regular meeting to serve as Vice-Chair for the unexpired term.

5.4. The UAS may, by the affirmative vote of two-thirds of the total voting membership of the UAS, remove the Chair and/or the Vice-Chair for the duration of the unexpired term; a vote to remove a particular officer may not take place, however, more than once in any semester.

5.5. The Chair of the UAS is responsible for communicating all recommendations passed by the UAS to their addressees. If the recommendation requests action, the Chair will work to ensure that it receives a timely response. If a recommendation is not accepted, the Chair will seek an explanation. If a substantial change to a recommendation is requested, the Chair must then present this request to the UAS.

5.6. If any recommendation of the UAS differs substantially from a recommendation that the President plans to present to the Board of Trustees, then the Chair of the UAS is charged by the UAS with the responsibility of informing the Board of the position of the UAS.

5.7. Other responsibilities of the Chair of the UAS include but are not limited to: representing the established policies and positions of the UAS to administrators, to the press, to student organizations, and, consistent with Board policies, to the Board of Trustees; communicating with members of the faculty or with other university stakeholders about academic issues or faculty concerns; regulating access to official UAS communication channels, including email addresses, distribution lists, and websites; maintaining UAS records and archives. The ECS shall post a detailed list of the responsibilities of the Chair and Vice-Chair on the Faculty Governance website.

## **6. Meetings of the UAS**

6.1. The UAS shall meet at least once in the Fall and the Winter semesters, respectively, and at additional times if a petition is signed by one-fourth of its membership, or at the call of the ECS.

6.2. Meetings of the UAS are open.

6.3. A majority of the total voting membership of the UAS shall constitute a quorum.

6.4. Decisions of the UAS shall be determined by the affirmative vote of a majority of the voting members in attendance at a duly constituted meeting except as otherwise provided in these Bylaws.

6.5. Robert's Rules of Order shall govern the UAS in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

6.6. Voting may be by voice vote, show of hands, or by secret ballot at the discretion of the presiding officer. Voting shall be by secret ballot if requested by ten percent of the members present.

6.7. A member who is unable to attend a meeting of the UAS should send an alternate so long as the alternate comes from the represented College or the University Libraries and no contrary rules are adopted by the represented group itself. In the case of a prolonged absence involving several meetings, the represented College or the University Libraries should designate the alternate.

6.8. Proxy votes are not allowed at meetings of the UAS.

## **7. Meetings of the ECS**

7.1. The ECS shall schedule at least eight meetings per semester at not less than weekly intervals in the Fall and the Winter semesters, respectively. Additional meetings may be called by the Chair and must be called on petition of four members.

7.2. Meetings of the ECS are restricted to members of the ECS, their alternates, and others whom the ECS may invite. The proceedings of ECS meetings are not secret. The ECS shall post instructions for requesting invitations to attend its meetings on the Faculty Governance website.

7.3. A majority of the total voting membership of the ECS shall constitute a quorum.

7.4. Decisions of the ECS shall be determined by the affirmative vote of a majority of the voting members in attendance at a duly constituted meeting except as otherwise provided in these Bylaws.

7.5. At its first meeting of the academic year, the ECS will discuss rules of procedure for its meetings and decide whether strict adherence to Robert's Rules of Order is desirable. Robert's Rules shall govern the ECS in all cases in which they are not inconsistent with the procedures agreed upon by the ECS.

7.6. A member who is unable to attend a meeting of the ECS should send an alternate so long as the alternate comes from the represented College or the University Libraries and no contrary rules are adopted by the represented group itself. In the case of a prolonged absence involving several meetings, the represented College or the University Libraries should designate the alternate.

7.7. Proxy votes are not allowed at meetings of the ECS.

## **8. The Agenda of Meetings of the ECS and the UAS**

*Copies of agendas and approved minutes of all meetings are posted on the Faculty Governance website. Agendas are sent out electronically to committee members one week prior to meetings, and minutes are usually posted and distributed electronically within two weeks following a meeting [BOT 3.1.4](#).*

8.1. All matters to be presented to the UAS are discussed and placed as items on the UAS agenda by the ECS.

### **8.2. The ECS Agenda**

8.2.1. The Chair of the UAS sets the agenda for meetings of the ECS. At the request of three members of the ECS, an item must be placed on the ECS agenda.

8.2.1.1. The ECS agenda, accompanied by documents relevant to agenda items, is distributed to members of the ECS electronically at least four class days prior to the meeting. The agenda is also published in advance on the Faculty Governance website.

8.2.2. Requests for matters to be presented to the UAS may come from any constituency, organization, or member of the campus community. Individual grievances, however, are not the proper domain of the UAS or the ECS. The ECS shares responsibility with the Provost for deciding whether the matter is an academic issue or faculty concern that should be dealt with by the UAS; if so, the ECS decides whether the matter should be referred to a standing committee. If the matter is not referred to a standing committee, the ECS may investigate the matter itself and may request information and assistance from appropriate offices and persons.

8.2.3. The standing committees of the UAS report to the ECS and make recommendations relative to their respective charges. The standing committee chairs, or their designees, will meet with the ECS to explain committee reports and respond to questions. The ECS shares responsibility with the Provost for deciding whether a committee's recommendations address an academic issue or faculty concern that should be dealt with by the UAS; if so, the ECS decides whether the committee's report adequately addresses all aspects of the matter and specifies precisely the action to be taken. If the ECS finds the report lacking or inappropriate, it will be routed back to the standing committee with a request for further clarification. The ECS may compose specific motions to facilitate deliberation of the matter by the UAS.

8.2.4. When a matter receives the support of the ECS, it will be placed as new business on the UAS agenda either as a main motion or as a report requiring further action by the UAS. The ECS may vote to place an item on the UAS agenda with its recommendation to the UAS to support the item.

### **8.3. The UAS Agenda**

8.3.1. The Chair of the UAS prepares the agenda for each UAS meeting in consultation with the ECS.

8.3.1.1. The UAS agenda, accompanied by documents relevant to agenda items, is distributed to members of the UAS electronically at least one week (five class days) prior to the meeting. The agenda is also published in advance on the Faculty Governance website.

8.3.2. If a motion is made to add an item to the agenda during a UAS meeting, opposition by ten percent of the members present is sufficient to block this action on the grounds of insufficient notice.

8.4. The approved minutes of ECS and UAS meetings are published on the Faculty Governance website, normally within two weeks of the meeting.

## 9. Approval of Policies

*Faculty members may petition for a referendum if there is strong opposition to an action taken by UAS ([BOT 3.1.4](#)). Referendum procedures are appended in section 11 below.*

9.1. A policy recommendation takes effect when it has been published on the [University Policies site](#) or in another official document, unless another effective date has been specified.

9.2. If a policy recommendation of the UAS is not accepted, the UAS may reconsider the recommendation in order to address any objections that have been raised.

## 10. Bylaws Amendments

10.1. The UAS shares responsibility for amending these Bylaws with the Provost. A proposed amendment shall be submitted to the ECS as a matter to be presented to the UAS. Any proposed amendment must be consistent with the format and organization of these Bylaws. If the proposed amendment receives the support of the ECS, the ECS will place it as an item on the UAS agenda.

10.2. If in the course of its deliberations the UAS alters the proposed amendment substantially, it shall either be referred back to the ECS for further consideration or held over to be considered as Old Business at the next meeting of the UAS.

10.3. A policy recommendation to amend the Bylaws shall be decided by the affirmative vote of an absolute majority of the voting members of the UAS (i.e., a majority of the entire voting membership). The recommendation takes effect when it has been approved by the Provost and published as a Shared Governance (SG) Policy on the [University Policies site](#), unless another effective date has been specified.

## 11. Referendum procedures

11.1. Referendum activities can be initiated by means of petition as described below.

11.1.1. Petition forms entitled "Petition for Faculty/Student Senate Referendum" are available at the Provost's Office. Persons circulating the form will place the following information on the form: (i) the UAS action to be subjected to referendum; (ii) the rationale for overruling the UAS action; (iii) the name of the person circulating the petition.

11.1.2. Persons eligible to sign the petition include all regular faculty members and all members of the Student Senate. Faculty signers must indicate the unit to which they are appointed. Student signers must be members of the Student Senate.

11.1.3. Within 25 working days of the date of the UAS meeting at which the action was taken, the signed petitions are filed with the President, who is requested to appoint a task force (11.2.1.) to count and validate petitions and initiate referendum procedures if enough appropriate signatures are filed.

11.1.4. In order to initiate referendum procedures, the number of valid signatures on the petitions must be at least one-third of the sum of (1) the number of regular faculty and (2) the number of members of the Student Senate.

11.2. Forum and Referendum Procedures

11.2.1. The task force is responsible for establishing the machinery for carrying out the referendum. The task force shall be composed of two faculty members and a Student Senate member, and will be assisted by all necessary clerical support.

11.2.2. The task force is also responsible for ensuring that appropriate and open forums on the issue at hand are held prior to the referendum. Advocates on various sides of the issue should be enlisted.

11.2.3. All persons who are eligible to sign the petition (11.1.2.) are eligible to vote in the referendum. Procedures for voting shall be adequately publicized by the task force.

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

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## UNIVERSITY ACADEMIC SENATE BYLAWS: STANDING COMMITTEES

SG 1.02

**Date of Last Update:**

November 12, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

### POLICY

#### SG 1.02 Standing Committees of the UAS

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

The elected Chair of each committee is responsible for publishing an agenda at least 4 class days before the scheduled meeting. Minutes of each meeting, with a roster of those in attendance, shall be published after approval by the membership of the committee. The Chair of each committee will also send the agenda and approved minutes to the Faculty Governance assistant to be made available in the secure area of the [Faculty Governance website](#).

A member who is unable to attend a meeting of the Standing Committees of the UAS should send an alternate so long as the alternate comes from the represented College or the University Libraries and no contrary rules are adopted by the represented group itself. In the case of a prolonged absence involving several meetings, the represented College or University Libraries should designate the alternate.

### POLICY STATEMENT

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

- Faculty Membership:** Faculty membership of the APSC consists of four faculty members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, and one from the University Libraries. One additional faculty member elected by and from the UAS. The term of office is two years beginning at the end of the winter semester; terms are staggered.
- Student Membership:** One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.
- Administration Membership:** Provost or designee *ex officio*, non-voting.
- Responsibilities:** To study, review, and make pertinent recommendations on academic policies and procedures including admission, retention and dismissal, repeat grades, withdrawal, academic calendar, and suspension of library

privileges. The scope of study and review of the Academic Policies and Standards Committee is limited by the published “purposes” of other standing committees of the University Academic Senate.

**b. Equity and Inclusion Committee (EIC):** (*Established August 2017*)

- i. Faculty Membership: Faculty membership of the Equity and Inclusion Committee consists of four members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, and one from the University Libraries. The term of office is three years beginning at the end of the winter semester. Terms are staggered.
- ii. Student Membership: One undergraduate and one graduate student representative appointed by the Student Senate.
- iii. Staff Membership:
  - One representative from the AP Committee (elected by the membership)
  - One representative from the PSS Union (elected by the membership)
- iv. Administrative Membership (*ex officio*):
  - Vice President for Inclusion and Equity (or designee)
  - Provost (or designee)
  - Vice President for Enrollment Development (or designee)
  - Associate Vice President for Human Resources (or designee)
  - Director of Pew Faculty and Learning Center (or designee)
  - Dean of Students (or designee)
- v. Responsibilities: The role of the EIC is to promote and facilitate faculty involvement in support of a healthy and equitable campus climate. The committee accomplishes its role by engaging social justice and diversity issues on campus, including but not limited to:
  - a) Advising UAS on policies and practices to recruit, support and retain a diverse faculty, staff and student body (*e.g.*, reviewing the Affirmative Action Plan on an annual basis).
  - b) Organizing and running events to promote awareness of the importance of social justice and campus diversity (*e.g.*, the Teach-in).
  - c) Identifying faculty for the various university awards related to diversity.
  - d) Fostering faculty involvement in student recruitment and retention efforts (*e.g.*, working with pipeline, bridge, student support, and curricular programs)
  - e) Serving as a liaison with the Division of Inclusion and Equity and Student Senate Diversity Affairs Committee.

**c. Faculty Facilities Planning Advisory Committee (FFPAC)** (*as revised 12/01/17 by UAS*)

- i. Faculty Membership: Faculty membership of the FFPAC consists of seven members from the College of Liberal Arts and Sciences, two from the Seidman College of Business, one from each of the remaining colleges, and one from the University Libraries. The term of office is three years beginning at the end of the winter semester. Terms of those from colleges with two or more members are staggered.
- ii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.
- iii. Administration Membership: One Facilities Planning representative *ex officio*, non-voting; one Faculty Teaching & Learning Center representative *ex officio*, non-voting.; one Information Technology representative *ex officio*, non-voting; one representative from the Registrar’s Office *ex officio*, non-voting; and one representative from the Provost’s office *ex officio*, non-voting
- iv. Responsibilities: The role of this Advisory Committee is to provide recommendations to Facilities Planning on planning, remodeling, and building academic facilities at Grand Valley, with the goal of providing an optimal teaching

and learning environment. Specific responsibilities include:

- a) Serve as a liaison between the Grand Valley academic community and Facilities Planning. In particular, inform and advise Facilities Planning on factors that affect teaching and learning; most importantly (but not limited to), classroom design.
- b) Regularly review and identify problems with current teaching spaces, share this information with Facilities Services, and monitor the response.
- c) Maintain a collaborative relationship with the building project committees in order to facilitate faculty input into decision-making.
- d) Regularly review current GVSU design standards and make recommendations to Facilities Planning so that architectural and furniture standards that the university provides to new building design teams are in line with best practices as they relate to teaching (e.g. Universal Design Standards), new trends in education, and that they address as much as possible any concern voiced by faculty.
- e) In partnership with FTLCAC, make recommendations for more effective use of existing classroom technologies and appropriate use of existing classroom spaces.
- f) Make recommendations to the appropriate bodies to ensure that all academic buildings and interior spaces are highly accessible.

**d. Faculty Personnel Policy Committee (FPPC):** *(as revised 10/30/15 by UAS)*

- i. Faculty Membership: Faculty membership of the FPPC consists of four faculty members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries. College representatives must be tenured. The term of office for faculty members is three years beginning at the end of the winter semester. Terms are staggered.
- ii. Administration Membership: The Assistant Vice President for Human Resources and the Assistant/Associate Vice President for Academic Affairs shall serve as *ex officio*, non-voting members.
- iii. Responsibilities: The FPPC has the responsibility to review faculty personnel policy matters that extend beyond the college, as specified by the ECS, and make appropriate recommendations to the ECS. FPPC will elect a new chairperson by the end of the winter semester. The Chair of FPPC will attend the ECS meeting where the annual charges to the FPPC are finalized.

**e. Faculty Salary and Budget Committee (FSBC):** *(as revised 04 14 19 by UAS)*

- i. Faculty Membership: Faculty membership of the FSBC consists of seven members from the College of Liberal Arts and Sciences (CLAS), two from the Seidman College of Business, one from each of the remaining colleges, and one from the University Libraries. The term of office is three years beginning at the end of the winter semester. Terms of those from colleges with two or more members are staggered. The vote for chair occurs at the beginning of the Winter semester of the year in which the prospective chair is selected to serve.
- ii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.
- iii. Administration Membership: The Provost or designee *ex officio*, non-voting.
- iv. Responsibilities: The FSBC has four primary responsibilities:
  - a) To study pertinent data and make recommendations to the Senate through the ECS on the allocation of funds within the Grand Valley budget as a whole as well as within the budgets of the administrative divisions,
  - b) To study pertinent data and make recommendations to the Senate through the ECS on the items of the budget, compensation or faculty job security,

- c) To study pertinent data and make recommendations on proposals for the establishment of additional units/programs at Grand Valley. These recommendations will be made to the Senate through the ECS at the Prospectus stage and through UCC at the New Program Proposal stage, and
- d) To provide leadership and support to faculty as Units develop their Unit Stability Report and Self-Study Report and to review and provide feedback on these reports.

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

**f. General Education Committee (GEC) [as revised 05/03/2018 UAS]**

- i. Faculty Membership: Faculty membership of the GEC consists of nine members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries. The term of membership is three years beginning at the end of the winter semester. Terms from those colleges with two or more members are staggered. The General Education Director is *anex officio*, non-voting member.
- ii. Student Membership: One student representative selected by and from the Student Senate for a term of one year.
- iii. Administration Membership: The Provost or designee *ex officio*, non-voting
- iv. Responsibilities:
  - a) to provide guidance and support to the university community regarding the aims, philosophy, achievements and problems of the General Education Program;
  - b) to review and act upon courses proposed for the General Education Program;
  - c) to make minor revisions to the General Education Program (for example, changing the name of a category or adding, revising, or removing a student learning outcome in the category);
  - d) to propose to UAS major changes to the General Education Program;
  - e) to ensure that the General Education skill and knowledge outcomes of each General Education course are assessed every four years:
    1. to review and provide formative and/or summative feedback on General Education Course Assessment Reports;
    2. to report annually on student performance of the General Education knowledge and skills outcomes to faculty governance;
    3. to submit a comprehensive report on student performance of the General Education knowledge and skills outcomes, and share these results with faculty governance and the broader university community every four years;
    4. to propose changes to the General Education Program or make changes to the assessment process informed by the assessment data.
- f) to remove a course from the General Education Program (see SG 2.01) if:
  1. changes have been made to course prerequisites that were not approved by the General Education Committee;
  2. the course was not appropriately and effectively assessed by the unit in a timely manner as described in the Recertification Policy posted on the General Education website.

**g. Graduate Council (GC) (Revised at UAS 05/15/17)**

- i. Faculty Membership: The Graduate Council (GC) is composed of no more than eighteen faculty members elected by the faculty: base membership includes two representatives from each college (Business, Community and Public Service, Education, Liberal Arts and Sciences, Engineering and Computing, Health Professions, Nursing, Interdisciplinary Studies), plus two representatives from the University Libraries. Each committee member will serve on one of two subcommittees (Policy and Standards or Curriculum and Program Review).



Subcommittees will include one member from each college and the library. Faculty from the same college will serve for staggered three-year terms. Representatives on the GC shall hold graduate faculty status.

- ii. Student Membership: Two graduate student representatives from different graduate programs, selected by the Graduate Student Association. Each subcommittee will have a graduate student representative.
- iii. Administration Membership: The Dean and Associate Dean of the Graduate School serve as an ex-officio member, as representatives of the Provost. Other ex-officio members include administrative staff that have a central role in graduate education including the Office of the Registrar, Office of Admissions, and the Center for Adult and Continuing Studies designees.
- iv. Responsibilities: The GC is responsible for matters related to graduate education at Grand Valley, to include (but not limited to):
  - a) To review and recommend actions upon new proposed graduate programs and/or revisions to current graduate programs.
    - 1) New graduate program proposals, certificates and proposals for change to programs or certificates will be reviewed. As program matters are reviewed by the GC, the proposers may be invited to participate in the discussion and review process. Recommendations from the GC related to program matters will be transmitted via the online curriculum system.
    - b) To review and recommend actions upon and, as needed, initiate policies and standards related to graduate education that ensure quality, consistency, equity, and fairness, while not impinging upon the disciplinary expertise and responsibility of the program faculty. This shall include matters related to admission, program progress, and completion for post-baccalaureate students in non-degree, certificate, and degree program statuses.
      - 1) Recommendations regarding policy changes or new policies or standards for graduate education will be referred to the ECS for final action.
      - 2) To identify and monitor quality indicators of graduate education.
  - c) To review and recommend actions upon requests for exceptions to university minimum standards or policies.
  - d) To review and recommend actions related to existing graduate programs at the time of assessment and/or program review and/or accreditation.
    - 1) Existing graduate programs shall be reviewed by GC on a revolving and regular schedule, aligned with the UAC program review and external accreditation review (if applicable). The review will employ quality indicators developed by GC that are outside of the normal UAC purview, but incorporate appropriate program materials submitted to UAC and FSBC.
  - e) To advise on allocation of university financial support for graduate students.
  - f) To call meetings of all faculty to discuss emerging issues in and strategic planning for graduate education at Grand Valley.
- v. Procedures -- Curricula and Program
  - a) Course proposals and requests for program exceptions from graduate policies will be sent from the College Curriculum Committees to the UCC, which will transmit such proposals and requests to the GC.
  - b) Curriculum proposals submitted to the GC should be as detailed and complete as possible. Requests for program exceptions should contain a complete and convincing rationale for the exception and show what other aspects of the program address the policy to which an exception is being requested. Curriculum proposals and

exceptions will be reviewed and evaluated on the basis of graduate policies in place at the time of the review.

c) Curricular proposals to be considered by the GC will be referred to its Curriculum Subcommittee (GC-CC). While the GC-CC is reviewing proposals, the documents will be available for review of the entirety of the GC on the Council's web site, or general web sites of Grand Valley Faculty Governance. Proposals requiring vote of the GC to formalize the actions of the GC-CC include the following: a) all final plan documents, b) program changes with associated course proposals, c) prospectuses of all types, d) proposals denied approval by the GC-CC. Proposals approved by the GC-CC that do not fall within the categories above will be forwarded to UCC for action by the GC chair no sooner than five (5) calendar days after the GC-CC's approval.

d) At any time subsequent to the GC-CC approval and prior to the forwarding of proposals to UCC, action of the GC as a whole may be requested for documents that would not usually be reviewed by this governance body in its entirety. Any GC member, deans, department heads or faculty of the proposing college/department, chairpersons of any other faculty governance body including the ECS/UAS, or the Provost may make these requests. Such requests shall be directed to the GC chair. Consideration of the proposal(s) referred to the GC general membership will then be scheduled for the next regular meeting of the GC.

e) Positive recommendations from the GC related to curriculum and program matters will be referred to the UCC for final action.

f) As curriculum and program matters are reviewed by the GC, the proponents of the matter will be invited to participate in the discussion and review process. If, upon review, there are concerns or problems with the request it will be referred back to the appropriate College Curriculum Committee and the initiating unit, with clarification of concerns and suggestions for revision.

g) If the item is resubmitted, and if the GC again rejects it, an appeal of the GC decision may be taken to the UCC.

h) The UCC may convene representatives of both parties to review the matter. The decision of the UCC will be final.

vi. Policies and Standards: Positive recommendations regarding policy changes or new policies and standards for graduate education will be referred to the ECS for final action.

**h. Pew Faculty Teaching Learning Center Advisory Committee (FTLCAC) (as revised by UAS 4/3/15)**

i. Faculty Membership: Faculty membership of the Pew FTLCAC consists of four members from CLAS, one from each of the remaining colleges, and one from the University Libraries. The term of office is three years beginning at the end of the winter semester. Terms are staggered.

ii. Student Membership: One undergraduate and one graduate student selected by the Student Senate for a term of one year.

iii. Administration Membership: The Director and Faculty Fellows of the Pew FTLC *ex officio*, non-voting. A representative from Information Technology, *ex officio*, non-voting.

iv. Responsibilities: The role of the Advisory Committee is to provide advice on policy, direction and performance of the Pew FTLC, including:

a) Serve as a liaison between the Grand Valley faculty and the Pew FTLC Staff disseminating information to faculty/units/colleges from the Pew FTLC and also providing feedback to the Pew FTLC about its programs, policies, and services.

b) Provide information about faculty development needs and advocate for professional development activities related to teaching and learning.

c) Initiate and/or respond to discussions of teaching and learning issues, referring them to appropriate bodies

of necessary.

d) Every member of the FTLCAC (except for the committee chair) will serve on one of two sub-committees – either to review competitive grants or to review teaching award nominations.

e) In the case of a vacancy, serve on a search committee for Pew FTLC Administrative Staff.

**i. University Assessment Committee (UAC) (as revised at UAS 3/2/18)**

i. Faculty Membership: Faculty membership of the UAC consists of eleven faculty members from CLAS; two each from the Seidman College of Business, the College of Community and Public Service, the College of Education, the Padnos College of Engineering and Computing, and the College of Health Professions; and one each from the Kirkhof College of nursing, the Brooks College of Interdisciplinary Studies, and the University Libraries. Academic and service unit representatives serve three-year staggered terms beginning at the end of the winter semester.

ii. Service unit Membership: Service unit membership of the UAC consists of six representatives with at least one representative from each of two areas: Advising and Student Services. Representatives will be appointed by the Provost. Service unit representatives serve three-year staggered terms beginning fall semester.

iii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a term of one year.

iv. Administrative Membership: The Provost or designee *ex officio*, non-voting

v. Responsibilities: The UAC is responsible for:

a) Providing leadership and support to university constituents as they design and implement the five to six year self-study report and every two year student learning outcome assessment plan/report with strategic plan updates based on best practices.

b) Reviewing and providing feedback on assessment plans, reports, and self-studies submitted by all academic programs and most service units \*

c) Providing instructions for reporting formats and schedules.

d) Providing feedback to Administration in support of ongoing accreditation standards as set forth by the Higher Learning Commission.

e) Conducting user training on the on-line system for reporting Assessment reviews/plans and Self-Study updates/reports.

f) Maintaining and updating the UAC website, Blackboard site, submission links as needed, and Assessment Report and Self-study (ARSS) automated timeline and notification system (4 month and 2 month notifications).

\* Service unit representatives are appointed to serve as the primary reviewer of reports submitted by service units.

**j. University Curriculum Committee (UCC) (As revised by UAS 04/13/18)**

i. Faculty Membership: Faculty membership of the UCC consists of seven members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries. The term of membership is two years. Terms of those from colleges with two or more members are staggered.

ii. Student Membership: One student representative selected by the Student Senate for a term of one year.

iii. Administration Membership: One representative from the Graduate Council (GC) *ex officio*, non-voting and the Provost or designee *ex officio*, non-voting.

iv. Responsibilities: The UCC is responsible for a wide range of curriculum matters at Grand Valley; its responsibilities include, but are not limited to, the following:

a) to review and make recommendations on all degree requirements and on all new program proposals;

- b) to review and make recommendations on all proposals involving academic credit;
  - c) to review the courses used to fulfill the General Education requirements;
  - d) to review the courses used to fulfill the requirements of the Honors Program;
  - e) to manage Sail, the online curriculum development system;
  - f) to meet with the chairs of College Curriculum Committees annually in order to communicate best practices and university policies regarding curricular issues;
  - g) to manage the UCC website content;
  - h) review yearly reports from the International Education Committee and the Writing Skills Committee.
- v. In addition to reporting to the ECS, the UCC may make recommendations directly to individual academic units.

**k. Online Education Council (OEC)**

- i. Faculty Membership: Faculty membership of the Online Education Council consists of the Chair of the UCC, serving as Chair of the OEC, an additional member of UCC (appointed by the Chair of UCC), Chair Graduate Council Curriculum Committee, and a faculty member with expertise in online pedagogy (appointed by Provost, in consultation with Faculty Governance). The term of membership is three years.
- ii. Student Membership: One graduate student representative selected by the Student Senate for a term of one year.
- iii. Administration Membership: The Provost or designee *ex officio*, non-voting, and Director of FTLC, non-voting. The following administrators may be called upon for consultation as needed, all non-voting: Director of IT, Director of Continuing Education, Chair of General Education Committee, Disciplinary representative, Director of Disability Services, and University Libraries representative.
- iv. Responsibilities: The Council's responsibilities will include, but is not limited to the following:
  - a) review curricular proposals involving online and hybrid offerings;
  - b) review current policies and practices regarding distance delivered education, and make recommendations for new policies and practices, where appropriate, in collaboration with appropriate committees (e.g., GC Curriculum and Program Review subcommittee, UCC, FSBC, etc.)
  - c) recommend curricular and pedagogical quality standards consistent with traditional course offerings;
  - d) recommend faculty professional development standards for distance delivered education;
  - e) review and report on the quality of online/hybrid curricular offerings as part of an end-of-year report.

**DEFINITIONS:**

**Quorum:** A simple majority of the total voting membership of the committees shall constitute a quorum for the enactment of business.

**UNIVERSITY GOVERNANCE COMMITTEES**

SG 1.03

**Date of Last Update:**

January 06, 2020

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

**POLICY STATEMENT**

For the committees with an elected Chair, the Chair is responsible for publishing an agenda at least 4 class days before the scheduled meeting. Minutes of each meeting, with a roster of those in attendance, shall be published after approval by the membership of the committee. The elected Chair of each committee will also send the agenda and approved minutes to the Faculty Governance assistant to be made available in the secure area of the [Faculty Governance website](#).

**PROCEDURES****SG 1.03 Operative Rules for University Governance Committees****A. Standing Committees of the University Academic Senate:**

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

1. Academic Policies and Standards Committee (APSC);
2. Equity and Inclusion Committee (EIC);
3. Faculty Facilities Planning Advisory Committee (FFPAC);
4. Faculty Personnel Policy Committee (FPPC);
5. Faculty Salary and Budget Committee (FSBC);
6. Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC);
7. General Education Committee (GEC);
8. Graduate Council (GC);
9. University Assessment Committee (UAC);
10. University Curriculum Committee (UCC); and
11. Online Education Council (OEC);

**B. University Governance Committees:**

1. **Academic Technology Advisory Committee** (*Approved by UAS 01/31/16*)

**i. Membership**

Associate Vice President for Academic Affairs, Chair

Dean of Student Academic Success Center

Vice Provost & Dean of Academic Services and Information Technology

Registrar

Library Associate Dean, Technology & Information Services

Director of Information Technology

Faculty (elected by and from): Four representatives from CLAS and one from each of the remaining colleges and University Libraries.

Student representative selected by the committee

ii. Term: Academic college representatives - 3 years, staggered

iii. Purpose: To support the academic mission of the University in its use of technologies and services impacting teaching, learning, research and scholarship, including:

1. Provide a forum to share experiences in the use of technology and computing needs and support.
2. Foster open communication to inform GV constituents about academic technology issues and initiatives.
3. Provide input and feedback on policies, guidelines and standards regarding the use of technologies by faculty and students.
4. Provide strategic planning input related to emerging technologies, resource and support needs.
5. Make recommendations regarding funding priorities to the Provost and Vice Provost and Dean of Academic Services and Information Technology.

iv. Reporting: To Provost or designee.

v. Meetings: Twice each fall and winter semester.

2. **Affiliate Faculty Advisory Committee (AFAC)** (*Approved by UAS 09/25/15*)

i. Membership:

Regular Faculty Membership: Regular faculty will elect the Regular faculty members of the UAFAC which consists of 1 elected member from each College that employs Affiliate faculty. The term of office is three years beginning at the end of the winter semester.

Affiliate Faculty Membership: Affiliate faculty are eligible for membership after 2 years of continuous employment as an Affiliate faculty member. Affiliate faculty will elect the Affiliate Faculty members. Numbers of members from each College will be chosen according to the following ratio:

Affiliate Faculty in College	Members on Committee
1-20	1
21-50	2
51-100	3
101+	4

The Chair will be elected by the membership from the Affiliate faculty for a one-year term.

Administration Membership: One Provost office representative ex officio, non-voting.

ii. Term: The term of office is three years beginning at the end of winter semester staggered for members from the same College. The AFAC will meet one time per month on the first Friday from 7am to 9 am.

iii. Purpose: The role of this Advisory Committee is to represent the needs and perspectives of all University Affiliate Faculty and to provide recommendations to University bodies on matters which may impact Affiliate faculty responsibilities, with the goal of providing an optimal teaching and learning environment as well as increased advocacy, visibility, retention, and development for all Affiliate faculty.

To serve as a liaison between the GVSU academic community and University Affiliate faculty, and inform and advise UAS on factors that affect teaching and learning as well as advise on university wide policies and procedures in regard to Affiliate faculty role, work load, etc. The Committee will clarify the roles of and/or expectations for Affiliate faculty while increasing Affiliate faculty visibility at GVSU and maintain a collaborative relationship with Regular faculty.

iv. Reporting: To the Provost, Academic Senate

3. **Campus Life Committee** (Replaced the Student Life Committee) (*Approved by UAS 01/31/16* )

i. Membership:

3 Faculty members from the College of Liberal Arts & Sciences

1 Faculty member from each of the other Colleges and University Libraries

3 Undergraduate and 1 Graduate Students, appointed by the Vice Provost for Student Affairs & Dean of Students

Associate Vice Provost for Student Affairs

Associate Dean of Students

ii. Term: Faculty (3 year staggered); Students (1 year); Administrator (indefinite).

iii. Purpose: An advisory body to the Vice Provost/Dean of Students regarding strategic planning of: co-curricular learning opportunities (i.e., educational, social, recreational, etc.) to actively engage students in the life of the university; support services that assist students to be successful in their academic and personal lives; and management of various environments at the university (e.g. living centers, apartments, dining areas, Kirkhof Center, Recreation Center, etc.).

iv. Reporting: To the Vice Provost and Dean of Students

v. Meetings: Twice each fall and winter semester held on the first Monday in October, December, February and April.

4. **Faculty Grievance Panel** (*Approved by UAS 01/31/16*)

i. Membership: Faculty (elected by and from): six (6) from the College of Liberal Arts and Sciences, Seidman College of Business and Padnos College of Engineering and Computing; two (2) each of the remaining colleges and one from the University Libraries.

ii. Term: 3 years, staggered.

iii. Purpose: To review and make recommendations about a grievance at the request of any aggrieved appointee (see Board of Trustees' Policies [BOT 4.2.16 -4.2.17](#) for other details).

iv. Reporting: To the President

v. Meetings: Only meets when needed to address a grievance. (Election is for a pool of candidates to be selected by drawing to form the committee when needed, as per the Board of Trustees' Policies [BOT 4.2.16 -4.2.17](#) )

5. **International Education Committee** (*Approved by UAS 01/31/16*)

i. Membership:

Chair, elected from Membership

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences, one from each of the remaining colleges and the University Libraries.

Two students: 1 selected by the Student Senate and 1 selected by the International Student Association (confirmed by the Student Senate)

One Area Studies Program Faculty Member, selected by the programs

One Modern Languages and Literatures Faculty Member, selected by the department

One Study Abroad Program Director, selected by the Provost

Director of International Education (*ex officio*, non-voting)

ii. Term: 3 years, staggered.

iii. Purpose: To review, authorize, evaluate, and recommend modifications to all international programs administered

by the Office of International Affairs; to recommend priorities, new initiatives, policies, and procedures for the Office of International Affairs programs, including campus curricular and co-curricular activities; to advocate for international students, study abroad, faculty research and exchange, and community integration, within the university and West Michigan; and to ensure integrity and academic excellence in all international initiatives undertaken abroad by GVSU.

iv. Reporting: To the Provost and University Curriculum Committee

v. Meetings: Three to four times each fall and winter semester

**6. LIFT Management Committee** (*Approved by UAS 09/27/2017*)

i. Membership:

Assistant/Associate Vice President for Academic Affairs (*ex officio*)

Director, Pew Faculty Teaching & Learning Center (*ex officio*)

Chair of FTLC Advisory Committee

Assistant/Associate Vice President for Institutional Analysis

Six Faculty (appointed by UAS)

Three with relevant scholarly expertise in qualitative or quantitative analysis of data

Three other with relevant expertise

Student representative appointed by Student Senate

ii. Term: Faculty representatives -- 3 years, staggered.

iii. Purpose: The LIFT Management Committee is a standing committee charged with overseeing the implementation and analysis of the LIFT System, including

a) Evaluating and approving or denying requests by Units to modify formative or open-ended items on the LIFT forms.

b) Perform a yearly evaluation of the reliability and statistical performance of the summative and CEI items.

Specifically, monitoring for evidence of fairness for various faculty groups.

c) Review the format of the LIFT summary reports provided for faculty members. Suggest changes as needed.

d) Work with the Office of the Provost to monitor the response rates and work with units to meet established baselines.

iv. Reporting: To the Provost and Academic Senate.

v. Meetings: Every two weeks (or as needed) each fall and winter semester.

**7. Outstanding Service Awards Committee** (*Approved by UAS 01/31/16*)

i. Membership:

Faculty (elected by and from): One representative from each College and one from the University Libraries.

Two students selected by the Student Senate

The Outstanding Service awardees from the previous year

The Provost, or designee.

ii. Term: 3 years, staggered.

iii. Purpose: To review nominees, select the awardees, and forward the names to the Provost by December 15 for awards to be made at the next Faculty Awards Convocation. The Outstanding Service awardees serve on the committee for the academic year following their awards. The students and faculty members on the committee shall be representative of all segments of the campus community, including academic discipline, academic level, instructional level, race and sex.



iv. Reporting: To the Provost

v. Meetings: Normally, no formal meetings; business conducted electronically in the fall semester, unless the committee chair calls for a formal meeting.

**8. Research and Development Committee** (Approved by UAS 01/31/16)

i. Membership:

Faculty (elected by and from): Seven representatives from the College of Liberal Arts and Sciences, two from Seidman College of Business, one from each of the other colleges and one from the University Libraries.

Executive Director, Center for Scholarly and Creative Excellence ( *ex officio*, non-voting).

Provost or Provost designee (*ex officio*, non-voting)

The chair will be elected by the members of the R & D Committee for a one-year term.

ii. Term: 3 years, staggered.

iii. Purpose: To receive, review, develop, and recommend policies pertaining to research conduct & development and to advise the Executive Director of the Center for Scholarly and Creative Excellence on the activities of the Center. The committee's domain includes research conduct policies, except those for whom responsibility is explicitly assigned to the Human Research Review Committee (HRRC) and/or the Institutional Animal Care and Use Committee (IACUC) by federal regulations and/or formal commitments (e.g., the university's Federal Wide Assurance). The committee is expected to consult with other faculty and staff members who have relevant expertise in research practices and ethics. Research policy recommendations should be forwarded to ECS/UAS, which may ask other committees such as UCC, FPPC, and FSBC to review proposals whose content overlaps with or has effects on matters that are within the domains of those committees. The committee serves as the advisory board of the Center for Scholarly and Creative Excellence, making recommendations on policies, procedures, and operations of the Center, including recommendations on awarding of Grand Valley funds for research and teaching improvement projects, directly to the Executive Director.

iv. Reporting: To the Provost.

v. Meetings: Monthly during the academic year.

**9. Undergraduate Research Council (URC)** (Approved by UAS 01/31/16)

i. Membership:

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences and one from each of the remaining colleges and University Libraries. The Chair of the URC will be elected by the members of the URC for a one-year term.

The Director of the Office of Undergraduate Research and Scholarship, *ex officio*, non-voting.

One student representative selected by the Student Senate.

One student selected by the Student Senate for a term of one year. The student member will meet with the committee regarding items 8.a through 8.f, but will not be involved in the evaluation of S3 proposals.

ii. Term: 3 years, staggered.

iii. Purpose: In keeping with the values and strategic plan of GVSU that students should acquire new knowledge and explore its application through research, artistic expression, and scholarly activity, and that active scholarship may include collaboration of faculty and staff with students, the role of the URC is to provide advice and recommendations on university-wide policies and programs that apply to undergraduate research and creative practice. The committee will:

a) Recommend goals and priorities for undergraduate research and creative practice at GVSU.

- b) Recommend policies and programs to promote undergraduate research and creative practice at GVSU
- c) Advise on faculty development needs, student needs, and other resources to enhance undergraduate research and creative practice at GVSU.
- d) Promote undergraduate research and scholarly activities within the GVSU community.
- e) Promote the undergraduate research and scholarly activities at GVSU to the broader community.
- f) Establish policies and processes for application review for the Student Summer Scholars Program.
- g) Evaluate S3 proposals and recommend proposals to be funded.
- h) Assess the progress and viability of the URC.
- i) Review annually the resource needs for the URC and Office of Undergraduate Research
  - iv. Reporting: To the Provost.
  - v. Meetings: Monthly during fall semester, up to once a week during winter semester.

10. **University Libraries Advisory Committee** (*Approved by UAS 01/31/16*)

i. Membership:

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries.

One student representative selected by the Student Senate

University Libraries Dean (*ex officio*, non-voting)

ii. Term: 3 years, staggered.

iii. Purpose: To advise the university libraries on possible areas of library development as perceived by the faculty; to react to issues brought to them from the University libraries; to serve as a communication channel; to recommend to the Academic Senate in a timely manner on major policy issues and matters of general concern as identified by the Committee.

iv. Reporting: To the university libraries dean and to the Academic Senate on matters of policy and general concern

v. Meetings: Twice each fall and winter semester.

11. **University Personnel Review Committee** (*Approved by UAS 04/14/17 and Provost 05/15/17*)

i. Membership:

Provost and/or designees (*ex officio*)

Legal Counsel (*ex officio*)

One academic Dean, appointed by the Provost (*ex officio*)

Faculty: ECS Chair and one representative, appointed by the Provost, from each College and the University Libraries. Each representative shall have significant prior experience on an elected College/Library Personnel Committee.

ii. Term: For faculty and the academic Dean, 3 years, staggered.

iii. Purpose: (1) To review College/Library and Unit personnel policies and procedures for compliance with the *Faculty Handbook* and Board of Trustees Policies; (2) to make recommendations to the Provost to revise specific College/Library or Unit policies or procedures; (3) to review personnel policy revisions proposed by a Unit or College or the Library; (4) to identify areas of university faculty personnel policy that may need revision and to inform ECS of that need so the appropriate governance committee(s) can be charged; (5) to work with the charged governance committees to develop

proposals for review by ECS/UAS.

iv. Reporting: To the Provost, with copies of relevant recommendations to ECS/UAS, academic Deans, and College Personnel Committee Chairs.

**12. Writing Skills Committee** (*Approved by UAS 01/31/16*)

i. Membership:

Director of Writing Across the Curriculum (*ex officio*) - Chair

Director of GVSU Writing Center (*ex officio*)

Chair of First Year Writing (*ex officio*)

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences and one from each of the remaining colleges and University Libraries.

One student selected by Student Senate

ii. Term: 3 years, staggered.

iii. Purpose: The University Writing Skills Committee exists to develop and assess goals for Writing Across the Curriculum (WAC) program through the Supplemental Writing Skills (SWS) program at GVSU. To this end, the committee enables collaboration among institutions across campus that support writing, specifically the First Year Writing Programs, the Fred Meijer Center for Writing and Michigan Authors, the University Libraries, and Information Technology. The work of the committee will include writing/updating the Mission, Vision, and Values statement for the SWS program; developing policies as necessary for new SWS issues (e.g., on-line SWS course guidelines); writing SWS assessment plans and advising the WAC director on the implementation of those plans; assessing the SWS program; and reviewing and advising the self-study report. The committee will also review and evaluate for approval SWS courses proposed by units; advise the director of WAC on new faculty development activities; and sponsor workshops in teaching writing for faculty members.

iv. Reporting: To University Curriculum Committee.

v. Meetings: Monthly during the academic year

**13. New Program/New Academic Unit Council** (*Approved by UAS 09/27/19*)

i. Membership:

UAS/ECS Chair or designee, Chair

UCC Chair

FSBC Chair

GC Chair

Appropriate Dean(s) (non-voting)

Provost and/or Provost's designee (non-voting)

ii. Term: ex officio

iii. Purpose: To review prospectuses for the establishment of new programs and proposals for the establishment of new units (SG 2.05)

iv. Reporting: To the Provost and UAS

v. Meetings: As needed

### **C. Administrative University Committees :**

#### **1. Academic Review Committee** (*Approved by UAS 01/27/17*)

##### i. Membership:

Student Success Programs, Director

Inclusion and Equity representative

Registrar or designee

Faculty: Five members appointed by the Provost

##### ii. Faculty term: 3 years, staggered

iii. Purpose: To preserve the integrity and appropriateness of the academic review process and policy, and to act as an appeal and review body for those students seeking exception to, or readmission following suspension/dismissal.

iv. Reporting: To Provost or designee

v. Meetings: Every other week throughout the academic year.

#### **2. Provost's Advisory Committee** (as needed) (*Approved by UAS 01/31/16*)

##### i. Membership:

Faculty (jointly selected by the ECS and the Provost): One representative from each of the colleges and the University Libraries.

ii. Term: 3 years, staggered.

iii. Purpose: To provide advice concerning areas for reduction by department or program, transfer/retraining options for faculty, voluntary options, i.e., retirement, resignations, severance pay, and declarations of financial emergency and changing enrollment patterns.

iv. Reporting: To ECS/UAS.

v. Meetings: No regular meetings; only assembled in time of need.

#### **3. Student Media Advisory Board** (*approved by UAS 01/31/16*)

##### i. Membership:

Faculty: Six faculty representatives appointed by ECS

Six students (3 selected by Student Senate; 1 each from the Lanthorn, WCKS, GVTV staff, selected by the associated staff)

Associate Dean for Student Life (ADSL) or designee

Two Professional Community Representatives from West Michigan, selected by ADSL in consultation with faculty advisors for student media

organizations

Lanthorn editor (*ex officio*, non-voting)

Lanthorn Faculty Advisor (*ex officio*, non-voting)

WCKS Station Manager (*ex officio*, non-voting)

WCKS Faculty Advisory ((*ex officio*, non-voting)

GVTV Station Manager (*ex officio*, non-voting)

GVTV Faculty Advisor (*ex officio*, non-voting)

- ii. Term: 3 years for faculty, two years for community members, 1 year for students.
- iii. Purpose: To ensure continuity of student media at Grand Valley State University. The three major student media organizations included the student newspaper, the Grand Valley Lanthorn; the student radio station, WCKS The Whale; and student television station GVTV Grand Valley Television. The Student Media Advisory Board will provide for adequate and capable staffing of the three student media organizations. The SMAB will establish newspaper and broadcast policies and will periodically review the newspaper, radio and television for quality and ethics. The SMAB will defend the freedom of the press for student media.
- iv. Reporting: To Provost or designee.
- v. Meetings: Once or twice each fall and winter semester.

**4. University Conduct Pool** (*formerly University Judiciary; Approved by UAS 01/31/16*)

i. Membership:

Faculty (elected by and from): Four representatives from CLAS, one from each of the remaining colleges and University Libraries.

Four faculty appointed by the Provost or designee from the faculty at large

12 students, selected by the Student Senate

Coordinator of Campus Judiciary (*ex officio*)

12 AP staff appointed by the Provost or designee

- ii. Term: 3 years.
- iii. Purpose: See Article III of the Student Code.
- iv. Reporting: To the Dean of Students or designee.
- v. Meetings: Only meets when needed to address a conduct issue. Election is for a pool of candidates to be selected by drawing to form the committee when needed, as per the Student Code; however, all elected and appointed members are intended to undergo yearly training.

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## COLLEGE GOVERNANCE POLICIES

SG 1.04

**Date of Last Update:**

January 07, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

## POLICY STATEMENT

### College Governance Policies

A. Colleges and the University Libraries shall have governance policies. The ECS/UAS Chair should be advised of any policy revisions, and the University Legal Counsel will be notified of the proposed changes for impact on the Board of Trustees Policies.

B. Each college and unit must establish its own standards and criteria for evaluation at each rank and tenure. The Library must establish its own standards and criteria for evaluation. (See [Board of Trustees Policies BOT 4.2.9](#)) The University Personnel Review Committee (See [Shared Governance \(SG 1.03\)](#)) will review any policy revisions before final approval by the Provost.

C. These governance policies and personnel standards and criteria must be consistent with the provisions of the Faculty Handbook Policies and Board of Trustees Policies. They should be accessible to faculty on each Dean's office web page and the Provost's Office web page. Hard copies should be available at each Dean's office.

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## PROCEDURE FOR THE ESTABLISHMENT OF NON-ACADEMIC INSTITUTES, CENTERS AND OFFICES

SG 2.06

**Date of Last Update:**

November 20, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

### POLICY

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

### POLICY STATEMENT

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

## ACADEMIC PROGRAM BUDGETARY REVIEW PROCESS

SG 2.07

**Date of Last Update:**

November 20, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

### POLICY STATEMENT

**Academic Program Budgetary Review Process** *(Approved by FSBC)*

Proposals submitted to the Faculty Salary and Budget Committee for a recommendation to Executive Committee of the Senate as part of the review process for the development and approval of new programs, units, degrees, majors, unit accreditation, and requests for autonomy should contain in both the Prospectus and New Program Proposal, an analysis of sources for support, and budgetary costs and benefits as requested in the online submission process.

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## ACCREDITATION

SG 2.08

**Date of Last Update:**

January 09, 2020

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

### POLICY STATEMENT

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

As part of the process for seeking the Grand Valley Administration's approval to initiate the accreditation process, units need to make the case for accreditation to faculty governance. Both curricular and budgetary consequences of accreditation must be reviewed by the appropriate governance committees and recommendations forwarded to the Associate Vice-President for Academic Affairs responsible for accreditation issues before a formal decision to pursue accreditation can be made.

## PROCEDURES

1. The unit seeking permission to pursue accreditation of the unit or of a program within that unit will make its case first to the College Curriculum Committee [CCC] of the College in which the unit is housed. Upon completing its review of the proposal, the CCC will forward its recommendation to ECS. ECS will refer the proposal to UCC and to FSBC for their recommendations. Upon receipt of the recommendations of UCC and FSBC, ECS will review the proposal for accreditation and forward a recommendation to the Associate Vice-President for Academic Affairs responsible for accreditation issues. The Provost will notify ECS of the Administration's decision regarding approval of the proposal to seek accreditation. An adverse recommendation at any level of governance will not terminate the process of discussion.
2. The unit's proposal to seek accreditation shall include a thorough assessment of the unit's current degree of compliance with accreditation guidelines. This assessment should be detailed and specific, and it should indicate any anticipated changes required in order to achieve accreditation. This discussion should include, but is not limited to, changes in program objectives, courses, requirements, physical space and/or facilities, faculty resources, and University Libraries or other resources.
3. A copy of the current accrediting agency guidelines shall be attached to the proposal.
4. The proposal will include a candid and specific discussion of the anticipated short term and long-term (5-year) benefits and costs associated with accreditation. This discussion should speak to the following: students, graduates, the unit, the College, and the University.
5. The proposal will include a specific discussion addressing how the unit believes that accreditation will enhance and facilitate the unit's ability to function within the Grand Valley role and mission statement.
6. The proposal will include an analysis of sources of financial support, and of the anticipated budgetary costs and benefits. This discussion will include a projected budget and be directed toward both the short term and long-term (5 years) impact. The budget should contain numbers which indicate costs for administrative, faculty, and support personnel, and any equipment or operating costs. Monetary support could include such items as any start-up or long-term grants, increased tuition and fee revenue based on anticipated number of students, and requested University funding. Whether internal funding will come from the present unit budget, the College budget, or the University should be specified.

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

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## Faculty Responsibilities & Workload

### DEFINITION OF REGULAR FACULTY (TENURED AND TENURE TRACK)

BOT 4.2.1

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees



**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT****4.2.1 Tenured and Tenure Track 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 ([BOT 4.2.11](#)).
  4. The term "regular faculty member" as used in BOT Sections 4.2.1 - 4.2.30 includes primary investigators without teaching duties.
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**NON-TENURE TRACK FACULTY**

BOT 4.3.0

**Date of Last Update:**

August 05, 2019

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT****4.3.0 Non-Tenure Track Faculty**

Non-Tenure Track Faculty are any faculty appointed to full time or part time positions created for purposes such as working on grants or contracts, clinical settings, scholarly engagement, filling in for Regular Faculty who may be absent, completing specific projects, augmenting the Regular Faculty, teaching a single semester's course offering, enhancing the programs of the university with distinguished Visiting persons, and for other purposes. Non-Tenure Track Faculty include Visiting faculty, Affiliate and Senior Affiliate faculty, and Adjunct and Senior Adjunct instructors (at any rank) as defined below. Non-Tenure Track Faculty are not required to possess a terminal degree. Non-Tenure Track Faculty are not eligible for nor do they accrue any credit toward academic tenure. There are no employment rights beyond the appointment terms stated below. All Non-Tenure Track Faculty are subject to evaluation procedures approved by the Provost.

**4.3.1 Appointments.** All Non-Tenure Track Faculty appointments shall be for specific but renewable periods of time and shall be subject to and limited to the conditions, benefits, and obligations herein outlined. All Non-Tenure Track appointments are subject to evaluation.

**A. Visiting Faculty:** Appointments will be made on full time or part time basis for one (1) academic or fiscal year. Such

appointments are normally not renewable beyond three (3) one-year appointments.

**B. Affiliate Faculty:** Affiliate Faculty serve in a specialized role such as a clinical coordinator, field supervisor, for limited scholarly engagement, or may be selected to teach a limited range of courses. Those individuals who are selected to teach full time on nine-month appointments normally maintain twenty-four (24) to thirty (30) credit hours per year. Those individuals selected to teach part time on nine-month appointments normally maintain six (6) to eleven (11) credit hours per semester. Those individuals selected to teach full time on twelve-month appointments normally maintain thirty-six (36) credit hours per year. The number of credit hours taught may be adjusted to recognize other duties or activities. Affiliate Faculty shall support University assessment efforts.

Initially, upon hire, individuals will be appointed for one academic year, or fiscal year if appropriate, on a full time or part time basis. This may be renewed once for an additional academic or fiscal year. Thereafter, such individuals may be appointed for up to three (3) consecutive academic or fiscal years. Employment contracts are renewable. If no notification of renewal is given by May 1 of the second year of the contract, it will not be renewed. Appointment exceptions must be approved in advance by the Provost. The terms and conditions of appointment will be covered in the employment contract. Affiliate Faculty and Senior Affiliate Faculty will be appointed to one of the following categories:

*Affiliate Faculty of Instruction (or Field Practicum):* These faculty engage in teaching activities, primarily course, lab, or studio instruction. Depending on the needs of a unit or college, they may also participate in other activities that directly support the teaching mission of the University, such as student advising, supervision of internships or practicums, coordination of tutoring placements or direction of a tutoring center, regular assessments of student work, coordination of courses, or other obligations that are specifically identified in the employment contract.

*Clinical Affiliate Faculty:* In addition to responsibilities of Affiliate Faculty of Instruction (or Field Practicum), these faculty primarily work with students in a clinical setting, normally in health-related fields.

*Affiliate Faculty of Practice:* In addition to responsibilities of Affiliate Faculty of Instruction (or Field Practicum), the remainder of their workload is devoted to scholarly engagement and/or service that aligns with unit needs and is required by disciplinary accreditation. These faculty will typically have a substantial base of professional, non-academic experience in their discipline and understand the practical application of knowledge in their field. Their expertise complements the scholarly work of the unit.

**C. Senior Affiliate Faculty:** After seven (7) consecutive years at the University as an Affiliate Faculty member, an individual is eligible to apply to be appointed to Senior Affiliate Faculty subject to the conditions and process as established by the Provost and not inconsistent with Sections [4.3.0](#) and [4.3.3](#). This opportunity exists for Affiliate Faculty within each category of Section [4.3.0.B](#).

**D. Adjunct Instructor:** Appointments to teach one or more classes for a single academic semester.

**E. Senior Adjunct Instructor:** Adjunct Instructors who have taught for Grand Valley for a minimum of a five-year, continuous time span including within that time at least eight semesters of teaching and there is a continuing need, are eligible for appointment as Senior Adjunct Instructor. Senior Adjunct Instructors may be appointed to one-year contracts when a unit head determines there is a sufficient demand for the courses offered.

**F. Adjunct Librarian:** Adjunct Librarians are appointed to work for a limited amount of time on special projects or limited professional effectiveness portfolios, augmenting the work of a regular library faculty or to fill in for regular library faculty.

**G. Senior Adjunct Librarian:** Adjunct Librarians who have worked at Grand Valley for a minimum of a five-year, continuous time span including within that time at least eight semesters, are eligible for appointment as Senior Adjunct Librarian, provided there is a continuing need. Senior Adjunct Librarians may be appointed to one-year contracts when the Dean determines there is a sufficient demand.

The university may terminate any Non-Tenure Track Faculty appointment at any time, upon 7 calendar days written

notice, for the following reasons:

1. Financial reasons as determined by the Provost.
  2. Course and/or program elimination.
  3. Committing an act of professional incompetence, moral turpitude, neglect of professional responsibilities, or conviction of a felony.
  4. Failure to follow instructions and directions of the unit head and/or appointing officer.
  5. Violation of university Policies and Procedures.
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## FACULTY RESPONSIBILITIES

SG 3.01

**Date of Last Update:**

November 20, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

## POLICY STATEMENT

The role of a faculty member involves an interlocking set of responsibilities to students, to colleagues in both the institution and the wider profession, to the institution itself and its surrounding community, to the advancement of knowledge and understanding in the faculty member's field, and to the ideals of free inquiry and expression. Normally, these are articulated as the areas of teaching (Regular Faculty) or professional effectiveness (Library Regular Faculty), scholarship and creative activity, and service, as outlined in the Board of Trustees' Policies [BOT 4.2.9](#).

Each unit shall establish expectations, in writing for all its faculty, in the areas of teaching (for Regular Faculty) or professional effectiveness (for Library Regular Faculty), scholarship and creative activity, and service based on disciplinary standards and best practices and unit, college and university goals and work. Teaching (for Regular Faculty) or professional effectiveness for (Library Regular Faculty), scholarship/creative activity, and service are included in each faculty member's workload. For both Regular Faculty and Library Regular Faculty, these unit expectations will be approved by the unit faculty, unit head, and the dean.

### Regular Faculty

The primary responsibility of faculty is effective teaching [as described in the Board of Trustees' Policies [BOT 4.2.9](#)]. Effective teaching must be documented by: a) self-evaluation, b) peer evaluation, and c) student evaluations. Evidence of effective teaching is a significant factor in contract renewal, tenure, promotion, and salary increment decisions. Units should periodically review and clarify course expectations of students. Appropriate course expectations, pedagogies, and assessment vary, depending on the discipline, course level and class size.

A regular faculty member whose appointment is at least half-time but less than full-time shall be considered "part-time" when referred to in the *Faculty Handbook*. Part-time regular faculty are expected to complete the same kind

of work as full-time regular faculty, but in proportion with their appointment. Relevant items such as workload and significant focus expectations, sabbatical eligibility, promotion eligibility, and performance evaluation procedures shall be stated in writing from the Dean. These terms may be modified from time to time as circumstances change. [See also Board of Trustees' Policies BOT 4.2.4.](#)

## **Library Regular Faculty**

The primary responsibility of Library Regular Faculty is professional effectiveness [as described in the Board of Trustees' Policies [BOT 4.2.9.](#)]. Evidence of professional effectiveness is a significant factor in contract renewal, tenure, promotion, and salary increment decisions. Evaluation of professional effectiveness will be on the basis of the judgment of colleagues and/or those who are instructed or served.

### **A. Teaching and Professional Work**

#### **Regular Faculty: Workload**

Normally, within a full-time load, the expectation for teaching shall be 18 credits per academic year. Evidence of effective teaching is significant in decisions on tenure, promotion, and salary increments. Each unit, with the approval of its dean, shall determine the number of courses that are required when any or all of the courses are other than three credits. Each unit, with the approval of its dean, shall also determine equivalencies of studios, labs, rehearsals, team-teaching, distance education, supervision of theses or student research, clinical or internship supervision, independent study or reading courses, teaching extraordinarily large classes, and other such formal teaching activities. Normally, no more than three different course preparations will be required of any faculty member in any semester.

#### **Library Regular Faculty: Workload**

The expectations for Library Regular Faculty are particular to each position, detailed in position description documents approved by the dean. Normally, within a full-time load, professional work assignments combine with scholarly/creative activities and service in 12-month appointments to equal full-time appointment.

### **B. Scholarly/Creative Activity**

#### **All Faculty**

1. Within their areas(s) of expertise, all full-time ranked faculty members [[as described in the Board of Trustees' Policies BOT 4.2.9.](#)], including Library Regular Faculty [[as described in the Board of Trustees' Policies BOT 4.2.9.](#)] are responsible for effective scholarly or creative activity. The university expects all faculty members to be active scholars or artists who contribute to the development and application of knowledge and create a dynamic environment for learning. The university expects a faculty member to establish a record of scholarly or creative endeavor that is meaningful within the scholar's discipline.
2. Grand Valley State University accepts and employs the typology of scholarly activity that was first conceptualized by Boyer (1990). As such, scholarship may originate in any one of the four ways described below. These four forms of scholarship and creative activity shall be recognized by all units as equally valid forms of scholarship in decisions on tenure, promotion and salary increments.

#### **I. Scholarship of Discovery**

In discovery, the scholar develops new knowledge or products to answer a question that is theoretically based and then communicates the results. Viewed by the academic community as traditional research, the scholarship of discovery is the pursuit of truth and knowledge for its own sake within a specialized academic area. The scholarship of discovery contributes to the stock of human knowledge and the intellectual environment of the university.

#### **II. Scholarship of Integration**

The scholarship of integration combines knowledge across disciplines and communicates the results. Integration extends research and expands meaning by making connections across disciplines, bringing the focus of inquiry to bear

on the broader context and deeper relationships that link and synthesize specialized knowledge into more inclusive patterns.

### III. Scholarship of Application

The scholarship of application serves the interests of the larger community by applying existing knowledge to societal and professional problems directly tied to one's area of expertise (sharing one's expertise). Theory and practice vitally interact, and one renews the other. The scholarship of application differs from the focus on research and synthesis is crucial to the first two forms of scholarship. Here the scholar uses knowledge to solve specific problems.

### IV. Scholarship of Teaching

The scholarship of teaching focuses on the study and improvement of teaching and learning. It involves systematically investigating teaching and assessment practice and/or students' learning to develop, transform, and extend teaching activities and other aspects of pedagogy for other professionals to build upon.

3. The goal of scholarly activity is a creative, intellectual contribution to knowledge that is validated by peers and shared with others: in addition to this result, Grand Valley State University also recognizes additional forms of scholarship. All scholarly/creative work must be appropriately documented so that colleagues are able to evaluate its quality and significance.

Grand Valley State University uses the following three categories to describe scholarship/creative activities:

#### I. Advancement of Knowledge/Creative Expression:

Scholarly and creative work in this form advances knowledge or creative expression in the field through two characteristics: (1) the product is in a publicly accessible format and is disseminated outside of GVSU, (2) the product utilizes a process to judge the quality and value of the contribution to the discipline; this is generally through the use of peer review, but some disciplines may use other appropriate processes.

#### II. Scholarly Engagement

Scholarly engagement demonstrates an active scholarly/creative activity agenda through the use of existing disciplinary knowledge to produce a product that is disseminated to peers, users, or decision makers. These products typically utilize less stringent public/private validation or judgment of work. Some of them will later become Advancement of Knowledge/Creative Expression (e.g., conference presentation that is later published as a peer-reviewed article). In addition, documented scholarly/creative work-in-progress fits into this category.

#### III. Professional Development

Scholarly and creative work of the professional development type are those scholarly and creative activities undertaken by educators to improve their disciplinary knowledge, competence, or skills.

4. Examples of scholarly/creative work in each category include, but are not limited to the following [examples of faculty responsibilities in the area of scholarly/creative activity](#). Colleges and units can add items as long as they adhere to the category definitions. Teaching and services activities should not be listed as examples of scholarly/creative activities. A faculty member who feels a specific scholarly undertaking should be part of a different category can appeal to the Dean of the college/library. If a unit's faculty believe that a specific scholarly activity should be permanently part of a different category they can seek approval from the University Personnel Review Committee.

#### 5. Standards for Tenure, Promotion, and Annual Review

Grand Valley State University recognizes disciplinary differences; there are, however, minimum university-wide standards for major personnel decisions. A unit is free to establish more stringent standards.

#### I. Contract Renewal

To receive contract renewal, a candidate must have articulated a coherent scholarly/creative activity agenda and

demonstrated progress towards tenure.

## II. Tenure and Promotion to Associate Professor/Associate Librarian

To achieve tenure or promotion, a candidate must have two contributions from the Advancement of Knowledge/Creative Expression category OR one contribution from the Advancement of Knowledge/Creative Expression category and three contributions from the Scholarly Engagement category.

## III. Promotion to Full Professor/Senior Librarian

To be promoted to full professor/senior librarian, a candidate must meet specific unit standards. Unit standards will address work done in the previous six years before application for full professor, and the standards must be more rigorous than those required for tenure and promotion to associate professor.

## IV. Annual Reviews

Ongoing scholarly/creative activity includes professional development and scholarly engagement; these constitute the minimum foundation of scholarly endeavor and are expected components of everyone's annual workload. Each unit will specify what form of scholarship/creative activity it expects on a yearly, ongoing basis.

## C. Service

### All Faculty

Shared university governance, contributions to GVSU communities, and the development of disciplines and professions all depend on meaningful service from faculty members. In addition to teaching and scholarly/creative activities within a normal full-time load, all Regular Faculty [as described in the Board of Trustees' Policies [BOT 4.2.9](#)], including Library Regular Faculty [as described in the Board of Trustees' Policies [BOT 4.2.9](#)], are expected to engage in service as determined by the unit, college, and profession.

Faculty members are expected to undertake increasingly responsible service work over the course of their university careers. It is also expected that untenured faculty members will concentrate on developing competence in teaching or professional effectiveness and scholarship and that the amount of expected service will be adjusted accordingly.

Normally, service is not a compensated activity; exceptions to this must be approved by the Dean of the College.

Evidence of service is significant in decisions on tenure, promotion, and salary increments. Each unit and the library must establish its own standards and criteria for evaluation [as described in the Board of Trustees' Policies [BOT 4.2.9.1.C](#) and [BOT 4.2.9.2.C](#)]. These standards must discuss both the type and amount of service work expected for various faculty ranks. Both quantity and quality of service work must be part of the evaluation. Normal departmental activities (e.g., attendance at department or college meetings, reviewing sabbatical proposals, commenting on personnel files, etc.) are a basic expectation of all faculty members. These activities are not sufficient to be considered satisfactory performance in the area of service.

#### 1. [Service to the Institution \(Unit, College, University\)](#)

GVSU depends on its faculty members for the time, energy, and the leadership that will enable the university to accomplish its mission. It is only through the service activities of faculty that GVSU is able to sustain strong shared governance. In addition to committee work, service to both current and prospective students and to alumni are also valued service activities.

#### 2. [Service to the Discipline and Profession](#)

As representatives of a particular discipline and members of a scholarly community, GVSU faculty members are responsible for advancing their professions and enhancing the quality of scholarly and professional organizations.

#### 3. [Service to the Community](#)

Service to the community involves faculty members acting as representatives of the university while using their

expertise to contribute to the public's knowledge and welfare. Community service can sometimes be integrated with scholarship if a community engagement project results in a scholarly outcome.

[Examples of activities in each service category.](#)

#### **D. Area of Significant Focus**

##### **Regular Faculty**

A significant focus is concentrated activity that will, at its conclusion, produce a meaningful, documented outcome in teaching, scholarship, and/or service. It is undertaken in addition to expectations in those three areas. A significant focus can be a one-semester undertaking, or it can take multiple semesters to complete. Each semester, the significant focus shall require approximately the same amount of time as teaching a 3-credit hour or standard course. It shall not have been counted as part of the expected teaching load or have been compensated externally or additionally; exceptions to the compensation exclusion must be approved by the dean of the college. Faculty members should confirm that their choice of significant focus of activity is consistent with their unit's and college's expectations for tenure and promotion.

In their annual Faculty Activity Plan ([see Shared Governance SG 3.02](#)), every regular faculty member shall propose a significant focus. The significant focus will be reviewed and approved by the unit head and dean. In the annual Faculty Activity Report, every faculty member shall describe the progress that was made in the proposed area of significant focus.

A significant focus differs from reassigned time. See [Shared Governance SG 3.03](#) for an explanation of reassigned time.

##### **Library Regular Faculty**

Library Regular Faculty may optionally negotiate a temporary adjustment to their normally assigned expectations established by the unit in the areas of professional effectiveness, scholarship/creative activity and service in a given year to take on a proposed area of significant focus. This significant focus will be reviewed and approved by the dean. Faculty members anticipating review for personnel action, and especially action for tenure and promotion will want to ensure that their significant focus of activity is consistent with their unit's and college's expectations for tenure and promotion.

#### **E. Mentoring Programs for New Faculty**

Grand Valley State University recognizes the value of mentoring for all faculty members and especially for new faculty. The University provides new faculty with a collaborative first-year University-Wide Mentoring Program that is designed to support them as they begin to adjust to faculty responsibilities and engage as teachers, scholars, and citizens of the university and greater community. Colleges and/or units provide additional discipline-specific and unit/college-specific mentoring.

##### **University Mentoring Program**

University and unit/college mentoring programs accomplish different outcomes. University-wide mentoring is conducted in communities of new faculty members with a faculty facilitator. It introduces the faculty member to university policies and culture, and it gives faculty a chance to candidly discuss concerns with and ask questions of colleagues outside their departments.

All new, non-tenured, regular faculty members are strongly encouraged to begin immediate participation in the University Mentoring Program for a minimum of one year regardless of appointment date. This assignment should be part of the faculty member's Faculty Activity Plan under professional development. New untenured, regular faculty members who have experience at another university can join the University Mentoring Program's 2-6th year group. A faculty member who chooses not to participate in the University Mentoring Program should advise the unit head in writing of this decision. See [the Faculty Teaching and Learning Center website](#) for a full explanation of university-wide

mentoring communities.

### **College/Unit Mentoring Programs**

All college and/or units offer a mentoring program to new untenured, regular faculty members. (See the [Office of the Provost website](#) for guidelines and examples.) College/unit mentoring matches a new faculty member with a department mentor(s); it provides information about college, unit, and discipline-specific practices, expectations, and criteria in teaching, scholarship, and service. Each new untenured, regular faculty member is strongly encouraged to participate in the unit/college program. New, untenured regular faculty members who choose not to participate should advise their unit head of their decision in writing.

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## **FACULTY PLANNING: FACULTY ACTIVITY PLANS AND FACULTY ACTIVITY REPORTS**

SG 3.02

### **Date of Last Update:**

November 20, 2019

### **Approved By:**

- University Academic Senate / Provost

### **Responsible Office:**

Provost Office

### **POLICY STATEMENT**

Grand Valley State University uses a two-part faculty planning process. The first part of the process involves each faculty member consulting with the Unit Head and putting together a prospective Faculty Activity Plan (FAP) that outlines the faculty member's anticipated activities and significant focus for the next calendar year. The second part involves filling out a retrospective Faculty Activity Report (FAR) to document how much of the FAP the faculty member completed. This planning process allows faculty members to develop individualized activity plans that reflect various career stages and interests, helps tenure-track faculty make positive progress towards tenure, encourages all faculty to reflect on their roles at the university, and provides a more objective basis for salary adjustments. (See Shared Governance SG 3.08 [Faculty Salary Adjustment Program](#) and Board of Trustees' Policies [BOT 4.2.10.5 D: Candidate Materials](#)).

#### **A. Faculty Activity Plan (FAP)**

Faculty members plan their teaching, scholarship, and service activities a year at a time and share them with their Unit Head for advice and agreement. By **October 1** of each year, faculty members shall prepare and submit Faculty Activity Plans (FAPs) for the calendar year ahead (the coming winter and following fall semesters), indicating the courses they are prepared to teach, the service activities (including reassigned time) in which they may engage, and the expected outcomes of their Significant Focus ([see SG 3.01.D](#)). Unit Heads will collect and review the FAPs and will hold individual discussions with each untenured faculty member. When both Unit Head and the faculty member are satisfied that the proposed FAP is realistic and consistent with unit and college expectations, the Unit Head signs it and makes it available to the unit. If modifications to the FAPs of either tenured or untenured faculty are needed as the year progresses, the faculty member discusses necessary changes with the Unit Head and edits the FAP to reflect approved changes. At the close of the calendar year, all FAPs will be appended to the corresponding year's Faculty Activity Reports .



## B. Faculty Activity Report (FAR)

Faculty members shall prepare and submit current vitae along with Faculty Activity Reports (FARs) for the preceding calendar year not later than **February 1** of each year. The FAR lists the courses taught, details the service (including reassigned time) performed, and explains the outcomes of the Significant Focus. Each year's FAR should discuss how much of the work anticipated in the corresponding FAP was able to be completed and explain any additional work performed. The Unit Head will collect the vitae and FAR, append the corresponding FAP, and distribute the three documents to the unit for peer review. The compiled results of the peer review and Unit Head's evaluation form the basis of the annual discussion between Unit Head and faculty to set salary. These documents also are used cumulatively to inform tenure and promotion decisions (see Shared Governance [SG 3.07](#) and [SG 3.08](#)).

The policy for extending probationary appointments by pausing the tenure clock can be found in the Board of Trustees' Policies [BOT 4.2.7.2](#)

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## REASSIGNED TIME

SG 3.03

**Date of Last Update:**

November 20, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

## POLICY STATEMENT

### Reassigned Time

Other than faculty covered by Board of Trustees' Policies [BOT 4.2.11.3](#), reassigned time is a reduction in a faculty member's teaching load or, for regular library faculty, a temporary reassignment of normally assigned job expectations; the time that would be spent on teaching (or professional effectiveness for library regular faculty) is reassigned to accomplish some other task. Reassigned time can be for ongoing administrative work (e.g., reduction in teaching load for unit heads, university committee chairs, course coordinators, or some other clearly defined administration function), or it can be for a particular, limited purpose (e.g., reduction in teaching load for chairing a task force, working on a grant, or some other clearly defined task). Credits of reassigned time from teaching should equate to the effort associated with both in-class and outside class work for a similar credit class. Library regular faculty will negotiate reassigned time with the Dean of University Libraries. In the annual Faculty Activity Report, every faculty member shall report on the achievements resulting from any allocated reassigned time. Continued reassigned time is dependent upon demonstrated quality work.

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## INSTRUCTIONAL POLICIES

SG 3.04

**Date of Last Update:**

May 31, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

**POLICY STATEMENT**

In order to help ensure a quality educational experience, GVSU has established basic expectations instructors must meet when teaching a course. It is important that students enrolled in a course receive timely and accurate information about the course. In addition, faculty must fulfill obligations to be present to students both during class time and outside of class.

**A. Absence from Class**

Faculty members are responsible for meeting all classes for which they are scheduled. If faculty members are absent from teaching responsibilities due to illness, they should notify their unit heads and students should be notified through Blackboard or other electronic means as early as possible.

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

Classes must be held for the duration of the semester and for the scheduled amount of time.

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

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

**C. Information Given at Beginning of Semester**

Students should be provided with a course syllabus, in paper or electronic form, containing at least the following:

1. General course information. Instructor name, contact information, office hours, and required resources such as textbooks should all be specified. Prerequisite courses listed in the catalog need not be reproduced but if specific prerequisite skills or knowledge are necessary they should be pointed out to students here.
2. Learning objectives. The student learning objectives listed in the syllabus of record must all be represented in the objectives listed in the course syllabus, though the course syllabus may be more specific and may include additional objectives.
3. Kinds of activities and assessments to be used. This need not be a detailed list but should give students a clear idea of the kinds of work to be expected: projects, papers, in-class exams, field trip reports, etc.
4. Grading scheme. This section should give students a clear idea of the relative importance of different kinds of assessments and the basic scheme that will be used to assign final grades.
5. Course specific policies. The syllabus should describe the instructor's policies that apply to this particular course on topics such as attendance, makeup mechanisms for missed work, late assignments, handling of academic misconduct, etc. If the course is subject to particular GVSU requirements (for example, those for SWS or General Education courses), pointers to those requirements should be given.
6. The following statement should appear on the syllabus: This course is subject to the GVSU policies listed at <http://www.gvsu.edu/coursepolicies/>.

Faculty members should review this list each semester and familiarize themselves with the various GVSU policies listed.

#### **D. Faculty Availability to Students**

Members of the faculty are expected to publish office hours. For a standard teaching load, instructors should be accessible to students for a minimum of one hour per week for every three credits taught. Availability can be a combination of in-person office hours and on-line communication, including virtual office hours. Each instructor must be reasonably available to meet with students in person.

#### **E. Selection of Textbooks**

Faculty members are responsible for submitting information on textbooks and other required material for their courses when such information is requested from the [University Bookstore](#). Policies concerning use of self-authored textbooks may be found in Senior Leadership Team [\[SLT 3.12\]](#) Textbooks and Course Materials Policy.

#### **F. Culminating Experience**

Instructors are expected to provide a culminating experience for each course. This experience should be held at the same time and location scheduled by the Registrar. Any exceptions must be approved by the appropriate academic dean.

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## **PROFESSIONAL ETHICS**

SG 3.05

#### **Date of Last Update:**

March 11, 2019

#### **Approved By:**

- University Academic Senate / Provost

#### **Responsible Office:**

Provost Office

## **POLICY STATEMENT**

### **Professional Ethics**

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

#### **A. Human Subjects Review**

All projects within Grand Valley State University involving research on human subjects require review and approval by the Human Research Review Committee. To view the procedure for review and approval, go to the [Research Compliance & Integrity](#) website.

#### **B. Animal Research**

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

Use Committee (IACUC). Principal Investigators must obtain approval from the IACUC before initiating any research, testing or instructional project involving the use of vertebrate animals. To view the procedure for gaining approval, see the information at the [Institutional Animal Care and Use](#) website.

### **C. Handling Allegations of Misconduct in Research**

Misconduct in research, scholarship, and creative activities means fabrication, falsification, plagiarism, or other practices that seriously deviate from those commonly accepted within the academic community. Grand Valley State University has established and abides by uniform policies and procedures for investigating and reporting instances of alleged or apparent misconduct. To view the policies and procedures, go to the [Research Misconduct Procedures link](#).

### **D. Professionalism in Professor-Student Relationship**

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

### **E. Outside Employment**

Since faculty and staff members are required to fulfill their responsibilities completely and effectively, any outside employment which a faculty or staff member wishes to undertake must be approved in advance by the appointing officer.

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

Information about faculty obligations and Rights in published material, inventions and secret processes, the Oath of Teachers, and Research Integrity can be found in Board of Trustees' Policies [BOT 4.1.10](#).

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## **COLLEGIALITY POLICY**

SLT 3.3

### **Date of Last Update:**

June 06, 2014

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Provost Office

## **POLICY STATEMENT**

Grand Valley State University has a tradition of collegiality and shared governance and strives to maintain these standards as a mainstay of its institutional culture. As a value stated in the Board of Trustees' policies as adopted by the Board of Trustees BOT 1.3:

A range of thoughtful perspectives is necessary for open inquiry, liberal education, and a healthy community. Recognizing this, we seek and welcome a diverse group of students, faculty and staff. We value a multiplicity of opinions and backgrounds and seek ways to incorporate the voices and experiences of all into our University. We value our local community and embrace the participation of individuals and groups from Michigan, the nation and the world.

We also encourage participation in educational opportunities abroad.

In order to foster a healthy and diverse environment, we will act with integrity, communicate respectfully, and accept responsibility for our words and actions. This University is a community whose varied functions, responsibilities, and contributions are supportive of the instructional, research, and service mission of the institution. Collegial interactions as referenced throughout this policy are those interactions that occur among and between colleagues, subordinates, supervisors, administrators and students. Collegial interactions are essential to support that mission in an effective, efficient, and ethical manner.

## **PROCEDURES**

### **FACULTY AND STAFF MEMBER**

If a faculty or staff member believes that she or he has been subjected to act(s) of non-collegiality, ideally, the individual should first try to discuss the matter with the offending person and/or the appropriate unit head or supervisor. If circumstances make this too difficult or if this does not resolve the matter, the faculty or staff member may seek assistance from the Work Life Consultant in Human Resources. In addition to providing help in resolving the matter, the Work Life Consultant can suggest other available resources. If using this process does not resolve the matter or the faculty or staff member so chooses, she or he may file a complaint using the appropriate Complaint Process identified for each staff group as listed below.

Complaint Process:

Faculty members – [Chapter 4, Section 2.18 of the Faculty Handbook](#)

Executive, Administrative and Professional Staff – [Board of Trustees' Policies 4.4.7](#)

Professional Support Staff – Section 3.2.4 of the Agreement

Confidential Professional Support Staff – Section 9 of the Confidential PSS Handbook

Maintenance, Grounds and Service Staff – Section 5.2 of the Agreement

Department of Public Safety Staff – Section 5.2 of the Agreement

Security Staff – Personnel Policies in the Security Staff Handbook

### **STUDENT**

If a student believes that she or he has been subjected to act(s) of non-collegiality, ideally, the individual should first try to discuss the matter with the offending person. If circumstances make this too difficult or if this does not resolve the matter, the student may seek assistance from the Dean of Students Office. In addition to providing help in resolving the matter, the Dean of Students Office representative can suggest other available resources. If using this process does not resolve the matter or the student so chooses, she or he may file a complaint using the appropriate process in the Student Code.

NOTE: The GVSU Collegiality Policy was modeled after policy from Northern Illinois University ([www.niu.edu](http://www.niu.edu))

### **DEFINITIONS:**

“Collegiality” defined:

Collegiality represents an expectation of a professional relationship among and between faculty, staff, and students

with a commitment to sustaining a positive and productive environment as critical for the progress and success of the University community. It consists of collaboration and a shared decision-making process that incorporates mutual respect for similarities and for differences - in background, expertise, judgments, and points of views, in addition to mutual trust. Central to collegiality is the expectation that members of the University community will be individually accountable to conduct themselves in a manner that contributes to the University's academic mission and high reputation. Collegiality among faculty, staff, and students involves a similar professional expectation concerning constructive cooperation, civility in discourse, and engagement in academic and administrative tasks within the respective units and in relation to the institutional life of the University as a whole. Collegiality is not necessarily congeniality nor is it conformity nor excessive deference to the judgments of faculty, staff, and students; these are flatly oppositional to the free and open development of ideas. Evidence of collegiality is demonstrated by the protection of academic freedom, the capacity of faculty, staff, and students to carry out their professional and learning functions without obstruction, and the ability of a community of scholars to thrive in a vigorous and collaborative intellectual climate.

Non-collegial Behavior(s):

Allegations or complaints of repeated and unreasonable activity, or a severe non-collegial act, that clearly interferes with the professional working, learning, or other University environment, if verified, will constitute a violation of this policy. Such allegations will be examined in a reasonable, objective, and expedient manner, and in accordance with applicable federal and state laws and university due process procedures. It is crucial for the University to ensure the right of all faculty, staff, and students to perform their individual and collaborative roles in a workplace, learning or other University environment that is free from incivility, misuse of authority, intimidation, humiliation, retaliation, and infringement upon personal and academic freedoms. Non-collegial behaviors constitute bullying.

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## TEXTBOOKS AND COURSE MATERIALS POLICY

SLT 3.12

**Date of Last Update:**

October 10, 2016

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Provost Office

### POLICY STATEMENT

Textbooks and related course materials continue to be essential to the delivery of knowledge. For various reasons, the cost of those materials has continued to rise. The goal of the University is to provide the best quality educational resources at the lowest possible cost to the students by minimizing the cost of textbooks and course materials used at the university while maintaining quality of education and academic freedom.

### PROCEDURES

The Provost's Office is responsible for overseeing the faculty role in textbook selection. It discharges that responsibility by working closely with the Deans of the colleges. Business and Finance is responsible for overseeing the practices of the GVSU Laker Store.

#### Responsibilities of the Faculty:

- Faculty members shall submit lists of required textbooks, recommended textbooks and supplemental course materials to the GVSU Laker Store by the specified deadlines.
- Faculty are expected to compare various textbook options and to make the selection by taking into account pedagogical value, price, and availability. If all other considerations are about the same, the less expensive option should be selected. When there are multiple sections of a course taught by different instructors, it is preferable (but not required) that departments order the same textbook for all sections, in order to benefit students who may be adjusting their schedule during drop/add week and to support inventory management for the GVSU Laker Store.
- When faculty wish to require the purchase of any published textbooks or materials for which they have or will receive royalties or revenue, this decision shall be reviewed by the Unit Head, who shall determine whether the selection is appropriate, taking into account the criteria above. The purpose of the review is to disclose and to manage any actual or potential conflict of interest. The Unit Head may authorize that the review be conducted by a designee if certain disciplinary expertise is needed or if the Unit Head cannot provide a neutral review. If the Unit Head cannot identify a designee, then the review shall be conducted by the Dean or designee.

#### Responsibilities of the GVSU Laker Store:

- The GVSU Laker Store will continue to reduce textbook prices whenever possible.
  - The GVSU Laker Store will buy back used textbooks, and the following semester make the used copies available at reduced price and display them next to the new ones.
  - When filling departmental textbook orders, the GVSU Laker Store shall acquire as many used but still up to date copies as possible, make them available at reduced price, and place them next to the new ones.
  - The GVSU Laker Store will display the required texts and materials with the course instructors' names and course section numbers. This will help students make informed decisions when finalizing course schedules.
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## ACCOMPANYING STUDENTS OUTSIDE THE U.S.A. POLICY

SLT 3.16

#### **Date of Last Update:**

November 07, 2017

#### **Approved By:**

- Senior Leadership Team

#### **Responsible Office:**

Office of the Provost

## POLICY STATEMENT

### Policy Statement

Faculty and staff accompanying students outside the United States assume a degree of responsibility for students which does not exist when faculty or staff travel independently. The lead faculty and staff member who is accompanying students abroad is required to:

1. Submit the appropriate application to their Dean or Appointing Officer, for acknowledgement and approval *before* travel plans are confirmed (or flight tickets purchased), and no later than 30 days before departure.
2. Submit the following documents to their Dean or Appointing Officer, with copies to the Padnos International Center (PIC), at least seven days before departure:
  - a. Detailed itinerary for program/project;
  - b. Contact information on how the faculty member can be reached for each stage of the program;
  - c. Emergency contact information for each participant in the group (form available from PIC website);
  - d. Signed liability waivers from each participant in the group (form available from PIC website);
  - e. Photocopy of photo/information page of each participant's passport;
  - f. Completed Health Information form for each participant in the group (form available from PIC website).

Documents submitted by units, pursuant to this policy, will be collected and maintained as appropriate by the Padnos International Center. A link to the application form can be found on the Padnos International Center's website: [www.gvsu.edu/pic](http://www.gvsu.edu/pic) (under "Faculty/Staff").

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## CANCELLATION/CLOSURE POLICY

SLT 6.3

**Date of Last Update:**

September 06, 2017

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Public Safety

### POLICY STATEMENT

Grand Valley State University will close or cancel all or part of its operations in cases of emergency, utility disruptions, or for weather related reasons.

**TYPES OF OPERATIONAL CHANGE:**

- **Cancellation:** Classes will not be held. All staff are to report to work at their regular time.
- **Closure/Closed:** Classes and campus events will not be held. Only ESSENTIAL staff are to report to work.

When GVSU is **closed**, only **essential staff** are to report. Designated personnel in the following departments are deemed essential and are expected to report:

- **Department of Public Safety**
- **Facilities Services**
- **Athletic & Recreation Facilities**
- **Food Service**
- **Housing**
- **Information Technology**
- **Library**
- **Pew Campus Operations**



## • **WGVU Television and Radio**

Appointing officers have discretion to call in non-essential staff as circumstances may require.

Students, faculty and staff should assume the university is open unless they are advised otherwise through GVSUAlert!, the university's emergency notification system, or on the radio or television. In the event of closure or class cancellation, every effort will be made to make the announcement no later than 6:30 AM for daytime classes and 3:00 PM for evening classes.

## **University Criteria for Weather-related Cancellations or Closures**

In evaluating whether to close for weather-related reasons, the following criteria are used: 1) the ability of the university's road crews to keep campus roads and parking lots cleared; 2) the conditions of primary and secondary roads in the area as reported by the Michigan Department of State Police as well as by central dispatch authorities in Kent and Ottawa counties; and, 3) weather reports regarding the track of the storm and other conditions.

Because commuting students, faculty and staff come from such a broad geographic area, it is extremely difficult to arrive at a decision that is appropriate for each vicinity. Weather conditions rarely are uniform throughout this large area. There is no one decision that will satisfy everyone; however, a diligent effort is made to arrive at a reasonable decision that considers the safety of students as well as their right to receive instruction. Under no circumstances does GVSU ask students, faculty or staff to assume undue risk in traveling to the University in inclement weather.

When GVSU Allendale is closed because of weather-related conditions, the Pew Grand Rapids Campus and the Meijer Holland Campus will also close.

When Muskegon Community College is closed, GVSU's classes in Muskegon are canceled and the office in the Stevenson Center for Higher Education will close.

When Northwestern Michigan College in Traverse City is closed, GVSU's classes in Traverse City are canceled and the office in the NMC University Center will close.

Decisions to close or cancel activities at the Annis Water Resources Institute (AWRI), the Muskegon Innovation Hub and the Detroit Center will be made separately, as these facilities host tenants, business events, and research functions not affiliated with university operations.

Announcements of closing and cancellation will be made through GVSUAlert!, on the Grand Valley web home page [www.gvsu.edu](http://www.gvsu.edu), and on GVNOW at [www.gvsu.edu/gvnow](http://www.gvsu.edu/gvnow). Notifications may also be heard on area radio and television stations. For a more detailed update on campus conditions and area roads, tune to the Grand Valley State television and radio stations, WGVU-FM 88.5, WGVU-AM 1480, WGVS-AM 850, WGVS-FM 95.3, WGVU-TV 35, and WGVK-TV52. Please do not call the university switchboard to seek closing or cancellation information.

## **Rescheduling Final Exams Affected by Cancellation or Closure**

In the event of a cancellation or closure on a specified exam day, any classroom-based exams affected would be held on the next available day after the exam week has concluded. For example, if a Tuesday exam day were affected, the next available day after the conclusion of the exam week would be Saturday. If two exam days were affected, i.e. Wednesday and Thursday, Wednesday's exam would take place on Saturday and Thursday's exam would be the following Monday. Faculty and students are advised to be aware of this contingency when making travel plans.

In the event of a cancellation or closure during exam week, faculty who are able to modify their exams to allow for online, take-home, or similar formats may do so for all students who agree. Faculty have an obligation to provide the option to students to be examined in the manner described in the syllabus, and for those students, exams will be scheduled as described above.

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# ANTI-HARASSMENT POLICY

SLT 9.1

**Date of Last Update:**

March 31, 2016

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Inclusion and Equity/Office of Affirmative Action

## POLICY STATEMENT

### Article I. Purpose

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

It is neither the purpose nor intent of this policy to infringe on [academic freedom](#) as defined by Grand Valley State University's Board of Trustees' Policies and the Faculty Handbook.

## PROCEDURES

### Article II. Prohibited Conduct Harassment

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

Harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, veteran status, or weight is considered a violation of university policy. (For sex/gender, sexual orientation, gender identity and/or gender expression, see [Sexual or Gender-Based Harassment Policy](#).)

### Article III. Sanctions

Any person who violates the University's Anti-Harassment Policy may be subject to a range of sanctions (in accordance with University policies) which could include, but is not limited to, dismissal, according to due process, from University employment. Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state or federal laws.

### Article IV. Retaliation

1) Definition: Retaliation means any adverse action taken against a person for making a good faith report of prohibited

conduct (see, generally, policies on [Sexual Misconduct, Sexual or Gender-based Harassment](#), and [Anti-Harassment](#)) or participating in any proceeding under University policy or policies.

a. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under University policy or policies.

b. Retaliation may be present even where there is a finding of “no responsibility” on the allegations of prohibited conduct.

c. Retaliation does not include good faith actions lawfully pursued in response to a report of prohibited conduct.

2) Reporting: Acts of alleged retaliation should be reported immediately to the Vice President for Inclusion and Equity, or designees, and will be promptly investigated. The University will take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

## **Article V. Procedural Guidelines for Discrimination and Harassment Complaints**

### **A. Preliminary Issues**

The following procedures are intended to enforce the University's [Equal Opportunity/Affirmative Action Policy. \(EEO/AA Policy\)](#) and the University's [Non-Discrimination and Anti-Harassment Policy](#). The procedures are initiated by making a complaint that alleges discrimination, including unlawful harassment, has occurred.

Complaints may be either formal or informal, and the procedure for each is described below.

### **B. Purpose of these Guidelines**

The purpose of these procedural guidelines is to ensure that discrimination complaints, including harassment, are handled promptly and effectively in a manner that is procedurally fair to all parties. The Affirmative Action Office may deviate from these Guidelines as necessary to achieve the goals of prompt, thorough, and effective complaint resolution in a procedurally fair manner.

### **C. Time limit for Filing a Complaint**

Typically, both formal and informal complaints should be reported as soon as possible and within sixty (60) days after discovery of the act which constitutes an instance of inappropriate behavior. The University retains the right to accept and address complaints reported anytime after the 60 day recommended time limit.

### **D. Confidentiality**

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

### **E. Where to Make a Complaint**

In most cases, a University Faculty/Staff member with a complaint alleging harassment in violation of this Policy, whether formal or informal, should report this to the Affirmative Action Office. A University student with a complaint alleging harassment in violation of this Policy, whether it is formal or informal, should report it to the Affirmative Action Office or the Dean of Students Office. In the event a complaint is received in offices other than the offices mentioned above, faculty and staff are responsible for referring the individual to the appropriate office.

### **F. Emergency**

Provisional, emergency actions departing from these procedures may be taken by a University Appointing Officer with the advice of the Affirmative Action Office and the University Counsel Office and must be followed as promptly as

possible by steps providing Respondent(s) with the notice and opportunity to defend the allegations.

## **Article VI. Informal Complaints**

Individuals who believe they have experienced or may have witnessed discrimination or harassment in violation of this Policy should consult with the Affirmative Action Office. Contacting the Affirmative Action Office about a concern does not automatically result in a formal complaint.

The party making the complaint (the "Complainant") may request that the University official consulted speak informally with the alleged offender(s) (the "Respondent") informing them of the salient features of the complaint. If this process does not resolve the matter or, if the Complainant or University official who is consulted prefers, he/she may pursue any of the avenues of resolution listed below.

Informal complaints are those complaints where the Complainant or a witness of an alleged offense asks the Affirmative Action Office to assist in the resolution of an alleged violation of the Non-Discrimination and Anti-Harassment Policy.

**1. Advising.** One function of the Affirmative Action Office is to hear and address complaints concerning discrimination, including harassment of any type, in violation of this policy. If the Complainant seeks a preliminary informational and advising session with the Affirmative Action Office, an opportunity for full discussion of the case shall be provided. The Affirmative Action Office shall aid the Complainant in exploring all possible options for resolving the complaint as effectively as possible. In doing so, the Affirmative Action Office will observe the confidentiality provisions of this Policy.

Some incidents, if considered serious, may require some type of follow-up actions to be taken by the Affirmative Action Office. If any follow-up actions are deemed necessary, the Affirmative Action Office will inform the person who identified the concern that action will be taken.

Students may seek advice and guidance from the Dean of Students or the Affirmative Action Office.

**2. Alternative Dispute Resolution (ADR).** The goal of ADR is to provide a forum where the Complainant and Respondent can, with the aid of the third party come to a mutually agreed-upon resolution. ADR works only when both the complaining and responding parties voluntarily participate in the process. ADR facilitators may be assigned by the Affirmative Action office. By definition, informal resolutions do not include imposing sanctions, but they may involve mutually acceptable consequences.

**a. Mediation Process.** A favored method of alternative dispute resolution(ADR) of complaints is mediation, which also is a voluntary conflict-resolution process. The Complainant and the Respondent voluntarily agree to work with a third party mediator, who is usually a member of the University community that is a trained mediator, to resolve the complaint. This mediation is intended to resolve the complaint to the satisfaction of both the Complainant and the Respondent. Informal complaints need not be put in writing or signed by the Complainant. Certain types of incidents, however, may not be appropriate for mediation.

i. A faculty or staff member or student initiates the mediation process by making an informal complaint within the Human Resources Office or the Affirmative Action Office. Students may initiate the process in the Dean of Students Office or may consult with the Affirmative Action Office. The complaint need not be in writing or be signed by the complainant.

ii. The office receiving the complaint will discuss the mediation process with the Complainant to determine if mediation might be an appropriate method to resolve the complaint.

iii. If the Complainant wishes to proceed with mediation, then a person designated by the Affirmative Action Office, the Human Resources Office, or the Dean of Students Office meets with the alleged offender, informing him or her that an

informal complaint has been filed and that the Complainant wishes to resolve it by mediation. The mediation process will be discussed with the alleged offender to determine if mediation might be an appropriate method to resolve the complaint. The Respondent is also informed that mediation is a voluntary conflict resolution process intended to make each party aware of the position or feelings of the other and to resolve the conflict.

iv. If both parties agree to mediation, a Mediator will be selected by the Affirmative Action Office, the Human Resources Office, or the Dean of Students Office. The mediator will be a trained member of the University community who is deemed the most suitable and knowledgeable based on the circumstances involved.

v. Mediation may also include meetings between the Mediator and the parties separately.

vi. If mediation has been successful, the Mediator will inform the Affirmative Action Office that the complaint has been resolved.

vii. If the Mediator determines that mediation cannot adequately resolve the issues, he or she will inform the Complainant and Respondent of this as well as the options available, such as filing a formal complaint. The Mediator will also notify the Affirmative Action Office that mediation was unsuccessful.

viii. If the Complainant is dissatisfied with the results of mediation, he or she may file a formal complaint.

## **Article VII. Formal Complaints (Written)**

Formal complaints are those complaints where the faculty/staff/student files a written complaint with the Affirmative Action Office.

### **A. Filing a Formal Complaint**

Complainants must provide a written description of the allegation(s) and the name of the alleged offender. Complaint forms are available from the Affirmative Action Office and on the web at: <http://www.gvsu.edu/inclusion/> under "Forms." The Complainant should complete the form, listing: the type of alleged offense; summary of alleged discrimination; who discriminated against the Complainant; what action has been taken so far; what action is suggested; and whether the Complainant has filed a complaint/grievance with any other agency. The Complainant must sign the complaint form and submit it to the Affirmative Action Office to begin a formal investigation.

### **B. Notifications**

Certain notifications are required to ensure fairness and equity to all parties involved:

1. The appropriate Appointing Officer responsible for the areas where the Complainant and Respondent are employed will be notified. The appropriate Vice President and the Appointing Officer for the Respondent shall receive a copy of the Complaint.
2. Once he or she becomes the focus of a complaint, the Respondent must be notified of the complaint, the identity of the Complainant and the nature of the complaint. They will also be advised not to contact the Complainant directly or to retaliate against him/her. The appropriate Appointing Officer will meet with the Respondent and provide a copy of the Complaint and be advised of the obligation of non-retaliation.
3. If either the Complainant or Respondent is represented by a collective bargaining agreement, the appropriate official in the Human Resources Office will be contacted immediately to assist in the facilitating the fact-finding investigation process.
4. If the complaint is against a student, the Complainant may elect to pursue a formal charge through the Dean of Students Office. The Affirmative Action Office will notify the Dean of Students as appropriate.

5. If the complaint is against an appointing officer, only the appropriate Vice President is notified. If the complaint is against a Vice President or Provost, the President is notified. If the complaint is against the President, the Chair of the Board of Trustees is notified. If the complaint is against a member of the Board of Trustees, the Chair of the Board of Trustees will be notified. If the complaint is against the Chair of the Board of Trustees, the Vice Chair of the Board of Trustees will be notified.

6. The Affirmative Action Office will maintain periodic contact with the Complainant and Respondent regarding the complaint status throughout the investigation.

### **C. Steps in the Investigation Process**

A formal fact-finding investigation process will be carried out in as timely a manner as possible. However, all parties involved are encouraged to recognize that a thorough investigation requires time. While no specific deadlines are established, required notifications, respondent and, where applicable, union representation and investigation activities should begin as quickly as possible after receiving the written complaint.

1. The Affirmative Action Office will determine the most effective method of investigating the concerns raised by the Complainant. If circumstances deem that the investigation should be referred to the Student Grievance Process, then the Dean of Students will handle oversight responsibilities of the complaint. If not referred to the Dean of Students, then the Affirmative Action Office is responsible for the investigation.

2. Unless unusual circumstances prevent or suggest otherwise, a co-investigator will be identified to participate in the investigation process that will be led by the Assistant Vice President for Affirmative Action. The co-investigator will be a trained/experienced member of GVSU's faculty or staff.

3. The investigation will involve conducting a thorough fact-finding investigation that includes meeting with the Complainant, Respondent, pertinent witnesses and reviewing and analyzing relevant documents as they relate to each allegation of the complaint. The investigators have the obligation to remain neutral during the investigation. Occasionally, a different or less formal response to the complaint may be warranted. Although the Affirmative Action Office may deviate from these guidelines, it will still respond to the complaint in a prompt, thorough and effective manner that is procedurally fair.

4. Communication with the Complainant and Respondent regarding the current status of the investigation and anticipated or adjusted timelines for concluding will occur on a regular and timely basis.

### **D. Investigation Report**

1. A Final Investigation Report will contain: 1) a summary of the Complainant(s) allegations and the Respondent's relevant statement in response to the allegations; 2) analysis of findings that includes a description of the relevant information provided by witnesses or obtained from the documents; and 3) the conclusion about whether or not university policy has been violated.

2. The Final Investigation Report will be provided to the appropriate Appointing Officer and Vice President. The Assistant Vice President for Affirmative Action will verbally notify both the Complainant and the Respondent about whether or not university policy was violated. The co-investigator's involvement in the matter concludes when the final investigation report is issued.

3. The Assistant Vice President for Affirmative Action will meet with a representative from the University Counsel Office and the Appointing Officer to discuss recommendations for any follow-up actions.

### **E. Standard for Determining Violations of This Policy**

Allegations of violations of this Policy will be evaluated by considering the totality of the particular circumstances,

including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of harassment, a serious incident, even if isolated, can be sufficient to rise to the level of being considered a policy violation.

#### **F. Corrective Action**

If the report finds that the EEO/AA policy or this Non-Discrimination and Anti- Harassment Policy were violated, the University will determine appropriate corrective action, up to and including dismissal. The University may also take corrective action if no discrimination or harassment is found, but Respondent is found to have engaged in inappropriate workplace behavior. If corrective action is to be taken against a Respondent that is represented by a collective bargaining agreement, the appropriate official in the Human Resources Office will be contacted immediately to assist in the facilitating the corrective action.

#### **Article VIII. Other Information**

Copies of complaint procedures are available online at: [www.gvsu.edu/inclusion](http://www.gvsu.edu/inclusion). Information regarding other grievance procedures is located in the following documents:

1. Faculty members - [Section 3.02](#) of the Faculty Handbook.
2. Executive, Administrative and Professional Staff - Board of Trustees' Policies, [BOT 4.4.8](#)
3. Clerical, Office and Technical Staff - Section 6, Grievance, of the present contract.
4. Confidential Clerical - Section 9, Grievances, of the Personnel Policies in the Confidential Clerical handbook.
5. Maintenance, Grounds, and Services - Section 6, Grievances, of the present contract.
6. Department of Public Safety Staff - Section 6, Grievances, of the present contract.
7. Security Staff - Grievances, of the Personnel Policies in the Security Staff Handbook.
8. Student Employees - Student Employee Handbook and Student Code, Article IV. Student Grievance Procedures

#### **Contact information for faculty and staff:**

- Division of Inclusion and Equity
  - Affirmative Action  
4000 James H. Zumberge Hall  
Allendale, MI 49401  
616-331-2242  
<http://www.gvsu.edu/affirmative>
  - Disability Support Resources  
4015 James H. Zumberge Hall  
Allendale Campus 49401  
616-331-2490  
<http://www.gvsu.edu/dsr/>
  - [Division of Legal, Compliance & Risk Management](#)
  - 4068 James H. Zumberge Hall – 616-331-2067
  - Employee Assistance Program (EAP) - Encompass 1-800-788-8630
  - Human Resources (Staff Relations) – 616-331-2215

- LGBT Faculty/Staff Association - [lgbtfsa@gvsu.edu](mailto:lgbtfsa@gvsu.edu)
- Deans
- Provost's Office – 616-331-2400

**Contact information for students:**

- Division of Inclusion and Equity
    - Affirmative Action  
4000 James H. Zumberge Hall  
Allendale, MI 49401  
616-331-2242  
<http://www.gvsu.edu/affirmative>
    - Disability Support Resources  
4015 James H. Zumberge Hall  
Allendale Campus 49401  
616-331-2490  
<http://www.gvsu.edu/dsr/>
  - Division of Legal, Compliance & Risk Management  
4068 James H. Zumberge Hall – 616-331-2067
  - Student Services - Dean of Students  
202 Student Services Building – Allendale Campus  
616-331-3585
  - Counseling Center  
204 STU, Allendale Campus  
616-331-3266
  - LGBT Resource Center  
1161 Kirkhof Center – Allendale Campus  
616-331-2530  
[lgbtcenter@gvsu.edu](mailto:lgbtcenter@gvsu.edu)
  - Nontraditional Students  
616-331-7360  
**Toll Free:** 888-831-4034  
[nontraditional@gvsu.edu](mailto:nontraditional@gvsu.edu)
  - Office of Multicultural Affairs  
1240 Kirkhof – Allendale Campus  
616-331-2177  
[oma@gvsu.edu](mailto:oma@gvsu.edu)
  - Women's Center  
1201 Kirkhof Center – Allendale Campus  
616-331-2748  
[womenctr@gvsu.edu](mailto:womenctr@gvsu.edu)
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# DISABILITY ACCOMMODATION POLICY FOR FACULTY AND STAFF

SLT 9.5

## **Date of Last Update:**

September 16, 2013

## **Approved By:**

- Senior Leadership Team

## **Responsible Office:**

Inclusion and Equity

## **POLICY STATEMENT**

Grand Valley State University is committed to the fundamental academic principles of equity and accessibility by providing all faculty, staff and students with access to the University's programs, services, events and activities. The aim of this policy is to support an inclusive academic environment by incorporating design concepts that reduce or remove barriers. University faculty or staff members who are persons with a disability are not required to identify themselves as persons with a disability or to request an accommodation. However, the University cannot accommodate an individual who does not inform the University about his/her disability and his/her need for an accommodation. A faculty or staff member seeking an accommodation must request it by submitting their request to the Disability Support Resources Office following its procedures.

## **PROCEDURES**

### **The Disability Support Resources Accommodation Process**

To request an accommodation, a University faculty or staff member must:

- A. Self-identify as a person with a disability by application to the Disability Support Resources office (DSR). It should be noted that The University conducts a survey of faculty and staff for statistical purposes and this does not constitute a method of self identification consistent with this policy. If a faculty or staff member requests an accommodation, the supervisor/unit administrator should refer the faculty or staff member to the DSR or its web site at <http://www.gvsu.edu/dsr/>
- B. Provide documentation of the disability; and
- C. Indicate in the application to the Disability Support Resources office, his/her need for accommodation and provide supporting medical documentation from an appropriate professional, if requested by the Disability Support Resources office. The medical professional must have first-hand knowledge of the condition and a familiarity with the physical, emotional and cognitive demands of the disability.

Once an application has been submitted to the DSR, a DSR advisor will review the application and may contact the faculty or staff member who submitted the application. The advisor will contact the supervisor/unit administrator and discuss whether an accommodation is warranted, explore possible accommodations, and assess the effectiveness each would have in enabling the faculty or staff member to perform his/her job including the following:

- A. The essential job functions of the position. The essential functions are the fundamental job duties of the employment position at issue. To be qualified for a position, an individual must be able to perform the essential functions of the job, with or without a reasonable accommodation.

B. The faculty or staff member's ability to perform essential job functions with or without a reasonable accommodation; and,

C. Possible types of reasonable accommodations, if any are needed.

Reasonable accommodations vary depending on the circumstances of each case. In evaluating alternatives for accommodation, the preferences of the individual are considered, but the ultimate decision regarding what type of accommodation, if any, will be provided is made by the University. Nothing in this document shall be construed to waive the University's right to contest whether a faculty or staff member is disabled or is entitled to an accommodation.

Medical documentation, as well as other related materials, will be maintained at DSR. Such documentation is kept confidential, except as necessary to administer the accommodation process or otherwise permitted by law. Such documentation may be shared only with those individuals involved in the accommodation process on an as needed basis.

**During the accommodation request process, DSR may:**

A. Request additional documentation;

B. Consult with Human Resource Office;

C. Evaluate whether any accommodation is needed and, if it is, whether an accommodation is reasonable and should be made (this evaluation may include preparing cost estimates);

D. Assess various accommodations;

E. Identify alternative accommodations or solutions;

F. Provide information from resources about the capabilities of persons with similar disabilities and the tools/techniques they use;

G. Determine a reasonable accommodation, if appropriate;

H. Provide a written determination to the department/unit and faculty or staff member;

I. Explain the department/unit's responsibility to fund an accepted accommodation or seek alternative funding, if needed;

DSR makes a determination regarding implementation of accommodations. DSR will consider each request for reasonable accommodation and determine: (1) whether the accommodation is needed, (2) if needed, whether the accommodation would be effective, and (3) if effective, whether providing the reasonable accommodation would impose an undue hardship.

**Appeals**

If a faculty or staff member or supervisor/unit administrator disagrees with the DSR determination, the decision may be appealed to the Vice President of Inclusion and Equity, in writing to:

Vice President of Inclusion and Equity  
4035 James H. Zumberge Hall  
Allendale, MI 49401  
Office number: (616) 331-3296

**Retaliation**

Retaliation against a faculty or staff member who requests an accommodation is prohibited. Individuals who feel that they have experienced retaliation may contact the [Division of Inclusion and Equity](#)

**Refer Questions to:**

Disability Support Resources  
4015 James H. Zumberge Hall  
Allendale, MI 49401  
616/331-2490  
616/355-3270 (TDD)  
616/331-3880 (Fax)  
[Website: www.gvsu.edu/dsr](http://www.gvsu.edu/dsr)

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## RELIGIOUS INCLUSION POLICY

SLT 9.6

**Date of Last Update:**

November 19, 2012

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Inclusion and Equity/Office of Affirmative Action

### POLICY STATEMENT

Possessing and mastering a range of thoughtful perspectives is necessary for open inquiry, a liberal education, and a healthy community. Recognizing this, the University seeks to include, engage, and support a diverse group of students, faculty, and staff. The institution values a multiplicity of opinions and backgrounds, and is dedicated to incorporating multiple voices and experiences into every aspect of its operations. We are committed to building institutional capacity and strengthening our liberal education through providing an inclusive environment for all of our University constituents.

**Purpose**

Many University students, staff, and faculty observe religious traditions from a variety of religions. This Religious Inclusion Policy ("Policy") acknowledges the right of students, staff, and faculty to engage in religious observances. The University is committed to accommodate the exercise of that right.

The University acknowledges that conflicts in scheduling mandatory academic requirements and employment obligations with religious observances are inevitable. Although the University does not observe religious holidays, it recognizes that there are a number of religious holidays that affect significant numbers of our students, staff, and faculty. This Policy is intended to provide clarity to students, staff, and faculty who seek accommodation to practice their faith.

### PROCEDURES

**Accommodations**

Grand Valley State University will make a reasonable effort to allow its students, staff, or faculty to be away from work or a class to observe their religious beliefs, except where accommodating the request would result in undue hardship on the University in its mission, operation or in meeting its academic standards. The University provides quiet areas for student, staff, and faculty reflection, meditation, and prayer. A list of these quiet areas may be found on the Inclusion and Equity webpage.

Faculty should be sensitive to the observance of religious holidays so that students who miss classes to practice their

faith are not disadvantaged. A list of religious holidays is found on the Inclusion and Equity website. Please note that this list is meant to be inclusive of most major religious traditions (although certainly not comprehensive), and that religious holidays have no official status at the University.

Faculty should make every effort to avoid scheduling examinations or assigning work that is due on religious holidays. Some religious holidays begin at sundown on the evening before the published date of the holiday. Consequently, faculty should avoid scheduling late afternoon exams on these days.

Faculty shall not penalize any student who has properly notified the faculty member by complying with the Request Accommodation Procedure for his/her absence in classes, examination, or assignments. Faculty should accept a student's claim of a scheduling conflict on religious grounds at face value. If class attendance is required by the faculty member, classes missed to observe a religious holiday may not be counted as an absence.

Faculty must provide a reasonable opportunity for such a student to make up missed assignments and examinations within a reasonable time period before or after the student's absence, provided the student has properly notified the faculty member by submitting a Request Accommodation Form. Faculty must give the student the opportunity to do appropriate make-up work that is no more difficult or time-consuming than the original exam or assignment.

Nothing in this Policy, however, exempts a student from meeting course requirements or completing assignments. The faculty member may respond appropriately if the student fails to satisfactorily complete the make-up assignment or examination.

Further, when scheduling university events and activities, such as Family Weekend, Commencement, Convocation, and University sponsored conferences, planners should consult the list of religious holidays on the Inclusion and Equity website before selecting the date and time to ensure inclusiveness.

### **Religious Accommodation Procedure**

All requests for accommodation for religious observance should be made in the following manner:

*Students:* Faculty should inform students of all examination dates and assignment deadlines at the start of each semester in the class syllabus. If a conflict with a religious observance exists, students must request a religious accommodation from their faculty within the first two weeks of each semester or as soon as reasonably possible after the instructor announces a particular mandatory class, examination, or assignment so that alternative arrangements can be made for any class, examinations, or assignments missed. If an accommodation is needed within the first two weeks of the semester, the student must provide the faculty member with reasonable advance notice of the need for accommodation. Requests for accommodation must be made through a Religious Accommodation Form, which may be found at the Dean of Students Office, the Office of Affirmative Action or under "Forms" at [www.gysu.edu/inclusion](http://www.gysu.edu/inclusion). It is the student's responsibility to provide faculty with reasonable notice of the need for accommodation and the timing of the notice may be taken into account in determining whether granting the request would create an undue hardship.

The faculty member and the student should discuss and agree upon what would constitute a reasonable accommodation in each given case. If the student and faculty member agree upon an accommodation, the accommodation must be carried out and disclosed on the Religious Accommodation Form. The completed Religious Accommodation Form shall be filed by the faculty member in the Dean of Students Office.

If the student and faculty member cannot agree on an accommodation, either party may bring the matter to the Unit Head to determine the accommodation. Either party may appeal the Unit Head's decision to the Dean, who will make a final binding decision.

Where a student has obligations to a placement site (e.g. internships), that student must also work out arrangements with the placement site to make up for missed responsibilities or duties.

*Staff:* The use of vacation and personal leave is governed by the staff member's respective Board of Trustees' Policies, Staff Handbook, or Collective Bargaining Agreement. Vacation days requested for the express purpose of religious

observance will not be unreasonably denied by the staff member's supervisor if the staff member has accrued vacation leave or is eligible for personal leave and the granting of leave or vacation time will not result in undue hardship for GVSU.

*Faculty:* The use of vacation and personal leave is governed by the Faculty Handbook. Requests by a faculty member for leave for religious accommodation, however, shall be considered under this Policy if the faculty member has made arrangements for any missed classes and the granting of the leave will not result in undue hardship for GVSU. Faculty that miss class time due to a religious observance must make alternate arrangements for that time with his or her Unit Head. If the Unit Head denies the request, the faculty member may appeal to the Dean, who will have final decision authority over the request.

Nothing in this Policy exempts a GVSU faculty or staff member from fulfilling their job responsibilities.

### **Confidentiality**

Although discretion will be exercised, a guarantee of confidentiality or anonymity cannot be made because the determination of a reasonable religious accommodation will involve discussions with other parties. Information about the request for religious accommodation will be revealed only as the deliberation process requires. Discretion will be observed to the extent permitted by law and that is consistent with protecting the welfare of the students, staff, and faculty and the interests of the University.

### **Retaliation**

Any attempt to retaliate against an individual who files a religious accommodation request or otherwise utilizes this Policy is prohibited.

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## **Curriculum**

### **FACULTY ACADEMIC POLICIES - CURRICULUM**

SG 2.01

#### **Date of Last Update:**

November 20, 2019

#### **Approved By:**

- University Academic Senate / Provost

#### **Responsible Office:**

Provost Office

### **POLICY STATEMENT**

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

1. College Curriculum Committees (CCC) and the University Curriculum Committee (UCC) conduct their business during the regular academic year. Course and program proposals may be submitted via the online curriculum development system at any time during the academic year. Proposals intended for publication in the next edition of the Catalog should be submitted as soon as possible to allow time for review and any revisions.

2. Curriculum development is the responsibility of regular faculty. Adjunct faculty (as defined in Board of Trustees' Policies [BOT 4.3.0](#)) are encouraged to participate in unit-level discussions of curricular actions, but are not responsible for curricular proposals. Visiting instructors and part-time adjunct instructors may not author curriculum proposals. Affiliate faculty may author curriculum proposals with unit level approval.

3. The Graduate Council Curriculum Committee will review and approve or not approve all graduate-related proposals in a manner similar to the review that the General Education Committee (GEC) conducts for all General Education issues. After approval by the GCC and/or the Graduate Council, UCC will review the proposal.
4. If a curricular proposal involves significant budgetary implications, UCC may consult with the Faculty Salary and Budget Committee (FSBC) for their assessment of the proposed budget impact.
5. Proposals which move the required hours of the major above or below the stated ranges of the various degrees will require strong justification.
6. Appeals of GEC decisions should be made to UCC.

## **B. UCC Curricular Procedures**

All curriculum proposals require action by UCC prior to approval by the Provost. Curriculum proposals undergo review by several groups or individuals before final approval. Possible reviewers include the Library, Information Technology, Graduate Council, Online Education Council, Unit Head, College Curriculum Committee, Academic Dean, Graduate Dean, General Education Committee, University Curriculum Committee, and the Provost. The precise set of review steps through the online curriculum system is determined by the curricular action being proposed. In general, simple proposals require less review than more complex proposals. A complete list of curricular actions and their pathways can be found on the [University Curriculum Committee page](#) under Curriculum Development Information.

1. All new course proposals, program change proposals, and changes to existing courses except spelling, grammar, and punctuation changes must be submitted via the online curriculum development system. The online system is linked from the Faculty Governance Website: [www.gvsu.edu/sail/](http://www.gvsu.edu/sail/).
2. The agenda for UCC meetings is posted weekly on the Faculty Governance website. All curricular review actions taken are available in the online curriculum system.
3. After a course change proposal arrives for review at UCC it will be handled in the following manner. If the course is a prerequisite for another college, the course change proposal will be reviewed by UCC. If it is not a prerequisite for a course in another college or required by another college, and at least 30 days have elapsed since the proposal was approved by the unit of origin, then the course change proposal will be automatically approved by UCC at its next regular meeting and forwarded to the Provost for approval. Until that approval is given, any faculty member can request the UCC to review a course change proposal.
4. Proposals that are approved by the UCC will be sent to the Provost for final approval. The Provost will notify the submitting unit if final approval is granted and will send the proposal to the Registrar for inclusion in the master course list. A proposal is not approved until this last step is taken.
5. If a proposal is rejected, the submitting unit is responsible for resubmitting the proposal. Appeals of CCC decisions should be made to the appropriate dean. Appeals of the UCC decisions should be made to the Provost.
6. In extraordinary cases, a non-renewable, one year interim approval category exists. Proposals should be submitted to the Chair of UCC. A decision will be made jointly by the Chair of the UCC and the Provost. These proposals must go through the normal curriculum review process for continued offering.

## **C. Honors Designation in Majors and Minors** *(added Fall 2013)*

1. An Honors designation is intended to convey the fact that a program is distinguished from an existing program by its rigor, student engagement, or research, and may not be suitable for all students. Students in an Honors-designated program do not have to belong to the Honors Program or the Honors College. An Honors-designated program serves students within an academic program, whether or not those students are part of the Honors College or Honors Program.
2. Units complete a Program Change Request providing a rationale for creating the Honors-designation, how that

designation would be implemented within the program (e.g., a track within a minor), and applicable admission and academic performance standards. The Program Change Request will then be sent to the Honors College for review using the standards already established by the Honors program. If supported, the Director of the Honors College will provide a letter of support to be attached to the Program Change Request after which the proposal will follow the normal curricular review process.

3. An honors track or emphasis in a major or minor must have between 6 and 12 credit hours, depending on how the courses are constituted. These credit hours can be constructed in a variety of ways as determined by the department and in consultation with the Honors College (e.g., one-credit-hour seminars linked to non-Honors- designated courses, such as capstones).

- Note: the 6-12 hours of Honors in the major cannot include Honors Foundations courses.

4. Courses must follow the parameters set forth in Meijer Honors College Guidelines for Honors Courses.

5. It is preferable that the Honors-designated courses have an internal connection with one another and/or explicitly build on other classes in the major or minor.

6. Honors-designated programs will be periodically reviewed by the Honors College at the normally scheduled time for program assessment. The program will submit a report to the Honors College with evidence that the program is meeting the original objectives agreed upon when the Honors designation was approved. If the program is found to be deficient, it will be put on a one-year probationary period, and will work collaboratively with the Honors College to address concerns and deficiencies. The Honors College will give full approval if the issues are successfully addressed. Otherwise, the Honors designation will be removed from the program.

#### **D. Hybrid and Online Curriculum Proposals**

1. The following procedures will be followed for the inclusion of [online and hybrid courses](#) in the curriculum:

a. If the content of a course is unchanged, and the request is to change solely the delivery of an existing course to an online or hybrid format, the faculty member and involved unit head will seek recommendation only from the Online Education Council, the Dean of the submitting unit, and the Provost's Office. If the Council recommends for non-approval, the proposer may contact the Assistant Vice-President for Academic Affairs with curriculum duties.

b. If the course/program is new in content and proposes an online or hybrid format, or if an existing program seeks to change to a fully online program, the current curricular procedures must be followed, with the addition of seeking the recommendation of the Online Education Council via the online curricular system.

#### **E. Course Proposals**

1. Units should be sensitive to the cost and space implications, as well as staffing needs of a course proposal. The Curriculum Resource Statement attached to course proposals should be given careful consideration and completed accurately. Proposals that require additional staff, equipment, space, supplies that have not been committed for by the appropriate administrative offices may be rejected.

2. Units should be sensitive to the impact that new courses, dropped courses, or course changes have on other courses and other programs. The Course Change Proposal and the New Course Proposal require that all units possibly affected by the proposal be notified before it is submitted to the CCC. The unit heads of the affected units should respond in writing, even if they see no problems with the proposal. The CCCs will judge overlap/duplication within a college. Although no rigid formula or guidelines can be set for this, CCCs are advised to take a conservative approach. If significant overlap is found between a proposed course and existing courses, the proposed course or course change should be rejected.

3. Uniform Course Numbering System (*Approved 4/14/06 by UAS*)

a. Refer to the [Uniform Course Numbering Guidelines table](#).

#### b. Reserved Undergraduate Course Numbers:

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

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

300- and 400-level courses should be justified by 100- and 200-level prerequisites or a course content/approach that clearly indicates it is not a beginning level course.

#### c. Reserved Graduate Course Numbers:

The following graduate-level course numbers listed below are reserved for the purposes indicated:

- i. The numbers 680 and 780 are to be used for graduate special topics courses.
- ii. The numbers 690 and 790 are to be used for graduate research preparation courses.
- iii. The numbers 693 and 793 are to be used for graduate project courses.
- iv. The numbers 695 and 795 are to be used for graduate thesis/dissertation courses.
- v. The numbers 696 and 796 are to be used for graduate thesis/dissertation continuous enrollment courses
- vi. The numbers 699 and 799 are to be used for graduate independent study courses.

#### 4. Special Topics Course Policies

- a. A special topics course is intended to allow a unit to offer a course on a topic that is not covered in a regular course in any program at GVSU.
- b. A special topics course may be offered for various reasons. For example a new visiting faculty bringing new expertise to a unit, student interest in a topic increasing enough to temporarily offer a course on a topic, a unit wishing to pilot test a reconfiguration of an existing course, a unit wanting to judge the potential interest in a given topic before proposing a new course.
- c. A unit may offer a given special topic a maximum of 3 times. If a unit wishes to schedule the topic for the third time, then it must create and submit a New Course Proposal in the online curriculum development system concurrent with the third offering.

#### 5. Syllabus of Record

A syllabus of record must be attached to new course and course change proposals. A syllabus of record (SOR) is the official record of minimum course content – that is, content that must be present in every section of a course. In essence, it describes a department's vision of what should be taught, and (to a lesser extent) how it should be taught. Although all SOR must contain certain items of information (noted below), some of them will be more detailed than others, depending on the course. For example, if a course needs a high degree of flexibility in its various offerings, then the SOR might be somewhat vague. If another course needs to meet rigid accreditation standards, then the SOR might be extremely detailed. A detailed description of the requirements for an SOR can be found on [UCC's website](#).

The SOR serves four audiences. (1) Faculty can use the SOR as a blueprint for designing course syllabi. Faculty are free to add to the content in the SOR, but the activities, objectives, and methods of evaluation in the SOR must be



maintained. (2) Students can use the SOR to determine, before they register, the skills they can expect to achieve upon successful completion of a course. (3) The SOR provides a standard format that other schools can use to determine transfer credit. (4) Faculty governance committees use the SOR when evaluating course-change and new course proposals.

## 6. Course Grades

The Academic Policies and Regulations section of the catalog describes various grade types available for a course. Unless otherwise noted below, all courses are graded with a letter grade A through F, and I (Incomplete). In addition, students may choose to permanently withdraw from a course (resulting in a W (Withdrawal) grade), or to audit a course (resulting in an AU (Audit) grade).

Units that want to assign the grade types Credit (CR), No Credit (NC), or Deferred (X) must seek approval through the curriculum review process.

The grades P (Pass), PD (Pass with Distinction), W (Withdrawal) and NC (No Credit) are the only grades that may be assigned as the final grade for a graduate thesis or dissertation.

The grade of R (Research) is the only grade that may be assigned each semester to a continuous enrollment course for a graduate thesis or dissertation (xxx-696, xxx-796).

## TABLES

### Uniform Course Numbering Guidelines

Category	Description
000-099	Credit in these courses does not apply to the minimum 120 credits required for the baccalaureate degree.
100-199	Introductory courses, generally without prerequisites, primarily for first year undergraduate students.
200-299	Courses primarily for second-year undergraduate students.
300-399	Courses primarily for third- and fourth-year undergraduate students.

400-499	Advanced courses primarily for fourth-year undergraduate students
500-599	Courses primarily for first-year graduate students or as prerequisites for 600- and 700-level courses
600-699	Courses primarily for students admissible to graduate programs.
700-799	Courses primarily for advanced graduate students in post-masters and doctoral programs.

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## UNDERGRADUATE CERTIFICATE PROGRAM CRITERIA AND GUIDELINES

SG 2.02

**Date of Last Update:**

January 07, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

### POLICY STATEMENT

**G. Undergraduate Certificate Program Criteria and Guidelines**

1. Purpose: A certificate is awarded in recognition of completion of a well-defined program of coursework that falls within existing units at Grand Valley for a specified purpose that could not simply be achieved by obtaining a transcript. A certificate is not defined as a degree by the University; rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. Furthermore, certificates are available to both degree-seeking and non-degree-seeking (i.e., certificate seeking) students. Therefore, they are available to a wider range of students than a traditional major.

2. Criteria:

- a. Certificate programs may be either freestanding or as add-ons to existing degree programs.
- b. The number of courses (credits) required for completion of a certificate program may vary from certificate to certificate.
- c. A limited number of new courses may be added for certificate programs.
- d. Minimum standards for academic progress should be identical to those of the parent program(s). Additional standards or requirements may be imposed.
- e. The number of courses comprising the certificate program that must be completed at Grand Valley is set by the department providing the certificate program.
- g. Courses accepted for transfer as part of the certificate program must be reviewed and approved by the department providing the certificate program.
- h. Courses taken as part of a certificate program at another institution may be transferable and shall be evaluated on their own merits in keeping with standard procedures; however, certificates from other institutions are not transferable to Grand Valley.
- i. Certificate courses may be applied toward requirements for completion of a major/emphasis or degree, as determined by the unit providing the certificate program.

3. Procedure:

- a. Certificates are created using the New Certificate Proposal Form in the online curriculum system that is linked from the GVSU Faculty Governance website.
  - b. Certificate review follows the same curriculum review process as courses and program changes.
  - c. Changes to existing certificates should use the Program Change Request form.
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## GENERAL EDUCATION CRITERIA AND GUIDELINES

SG 2.04

**Date of Last Update:**

January 07, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

### POLICY

Please visit the General Education Program website at <http://www.gvsu.edu/gened/>

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## ESTABLISHMENT OF NEW PROGRAMS OR UNITS

SG 2.05

**Date of Last Update:**

January 07, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

**POLICY STATEMENT**

**1. Introduction**

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

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

The criteria and procedures presented in this document govern the proposal, development, and approval of any new program or undergraduate/graduate unit (department or school within a College), program, major, minor, or degree to be established within the existing organizational structure of Grand Valley State University. Hereafter the collective reference to "program or unit" is understood to include all of the above items. The criteria and procedures presented in this document do not govern changes to the organizational structure for the University, including the proposal, development, and approval of new Colleges or Schools. Procedures for such changes in the fundamental organizational structure for the University are detailed in a separate governance procedure.

New minors that consist solely of existing courses can be created via a Program Change Request.

**PROCEDURES**

**3. Governance Procedures for the Establishment of a New Program**

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

**a. Prospectus**

The Prospectus for a new program, major, minor, or degree may be initiated by a faculty member, faculty-planning group, or officer of the university. The Prospectus will clearly identify the proposers. Any proposal for a new program shall be developed and reviewed in accordance with the following guidelines. The proposers may withdraw a proposal at any time by notifying the New Program/New Unit Council (SG 1.03.B.13)

The Prospectus shall include the following (see online Prospectus form for full details)

- i. a description of the program,
- ii. the interdisciplinary impact and overlap,
- iii. evidence of the desirability and feasibility of the program, and
- iv. a detailed budget of resource needs.

These documents will be used to review the Prospectus and each is detailed in the online curriculum system.

The decision to proceed to the development of a detailed New Program Proposal for the proposed program will be based upon a review of the Prospectus by the New Program/New Academic Unit Council (SG 1.03.B.13). As part of its deliberations, the New Program/New Academic Unit Council will seek input from existing units that may be affected by the creation of the proposed new program. Council members make recommendations to the Provost. Their recommendation will be to “support the Prospectus as submitted,” to “support the Prospectus with requested modifications,” or to “not support the Prospectus.”

The Provost shall review the Prospectus and the recommendation of the New Program/New Academic Unit Council. The Provost may request additional information, approve the Council’s recommendation and initiate development of the New Program Proposal, or terminate the proposal. The decision of the Provost resulting from the Prospectus review shall be communicated to the writer(s) of the Prospectus, and to the New Program/New Academic Unit Council, and a detailed rationale will be sent to the Council. If the Provost accepts the recommendation of support by the New Program/New Academic Unit Council the Provost will then appoint a taskforce for the creation and submission of the New Program Proposal. The taskforce includes the unit head that will house the new program.

The approval processes are detailed in the online system [here](#).

#### **b. New Program Proposal**

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

#### **c. Special Considerations**

##### **i. Establishment of Interdisciplinary Programs**

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

This approval shall occur before the submission of the Prospectus.

#### **d. Governance Review Procedure**

The review of the New Program Proposal shall be governed by the principles described with regard to the criteria at the Prospectus stage (2.05.3.a), i.e., a description of the program; interdisciplinary impact and overlap; evidence of the desirability and feasibility of the program; and a detailed budget of resource needs. Each is detailed in the approval processes in the online curriculum system [here](#).

### **4. Governance Procedures for the Establishment of a New Academic Unit**

#### **a. New Academic Unit Proposal**

The proposal to establish a new academic unit may be introduced by a faculty-planning group or officer of the university. The proposal will clearly identify the proposers. The New Academic Unit Proposal shall include the following:

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

Each of these elements is detailed in the approval processes in online curriculum system [here](#). The New Academic Unit Proposal can be submitted via the online curricular system at any time during the academic year.

## **b. Governance Review Procedure of Proposal for New Academic Unit**

The Proposal for the New Academic Unit shall be reviewed by the New Program/New Academic Unit Council (SG 1.03.B.13). As part of its deliberations, New Program/New Academic Unit Council will seek input from existing units that may be affected by the creation of the proposed new unit. Council members make recommendations to the Provost. Recommendation is either “support,” “support with requested modifications,” or “not support.”

The approval processes can be found [here](#).

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## **ACCREDITATION**

SG 2.08

### **Date of Last Update:**

January 09, 2020

### **Approved By:**

- University Academic Senate / Provost

### **Responsible Office:**

Provost Office

## **POLICY STATEMENT**

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

As part of the process for seeking the Grand Valley Administration’s approval to initiate the accreditation process, units need to make the case for accreditation to faculty governance. Both curricular and budgetary consequences of accreditation must be reviewed by the appropriate governance committees and recommendations forwarded to the Associate Vice-President for Academic Affairs responsible for accreditation issues before a formal decision to pursue accreditation can be made.

## **PROCEDURES**

1. The unit seeking permission to pursue accreditation of the unit or of a program within that unit will make its case first to the College Curriculum Committee [CCC] of the College in which the unit is housed. Upon completing its review of the proposal, the CCC will forward its recommendation to ECS. ECS will refer the proposal to UCC and to FSBC for their recommendations. Upon receipt of the recommendations of UCC and FSBC, ECS will review the proposal for accreditation and forward a recommendation to the Associate Vice-President for Academic Affairs responsible for accreditation issues. The Provost will notify ECS of the Administration’s decision regarding approval of the proposal to seek accreditation. An adverse recommendation at any level of governance will not terminate the process of discussion.
2. The unit’s proposal to seek accreditation shall include a thorough assessment of the unit’s current degree of compliance with accreditation guidelines. This assessment should be detailed and specific, and it should indicate any anticipated changes required in order to achieve accreditation. This discussion should include, but is not limited to, changes in program objectives, courses, requirements, physical space and/or facilities, faculty resources, and University Libraries or other resources.

3. A copy of the current accrediting agency guidelines shall be attached to the proposal.
4. The proposal will include a candid and specific discussion of the anticipated short term and long-term (5-year) benefits and costs associated with accreditation. This discussion should speak to the following: students, graduates, the unit, the College, and the University.
5. The proposal will include a specific discussion addressing how the unit believes that accreditation will enhance and facilitate the unit's ability to function within the Grand Valley role and mission statement.
6. The proposal will include an analysis of sources of financial support, and of the anticipated budgetary costs and benefits. This discussion will include a projected budget and be directed toward both the short term and long-term (5 years) impact. The budget should contain numbers which indicate costs for administrative, faculty, and support personnel, and any equipment or operating costs. Monetary support could include such items as any start-up or long-term grants, increased tuition and fee revenue based on anticipated number of students, and requested University funding. Whether internal funding will come from the present unit budget, the College budget, or the University should be specified.

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

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## **POLICY ON THE ESTABLISHMENT AND REVISION OF CREDIT BY EXAM REQUIREMENTS**

SG 2.10

**Date of Last Update:**

January 09, 2020

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

### **POLICY**

Every unit offering credit for exams (including but not limited to AP, CLEP, DANTES, and IB exams) should periodically review the current required scores to ensure that they are set at appropriate levels.

### **POLICY STATEMENT**

1. Individual units should identify the data required to determine appropriate levels. In other words, there is no prescriptive data set requirement since it is ultimately the responsibility of the the originator or the change proposal to make the case for a change in a required score. Other units and offices may request that a particular unit review a current score or level, but only the unit responsible for a course may submit proposals for changes in exam scores required for credit in that course. If there is not appropriate unit to review the scores, the most closely associated College will perform this duty.

2. The units' review must include members of the office of the Registrar and Admissions in order that those offices may be informed and so that those offices may provide input as to how a particular score might have a larger impact across the university.
3. In order to suggest a change in a current score, or for recommended changes in the future, the following guidelines should be followed:
  - a. The proposal should include
    - i. Rationale for the proposed change.
    - ii. Data that provide a comparative analysis to similar credit for exam scores from peer and competitive institutions.
    - iii. Admissions, Registrar and Institutional Analysis data (or statements) that project the impact on enrollment and course offerings.
    - iv. An implementation plan.
    - v. Approval from the Dean of the college where the proposal originates.
  - b. The timeline for proposals should follow:
    - i. in September for a change two academic years later (e.g., September, 2016 for a change in August, 2018).
    - ii. Passed through the process outlined below by March one calendar year ahead (or else the start date is postponed a year) in order that appropriate planning for and advertising of the new required score or level can be enabled.
  - c. Allowances should be made for expedited review and change of scores upon request of the units. However, the proposal, as outlined above, is still required.
  - d. The process for changing a qualifying score proceeds as follows:
    - i. Unit proposal prepared with required elements, as above.
    - ii. To the Academic Affairs Committee for Oversight of Credit by Examination for information regarding potential impact of score change and for a recommendation. This committee includes:
      - Assistant/Associate Vice President for Academic Affairs (that oversees advising)
      - Vice President for Enrollment Development
      - The chair of UCC (or designate)
      - Director of General Education
    - iii. To the Provost and Executive Vice President for Academic and Student Affairs.

If the recommendation for change is approved, the Registrar, the Director of Admissions, the Student Academic Success Center, ECS and the Provost's Cabinet are advised.

#### **DEFINITIONS:**

An "appropriate level" should be considered a score that adequately positions the student for success in subsequent courses.

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## **TEXTBOOKS AND COURSE MATERIALS POLICY**

SLT 3.12

**Date of Last Update:**

October 10, 2016



**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Provost Office

**POLICY STATEMENT**

Textbooks and related course materials continue to be essential to the delivery of knowledge. For various reasons, the cost of those materials has continued to rise. The goal of the University is to provide the best quality educational resources at the lowest possible cost to the students by minimizing the cost of textbooks and course materials used at the university while maintaining quality of education and academic freedom.

**PROCEDURES**

The Provost's Office is responsible for overseeing the faculty role in textbook selection. It discharges that responsibility by working closely with the Deans of the colleges. Business and Finance is responsible for overseeing the practices of the GVSU Laker Store.

**Responsibilities of the Faculty:**

- Faculty members shall submit lists of required textbooks, recommended textbooks and supplemental course materials to the GVSU Laker Store by the specified deadlines.
- Faculty are expected to compare various textbook options and to make the selection by taking into account pedagogical value, price, and availability. If all other considerations are about the same, the less expensive option should be selected. When there are multiple sections of a course taught by different instructors, it is preferable (but not required) that departments order the same textbook for all sections, in order to benefit students who may be adjusting their schedule during drop/add week and to support inventory management for the GVSU Laker Store.
- When faculty wish to require the purchase of any published textbooks or materials for which they have or will receive royalties or revenue, this decision shall be reviewed by the Unit Head, who shall determine whether the selection is appropriate, taking into account the criteria above. The purpose of the review is to disclose and to manage any actual or potential conflict of interest. The Unit Head may authorize that the review be conducted by a designee if certain disciplinary expertise is needed or if the Unit Head cannot provide a neutral review. If the Unit Head cannot identify a designee, then the review shall be conducted by the Dean or designee.

**Responsibilities of the GVSU Laker Store:**

- The GVSU Laker Store will continue to reduce textbook prices whenever possible.
  - The GVSU Laker Store will buy back used textbooks, and the following semester make the used copies available at reduced price and display them next to the new ones.
  - When filling departmental textbook orders, the GVSU Laker Store shall acquire as many used but still up to date copies as possible, make them available at reduced price, and place them next to the new ones.
  - The GVSU Laker Store will display the required texts and materials with the course instructors' names and course section numbers. This will help students make informed decisions when finalizing course schedules.
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# Faculty Evaluation Procedures

## FACULTY EVALUATION PROCEDURES

SG 3.07

### Date of Last Update:

January 09, 2020

### Approved By:

- University Academic Senate / Provost

### Responsible Office:

Provost Office

## POLICY STATEMENT

### Faculty Evaluation Procedures:

#### A. Written Performance Expectations

Each unit will develop written performance expectations (for contract renewal, tenure, promotion, and sabbatical leave) of all unit faculty as appropriate to various ranks. These expectations should be specific to the disciplinary focus of the unit but compatible with the performance expectations of all faculty as expressed in the Faculty Handbook and of the college/school in which the unit is housed.

#### B. Faculty Activity Reports and Faculty Activity Plans

Annually, by **October 1**, each faculty member will prepare a Faculty Activity Plan (FAP) for the next calendar year and by **February 1** submit the Faculty Activity Report for the preceding calendar year. These documents should address how the faculty member's activities and achievements comply with the general expectations of the unit, college/school, and the university. The Faculty Activity Plans and Faculty Activity Reports will be reviewed by the unit head and the dean of the college (or by a designee of the dean) for consistency with unit and college expectations and be made available to the unit faculty members.

#### C. Student Course Evaluations

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

#### D. Peer Evaluations

See the process identified in Board of Trustees' Policies [BOT 4.2.3 through 4.2.10](#).

#### E. Collegiality

1. Faculty members are expected to refrain from engaging in non-collegial behavior towards each other that will threaten or harm the productive environment critical for the progress and success of the unit and the university community. The functions of teaching/professional effectiveness, scholarship/creative activities, and service should be free from "incivility, misuse of authority, intimidation, humiliation, retaliation, and infringement upon personal and academic freedoms". (Source: [Senior Leadership Team policy SLT 3.3](#))

2. Collegiality should be understood in professional, not personal, terms, as it relates to the performance of a faculty member's duties. Collegiality does not refer to one's view of another's social skills or position on controversial issues, which should not be part of the faculty evaluation process. Nor does collegiality require a display of enthusiasm, dedication, or "fit" within the unit.

3. Collegiality is not a fourth, separate evaluation criterion at Grand Valley. Only the three criteria specified in the General Personnel Policies (i.e., teaching/professional effectiveness, scholarly/creative activities, and service) are appropriately part of the evaluation process; however, non-collegial behavior can be relevant as a qualitative standard applied to those three criteria during a personnel action and may result in a negative outcome. (When non-collegial behavior affects the unit's ability to function productively, it should be brought up under the service evaluation criterion.)
4. Non-collegiality is normally a pattern of behavior. Verified and documented allegations of "repeated and unreasonable activity, or a severe non-collegial act" (Source PC 3.3), will be considered evidence of non-collegial behavior in the context of personnel actions. Concerns about non-collegial behavior must be communicated in writing to the faculty member by the unit head before they can be brought up in a personnel action.
5. Academic misconduct, illegal activity, violations of GVSU's discrimination policy, or violations of academic integrity are a separate matter and should be addressed through proper disciplinary procedures.

See also the Collegiality Policy Statement in the President's Cabinet Policies [\[PC 3.3\]](#)

#### **F. Contract Renewals, Promotion and Tenure Decisions**

The process for personnel evaluations for contract renewals, promotion, and tenure decisions is outlined in the Board of Trustees' Policies [BOT 4.2.9](#).

See also the [Faculty Personnel Actions Workbook](#).

The unit head or designee(s) refers to the member or members designated by the unit to carry out the personnel review process, as specified in the Board of Trustees' Policies [BOT 4.2.10](#).

Evaluation Principles. The evaluation process is designed to create an open, uniform, and equitable procedure for the review of faculty by their peers. The central principle of this process is to have an informed, candid, and open, job-related discussion of the candidate in a unit meeting followed by a unit vote and written recommendation. This is accomplished by the following steps given in outline form (specific details for each step are in the relevant sections):

1. The submission by the unit head and the candidate to the unit of materials necessary for the action under consideration, including relevant [Faculty Activity Plans and Faculty Activity Reports](#).
2. An agenda for a unit meeting based on the candidate's review materials and unit regular faculty's input after review of the candidate's materials. This input should address both the candidate's achievements and the writer's concerns as to how the candidate has addressed the criteria for review.
3. A unit meeting where the strengths and weaknesses of the candidate are discussed followed by a unit vote on the personnel action. The first motion for a vote on the personnel action under consideration is for the action (for renewal, for promotion, or for tenure).
4. A unit recommendation prepared after the unit meeting based on the discussion and written comments. This recommendation is submitted to the dean.
5. A review of the unit action by a College/Library Personnel Committee whose role is to:
  - a. ascertain whether the unit has followed the procedures for contract renewal, etc.
  - b. ascertain whether the unit has adequately discussed all the issues raised by the regular faculty of the unit about the candidate under discussion.
  - c. determine whether substantive issues require the Committee to contradict the unit's recommendation.
  - d. in the absence of a valid vote by the unit, to make a recommendation based on its own judgment.

#### **Evaluation Procedure Flow Chart.**

A Flow Chart of the evaluation procedure is available on the [Office of the Provost website](#).

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# FACULTY SALARY ADJUSTMENT PROGRAM

SG 3.08

## **Date of Last Update:**

January 09, 2020

## **Approved By:**

- University Academic Senate / Provost

## **Responsible Office:**

Provost Office

## **POLICY STATEMENT**

### **Faculty Salary Adjustment Program**

Each year the Faculty Salary and Budget Committee (FSBC) recommends to the University Academic Senate (UAS) how funds, as available for faculty salary increases, are to be administered. The document wherein the resulting salary increase process is described is titled the Faculty Salary Adjustment Program. It is distributed to teaching members of the faculty during the initial stages of the process, usually by the end of the winter semester/term.

The pool of available funds each year is characterized as a percent of current faculty base salaries, i.e., X.X% in the "generic" copy.

Questions about the process should be directed to the unit head. Suggestions for the improvement of the process should be communicated to the college's representative on the Faculty Salary and Budget Committee as early as possible during the Fall Semester. The Committee considers revisions each year.

The Board of Trustees approves annually an increase in funds available for salary increments.

#### **1. Fund Allocation.**

a. Fifteen percent of the total increment funds available are retained by the Provost for special salary adjustments. All of these funds will be expended for these purposes.

b. Eighty-five percent of the total increment funds available are allocated to the appointing officers. The current appointing officers are:

Dean of the Seidman College of Business

Dean of the College of Community and Public Service

Dean of the College of Education

Dean of the College of Liberal Arts and Sciences

Dean of the Padnos College of Engineering and Computing

Dean of the College of Health Professions

Dean of the Kirkhof College of Nursing

Dean of the Brooks College of Interdisciplinary Studies

Dean of the University Libraries

#### **2. Range of Salary Adjustments**

Recommendations for individual salary adjustments to the Provost must fall within the following ranges. These ranges are based on performance over the past academic year.

- a. Less than satisfactory performance: 0 to 55%.
- b. Satisfactory performance: 70% to 100%.
- c. Exemplary performance: 105+%.

In addition, the Appointing Officer may also make a request for a special salary adjustment (see 3.c below) to the Provost. Adjustment by the Provost can result in individual salary increment percentages, based on the total increment funds, being higher for certain individuals.

### **3. Guidelines for Increments**

- a. Appointing officers are required to recommend salary adjustments to the Provost. The appointing officer will consider the summary of peer evaluations as the most important factor in determining the recommendation for salary adjustment.
- b. The Provost will consider individual salary adjustment problems that cannot be resolved within an appointing officer's allocation. Appointing officers must prepare written justification to support such requests.
- c. The funds retained by the Provost (15% of total increment funds) are intended to address outstanding performance, extraordinary circumstances, and market conditions. These are allocated based on written requests from appointing officers for salary adjustments that cannot be resolved by the appointing officer's allocation and cases identified by the Provost that require special adjustment. In making these adjustments, the Provost should consider salary compression as an important factor. Promotional increments are not included in these funds.

4. **Evaluation Criteria.** Evaluation criteria for faculty performance reviews are specified in the Board of Trustees' Policies [BOT 4.2.9](#).

### **5. Unit Peer Evaluation**

Peer evaluation is part of the salary adjustment process.

- a. Every member of a unit will be given the opportunity to evaluate colleagues based on the evaluation criteria unless a two-thirds majority of the faculty vote each year to waive that option. This decision must be communicated in writing to the appointing officer.
- b. The unit head will collect relevant Faculty Activity Plans, Faculty Activity Reports, and current vitae not later than February 1. The faculty member is responsible for submitting these materials in a timely manner to permit peer evaluation to take place.
- c. The unit head is responsible for distribution of these materials corresponding to the evaluation criteria in a timely manner to enable peer evaluation to take place.
- d. The unit head will summarize peer evaluations and forward such summary to the appointing officer. However, unit faculty peer evaluations of the unit head will be sent directly to the appointing officer.
- e. If peer evaluation does not take place, the unit head will evaluate each faculty member against the evaluation criteria and transmit a recommendation to the appointing officer.

### **6. Communication with faculty**

- a. Written Performance Summary/Meeting with Faculty Members

By the end of the winter semester/term, each faculty member will receive a written performance summary from the unit head that includes:

- i. The unit head's summary of peer evaluations (or the unit head's recommendations if peer evaluation is not done).
- ii. A discussion of the faculty member's performance in teaching (or professional effectiveness for librarians), scholarship, service, and the significant focus commitment from the Faculty Activity Plan.
- iii. A discussion of any departmental concerns regarding contract renewal, tenure, or promotion for untenured faculty.
- iv. Faculty members will normally be informed of their annual performance category by the end of the winter semester/term.

After the written performance summary has been completed, the unit head will also hold a meeting with each faculty member to discuss performance during the past year. This meeting will occur ordinarily before the end of the winter semester/term.

**b. Justification Required**

- i. For tenured faculty members, written justification is not required for recommendations within the satisfactory range. However, appointing officers must prepare a written justification to the Provost to accompany salary adjustment recommendations in the ranges for "less than satisfactory performance", "exemplary performance," and "special salary adjustments." A copy of the justification for these adjustments needs to be provided to each affected faculty member ordinarily by the end of the winter semester/term.
- ii. For tenure-track faculty members who are untenured, written justification is required for recommendations in all ranges. Appointing officers must provide a written justification to the Provost to accompany all salary adjustment recommendations, a copy of which needs to be provided to each faculty member ordinarily by the end of the winter semester/term.

**c. Annual Salary Letter**

- i. The annual salary letter will communicate both the percent and actual dollar amount of the salary adjustment, including a breakdown by category of adjustment (merit, promotional increment, and special salary adjustments, market adjustment). This letter will be mailed to faculty when the actual dollar amounts are known.
- ii. The annual salary letter will also communicate both the percent and actual dollar amount of the total faculty salary adjustment as compared to the previous year.

**7. Appeals.**

Faculty who disagree with the salary adjustment may appeal using pertinent supporting material according to the procedure specified in the Board of Trustees' Policies [BOT 4.2.18](#).

**8. Promotional increments.**

As provided in the Board of Trustees' Policies [BOT 4.2.20](#), faculty who are promoted will receive, in addition to their regular salary increase, the indicated promotion increment or no less than the minimum of the salary range of the new rank if the combination of the regular increase and the promotion increment fall below the minimum.

Promotion to:

Assistant Professor	\$1,000
Associate Professor	\$5,000
Full Professor	\$6,500

## GRADUATE CERTIFICATE POLICIES

SG 2.03

### **Date of Last Update:**

January 09, 2020

### **Approved By:**

- University Academic Senate / Provost

### **Responsible Office:**

Provost Office

## POLICY

### **H.** A graduate certificate program:

- shall consist of at least nine (9) graduate-level credits; credits earned in required undergraduate courses do not apply to this minimum.
- shall be approved through the specified University curriculum process.
- may require the completion of undergraduate prerequisite or cognate courses.
- shall be consistent with the expectations for graduate-level education as stated in the Higher Learning Commission *Criteria for Accreditation Handbook*:

Graduate-level learning activities are more focused in content and purpose and more intellectually demanding than undergraduate education; faculty and students engage in scholarship involving research and practice as appropriate to the discipline or field; and learning activities involve frequent interactions among faculty and graduate students.

## PROCEDURES

### 1. Admission:

- Normally, admission to a graduate certificate program is a baccalaureate or higher degree earned at a US regionally-accredited institution or its international equivalent.
- The Dean of Graduate Studies may waive this requirement in highly exceptional circumstances at the recommendation of the Graduate Certificate Director.
- University undergraduate students taking graduate courses through the dual-credit process may be admitted to a graduate certificate program. However, an undergraduate student may NOT be awarded a graduate certificate until they have been awarded a baccalaureate degree.
- A graduate certificate program may specify additional admissions requirements.

### 2. Application for admission:

- A student who is not enrolled in a graduate degree program must apply for admission to a graduate certificate program prior to completing fifty (50) percent of the required credits for the graduate certificate. This requirement applies to an undergraduate student pursuing a graduate certificate through the dual -credit process.
- Graduate students who are currently enrolled in a graduate program of study leading to a degree, and who wish to

simultaneously pursue a graduate certificate must inform the certificate program director and the Dean of Graduate Studies of their intent to seek the graduate certificate.

3. A graduate certificate may be awarded to a student:

- a. who has been admitted to either the specific graduate certificate program or a graduate degree program at the University, and
- b. who has earned a minimum of a 3.0 (B) grade point average in University courses required for the certificate, and
- c. who has successfully completed the required courses, including any required undergraduate prerequisite or cognate courses for the certificate and no required graduate course is more than eight (8) years old at the time the certificate is awarded, and
- d. who is in good standing with the University.

4. Applying certificate course work to additional graduate certificates and graduate degrees:

- a. A graduate course used to meet the requirements of a graduate certificate may be utilized to meet the requirements of a second or subsequent graduate certificate only with the approval of the Dean of Graduate Studies.
- b. The use of a graduate-level course to meet the requirements of a graduate certificate degree program does not preclude its use toward the requirements of a graduate degree.

5. Course substitutions:

- a. In general, the Graduate Academic Policy on the *Approval of Course Waivers, Course Substitutions, and Individual Program Plans* is applicable to graduate certificate programs.
- b. At the discretion of the Graduate Certificate Director, a relevant graduate course may be substituted for a required dual-listed course that a student has completed for undergraduate credit with a grade of 'B' or higher.
- c. Generally, no more than one dual-listed course taken for undergraduate credit may apply toward the requirements of the certificate. However, upon the recommendation of the Graduate Certificate Director, the Dean of Graduate Studies may approve the application of a second required dual-listed course taken for undergraduate credit toward the requirements of the certificate.

6. Transfer credit:

The transfer of credit to a graduate certificate program is limited to no more than one-third of the required credits for the certificate and subject to the applicable provisions of the *Graduate Academic Policy on the Transfer of Credit to a Graduate Program*.

7. Administration:

Each graduate certificate program shall have a designated graduate certificate director as defined in "Definitions".

#### DEFINITIONS:

**A graduate certificate** is a credential awarded by the University for completion of a defined and focused collection of courses that meet a clear **and appropriate educational objective at the graduate level**. A graduate certificate is NOT a degree offering of the University.

**A graduate certificate director** is the individual designated to administer the graduate certificate program. The role, responsibilities and authority of a graduate certificate director are similar to those of a graduate program director with respect to a graduate degree program.

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## GRADUATE ASSISTANTSHIP

SG 6.03

### **Date of Last Update:**

January 09, 2020

### **Approved By:**

- University Academic Senate / Provost

### **Responsible Office:**

Provost Office

## POLICY

### **Purpose**

The Graduate Assistantship Policy distinguishes Graduate level policies from policies detailed in the Shared Governance Faculty Handbook Policies that currently govern [Undergraduate Student Employees SG 6.02](#).

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

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

Third, Graduate Assistants may serve in an instructional role where appropriate. Service in an “instructional role” requires that the graduate student works under the direct supervision of a tenure track faculty member who has final grading responsibility for the course. This corresponds to policies that allow undergraduates opportunities for “assisting in laboratory and studio sessions” [Undergraduate Student Employees SG 6.02](#).

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

See The Graduate School website at [www.gvsu.edu/gs](http://www.gvsu.edu/gs) for additional information.

## POLICY STATEMENT

### **General Policies**

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

In recognition that many Graduate Assistantships are used to recruit students to specific graduate programs, and that many students may not have ready access to the website, departments may use positions to recruit students to their

own graduate program, without posting to the wider student community. However, special positions funded through grants or from other sources that arise during the academic year should be fully advertised as noted above

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## DISSEMINATION POLICY FOR SCHOLARLY WORK WITH GRADUATE STUDENTS

SG 6.04

**Date of Last Update:**

May 13, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

### POLICY STATEMENT

1. Each graduate program is required to have a published dissemination policy for scholarly work with graduate students that is approved by the Dean of the Graduate School.
  2. The policy should adhere to the principles of the [BOT Policy 4.1.10.2 Rights in Published Material, Inventions and Secret Process](#) and disciplinary norms for dissemination.
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## GRADUATE PROGRAM DIRECTORS

SG 6.05

**Date of Last Update:**

January 09, 2020

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

### POLICY STATEMENT

1. Each graduate program will have a graduate program director (hereinafter referred to as the GPD).
2. The authority to appoint the GPD is vested in the dean of the academic college. The dean will normally appoint the new GPD from nominations/recommendations received from the unit head. Should the dean make an alternate appointment for GPD, the dean will provide a rationale to the unit head. If the unit head is not able to make a nomination, the dean will make an appointment.
3. Normally the appointment will be for a three-year period. A GPD may be reappointed.
4. Normally all GPD appointees will have graduate faculty status, or have the academic credentials to be awarded graduate faculty status, with the associated responsibilities and benefits of faculty rank. Administrative personnel may also serve as a GPD when other tenure-line faculty are academically responsible for the program curricula and

assessment. Characteristically, GPDs will be senior faculty with tenure, chosen on the basis of their leadership and organizational ability.

5. GPDs will be responsible for ensuring completion of the Graduate Program Management Responsibilities as identified by each graduate program and approved by the academic dean specified in a separate document to be kept on file in the Graduate School, the appointing academic dean's office, the appropriate academic unit head's office, and with the GPD.

6. Normally the GPD will be evaluated annually as part of the Faculty Activity Plan (FAP) and Faculty Activity Report (FAR) process. The unit head and/or Dean will provide a written performance summary of the GPD based on duties and responsibilities of the GPD position. The Graduate Dean will provide written input to the performance summary of the GPD on a three-year rotation or more frequently if requested by the GPD, academic unit head, or academic dean.

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## Research Policies

### BRIDGE FUND REQUEST POLICY

SLT 3.2

**Date of Last Update:**

July 31, 2008

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Center for Scholarly and Creative Excellence

### POLICY STATEMENT

Grand Valley State University does not encourage creating nor approving a Request to Add a New Fund (RANF) and establishing a FOAP prior to the official receipt of a fully executed award. A **fully executed** award is an externally sponsored agreement (grant, contract, or cooperative agreement) that is signed by the duly authorized official of both the external sponsor and Grand Valley State University. It is important to note that any expenses incurred prior to an award and without the appropriate approvals place the University at risk.

However, in some extraordinary situations, effective project management or research necessitates incurring expenses prior to the receipt of a fully executed award. In such cases, Principal Investigators may request a "bridge fund" be established in anticipation of the fully executed award. Principal Investigators should contact the Office of Sponsored Programs (OSP) to initiate a Bridge Fund Request.

### PROCEDURES

In an effort to minimize the risk to the University, the Office of Sponsored Programs will verify with the sponsor the allowability of pre-award costs, the anticipated award amount, and the period of performance. Once OSP receives verification in writing from the sponsor's grants or contracts officer, the responsible Principal Investigator, Chair/Unit Head, Dean, and University Authorizing Official are all required to agree in writing to proceed with the expenditure of University funds in anticipation of the award. This agreement will be prepared by OSP in consultation with the Office of Business and Finance. It will be the responsibility of the Principal Investigator to obtain the required signatures of the appropriate Chair/Unit Head, Dean, University Authorizing Official, and Executive Officer (Office of the Provost).

The Bridge Fund Request will be processed in a manner similar to the Request to Add A New Fund. However, attached to the Bridge Fund Request will be:

1. Written verification from the sponsor (signed by the sponsor Grants/Contracts Officer) received by OSP
2. Bridge Fund Request Agreement signed by the Chair/Unit Head, Dean, and University Authorizing Official
3. A copy of the proposal application, narrative & budget

A Bridge Fund Request shall not exceed 15% of the anticipated GVSU award amount. The maximum allowable amount requested will be verified by OSP in consultation with the Office of Business & Finance. If the award is for multiple years, the Bridge Fund Request shall not exceed 15% of the anticipated GVSU award amount for the first year of the funding. Upon the official receipt of the fully executed award, the bridge fund transition into the official FOAP for the project.

Should funding not be received from the sponsor (e.g. the award start date is delayed, or the costs are determined to be unallowable, etc.) coverage of costs incurred on the project becomes the responsibility of the Department Chair/Unit Head having initiated and signed the initial Bridge Fund Request form.

This policy was effective August 1, 2007 and will be revisited for any revisions, changes, or sunset within one year of its effective date.

#### **Contact Office of Sponsored Programs**

Phone: (616) 331-6826

Website: <http://gvsu.edu/grants>

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## **CONFLICT OF INTEREST IN RESEARCH POLICY**

SLT 3.4

#### **Date of Last Update:**

December 22, 2016

#### **Approved By:**

- Senior Leadership Team

#### **Responsible Office:**

Center for Scholarly and Creative Excellence

## **POLICY STATEMENT**

The University is committed to transparency, integrity of scholarship, and independence as it pursues its mission to create, preserve, and disseminate knowledge through teaching, research, and public service. Accordingly, Grand Valley State University allows and encourages faculty and staff to engage in outside activities and relationships that enhance the mission of the University. All faculty and staff members are to act with honesty, integrity, and in the best interest of the University when performing their duties, and to abide by the highest standards of research, educational, professional, and fiscal conduct.

External sponsors, whether governmental or private, institute conflict of interest regulations of their own for investigators seeking research funding. The purpose of such regulations is to promote objectivity in research and to provide a reasonable expectation that the design, conduct and reporting of sponsored research will be free from bias arising from Financial Interests of participating investigators. As a recipient of external funding from governmental and

nongovernmental sponsors, the University must comply with these regulations. Similarly, investigators engaged in research on human subjects will be expected to comply with the Conflict of Interest (COI) provisions of the University's Human Research Review Committee (HRRC) whether the research is funded from external sources or not.

No research, sponsored program, or technology transfer activities occurring at the University shall be adversely affected by the financial interests of the University personnel carrying out those activities. Prior to participating in a research, sponsored program, or technology transfer activity, University personnel having a potential conflict of interest shall disclose the details to the University. The Research Integrity Officer at the University shall be responsible for reviewing the disclosures and instituting an adequate plan for the management of any potential financial conflict of interest.

If any application for external funding is involved, faculty and staff investigators shall ensure that they have disclosed all Significant Financial Interests related to their University Responsibilities prior to submitting the application, and as soon as possible thereafter if a new Significant Financial Interest meeting the disclosure standard arises. Disclosures shall also be updated as soon as possible, but within 30 days, when an existing Significant Financial Interest ends or changes in a material way.

Faculty and Staff investigators funded by the Public Health Service (PHS) and/or other agencies that abide by PHS COI regulations are subject to additional requirements in accordance with 42 C.F.R. Part 50.601. Investigators involved in research funded by PHS sponsors must complete required conflict of interest training before engaging in research and every four years thereafter. GVSU may require training more frequently than every four years if there is a substantive conflict of interest change or specific instances of noncompliance.

This policy fulfills federal regulations requiring institutions receiving federal funding to have in place a written, enforced policy and process to identify and manage, reduce, or eliminate conflicts of interest of persons engaged in the design, conduct, or reporting of federally funded research.

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## **COPYRIGHT POLICY**

SLT 3.5

**Date of Last Update:**

May 06, 2015

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

University Libraries

## **POLICY STATEMENT**

The Grand Valley State University Libraries are committed to following all applicable laws regarding copyright and other intellectual property. This includes not only preserving the rights of creators and owners of copyright, but also supporting the rights of users of copyrighted material, including fair use and other exemptions from copyright. This policy outlines the role of the University Libraries in providing education, information, and support regarding copyright, in order to fulfill our mission of advancing intellectual growth and discovery at GVSU.

## **PROCEDURES**

The University Libraries work to educate and support our students, faculty, and staff by serving as an information resource on copyright law as well as the rights of creators, owners, and users of copyrighted materials. We provide

detailed resources for understanding and working with copyright through our copyright guide:

<http://www.gvsu.edu/library/copyright>

We also offer educational programming, individual consultations, and other services related to copyright issues. For more information on the copyright services we provide, or for support with a copyright issue, please contact a librarian <https://www.gvsu.edu/library/librarians>

The University Libraries offer education and information, but we do not enforce others' compliance with copyright law, nor do we provide legal advice. We can help faculty, students, and staff understand how copyright law works in general, and provide information on specific issues, but the final responsibility for ethical and legal use of copyrighted materials rests with the user. This responsibility extends to the use of technology provided by the Libraries, such as scanners and photocopiers.

The University Libraries do take responsibility for adhering to copyright law when using copyrighted materials in our mediated services, including course reserves and Document Delivery, and we make internal decisions accordingly. However, we cannot make decisions for other users; we can only provide information and education. For legal advice pertaining to copyright and other intellectual property issues, we recommend that you contact the Division of Legal, Compliance & Risk Management.

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## EXPORT CONTROL POLICY

SLT 3.6

**Date of Last Update:**

April 24, 2019

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Center for Scholarly and Creative Excellence

### POLICY STATEMENT

All personnel at Grand Valley State University, including faculty at all levels, staff, students, visiting scholars, and all other persons herein referred to as "GVSU Personnel" retained by or working at the University must comply with all U.S. export control laws and regulations while teaching, conducting research, or providing service activities at or on behalf of the University. No GVSU Personnel may engage in any export activity that is prohibited by the U.S. Department of Commerce, the U.S. Department of State, the U.S. Department of Treasury's Office of Foreign Assets Control, or any other government agency that enforces export laws/regulations. Similarly, GVSU Personnel may not transfer any controlled item, including technology and technical data, to any foreign nationals inside or outside the United States territory without approved documentation.

Compliance with export control laws and regulations must be considered and if necessary achieved *before* engaging in science or technology-based research, executing contracts or other agreements, purchasing high-technology devices or software, or traveling internationally. GVSU Personnel are responsible for the following:

- (i) Ensuring their educational, research, and other University activities are conducted properly and in compliance with [export control regulations, all requirements of this policy, and any technology control plan](#) on which they are included;
- (ii) Ensuring contracts and service agreements entered into on behalf of the University include the [appropriate](#)

[export control language](#):

(iii) Notifying the Office of Research Compliance and Integrity at least 30 days prior to traveling on behalf of the University to any of the following locations:

(1) [Embargoed and/or targeted sanctioned countries identified by the Export Administration Regulations and/or the Office of Foreign Assets Control](#), and

(2) [Prohibited countries identified by the International Traffic in Arms Regulations](#)

(iv) Obtaining pre-approval from the Office of Research Compliance and Integrity to take or ship any University property to an [embargoed, targeted sanctioned, and/or prohibited country](#) as defined in (iii) above; and

(v) Ensuring University business is not conducted with any individual or entity on a [prohibited party list published by the Departments of Commerce, State, or the Treasury](#)

It is essential that all GVSU Personnel keep current with information and training provided by the University. The Vice Provost for Research Administration (VPRA), or designee, is the University's Empowered Official who is responsible for overseeing the University's export compliance program.

The University's Empowered Official or designee, is legally empowered to sign license applications or other requests for approval on behalf of the University and has authority to:

- (i) Enquire into any aspect of a proposed export or temporary import by the University,
- (ii) Verify the legality of the transaction and the accuracy of the information to be submitted, and
- (iii) Refuse to sign any license application or other request for approval without prejudice or other adverse recourse.

For more information about export controls, please contact the Office of Research Compliance and Integrity at 616-331-3197 (<https://www.gvsu.edu/export/>).

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## EXTERNALLY SPONSORED PROJECTS POLICY

SLT 3.11

**Date of Last Update:**

September 04, 2019

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Center for Scholarly and Creative Excellence

### POLICY

This document establishes Grand Valley State University's (University) official policy governing the administration of proposals, awards, contracts, and agreements for *all externally sponsored projects*. Externally Sponsored Projects do **not** include Purchasing Agreements or Philanthropic Gifts.

The purpose of this policy is to help ensure that all proposals and awards for externally sponsored projects conform to federal regulations, including the Office of Management and Budget 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (a.k.a., the Uniform Guidance)—and are consistent with GVSU's academic and business policies and sound fiscal practices.

## POLICY STATEMENT

Only an Authorized Organizational Representative of the University may submit proposals to fund and/or otherwise support externally sponsored projects on behalf of the University.

In addition, an Authorized Organizational Representative may accept on behalf of the University any Externally Sponsored Project award resulting from such proposal submissions or other solicitation processes. The University will not normally accept awards received from outside sources without prior proposal approval as provided in this policy.

## DEFINITIONS:

**Assistance Action:** The main purpose of an assistance action is to transfer money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support or stimulation. The agency must have legal authority to award assistance agreements for this purpose. Grants or cooperative agreements are used to award assistance funds.

**Authorized Organizational Representative:** An Authorized Organizational Representative is the Vice Provost for Research Administration and any University employee(s) to whom the Vice Provost for Research Administration has delegated oversight responsibility for the administration and management of Externally Sponsored Projects at the University. Only an Authorized Organizational Representative has the authority to submit proposals, accept awards, and sign contracts and agreements for Externally Sponsored Projects on behalf of the University.

**Externally Sponsored Project:** Externally Sponsored Projects include all projects supported by way of grants and cooperative agreements (direct Assistance Actions); incoming or outgoing sub-recipient agreements or subawards (pass-through Assistance Actions); certain incoming or outgoing contracts (i.e., *externally sponsored* Procurement Actions), including direct contracts, [service agreements, and consulting agreements](#); pass-through subcontracts and service agreements; and certain other agreements, including master collaboration agreements, material transfer agreements, and data-use agreements—whether funded or unfunded. Externally sponsored projects do **not** include Purchasing Agreements or Philanthropic Gifts.

**Philanthropic Gift:** A philanthropic gift is an instrument by which an outside donor voluntarily transfers money, services, or property from a donor to the University. There is no expectation of direct economic benefit or the provision of goods or services to the donor, although donors can place stipulations on gifts that direct the funds to the donors' areas of interest. The absence of quid pro quo language helps define the charitable nature of this type of giving.

**Procurement Action:** The main purpose of a procurement action is to acquire property or services by purchase, lease, or barter for the use or direct benefit of the purchaser (whether the purchaser is the university purchasing from an outside entity or an outside entity purchasing services from the university). An agreement or contract is used as the legal instrument to award a Procurement Action.

**Purchasing Agreement:** An agreement entered into by the University through its Procurement Services Office and an outside vendor or supplier to purchase goods and/or services. Examples of non-sponsored purchasing agreements include software licenses, pricing agreements, equipment maintenance agreements, custodial and facilities services, landscaping services, and office supply-vendor agreements.

For more information about this policy and the procedures established to ensure compliance with it, please contact the Office of Sponsored Programs at 616-331-6826 or [osp@gvsu.edu](mailto:osp@gvsu.edu).

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## ALLOWABLE COST POLICY



**Date of Last Update:**

September 04, 2019

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Office of Sponsored Programs

**POLICY**

All costs proposed to be charged on externally sponsored projects (as defined at [SLT 3.11: EXTERNALLY SPONSORED PROJECTS POLICY](#)) at Grand Valley State University (the University) must comply with the Federal cost principles prescribed in 2 CFR 200 Subpart E, §200.400; the policies of the sponsoring agency; the specific funding solicitation for which the cost is proposed; and all applicable policies of the University.

Specifically, in order to be deemed an **allowable cost** on such a project, the cost of any particular item must:

1. Be **necessary and reasonable** for the performance of the awarded project. That is, the project cannot be performed without the item and a reasonable and prudent person would incur the cost of the item under the circumstances prevailing at the time the decision was made to propose or incur the cost (§200.403-404).
2. Be fully **allocable** to the particular awarded project or be proportionally allocable to it and another cost objective according to the relative benefit derived (§200.405).
3. Be **treated consistently**. A cost may not be assigned to a sponsored project as a Direct Cost if any other cost incurred for the same purpose in like circumstances has been allocated to the awarded project as an Indirect Cost. University policies governing the treatment of costs must apply uniformly to both sponsored- and non-sponsored activities. Like expenses must be treated the same in like circumstances (§200.400(e)).

Such costs must also meet one of the following two criteria:

1. Be an item or category of cost that is **not expressly disallowed by the federal government** (guidance available at §200.420-475, General Provisions for Selected Items of Cost); **the sponsor** (as documented in sponsor policy statements and in the applicable sponsor funding solicitation); **or the University** (as defined below under Unallowable Costs and documented in the [Business and Finance Procedures](#) and the [University-Wide Policies](#)); OR
2. Be an otherwise unallowable cost that is **expressly allowed by the sponsor**, whether as stipulated in an award or proposal-solicitation document or as documented in a prior written approval request duly executed by an Authorized Organizational Representative of the University. If an expense does not meet the above criteria, it must not be charged to an externally sponsored project at the University.

**DEFINITIONS:**

**Direct Costs** are expenses that are specifically associated with a particular externally sponsored project that can be directly assigned to such activities with a high degree of accuracy.

**Indirect Costs** (also referred to as Facilities & Administration [F&A] or overhead costs) are expenses that cannot be identified specifically with a particular project or activity. Indirect costs benefit multiple activities and programming objectives. In order to capture the amount of indirect costs that should be allocated to a grant, the University has calculated an indirect cost rate, approved by the federal government.

The indirect costs included in this rate are made up of two broad categories: Facilities and Administration.

Facilities costs include:

- Custodial and Maintenance
- Utilities
- Grounds Services
- Parking Operations, less parking fines and fees
- Property and Liability Insurance
- Facility Planning and Management
- Engineering Planning and Management
- Depreciation

Administration costs include all the expenses incurred in providing the following university services:

- Central Administration
- Business & Finance, including financial audit
- Human Resources
- Legal Services
- Inclusion & Equity
- Library Operations
- Administrative Computer Operations
- Grants and Research Administration
- Department Administration, as defined by the federal government to be 20% of Dean and Dean's assistant compensation
- Mail Services
- Public Safety
- University Communications

**Federal Cost Principles** are the Federal regulations that govern expenditures on federal awards and which also apply to non-federal awards to GVSU because of the University's required federal compliance under 2 CFR 200 Subpart F: Audit Reporting.

**Prior Written Approval** is a formal permission the University must document before it proposes or incurs a special or unusual cost that may be deemed unallowable under the federal cost principles under normal circumstances.

Requests for prior written approval must be rationalized in writing as allowable under an "unlike circumstances" justification by the University personnel who wish to propose the special or unusual costs. The requests are then reviewed, approved, and (assuming approval is granted) formally submitted to the sponsoring agency by the Authorized Organizational Representative of the University (as defined in [SLT 3.11: EXTERNALLY SPONSORED PROJECTS POLICY](#)).

In accordance with the Uniform Guidance at 2 CFR 200, prior written approval from the sponsor is explicitly required (either in the awarded proposal budget, during award negotiation, or prior to incurrence of costs in the event that the expense is to be proposed post-award) for a number of items, including the following:

1. Administrative expenses (§200.413(c))
2. Change of scope (§200.308 (c)(1))
3. Cost sharing or matching (§200.308 (c)(7))
4. Entertainment costs (§200.438)
5. Equipment and other capital expenditures (§200.313, 439)
6. Exchange rates (§200.440)
7. Fines, penalties, damages and other settlements (§200.441)
8. Fixed amount subawards (§200.332)
9. Fund raising and investment management expenses (§200.442)
10. Memberships in any civic or community organization (§200.457 (c))
11. Organization costs (§200.455)

12. Participant support costs, any transfer of budget (§200.308 (c)(5))and (§200.456)
13. Rearrangement and reconversion expenses (Renovations) (§200.462)
14. Selling and marketing costs (§200.467)
15. Subawards, any changes or transfers (§200.308) (c)(6))
16. Supplemental compensation for incidental activities (§200.430 (h) (ii))
17. Use of program income (§200.307)

**Unallowable Costs** are costs that could be considered appropriate and reasonable, but which are not eligible for reimbursement by the federal government and therefore to ensure consistent treatment under the federal cost principles, are not allowable on any sponsored program. Exceptions are possible with a strong justification for unlike circumstances and with prior written approval (as defined above) from the Authorized Organizational Representative of the University and the sponsor.

Unallowable costs include:

1. Advertising and public relations
2. Advisory councils
3. Alcoholic beverages
4. Alumni/ae activities
5. Bad debt expense
6. Collections of improper payments
7. Commencement and convocation costs
8. Contributions and donations
9. Entertainment costs
10. Fines, penalties, damages and other settlements
11. Fund raising and investment management costs
12. Lobbying
13. Intra-Institution of Higher Education (IHE) Consulting
14. Losses on other awards or contracts
15. Club, social, dining club or lobbying organization memberships
16. Proposal costs
17. Meals and travel associated with lobbying, fund raising, alumni activities
18. Student activities
19. Passports and immigration visas

For more information about this policy and the procedures established to ensure compliance with it, please contact the Office of Sponsored Programs at 616-331-6826 or [osp@gvsu.edu](mailto:osp@gvsu.edu).

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## **COST SHARING POLICY FOR EXTERNALLY SPONSORED PROJECTS**

SLT 3.11.2

**Date of Last Update:**

September 04, 2019

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Office of Sponsored Programs

## POLICY

Grand Valley State University (the University) shall minimize cost sharing on all externally sponsored projects (as defined at [SLT 3.11: EXTERNALLY SPONSORED PROJECTS POLICY](#)).

The University will allow cost sharing on such projects under the following conditions:

1. When it is required by the sponsoring agency (Mandatory Cost Sharing) as documented in a proposal solicitation, program description, sponsor policy, Catalog of Federal Domestic Assistance record, broad agency announcement or other official sponsor document.
2. When a reasonable justification is made that provision of Voluntary Cost-Sharing (whether Committed or Uncommitted) will improve the competitiveness of a proposal.

Further, in cases under which the University will allow cost sharing:

1. The proposed cost sharing must be thoroughly and accurately quantified;
2. The proposed cost sharing must represent an allowable cost (as defined in [SLT 3.11.1 ALLOWABLE COST POLICY](#));
3. The proposed cost sharing must be limited to what is required by the sponsor (Mandatory Cost Sharing) or to what is deemed reasonable by the Appointing Officer (as defined in [BOT 4.1.1: GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF – PERSONNEL ADMINISTRATION](#)) who has authority over the resources proposed to be committed (Voluntary Cost Sharing);
4. The approval to subsidize all proposed cost sharing must be documented by the Appointing Officer who has authority over the resources proposed to be committed;
5. The quantification and approval of cost-sharing subsidies must be documented and approved by the Authorized Organizational Representative of the University (as defined at [SLT 3.11: EXTERNALLY SPONSORED PROJECTS POLICY](#)) using the standard systems and processes of the Office of Sponsored Programs; AND
6. All approved cost sharing included in an awarded externally sponsored project must be monitored, tracked, and reported by the Grants Accounting office in accordance with all applicable federal and sponsor requirements.

## DEFINITIONS:

**Cost Sharing:** Cost sharing is that portion of an externally sponsored project cost that is not reimbursed by the sponsor (whether federal or non-federal) and therefore represents a commitment of institutional resources that would generally otherwise be devoted to other University purposes.

There are three forms of cost sharing:

1. Mandatory Cost Sharing, which is required by the sponsor as an award condition and becomes an obligation once an award is made;
2. Voluntary Committed Cost Sharing, which is voluntarily offered and documented in a proposal submission and therefore becomes an obligation once an award is made; and
3. Voluntary Uncommitted Cost Sharing, in which voluntary cost sharing is intended, but not explicitly committed (documented) in a proposal, and therefore not a binding commitment that must be tracked and reported.

For more information about this policy and the procedures established to ensure compliance with it, please contact the Office of Sponsored Programs at 616-331-6826 or [osp@gvsu.edu](mailto:osp@gvsu.edu).

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## SUPPLEMENTAL COMPENSATION ON EXTERNALLY SPONSORED PROJECTS POLICY

SLT 3.11.3

**Date of Last Update:**

September 04, 2019

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Office of Sponsored Programs

**POLICY**

Grand Valley State University (the University) normally does not allow for compensation charges in excess of an individual's Institutional Base Salary on any Externally Sponsored Project (as defined in [SLT 3.11: EXTERNALLY SPONSORED PROJECTS POLICY](#)). In most cases, funding from such projects must supplant, not supplement Institutional Base Salary during the Base-funded Appointment Period.

In the absence of unusual circumstances and specific Prior Written Approval (as defined in [SLT 3.11.1: ALLOWABLE COSTS POLICY](#)) from the appropriate University and/or sponsor officials as described in this policy, faculty member compensation for sponsored-project work at the University must offset Institutional Base Salary through:

1. The use of Significant Focus Time (as defined in [SG 3.01: FACULTY RESPONSIBILITIES](#));
2. The application of Reassigned Time (as defined in [SG 3.03: REASSIGNED TIME](#)); or
3. Some combination of Significant Focus Time and Reassigned Time.

Absent Prior Written Approval for Supplemental Compensation following procedures stated below, Administrative/Professional staff members must also offset Institutional Base Salary to participate in externally sponsored projects (supplant, not supplement). Such offsets shall require a reorganization of established job duties in the staff member's organizational unit that is approved by the staff member's Appointing Officer and Executive Officer.

In order to charge Supplemental Compensation to federally funded Externally Sponsored Project accounts at the University, the work performed must be justifiable as Intra-Institution of Higher Education Consulting as defined at [2 CFR 200.430—COMPENSATION: PERSONNEL SERVICES](#), which limits such charges according to their adherence to specific criteria. Such consulting must be:

1. Across departmental lines or involve a separate or remote location that is at least 30 miles away from the employee's University campus office;
2. Outside the scope of the employee's regular appointment as documented in the employee's appointment letter;
3. Short term in nature; and
4. Provided for in the sponsored agreement, or approved in writing by the sponsoring agency prior to the incurrence of applicable expenses.

In order to charge Supplemental Compensation to a non-federal Externally Sponsored Project account, the allocation is subject to the prior written approval of the Vice Provost for Research Administration as well as the sponsoring agency.

**DEFINITIONS:**

**Base Appointment Period** at the University generally falls into one of two categories:

1. An Academic Year Appointment is comprised of the nine-month span from August 6 of a given calendar year to May 5 of the following calendar year.

2. A 12-month Appointment is comprised of the twelve-month span from August 6 of a given calendar year to August 5 of the following calendar year.

**Institutional Base Salary** is the annual salary the University pays for an employee's appointment, regardless of appointment category and whether the employee's time is spent on research, teaching, administration, patient care, or other University responsibilities. Institutional Base Salary does not include bonuses, one-time payments, incentive pay, or income that an employee is permitted to earn outside of their University responsibilities such as Private Consulting.

**Private Consulting** refers to works for hire performed by a University employee outside of their University responsibilities. To be deemed private consulting, work must be performed without the use of any University resources, including administrative services of any kind, facilities (classroom, clinical, meeting, or office space), supplies, equipment, computing resources, and any other service or resource owned by the University. Any outside employment must be approved in advance by the Appointing Officer (BOT 4.1.10). Consulting services that require the use of University resources are subject to [SLT 3.17: SERVICE AND CONSULTING AGREEMENTS POLICY](#).

**Supplemental Compensation**, also known as extra salary or extra service pay, is compensation a University employee receives in excess of Institutional Base Salary; Supplemental Compensation represents payments for services outside the normal scope of employment.

For more information about this policy and the procedures established to ensure compliance with it, please contact the Office of Sponsored Programs at 616-331-6826 or [osp@gvsu.edu](mailto:osp@gvsu.edu).

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## FACILITIES AND ADMINISTRATIVE COST POLICY

SLT 3.11.4

**Date of Last Update:**

July 13, 2016

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Center for Scholarly and Creative Excellence

### POLICY STATEMENT

Grand Valley State University's Facilities and Administrative (F&A) rate (also known as the indirect-cost rate) is established in accordance with the Federal Office of Management and Budget under 2 CFR 200 Uniform Guidance (previously A-21). The rate is negotiated between the University and the U.S. Department of Health and Human Services, the cognizant federal agency that oversees the administration of sponsored agreements at the University. The University's F&A rate reflects the cost of real, auditable expenses incurred in the conduct of sponsored research and programs. Included among these costs are depreciation costs of buildings and equipment, maintenance and repairs, janitorial services, utilities, hazardous waste disposal, libraries, and general administrative costs such as sponsored programs administration, departmental administration, and general administration (accounting, purchasing, legal services, personnel, and compliance). These costs are "indirect" because they are not easily identified with a specific project and therefore are not included in the "direct" portion of the budget. Such indirect costs support the conduct of research and other sponsored programs, regardless of the source of funding, and therefore must be applied to all sponsored projects. For reasons of sound management and equitable stewardship of resources used in support of all sponsored activities, it is expected that all sponsored projects recover full F&A costs.

## PROCEDURES

### **Facilities & Administrative (F&A) Cost Recovery Policy:**

It is the University's policy that all proposals and agreements for sponsored research, including subawards and industry contracts, are subject to the recovery of facilities and administrative costs (F&A) at the University's approved and published rate. In some cases, the sponsor has a written policy, uniformly applied, prohibiting F&A costs or restricting the payment of such costs to a lower rate. An exception to the University's F&A cost recovery policy may be warranted if it is clearly in the best interest of the University to accept the award with less than full F&A cost recovery. Any reduction (defined as a waiver of F&A) is strongly discouraged and requires prior approval from the Vice Provost for Research Administration. This exception does not apply to for-profit (industry) sponsors, as such sponsors are expected to provide full F&A when funding a sponsored project. Designation of a sponsored award as a gift will not preclude the recovery of indirect costs if such costs are allowed by the donor.

### **Facilities & Administrative (F&A) Cost Return and Use Policy:**

Each year, the University returns a portion of the recovered F&A costs as appropriate to those generating the grants and contracts. This return of F&A costs generally occurs at the end of each fiscal year and is based upon the F&A costs recovered on sponsored projects during the preceding fiscal year (July 1 - June 30). For sponsored awards originating within academic units with a tenure stream Faculty Principal Investigator, recovered funds are distributed as follows.

- Faculty Principal Investigator – 12.5%\*
- Faculty Home Department – 7.5%
- Appointing Officer of unit generating the recovered funds – 20%
- Provost – 20%
- General Fund (Facilities Infrastructure) – 40%

For all other proposals, recovered funds are distributed as follows.

- Appointing Officer of unit generating the recovered funds – 40%
- Provost – 20%
- General Fund (Facilities Infrastructure) – 40%

It is anticipated that, when appropriate, recovered funds will be used strategically for research initiatives, faculty start-ups, bridge funding and required cost share, and to provide the necessary administrative support for research projects. Indirect cost recovery funds cannot be used to increase the principal investigator's annual compensation.

Indirect cost revenue recovered on Financial Aid expenditures will not be allocated and all proceeds will be returned to the General Fund.

Charter Schools are not considered a sponsored program and therefore not affected by this policy.

\*Note: if the recovered funds allocated to the Faculty PI are less than \$500, funds will be deposited into departmental FOAPs rather than individual Faculty PI FOAPS

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## **GENERAL RESPONSIBILITIES OF PRINCIPAL INVESTIGATORS/PROJECT DIRECTORS POLICY**

SLT 3.11.5

### **Date of Last Update:**

April 03, 2013

### **Approved By:**

- Senior Leadership Team

**Responsible Office:**

Center for Scholarly and Creative Excellence

**POLICY STATEMENT**

The Principal Investigator/Project Director is responsible for a variety of general responsibilities, which are outlined in the following section.

**PROCEDURES**

**Responsibilities**

The following General Responsibilities form shall be provided by OSP to each Principal Investigator at the time of award. The Principal Investigator is responsible for signing and returning the original to OSP within five business days of its receipt. The original shall be retained in the award OSP record file in accordance with record retention guidelines. **The Principal Investigator/Project Manager is responsible for:**

- Compliance with the award terms and conditions. Notifying OSP of potential scope, budget or schedule shifts, and requesting/obtaining Authorizing Official review and approval of such, if required.
- Obtaining signatures on the (Request to Add a New Fund (RANF) form, and submitting the RANF to the Office of Business & Finance. A copy of the original proposal, notice of award, budget, and other official documents must be attached to the RANF form. The RANF will not be processed without these attachments.
- Ensuring that the Salary Request is prepared and signed by the Unit Head/Dean and other appropriate individuals. Salary Request letters accompany the signed RANF form.
- Management of the grant, contract/subcontract, or cooperative agreement and conducting the project to meet project goals and objectives while adhering to agency guidelines and GVSU policies and procedures.
- Ensuring that all individuals involved in the administrative and financial aspects of the award receive BANNER training.

The Office of Grants Accounting will assist with the invoicing and accounting process. The PI is also responsible for ensuring that all grant expenditures are reviewed on a monthly basis (at a minimum) and ensuring that those expenses incurred are approved in the BANNER system.

- Ensuring that for those items acquired or purchased under the terms of the award and with grant funds that sponsor requirements and GVSU Purchasing Procedures are followed.
- Ensuring that all project expenditures are directly related to the project and necessary to meet project goals and objectives. Knowing the cost sharing requirements that were committed in the budget approved by the agency and GVSU and insuring that these obligations are met.
- Certifying the time/effort of personnel paid by the grant, contract/subcontract, or cooperative agreement, or cost sharing/matching time on the project.
- Completing a Conflict of Interest Financial Disclosure form, and having no conflict of interest that could affect the conduct of the project. Any such possible conflict of interest must be reported to OSP as soon as it is apparent.
- Ensuring that the PI as well as all undergraduate, graduate, or post-doctoral students receive Responsible Conduct of Research training, if required by the sponsor. PIs and students are required to sign a Completion of Training form confirming the date, receipt, and satisfactory completion of this training. The form must be returned to OSP for the record file.
- Ensuring that [GVSU policies and federal regulations governing the protection of human research subjects](#) are



followed. Ensuring the adherence to federal governing regulations and [GVSU Animal Care and Use Policy](#) for the use of animals in research.

- Ensuring compliance with the GVSU policy on Political Activity, as well as ensuring compliance with the terms and conditions of an award governing such activity.
  - Submitting required reports and/or documentation in a timely manner.
  - Certifying that s/he, and any subcontractor or sub-recipient on this project, is not debarred, suspended or proposed for debarment by any federal entity. The PI agrees to notify the University (both OSP and Purchasing Dept.) of any change in this status, should one occur, until such time as an award is made under a procurement action. See [www.sam.gov](http://www.sam.gov).
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## SERVICE AND CONSULTING AGREEMENTS POLICY

SLT 3.11.6

### Date of Last Update:

October 15, 2018

### Approved By:

- Senior Leadership Team

### Responsible Office:

Center for Scholarly and Creative Excellence

## POLICY STATEMENT

This document establishes Grand Valley State University's (University) official policy governing the approval and management of service or consulting agreements that employees through the University, meaning cases in which the University would be the contracting party. These are agreements under which Principal Investigator (PI)-Eligible faculty and/or Administrative/Professional (A/P) staff members are obligated to provide specified services or "deliverables" and that do not fall squarely within the traditional framework of research or teaching activities. While these agreements may have research, scholarly, or other benefits to the University, those benefits are a secondary aspect, not the primary purpose of the activity. The terms "service agreement" or "consulting agreement" are intended to be descriptive; such agreements could have other labels or titles.

In some cases, employees who may consider providing services independently of the University as consultants will do this for their own account, on their own time, and using their own resources and subject to applicable University policies. However, review and approval of all proposed service and consulting agreements under this policy is required to ensure compliance with employment, tax, and intellectual-property law; regulatory requirements governing research and the use of certain kinds of data; and institutional policies regarding student engagement in externally funded activity and the appropriate use of University resources.

The University should be the contracting party only when justified by compelling reasons that meet the General Criteria of this policy. There are occasions, however, when a [PI-Eligible](#) faculty or AP staff member wants to provide a service through the university. For example, the activity may have a strong academic and/or university programmatic component and the faculty or A/P staff member may want to be able to use university facilities, resources, staff, or students to carry out the proposed contractual activity. In those circumstances, **this policy allows for the University to act as the contracting party, but only if the activity in question meets the General Criteria of this policy.**

By way of illustration, but without limitation, services that PI-Eligible faculty and A/P staff members may seek to provide through this policy may include:

- Performing an evaluation or assessment of an external program, such as an educational program or public-health initiative;
- Establishing rating criteria, such as standards for measuring health or safety outcomes;
- Providing technical assistance to a foreign government in areas such as social, health or economic services;
- Delivering professional-development services;
- Partnering with industry to engage students in technical projects the delivery of which will contribute to the educational goals of the students involved; and/or
- Assisting a city government in its urban planning.

## PROCEDURES

This policy designates authority to the Vice Provost for Research Administration or their designee to establish such operational procedures as deemed necessary to implement the policy, and ensure operational efficiency, proper oversight of compliance and financial management, and ensure the success of externally sponsored projects at the University.

## DEFINITIONS:

**Authorized Organizational Representative (AOR):** The official to whom the Provost delegates authority to submit proposals to fund and/or otherwise support externally sponsored projects on behalf of the University and to accept on behalf of the University any awards, contracts, or agreements resulting from such proposal submissions or other solicitation processes.

**PI-Eligible:** University faculty and AP staff members who are documented as eligible to serve as a Principal Investigator as defined in the University's Principal Investigator Eligibility Policy.

## *Benefits and Risks*

Often, participating in service agreements involves high-profile and challenging projects that may benefit members of the university community by, for example:

- Adding significantly to faculty, staff, and student expertise;
- Demonstrable connections to curricular and co-curricular development, new teaching cases, program development in executive education, and professional development;
- Engaging faculty in domestic and international matters that are highly relevant to their teaching and scholarship, or employees in their administrative responsibilities; and/or
- Initiating or reinforcing strong institutional relationships that can serve long-term University interests.

Though there may be much to recommend the pursuit of these opportunities, especially where there is substantial potential to advance scholarship, education, and service, these arrangements may also pose risks that need to be managed. **Service and Consulting Agreements are more complicated for the University to manage than routine sponsored-project agreements because of the expectations of the external entities, who perceive themselves as clients or customers rather than sponsors.**

The following potential risk factors will be considered in the evaluation of Service and Consulting Agreements:

- The University, as the contracting party in these agreements, bears the risk of liability or reputational harm for non-performance or poor performance of agreed-upon tasks and for unsatisfactory contract "deliverables." Potential risks reach beyond the payments to the University and could include monetary damages from the downstream effects of contested performance.

- Unlike in sponsored-project arrangements (i.e., assistance awards, such as grants or cooperative agreements), in which the sponsor may be presumed to be committed to the principles of objective science or the enhancement of the public welfare, “clients” or “customers” in service arrangements may be more focused on obtaining specific results and will likely be more involved in directing performance of the services. Institutional integrity and impartiality may be called into question if expectations are not properly managed at the outset.
- **The use of the University’s students and staff to assist in these projects also raises unique policy issues.** The University has a duty to students in particular. They should not be made to work on projects unless the work advances their educational goals. The interests of employees, students, and the institution must be safeguarded in the negotiation of such arrangements to assure them that they may generate and publish works of scholarship, receive proper credit for their work, obtain appropriate intellectual property or other proprietary rights in the work product, and avoid confidentiality or other obligations that may compromise transparency and injure reputations.
- Special attention must be paid to assure that these arrangements comply with the university’s obligations as a tax-exempt organization (e.g., IRS regulations regarding Unrelated Business Income).

### **General Criteria**

The proposed Service and Consulting Agreement must:

1. Advance the core mission of the academic or non-academic organizational units that will carry it out;
2. Provide a significant institutional and/or public benefit; and,
3. If students are to participate in the activity, provide both a learning experience that advances student educational goals and that students will be free to use and disclose details of the experience in their academic and career pursuits, unless a Non-disclosure Agreement has been approved by the Office of the Vice Provost for Research Administration.

The determination as to whether a proposed Service and Consulting Agreement meets these criteria shall be the responsibility of the employee’s Appointing Officer. Such determinations shall be documented using University procedures for sponsored activity.

In addition, the proposed Service and Consulting Agreement must:

1. Present manageable and limited risks;
2. Be accurately budgeted to generate sufficient revenue to pay for full performance that includes both the direct charges associated with the activity and the university’s full federal negotiated facilities & administrative cost rate;
3. Be properly accounted for from a tax perspective;
4. Be reviewed and processed by the Technology Commercialization Office and the Office of Sponsored Programs (which may include the execution of a non-disclosure agreement to protect the intellectual property of the parties to the agreement; and
5. Receive approval from the employee’s Appointing Officer.
6. Be approved and submitted by the Vice Provost of Research Administration and/or designee.

And finally, once the Service and Consulting Agreement is fully executed, and throughout the performance of the contractual scope of work, the PI and responsible organizational unit must ensure that the activity complies with:

1. The contracted scope of work, timeline, and all agreed deliverables;
  2. All applicable federal and state laws and regulations (e.g., export controls, use of human or animal subjects, intellectual property rights, disclosure and mitigation of financial and other conflicts of interest); and
  3. All relevant University policies, such as invoicing for payment via the central accounting office of the University, and the use of the University’s name, facilities, equipment, supplies, and other resources.
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# PRINCIPAL INVESTIGATOR ELIGIBILITY POLICY

SLT 3.11.7

## Date of Last Update:

October 15, 2018

## Approved By:

- Senior Leadership Team

## Responsible Office:

Center for Scholarly and Creative Excellence

## POLICY

This policy establishes the eligibility requirements for and the duties and responsibilities of all Principal Investigators (PI) at Grand Valley State University (University). The policy also provides for the establishment of formal processes to request and approve exceptions to the PI eligibility requirements.

## POLICY STATEMENT

For each [externally sponsored project](#), it is customary to designate as PI **one person** who bears ultimate responsibility for scientific, technical, and programmatic decisions, and all financial, administrative, and compliance matters relating to the project. It is the policy of Grand Valley State University that only eligible University faculty, staff, and trainees and appointees (when appropriate) may serve as the PI on externally sponsored projects to be carried out on behalf of the University.

Serving as the nominal project leader to lend credibility to a proposal while delegating PI responsibility to another person (i.e. "fronting" as the PI) is never permissible and is considered a violation of this policy.

**PI eligibility is conferred in one of two ways: (1) automatically, by position, and (2) via special request, both subject to training as required by this policy.**

1. **Automatic Eligibility:** PI eligibility is automatically conferred upon tenured and tenure track faculty at the rank of Professor, Associate Professor, or Assistant Professor.

**Special-Request Eligibility:** If PI eligibility is not conferred automatically, it may be conferred by Special Request of the employee's authorizing official (dean, provost, vice president) or their designee(s)). Certain non-academic units (e.g., the University Art Gallery, Small Business Development Center, Johnson Center for Philanthropy, Van Andel Global Trade Center) may request long term PI status for the director, associate director, and other **Administrative/Professionals (regular, full-time employees), as they deem appropriate. These personnel are all subject to standard Compliance and Training requirements for PI Eligibility.**

1. *Fellowships and Training Opportunities*

Trainees (typically graduate students and post-doctoral fellows) may be eligible to be PIs on fellowship and training programs **when that designation is required by the funding agency** as documented in a funding opportunity announcement and a PI-eligible faculty or staff member is identified and documented as their sponsor/mentor. In this circumstance, a trainee's PI eligibility is conferred and verified by the applicable Department/Unit Head's approval during the internal proposal-routing process. It is not necessary to document approval of trainee PI eligibility via Special Request.

Trainee PI status is consistent with the treatment of all Special Requests for PI eligibility, in that it is conferred on a case-by-case basis; it does not confer blanket PI eligibility status for any other externally sponsored projects.

### **Compliance and Training Requirements**

**However it is conferred, PI Eligibility Status is contingent upon the documented completion of all required compliance and sponsored-programs training.** Training requirements, certification, and documentation are determined and administered collaboratively by the Vice Provost for Research Administration, the Office of Sponsored Programs, the Office of Research Compliance & Integrity, and the Controller.

## **PROCEDURES**

This policy designates authority to the Vice Provost for Research and the Director of Sponsored Programs to establish such operational procedures as they deem necessary to implement this policy, and ensure operational efficiency, proper oversight of compliance and administration, and the success of externally sponsored projects at the University.

It is the responsibility of the Office of Sponsored Programs to review all proposals to fund externally sponsored projects to determine and document PI eligibility prior to proposal submission. Proposals put forward by individuals without documented PI eligibility will generally not be approved for submission. Awards resulting from proposals submitted by ineligible PIs who either knowingly or unwittingly circumvent the standard approval process will generally not be accepted by the University.

### **Responsibilities of All Principal Investigators**

Although the University is legally responsible to the sponsor as the actual recipient of any externally sponsored award, the Principal Investigator (PI) is accountable for the proper fiscal management and conduct of the project. This includes managing the project within funding limitations and all of the terms of the award, assuring that the sponsor is notified when significant conditions related to project status change, and ensuring that all programmatic reporting requirements are met in a timely fashion. To assist PIs, the University provides supporting administrative services and has established procedures to help meet both sponsor and University requirements. While responsibility for the day-to-day management of project finances may be delegated to administrative or other staff, accountability for compliance with federal requirements, University policies, and sponsor requirements ultimately rests with the PI. The full cooperation and vigilance of the PI, along with the University, is necessary to maintain the stewardship role.

#### **1. Preparation of Proposals**

Principal Investigators have primary responsibility for planning and carrying out the preparation and submission of proposals for external support. Although PIs may have administrative staff to assist with the proposal-development process, they are ultimately responsible for the quality and scientific integrity of the proposal, and for understanding and complying with all University policies for managing external support.

##### **a. Technical Proposal**

The Principal Investigator is responsible for preparing the technical proposal.

##### **b. Proposal Budget**

The Principal Investigator prepares, or directly supervises the preparation of, all aspects of the proposed budget and budget justification. This responsibility includes coordination with Procurement Services and compliance with all procurement policies and procedures. It also includes identifying any requests and sufficient resources for cost sharing (including matching funds); the need for space or space modifications (including any accommodations for large and/or unusual equipment); and the need for outside collaborators (sub-recipients, contractors, consultants). The PI ensures all costs are allowable, allocable, and reasonable for the project in accordance with the federal cost principals set out in OMB 2 CFR 200, and that all proposals include full recovery of all anticipated

project costs. Full recovery includes recovery of indirect costs at GVSU's negotiated federal rate or (in the case of non-federal sponsors or federal training grants) the maximum rate allowed under published sponsor policy.

#### c. Regulatory Requirements

The PI is responsible for anticipating whether the research will involve human subjects, live animals as subjects, recombinant DNA, infectious agents, narcotics or biological toxins, human blood or body fluids, radioactive materials, hazardous materials, export controls, conflicts of interest, or other regulated activities requiring University review or clearance. The PI is responsible for preparing information and forms required for review by the University's Office of Research Compliance & Integrity.

#### d. Project Approvals

The Principal Investigator prepares, or directly supervises the preparation of, and electronically signs internal proposal-approval forms, and requests required approvals in a timely fashion.

### 2. Acceptance of the Award

The PI is responsible for collaborating with the Office of Sponsored Programs in any negotiations with the sponsor relating to modifications of the project scope or budget or proposed terms and conditions of the award.

The Principal Investigator is responsible for reviewing and approving the award agreement, in conjunction with OSP, including the scope of work, budget, and the special terms and conditions of the award, and for managing the award in accordance therewith.

### 3. Conduct and Management of Award

The Principal Investigator is responsible for all actions required to manage and complete the scientific, programmatic, and financial aspects of the externally sponsored project in accordance with all of its terms and conditions, including the performance of all sub-recipients. The Principal Investigator is also responsible for the management of the award budget and expenditures in accordance with federal, GVSU, and sponsor requirements. This responsibility includes attesting to the allowability, allocability, and reasonableness of all expenditures. Principal investigators are responsible for routine monitoring of the status of grant accounts to prevent overdrafts and incorrect charges and to ensure that unallowable costs are not charged to an award.

The Principal Investigator is responsible for the timely submission of all required programmatic reports, interim and final. The information contained in such reports must be supported by adequate documentation. The Principal Investigator will provide copies of all required programmatic and progress reports to the OSP and the Grants Accounting office.

## DEFINITIONS:

**Externally Sponsored Project:** All grants and cooperative agreements (direct assistance actions); all incoming or outgoing sub-recipient agreements or subawards (pass-through assistance actions); certain incoming or outgoing contracts (i.e., *externally sponsored* procurement actions), including direct contracts, service agreements, and consulting agreements; pass-through subcontracts and service agreements; and certain other agreements, including master collaboration agreements, material transfer agreements, and data-use agreements—whether funded or unfunded. *Externally sponsored projects do **not** include purchasing agreements or philanthropic gifts.*

**Principal Investigator (PI):** An individual with a formal affiliation with the University, normally an employee, who is or becomes eligible under this policy to submit a proposal for extramural support for a research, training, public-service, or other externally sponsored project, who personally participates in the project to a significant degree, and who has

primary responsibility for the scientific, technical, programmatic, and administrative conduct and reporting of the project, including compliance and financial matters. A Principal Investigator who is the head of a training or other sponsored project may be known as a Project Director. For the purposes of this policy, the terms shall be considered equivalent. The University only recognizes one individual as the Principal Investigator and this individual must personally participate in the project to a significant degree.

**Co-Investigator (Co-I):** An investigator who will share responsibility for the scientific, technical, and/or administrative conduct and reporting of a research or sponsored project with the Principal Investigator. Each individual named as a Co-Principal Investigator at the University must meet the same eligibility requirements as a PI as noted above. There may be more than one Co-Principal Investigator, but one person is designated as the leader (PI) of the project. While the University allows this approach, not all sponsors allow Co-PI models. In certain cases, a sponsor (e.g., the National Institutes of Health—NIH) may allow a **Multiple Principal Investigator** model to be employed in a research or sponsored project. Such models feature multiple PIs who are expected to equally share responsibility for leadership of multidisciplinary and other types of “team science” projects that are not optimally served by the single Principal Investigator model. Such models typically require a single “Contact PI” and special justification in the form of a Multi-PI Plan that documents processes for project governance and resolution of conflicts.

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## TRAINING OF PERSONNEL INVOLVED IN ANIMAL RESEARCH

SLT 3.13

**Date of Last Update:**

July 31, 2008

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Center for Scholarly and Creative Excellence

### POLICY STATEMENT

In conduction of research, all people working with laboratory animals must be qualified to do so in order to ensure the humane treatment of animals. As such, Grand Valley complies with the Animal Welfare Act as described below.

### PROCEDURES

The Animal Welfare Act (AWA) Sec. 2.32 (a), (b), and (c) specify:

(a) It shall be the responsibility of the research facility to ensure that all scientists, research technicians, animal technicians, and other personnel involved in animal care, treatment, and use are qualified to perform their duties. This responsibility shall be fulfilled in part through the provision of training and instruction to those personnel.

(b) Training and instruction shall be made available, and the qualifications of personnel reviewed, with sufficient frequency to fulfill the research facility's responsibilities under this section and §2.31.

(c) Training and instruction of personnel must include guidance in at least the following areas:

(1) Humane methods of animal maintenance and experimentation, including:

(i) The basic needs of each species of animal;

(ii) Proper handling and care for the various species of animals used by the facility;

- (iii) Proper pre-procedural and post-procedural care of animals; and (iv) Aseptic surgical methods and procedures;
- (2) The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress;
- (3) Proper use of anesthetics, analgesics, and tranquilizers for any species of animals used by the facility;
- (4) Methods whereby deficiencies in animal care and treatment are reported, including deficiencies in animal care and treatment reported by any employee of the facility. No facility employee, Committee member, or laboratory personnel shall be discriminated against or be subject to any reprisal for reporting violations of any regulation or standards under the Act;
- (5) Utilization of services (e.g., National Agricultural Library, National Library of Medicine) available to provide information:
- (i) On appropriate methods of animal care and use;
  - (ii) On alternatives to the use of live animals in research;
  - (iii) The could prevent unintended and unnecessary duplication of research involving animals; and
  - (iv) Regarding the intent and requirements of the Act.

The *PHS Policy*, Section IV.C.1.f. places the responsibility specifically with the IACUC to ensure that personnel conducting procedures on research animals are appropriately qualified and trained in those procedures. The Institutional Animal Care and Use Committee may require additional training for each individual, depending on their prior training and experience with animals.

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## **ANIMALS ON PROPERTY OWNED OR CONTROLLED BY THE UNIVERSITY**

SLT 6.1

**Date of Last Update:**

May 20, 2019

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Public Safety

### **POLICY**

This Policy applies to all faculty, students, staff, contractors, vendors and visitors.

### **POLICY STATEMENT**

This policy is intended to enhance the safety and health of students, faculty, staff, contractors, vendors and other visitors, and to supplement the existing GVSU policies, by providing rules and regulations regarding the presence of



animals in GVSU facilities.

No person shall bring any animal(s) onto University owned or controlled property unless otherwise permitted by this or other University policy as listed below. Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact the Office of Disability Support Resources. <https://www.gvsu.edu/dsr>

## PROCEDURES

### A. Animals Permitted on Property Owned or Controlled by the University \*:

1. Service Animals are permitted within all University facilities subject to the additional requirements of this policy. Individuals who wish to bring a service animal into a University housing facility may do so without prior approval. However, students are strongly encouraged to reach out to the University's Office of Disability Support Resources (DSR) to ensure that their experience bringing the animal to campus is a positive one. Advance notice of a service animal in housing facilities will enable the University to appropriately plan for the animals' presence and will allow more flexibility in meeting the student's needs. Service animals are permitted to accompany the resident to all areas of housing where residents are normally permitted to go. Please note that service animals are required to be at least 12 months of age unless an exception to this requirement has been approved by DSR.
2. Employees with a disability who wish to utilize a service animal as a reasonable accommodation in a University office or other areas of campus buildings not open to the general public, must submit the request to the Office of Disability Support Services at least 30 days before the animal is needed.
3. Service animals in training are permitted in all public facilities on the same basis as working service animals, provided that the service animal is being led or accompanied by a trainer for the purpose of training the dog and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service dog training organization. Service animals in training are not permitted in certain classrooms, offices, or other areas of campus buildings not open to the general public. Facilities generally considered off limits unless an exception is granted:
  - a. Research Laboratories: The natural organisms carried by service animals may negatively affect the outcome of the research. At the same time, the chemicals, and/or organisms used in the research may be harmful to service animals.
  - b. Areas Where Protective Clothing is Necessary: Any room where protective clothing is required or necessary. Examples include chemistry laboratories, research/medical laboratories, wood shops, metal or machine shop, electrical shops, etc.
  - c. Areas Where There is Danger to the Service Animal: Any room, including a classroom where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor e.g. molten metal or glass; where there is a high level of dust; or where there is moving machinery. Where the threat of injury is to the health of the dog, the student will be permitted to make the decision.
4. A student or employee with a disability who wishes to utilize a service dog in training in University housing, classrooms, offices, or other areas of campus buildings not open to the general public must seek approval through the reasonable accommodation process.
5. Animals under the control of a law enforcement officer acting in the course of his or her duties.
6. Animals kept in residence halls as approved by the Department of Housing and Residence Life including animals kept by housing staff in residence. All animals must register with and be approved by Disability Support Resources prior to entering University housing, in accordance with this policy:  
[https://www.gvsu.edu/cms4/asset/C7BF326A-0990-A17D-F66456C52989A6FA/assistance\\_animals\\_policy.pdf](https://www.gvsu.edu/cms4/asset/C7BF326A-0990-A17D-F66456C52989A6FA/assistance_animals_policy.pdf).

7. Service animals are permitted to accompany the resident to all areas of housing where residents are normally permitted to go.

8. Animals approved by the University for use in research or for instructional purposes.

<http://www.gvsu.edu/iacuc/>

9. Animals brought on campus for a special event sponsored by the University or a student organization provided that the event has been pre-approved in writing by the Dean for the sponsoring college or department or by the Office of Student Life.

10. Animals accompanied by members of the University community and visitors, as long as they remain on sidewalks and University walkways.

11. Any animal brought into a University owned or controlled property pursuant to this Policy must be properly licensed, vaccinated and tagged as required by applicable law. All animals must be under the control of their owner or handler and must be on a leash at all times, unless the owner is unable to use a leash due to a disability or the use of a leash would interfere with the service animal's ability to perform its duties. In that case, the owner must be able to control the service animal by other effective means such as voice controls or signals.

12. Animals may not be cleaned or groomed in rest rooms, locker rooms, or other University facilities.

\*For purposes of this Policy, "University Facility or Facilities" means any building, facility, structure or improvement, open or enclosed, that is owned, licensed, leased by, or under the control of the University.

#### **B. General Requirements :**

Persons bringing animals onto University owned or controlled property as permitted by this Policy are solely responsible for:

- a. the full control, supervision and care of the animal
- b. ensuring that animal droppings or other waste are picked up, thoroughly cleaned up and properly disposed of;
- c. reimbursing the University for the costs associated with the repair of any real and/or personal property and/or University facility damaged directly or indirectly by the animal or the animal's presence in the facility.
- d. assuming full responsibility for any harm caused to others by their animal including medical expenses.
- e. animals must not be cleaned or groomed in rest rooms, locker rooms, or other University facilities.

In addition, individuals bringing animals on campus must comply with all other applicable University ordinances, policies, practices and procedures and any applicable local, state or federal ordinance, statute and/or regulation.

#### **C. Areas Requiring Pre-Approval for Service Animals:**

1. The University may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger, or where their use may compromise the integrity of research. Restricted locations may include, but are not limited to: teaching laboratories, classrooms, medical and surgical areas, and research areas.
2. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Office of Disability Support Resources. In making its decision, DSR will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area and any ongoing research. Additional requirements may be necessary to protect the animal. To be granted an exception: A student and/or employee who wants their animal to be granted admission to an off-limits area should contact DSR. Visitors should also contact DSR.

#### **D. Clarifying Animal Status:**

1. Service animals are permitted in all public facilities on campus in accordance with this Policy. University employees should refrain from questioning any individual about an accompanying service animal, including persons with non visible disabilities, unless there is a genuine question about the animal based upon its behavior.
2. In the unusual circumstance when an inquiry must be made to determine whether an animal is a service animal, a University employee may only ask two questions:

- Is the animal a service animal required because of a disability?
- What work or task has the animal been trained to perform?

You may not ask these questions if the need for the service animal is obvious. You may not ask the owner to make the animal perform the task.

3. A University employee may not ask about a person's disability, require medical documentation, require a special identification card or training documentation for the service animal or ask that the service animal demonstrate its ability to perform the work or task. Although a service animal may sometimes be identified by an identification card, harness, cape, or backpack, such identifiers are not required and should not be requested or demanded for any service animal on campus.

4. Allergies and fear of animals are not valid reasons for denying access or refusing service to people using service animals.

#### **E. Removal of Service Animals:**

1. A service animal may be removed from University facilities or grounds if it disruptive (e.g., barking, wandering, posing a direct threat to the health or safety of others; is not housebroken; or displays aggressive behavior and the behavior is outside the duties of the service animal). Ill, unhygienic, and/or unsanitary service animals are not permitted in public campus areas. The individual responsible for such an animal may be required to remove the animal. A service animal may also be removed if the animal is out of control and the owner does not take effective action to keep the animal under control. If the out of control behavior happens repeatedly, the owner may be prohibited from bringing the animal into facilities until the owner can demonstrate that significant steps have been taken to mitigate the animal's behavior.

2. When an animal has been properly removed pursuant to this policy, the University will work with the handler/owner to determine reasonable alternative opportunities to participate in the University's services, programs, and activities without having the animal on the premises.

3. Any individual with a dispute or disagreement concerning the removal or restriction of a service animal or any other aspect of this policy should first contact Disability Support Resources. If the matter is not resolved, a request for mediation should be submitted to DSR. Individuals may also file a written complaint with the Equity and Compliance Unit in the Division of Inclusion and Equity by calling 616-331-2894 or at [https://gvsutix-gme-advocate.symplcity.com/public\\_report/index.php/pid234800](https://gvsutix-gme-advocate.symplcity.com/public_report/index.php/pid234800).

#### **F. Enforcement of Complaints :**

1. If you become aware of a violation of this policy, you are encouraged to attempt informal methods of resolution. For example, if you recognize the person violating this policy, you might contact them or their supervisor to make them aware of the problem. If that is not successful and/or you are not comfortable approaching the person violating the policy or their supervisor, then the Department of Public Safety should be notified. The Department of Public Safety may pick up the animal and hold it for 48 hours. Animals not claimed during that time will be turned over to the county animal control officer and the owner of the animal will be responsible for any associated fees.

2. Students in violation of this policy will be referred to the University conduct process through the Dean of Students Office and may be assessed a fine of up to \$250. Employees in violation of this policy will be referred to

the Human Resources Office for possible disciplinary action to be determined in consultation with the Equity and Compliance Unit in the Division of Inclusion and Equity and the employee's supervisor.

## DEFINITIONS:

**1. Service animal:** "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability." (28 CFR 36.104) The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

Examples of work or tasks that service animals perform include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

a. The University may permit the use of a miniature horse on the same basis as a service animal if the horse has been trained to do work or perform tasks for the benefit of the individual with a disability and after an assessment of the following factors: the type, size and weight of the miniature horse and whether the facility can accommodate these features; whether the handler has sufficient control of the miniature horse; whether the miniature horse is housebroken; and whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation. (28 CFR 35.136)

**2. Service animal in training:** Dogs twelve months of age and older being individually trained to do work or perform tasks for people with disabilities that are at all times accompanied by a certified trainer. Puppies (dogs less than twelve months old) in training are not permitted in any University facilities.

**3. Emotional Support, Assistance, or Therapy Animals:** Please see the GVSU Housing Office Assistance Animal Policy.

[http://www.gvsu.edu/cms4/asset/C7BF326A-0990-A17D-F66456C52989A6FA/assistance\\_animals\\_policy.pdf](http://www.gvsu.edu/cms4/asset/C7BF326A-0990-A17D-F66456C52989A6FA/assistance_animals_policy.pdf)

## FOOTNOTES

### References and Resources

1. State of Michigan Service Animal Frequently Asked Questions (FAQs)

[https://www.michigan.gov/documents/mdcr/FAQs-4-15-16-Final\\_521982\\_7.pdf](https://www.michigan.gov/documents/mdcr/FAQs-4-15-16-Final_521982_7.pdf)

1. U.S. Department of Justice Civil Rights Division "Frequently Asked Questions about Service Animals and the ADA"

[https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html)

1. The Fair Housing of West Michigan

<http://www.fhcwm.org/>

## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - PERSONNEL ADMINISTRATION

BOT 4.1.1

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY STATEMENT

**4.1.1 Personnel Administration.** Personnel Administration is a service activity in which each Appointing Officer has a role. The authority over the personnel program resides in the Board of Trustees, although the President, as agent of the Board, and other officers he/she may designate ("Appointing Officers") have the authority to make appointments within the approved personnel program. Centralized within the Human Resources office is the responsibility and advisory authority to determine that the philosophy and policies of the personnel program are effectively applied.

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## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - EQUAL OPPORTUNITY

BOT 4.1.2

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY STATEMENT

**4.1.2 Equal Opportunity.** The President and other officers to whom he/she designates authority for personnel actions are responsible for the enthusiastic application of all laws and regulations concerning fair employment practices, equal opportunity, etc., to all matters with respect to recruitment, appointment, assignment, and promotion of University's personnel. Matters of affirmative action are outlined in the "Affirmative Action Program" maintained in the [Affirmative Action office](#).

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## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - UNIVERSITY RESPONSIBILITIES

BOT 4.1.3

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT**

**4.1.3 University Responsibilities.** The President and other officers to whom he/she designates authority are responsible for administering the University and its property, supervising its operations, assigning and directing its faculty and staff, changing or introducing new operations, methods, or facilities, appointing, assigning, or disciplining faculty and staff members, subject to the guidelines herein set forth, and establishing such procedures which may be needed from time to time. For purposes of this Section 4.1, "faculty and staff" shall mean an employee covered by the [Board of Trustees' Policies](#).

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**GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - DISCIPLINARY PROCEDURE**

BOT 4.1.4

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT**

**4.1.4 Disciplinary Procedure.** The President and other administrators to whom he/she designates authority are responsible for discipline which normally shall be corrective rather than punitive in nature. A typical procedure for disciplinary action will be, depending on the seriousness or frequency of the cause, an oral discussion, a written warning, disciplinary lay-off without pay, and dismissal. All disciplinary actions are subject to the appropriate grievance procedure.

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**GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - PERSONNEL INFORMATION**

BOT 4.1.5

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

## POLICY STATEMENT

**4.1.5 Personnel Information.** All personnel information and files maintained by the University are the confidential property of the University and are maintained in the Human Resources office. Faculty and staff members can expect that a right to a reasonable degree of privacy will be honored and that the confidential character of certain personnel data will be respected as such. Generally, release of information and/or access to such information should be restricted in accordance with the [policies of the University](#). Whenever possible, information released for public purposes shall be in a form which will protect the anonymity of the individual; however, as of October 1979, Michigan law does require that salary information be available to the public. All personnel information collected shall be pertinent to the needs of the University. Access to personnel files is limited to those persons responsible for personnel and the faculty or staff member's supervisor. Letters of recommendation are the confidential property of the provider. A faculty or staff member will not be given access to letters of recommendation concerning himself/herself unless the provider of such recommendation agrees, in writing, to allow such access. All personnel records will be retained for the length of the faculty or staff member's service and thereafter in compliance with all applicable federal, state and local laws. Temporary records such as insurance claims will be maintained only so long as they have a useful life. Records of terminated faculty and staff members will be maintained for a minimum of seven years and thereafter only those portions having a useful life will be maintained. Information of an official nature for state and federal agencies will be provided to the extent of the matter at hand and within the limits of the law. No anonymous information will be maintained in the files. Records of disciplinary actions will be placed in the personnel files only after the individual has had an opportunity to view a copy. The University will provide prospective employers with title, employment dates, and eligibility for rehire status only, unless additional information is requested by the faculty or staff member or former faculty or staff member. Recommendations by individual supervisors may be made at their own discretion and at their own risk, recognizing that the University may be responsible for the information given.

Personnel files may include, but are not limited to, payroll information and documentation, records of employment actions and documentation, records required by federal, state and local law, employment applications, vitae and resumes, recommendations, interview comments, fringe benefit information, merit and performance evaluation, records and documentation of disciplinary actions, official transcripts of baccalaureate or post baccalaureate degrees and such other information as may be needed from time to time. Other files maintained in accordance with the faculty appointment and evaluation policy and covered by the limitations expressed in that policy may be housed elsewhere.

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## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - CONFLICT OF INTEREST

BOT 4.1.6

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

## POLICY STATEMENT

### 4.1.6 Conflict of Interest

**4.1.6.1 Employment.** Appointment of any relative of a faculty or staff member must be approved by the President in advance of the appointment in order to insure that no conflicts of interest exist. Each [Appointing Officer](#) must insure that no conflicts of interest exist in matters of appointment, retention, promotion, termination, assignment or other conditions of employment for relatives of faculty or staff members within his or her unit.

**4.1.6.2 Financial.** It shall be the responsibility of the President (or his/her designee) to insure that conflicts of financial interest do not occur, and to take such steps to protect the University as seem to be required. The University respects the rights of its faculty and staff members in their activities outside their employment which are private in nature and which in no way conflict with or reflect upon the University.

**4.1.6.3 Political Candidates or Office Holder.** The University affirms the rights of its faculty and staff members as citizens to be active in political affairs which do not conflict with the professional standards and ethics of their employment. It shall be the responsibility of the President (or his/her designee) to ensure that conflicts involving professional standards and ethics do not occur with University faculty and staff members who are political candidates or office holders, and to take such steps to protect the University as may be required.

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## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - EMERITUS APPOINTMENT

BOT 4.1.7

**Date of Last Update:**

February 08, 2019

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY STATEMENT

**4.1.7 Emeritus Appointment.** Any retired faculty or staff member of the University who has made a significant contribution to the University through a reasonable period of service is eligible for emeritus status with an emeritus title usually conforming to that held at retirement. The President's recommendation to the Board of Trustees will be made after consultation with the [Appointing Officer](#), colleagues and vice-president. This recommendation may be made posthumously if all other criteria except retirement status have been met. In its sole judgement, the Board of Trustees reserves the right to revoke emeritus status. Emeriti will be appointed without compensation.

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## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - HONORARY TITLES

BOT 4.1.8

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management



## POLICY STATEMENT

**4.1.8 Honorary Titles.** Persons who are performing significant services to the University may be given an honorary title conforming to the service performed upon recommendation of the President to the Board of Trustees. Honorary faculty and staff will be listed in appropriate publications, may participate in commencement, use library facilities, and will be encouraged to take an active role in the University. They will be appointed without compensation. The duration of an honorary appointment shall coincide with the period of service rendered.

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## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - VERIFICATION OF CREDENTIALS

BOT 4.1.9

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

## POLICY STATEMENT

**4.1.9 Verification of Credentials.** All advanced degrees recognized by the University must be earned from institutions approved by recognized accrediting bodies. In the case of foreign degrees, a formal evaluation will be made by the [Appointing Officer](#) to determine equivalency with degrees awarded in the United States.

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## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - OBLIGATIONS OF APPOINTEES

BOT 4.1.10

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

## POLICY STATEMENT

**4.1.10 Obligations of Appointees.** As the result of accepting an appointment, the recipient becomes obligated to comply with all policies and regulations of the University applicable to the position including those in effect at the time of appointment and those duly adopted and issued thereafter. This obligation does not contravene the appointee's rights of academic freedom or the express terms and conditions of the appointment. Among such policies are the

following:

**4.1.10.1 Outside employment.** Since faculty and staff members are required to fulfill their responsibilities completely and effectively, any outside employment which a faculty or staff member wishes to undertake must be approved in advance by the [Appointing Officer](#).

**4.1.10.2 Rights in published material, inventions and secret processes.** The University seeks to promote the public good through excellence in teaching, active scholarship, and service. In the course of these activities, faculty, staff, and students create Intellectual Property that may be eligible for copyright, patent, and other forms of legal protection. In order to reinforce the fairness of mutual commitment and in the spirit of academic freedom, the University recognizes the rich and varied products of individual scholarship, in all its manifestations, are rightly the property of the Creator except as otherwise defined by this Section 4.1.10.2. The University also recognizes that Intellectual Property should remain available for the benefit of the entire University community and that the Creators shall not use Intellectual Property in conflict or competition with the University. Therefore, the University community seeks to establish an environment in which the creation of Intellectual Property is suitably recognized as an academic achievement and in which the benefits of intellectual property to the creators, the University community, and the general public are optimized.

**A. Ownership.** All Intellectual Property shall be owned by its Creators when such Intellectual Property is not considered 1) work made for hire; 2) expressly assigned or commissioned by the University; 3) grant or contract funded through the University; or 4) to require more than nominal use of University resources. Irrespective of ownership, Creators shall disclose promptly and with full disclosure, in the manner prescribed by the University in order to protect confidentiality of the Intellectual Property, to the Finance and Administration Office any Intellectual Property discovered or created as a result of 1) work made for hire; 2) expressly assigned or commissioned by the University; 3) grant or contract funded through the University; or 4) more than nominal use of University resources. The President or designee by written agreement is authorized to make exceptions to this paragraph.

**B. Right to use.** In the event the Intellectual Property is owned by the Creator but involved University resources in the discovery or creation of the Intellectual Property, the University will retain a non-exclusive license to use the Intellectual Property within the University provided attribution is given to the Creator(s) of the Intellectual Property. In the event the Creator leaves the employ of the University, the University shall be able to modify the Intellectual Property for use within the University.

**C. Commercial Application.** Three options for the commercialization of a technology are noted below. The option will be chosen by Creator(s) and the Finance and Administration Office jointly, prior to the expenditure of substantial University resources. The option chosen should be that which best serves the mission of the University, including the objectives of this policy, and which is consistent with the available technology transfer resources of the University. The following three options for commercialization are available:

1. Licensing Third Parties. The University may license or assign Intellectual Property to external entities for further development and commercialization in exchange for a return on resulting revenues. The University and Creator shall divide the return on resulting revenues using one of the two formulas as follows:

A. The University and the Creator divide the gross revenue 70% to the University and 30% to the Creator but the University assumes the expenses related to legal protection, marketing and commercialization and licensing and other transactional expenses related to the Intellectual Property; or,

B. The University and the Creator divide the net revenue 50% to the University and 50% to the Creator but the University first recovers its expenses related to legal protection, marketing and commercialization and licensing and other transactional expenses related to the Intellectual Property.

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

2. Licensing Business Entities in which a Creator holds an ownership or management interest. The University or an affiliated entity may enter into license agreements with business entities in which the Creator holds an ownership interest. The terms may include royalty payment, equity interest, or a combination thereof.

3. Reassignment of ownership to Creator. The University may reassign ownership of Intellectual Property to Creator(s) who elects to market and protect the Intellectual Property. The return to the University for a reassignment of ownership will be ten percent (10%) of the net revenue generated by the Intellectual Property.

#### **D. Definitions.**

1. "Creator" shall mean a faculty or staff member who invents, discovers or creates Intellectual Property using University resources.

2. "Intellectual Property" shall mean Academic Works and Technical Works.

3. "Academic Works" shall mean Intellectual Properties that are artistic, scholarly, instructional or entertainment in nature and are not Technical Works. Academic Works include instructional materials, books, journal articles, written reports of research to the extent that they do not contain Technical Works, creative writings, manuscripts, music and art work

4. "Technical Works" shall mean Intellectual Properties that are generally of a scientific, engineering or technical nature such as patentable or unpatentable inventions, devices, machines, processes, methods, invented or manufactured substances, and computer software.

5. "Nominal Use of University Resources" shall mean use that is customary or usual within the faculty, staff and student's appointment and assignment such as the use of an assigned office, computer, computing network, photocopier or similar reproduction device, telephone or similar telecommunication device, and office supplies in the ordinary support of his or her teaching, scholarly activities and service.

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

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

**4.1.10.4 [Research Integrity](#).** Research, scholarship and creative activities are central to fulfilling the mission of the University. It is policy of the University that all employees, students, partners and affiliates always perform their roles related to research, scholarship and creative activity with ethical integrity. This requirement reflects a culture publicly committed to developing and fostering the highest standards of professional ethics. Research integrity is demonstrated in the decisions and actions that exemplify our core ethical values. The core ethical values in research related activities, including scholarship and creative performance, include: 1) truthfulness and honesty; 2) non-maleficence and beneficence; 3) trustworthiness, reliability, confidentiality, respect, and collegiality; and 4) accountability.

1. Truthfulness and Honesty. Intellectual and creative activities require thoroughgoing truthfulness and honesty in proposing, conducting and reporting research related activities, scholarship and artistic performance.

2. Non-maleficence and Beneficence. Endeavors involving human or animal subjects require balancing non-maleficence with beneficence in minimizing burdens to research subjects in relation to the potential benefits to those subjects and others.

3. Trustworthiness, Reliability, Confidentiality, Respect, and Collegiality. Research integrity requires trustworthiness and reliability in recognizing and building on the prior work of others, confidentiality in peer review and assessment, and respect and collegiality in interactions with colleagues and students.
  4. Accountability. The broader community's welfare depends upon explicit researcher accountability for all research, scholarship and creative performance related activities, and for reporting misconduct about which one has direct knowledge.
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## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - PARKING

BOT 4.1.11

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY

**4.1.11 Parking.** The University provides free open reserved parking as near to the faculty or staff member's work station or office as possible.

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## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - KEYS

BOT 4.1.12

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY STATEMENT

**4.1.12 Keys.** All faculty and staff members are issued keys and other equipment needed in the performance of their duties. All keys and such equipment must be used only as authorized and must be returned to the University upon termination of employment.

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## GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - IDENTIFICATION CARDS

BOT 4.1.13

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT**

**4.1.13 Identification Cards.** Each faculty or staff member will be issued an identification card which must be surrendered upon termination. This card can be used for any purpose, at the University, requiring identification.

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**DEFINITION OF REGULAR FACULTY (TENURED AND TENURE TRACK)**

BOT 4.2.1

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT**

**4.2.1 Tenured and Tenure Track 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 ([BOT 4.2.11](#)).
  4. The term "regular faculty member" as used in BOT Sections 4.2.1 - 4.2.30 includes primary investigators without teaching duties.
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**ACADEMIC FREEDOM**

BOT 4.2.2

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT****4.2.2 Academic Freedom**

1. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon a prior understanding with the authorities of the University.
  2. Faculty members are entitled to freedom in the classroom in discussing their course material, but they should be careful not to introduce into their teaching controversial matter which has no relation to the scope of the course as outlined in the University catalogue description.
  3. University faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times act in a professional and responsible manner, and should make every effort to indicate that they are not institutional spokespersons.
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**REGULAR FACULTY - KINDS OF REGULAR ACADEMIC APPOINTMENTS**

BOT 4.2.3

**Date of Last Update:**

February 08, 2019

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT**

*The policy language below becomes effective August 5, 2019.*

**4.2.3 Kinds of Regular Academic Appointments**

1. **Probationary Appointments.** Probationary appointments are one, two, three or four year appointments which are renewable for a defined period of time at the end of which the appointees will be given an appointment with continuous tenure or the appointment will not be renewed.
2. **Tenured.** Appointments with continuous tenure do not occur automatically but are awarded by the University upon the recommendation of the appropriate College or University Libraries Personnel Committee.
3. **Honorary Faculty.** This is an honorary appointment applicable to persons who who are not employed by the

University, but serve students such as in clinical settings.

4. **Distinguished Professor.** Distinguished Professors are faculty members appointed by the University President. These appointments are at-will. Appointees have the right to terminate their employment at any time with or without cause or notice. Likewise, the University may terminate the appointment with or without cause or notice as it deems appropriate. All terms and conditions of employment shall be stated in the appointment letter. These appointments are without tenure and will not lead to tenure. Therefore [Sections 4.2.5- 4.2.17](#) and [4.2.25](#) (related to renewal, promotion, tenure, probation, reduction in force, discipline, discharge, sabbatical, etc.) do not apply to these appointments.
  
5. **Academic Appointments not covered by this Section.** Those persons assigned to adjunct or other non-regular positions are not covered by Sections 4.2.1-4.2.30 of the Board of Trustees' Policies (see [Section 4.3.0](#), Non-Tenure Track Faculty and [Section 4.4.0](#), Executive, Administrative and Professional Staff).

***The policy language below remains current until August 5, 2019.***

#### **4.2.3 Kinds of Regular Academic Appointments**

1. **Probationary Appointments.** Probationary appointments are one, two, or three year appointments which are renewable for a defined period of time at the end of which the appointees will be given an appointment with continuous tenure or the appointment will not be renewed.
  
2. **Tenured.** Appointments with continuous tenure do not occur automatically but are awarded by Grand Valley State University upon the recommendation of the appropriate College or Libraries Personnel Committee.
  
3. **Clinical Faculty.** This is an honorary appointment applicable to persons who supervise students doing internships in a clinical setting. This type of appointment is not covered by the policies of this Section 2 of Chapter 4.
  
4. **Distinguished Professor.** Distinguished Professors are faculty members appointed by the university President. These appointments are at-will. Appointees have the right to terminate their employment at any time with or without cause or notice. Likewise, the university may terminate the appointment with or without cause or notice as it deems appropriate. All terms and conditions of employment shall be stated in the appointment letter. These appointments are without tenure and will not lead to tenure. Therefore [Section 4.2.5- 4.2.17](#) (related to renewal, promotion, tenure, probation, reduction in force, discipline, discharge, etc.) do not apply to these appointments.
  
5. **Academic Appointments not covered by this Section.** Those persons assigned to adjunct or other similar temporary positions are not to be covered by this section of the Board of Trustees' Policies (see [Section 4.3.0](#), Adjunct Faculty).

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## **REGULAR FACULTY WRITTEN STATEMENT OF APPOINTMENT (INCLUDING JOINT APPOINTMENTS)**

BOT 4.2.4 - 4.2.4.1

**Date of Last Update:**

April 26, 2019

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT**

**4.2.4. Written Statement of Appointment.** Every person appointed to a position covered by these sections BOT [4.2.1 - 4.2.30](#), shall receive a statement in writing, from the Dean or other appropriate Appointing Officer, of the terms and conditions of the appointment before the appointment becomes effective. All appointments are subject to the provisions of these policies and Board of Trustees approval.

**4.2.4.1 Joint Appointment.** Because of the importance of teaching, scholarship and service at the University, joint appointments may be desirable in certain circumstances. A joint appointment is a formal arrangement between two units that specifies the terms under which a member of one unit also provides service to the other unit. For purposes of a joint appointment, "unit" can mean College, department, school, program or University Libraries. The "primary unit" is where the faculty member's tenure status resides and the "secondary unit" negotiates for some portion of the faculty member's service.

1. Joint appointments shall be made when a faculty member serves two units for an academic year or longer. Providing academic service to a unit for one course (or its equivalent) per academic year for one or more years shall not be considered a joint appointment for purposes of this policy.

2. The conditions of an individual joint appointment must be detailed at the time of initial joint appointment in a written Memorandum of Understanding between the primary and secondary units and the faculty member. The Memorandum of Understanding shall include the following:

- a. expectations for teaching, scholarship and service in each unit to which the faculty member is jointly appointed;
- b. the proportion of the faculty member's FTE that will be assigned to each unit. Specifically, three considerations need to be addressed: (i) the weighting of professional performance factors (teaching, scholarship, and service) that will apply to the individual on joint appointment; (ii) clear assignment of work effort in both units, (for example, number of courses taught, obligations for advising students, committee work, scholarship/creative expression, expectation for attending unit faculty meetings, etc.); (iii) how mentoring and other aspects of faculty development will be handled for new faculty;
- c. the process for annual evaluation of the faculty member's professional work. The secondary unit head/director will prepare summary comments and assign a rating (less than satisfactory, satisfactory, exemplary) for each of the categories of teaching, scholarship, and service; these comments will be forwarded to the primary unit and the faculty member by a date chosen by the Provost's Office. The primary unit will use the secondary unit's performance summary when conducting the evaluation of performance in its usual manner. The primary unit head will write the annual evaluation of performance and will attach a copy of the input from the secondary unit;
- d. a requirement that the chairs of constituent units will confer at least annually to coordinate teaching and service responsibilities of jointly-appointed faculty, to insure that the overall load of teaching and service obligations does not exceed that of comparable faculty with appointments wholly in one unit;
- e. address requests for various types of leave. Normally such decisions rest with the Dean of the faculty member's primary unit; however, chairs and deans of all units involved with the appointment will provide assessments of the requested leave before the dean makes a decision;



f. address voting rights on non-personnel matters in the secondary unit (for example, voting on curricular decisions, allocations of department/program resources, etc.);

g. address the joint appointee's representational rights in the faculty governance system; and,

h. the amount of compensation (if any) that will be paid to the primary unit.

3. The units must agree on the proportion of the joint appointee's time that will be spent in each unit and include this information in the Memorandum of Understanding.

4. The Memorandum of Understanding must be approved and signed by the chairs of the involved units, the faculty member, the Dean(s), and the Provost/Executive Vice President for Academic and Student Affairs before a joint appointment takes effect.

5. The primary unit is responsible for reappointment, tenure, and promotion recommendations. These personnel actions will be governed by the written procedures of the primary unit; however, in the annual evaluation(s), the secondary unit will also provide summary comments about the performance of the joint appointee that relates to any of these decisions. A joint appointee is eligible to be considered for sabbatical grants and research funding in the same manner as faculty members not jointly appointed. The primary unit is responsible for initiating and carrying through the procedures leading to these decisions. The secondary unit will also provide summary comments about the performance of the joint appointee that relates to any of these decisions.

6. With regard to personnel matters, joint appointees will have full voting rights in their primary unit, regardless of the percentage of service performed in that unit. Normally, joint appointees will have the same rank in all units to which they are assigned.

7. Joint appointees will submit the same Faculty Activity Report (FAR) and annual Faculty Activity Plan (FAP) to the chairs of the primary unit and the secondary unit. Both unit heads should sign the FAR and the FAP. If recruiting for a joint appointment, the primary and secondary units will be represented on the search committee.

8. The joint appointment will be reviewed periodically and is subject to renewal or termination at will by either the primary unit or secondary unit effective no earlier than the end of the semester. If the joint appointment is terminated or not renewed, the faculty appointment will revert to the primary unit. A faculty member whose joint appointment was either terminated or not renewed shall be able to use the complaint procedure [Section 4.2.18](#)) by filing a complaint with the Dean of the primary unit. For tenure-track faculty, the appointment may not extend beyond the current contract length with the primary unit nor, unless an exception is approved by the Provost/Executive Vice President for Academic and Student Affairs, will be more than 50% of the joint appointment be in the secondary unit.

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## REGULAR FACULTY RANK

BOT 4.2.5

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT****4.2.5 Regular Faculty Rank**

1. Except for librarians, regular faculty appointments within the University are made in one of the following ranks: Professor, Associate Professor, Assistant Professor, or Instructor. The nature of the accepted terminal degree for any given program is to be decided by the Dean in consultation with the unit offering that program. Refer to [Section 4.2.9.1](#) for evaluation criteria for all full-and part-time faculty as defined in [Section 4.2.1](#) and above.

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

**Assistant Professor.** This is the usual entry-level appointment for a person with a terminal degree and little teaching experience or others without a terminal degree but with appropriate teaching or professional experience. To be considered for promotion to Assistant Professor, an Instructor should have appropriate credentials and prove to be an effective teacher.

**Associate Professor.** Appointment at the Associate level is ordinarily contingent upon a terminal degree, demonstrated competence and experience in teaching at the University level, and recognized scholarly achievements. To be promoted to Associate, an Assistant Professor must display consistent teaching effectiveness, and should have earned the doctorate or appropriate terminal degree, except in extraordinary circumstances where the evidence demonstrates that the absence of the degree does not inhibit the faculty member's professional standing and performance. In addition, the person should have achieved professional recognition through scholarship or creative activity; show evidence of professional development; and have made contributions to the University and community. The extent of participation in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the unit, College, and University. Ordinarily, at least five full time equivalent years at the rank of Assistant Professor must be completed before an Assistant Professor may be considered for promotion to Associate Professor. The five-year requirement includes any allowance for prior service. (See [Section 4.2.8.4](#) for early tenure/promotion criteria.)

**Professor.** Only distinguished scholars and professionals will qualify for initial appointment as Professor. To be promoted to Professor, an Associate Professor must display consistent excellence in teaching and should have earned the doctorate or appropriate terminal degree except in extraordinary circumstances where the evidence demonstrates that the absence of the doctorate does not inhibit the faculty member's professional standing and performance. In addition, the person should have achieved acknowledged professional recognition through scholarship or creative activity; have demonstrated professional development; and have provided vital contributions to the unit, College, University and community. The extent of faculty member's contribution in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the University, College and unit. Ordinarily, at least six (6) full-time equivalent years at the rank of Associate Professor must be completed before an Associate Professor may submit materials for review to be considered for promotion to Professor. The six-year requirement includes any allowance for prior service. (See [Section 4.2.8.4](#) for early tenure/promotion criteria.) Seniority alone shall not be sufficient for promotion.

2. **Librarian.** Professional 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. The terminal degree for librarians normally shall be the Master's Degree from a program accredited by the American Library Association (ALA) or from a program in a country with a formal accreditation process as identified by ALA. Refer to [Section 4.2.9.2](#) for evaluation criteria for all full-and part-time faculty as defined in [Section 4.2.1](#) and above.

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

**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. The three-year requirement includes any allowance for prior service.

**Associate Librarian.** Appointments to Associate Librarian are ordinarily contingent upon demonstrated competence and experience as a librarian at the University level and on professional achievement. To be promoted to Associate Librarian, an Assistant Librarian must display consistent professional effectiveness. In addition, the person should show evidence of professional development and have made contributions to the University and the profession. The extent of the faculty member's contribution in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the University. Ordinarily, at least five full-time equivalent years at the rank of Assistant Librarian are required before an Assistant Librarian is considered for promotion to Associate Librarian. The five-year requirement includes any allowance for prior service. (See [Section 4.2.8.4](#) for early tenure/promotion criteria.)

**Senior Librarian.** Only distinguished professional librarians will qualify for initial appointment as Senior Librarian. To be promoted to Senior Librarian, an Associate Librarian must display consistent excellence in academic librarianship. In addition, the person should have consistently demonstrated excellence in creative activity or scholarship in the profession, show professional development, and have made vital contributions to the Library, University, and community. The extent of the faculty member's contribution in these areas will be affected by a variety of factors, including the stage of the faculty member's career and the program objectives of the University. Ordinarily, at least six (6) full-time equivalent years at the rank of Associate Librarian must be completed before an Associate Librarian is considered for promotion to Senior Librarian. The six-year requirement includes any allowance for prior service. (See [Section 4.2.8.4](#) for early tenure/promotion criteria.) Seniority alone shall not be sufficient for promotion.

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## REGULAR FACULTY INITIAL APPOINTMENT

BOT 4.2.6

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

## POLICY STATEMENT

**4.2.6 Initial Appointment.** Normally, new regular faculty appointed to a tenure track position shall be on probation. The initial probationary appointment may be awarded for three or four years, subject to renewal except as indicated below. All terms and conditions of appointment not specifically covered in these policies will be covered in the initial letter of appointment.

When a candidate who is pursuing an appropriate doctorate and has attained all-but-dissertation status (ABD) is hired as a tenure-track faculty member in a position for which the doctorate is required, that person will be hired at the rank of Instructor or Assistant Professor. The initial appointment will be for two (2) years and will be extended for an additional two (2) years upon completion of the degree as provided in this paragraph. The faculty member will have three semesters, not counting Spring/Summer, to produce an official transcript showing that the degree has been completed. Absent proof, the fourth semester, not counting Spring/Summer, will be the terminal semester.

If the person is hired at Instructor rank, his/her status will be changed to Assistant Professor as soon as an official transcript showing attainment of the degree is presented. Time spent at the Instructor rank will count towards tenure and promotion. While at ABD status, the teaching load shall not be more than 18 hours per year for a nine-month faculty member or 24 hours per year for a 12-month faculty member. Any exceptions to this Section 4.2.6 must be approved by the Provost.

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## REGULAR FACULTY PROBATIONARY APPOINTMENTS

BOT 4.2.7

**Date of Last Update:**

July 14, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

## POLICY STATEMENT

**4.2.7 Probationary Appointments.** The probationary appointment review is conducted to allow the unit, College, and University to formally assess the probationary faculty member's performance as he/she progresses towards tenure and, when applicable, to offer guidance for the future tenure review.

A regular faculty member's total probationary period shall not exceed seven (7) full-time equivalent years of continuing appointment (not including unpaid leaves) at the University. Allowance may be given for up to three (3) full-time equivalent years of service of an academic nature in other institutions of higher learning at the rank of Assistant Professor or higher, service as a Librarian or full-time service as a visiting faculty member at the rank of Assistant Professor or higher at the University.

If one (1) year of prior service allowance is given, the first probationary appointment will be for three (3) years and the contract renewal review will take place in the second year of the initial 3-year contract. If the contract renewal is successful for a 2-year contract, the tenure review will take place in the fifth appointment year unless extended per [Section 4.2.7.2](#).

If two (2) years of prior service allowance is given, the first probationary appointment will be for three (3) years and the contract renewal review will take place in the second year of the initial 3-year contract. If the contract renewal is successful, the tenure review will take place in the fourth appointment year unless extended per [Section 4.2.7.2](#).

If three (3) years of prior service allowance is given, the probationary appointment will be for four (4) years. The tenure review will be the only formal review and will take place in the third appointment year unless extended per [Section 4.2.7.2](#). However, at the time of appointment, if the candidate requests and the dean approves, a pre-tenure review will take place in the second year of the initial 4-year contract.

**[See table below.](#)**

The exact number of years equated toward the probationary period will be stipulated in writing as a part of the appointment process. Years granted for prior service count towards promotion eligibility. Years granted for prior service affect sabbatical eligibility as described in [Section 4.2.25](#).

If allowance for previous service is stipulated, it shall not subsequently be changed, rescinded or revoked.

Notwithstanding any other provision of the Board of Trustees' Policies, a regular faculty member's probationary period shall not be extended once it is established.

If allowance for prior service is not granted, a faculty member will be appointed for an initial four (4) year period and the first formal review for this appointment will occur in the winter semester of the third year. If the first formal review is successful, the faculty member will be eligible for a three (3) year renewal appointment.

The second formal review occurs during the winter semester of the sixth year of the probationary period. The second formal review will be the tenure decision.

In the event allowance for prior service was not granted, if the first formal review is not successful, the fourth year of the probationary appointment will be honored as a terminal year. In the event allowance for prior service was not granted, if the second formal review, occurring in the sixth year, is not successful, the seventh year of probationary period will be honored as a terminal year.

If allowance for prior service is granted by the Dean as provided above, the Dean's appointment letter shall address the length of the initial appointment and the review cycle for a formal review and tenure review.

If an initial contract begins winter or spring/summer semester, then the probationary period will begin the subsequent fall semester, and the length of the initial contract is extended (See [Section 4.2.10.4.1](#)).

Notwithstanding the foregoing in [Section 4.2.7](#), by March 30 of the academic year during which the probationary faculty member's formal review is not being conducted pursuant to [Section 4.2.10](#) (typically, the first, second, fourth, or fifth year), the Dean may direct or the unit may vote that a contract review take place during the first half of the fall semester of the following academic year. The written notice to the faculty member of the review must include an explanation for the review and a statement that in the event of an unsatisfactory review, the review year will be the terminal year. Other than being conducted during the fall semester, such a review will follow the procedures for a normally timed contract renewal as called for in [Section 4.2.10](#), with the unit and the College Personnel Committee voting to either recommend or not recommend early termination to the Dean.

If the probationary faculty member's contract is terminated, the review year will be the terminal year.

**4.2.7.1 Renewal Of Probationary Appointments.** The review of a faculty member's probationary appointment will result in a three-year renewal, a two-year renewal, a one year renewal, or a non-renewal. Appointment renewals for regular faculty on probationary appointments normally will be for a period of three (3) years. A three-year renewal indicates the faculty member is meeting established criteria. A one or two-year renewal may indicate that the faculty member has performance problems that normally impede progress towards tenure. A renewal for less than three years may be recommended if:

- A. The faculty member's Unit recommends a one (1) or two (2) year renewal, and the recommendation is accepted by the College Personnel Committee;
- B. The College's Personnel Committee recommends a one (1) or two (2) year renewal, and the recommendation is accepted by the Dean;
- C. The Dean recommends a one (1) or two (2) year contract and gives the College's Personnel Committee the reasons for such action;
- D. The Provost decides on a one (1) or two (2) year contract and gives the Dean and College's Personnel Committee the reasons for such actions;

A one or two-year renewal may also be recommended if:

- A. The three (3) or two (2) year period extends beyond the regular faculty member's total probationary period;
- B. The regular faculty member does not have the accepted terminal degree in the discipline.

A non-renewal of the probationary appointment indicates that the faculty member's performance to date does not warrant future consideration.

**4.2.7.2. Extending Probationary Appointments by Pausing the Tenure Clock.** A faculty member may request an extension of the probationary period by pausing the tenure clock so that she or he may withdraw from teaching, work part-time or continue to work full-time while attending to other commitments. The pausing of the tenure clock will not be held against the faculty member in regards to any upcoming personnel reviews. A request for an extension may be submitted regardless of pay status; i.e. full pay or full or partial unpaid leave of absence. A request must be made in writing to the Dean after consultation with the faculty member's unit head. The Dean may approve a request for a maximum of two (2) years in total during the probationary period. Approval of the request will result in postponement of the time period of a contract renewal and/or tenure review and the new review date will be stipulated in the Dean's approval letter. Unless mutually agreed to by the faculty member and the Dean, the new review shall take place during the winter semester following the schedule of [Section 4.2.10.4](#). Following is the list of circumstances under which a faculty member may be approved for an extension of the probationary period:

- A. Faculty member's significant health issue, illness or injury;
- B. The birth or adoption of a child (available to both mother, father and household member);
- C. Substantial care giving responsibility for a person residing in the household or someone listed in [Section 4.2.30.3](#);
- D. Military service obligation;
- E. Current immigration status does not permit tenure;
- F. Unforeseen and significant disruption that is outside the control of the faculty member and is directly related to an area of evaluation criteria for contract renewal or tenure as stated in [Section 4.2.9](#);
- G. Changes in appointment to either part-time work or administrative assignment; or
- H. An unpaid leave of absence pursuant to [Section 4.2.30.5](#).

**IMAGES**

Years Towards Tenure & Promotion	Year 1 at GVSU		Year 2 at GVSU		Year 3 at GVSU		Year 4 at GVSU		Year 5 at GVSU		Year 6 at GVSU		Year 7 at GVSU	
	F	W	F	W	F	W	F	W	F	W	F	W	F	W
No years						Contract Renewal							Temure Review	
One year				Contract Renewal						Temure Review				
Two years				Contract Renewal				Temure Review						
Three years				Optional Review		Temure Review								

	Initial contract (3 or 4 years)
	Second contract (2 or 3 years)

F = Fall semester W = Winter semester

## REGULAR FACULTY ACADEMIC TENURE

BOT 4.2.8

### Date of Last Update:

June 01, 2017

### Approved By:

- Board of Trustees

### Responsible Office:

Legal, Compliance & Risk Management

## POLICY STATEMENT

### 4.2.8 Academic Tenure.

1. **Statement of Principle.** The granting of tenure marks the end of a regular faculty member's period of probation and the beginning of a continuous appointment. The primary purpose of tenure is the safeguarding of academic freedom, although it is also recognized that tenure offers a degree of economic security which allows the University to attract and maintain a faculty of high ability and, hence, to strengthen the excellence of its programs and its overall academic quality.
2. Regular faculty with academic tenure may be removed from their appointments only through the terms and procedures described below for Dismissal for Adequate Cause (see [Section 4.2.13.1](#)) or Reduction in Force ([Section 4.2.15](#)).
3. **Standards and Criteria for Tenure.** Tenure involves the long-range commitment of the University to an individual faculty member and of faculty colleagues to each other. All decisions regarding the granting of tenure will necessarily entail judgments about both the present level of a faculty member's accomplishment and performance and the prospect of its continuation into the future.

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

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

A candidate at the rank of associate professor must meet the standards and criteria for that rank to be awarded tenure (see [Section 4.2.5.1](#)). A candidate at the rank of full professor must meet the standards and criteria for that rank to be awarded tenure (see [Section 4.2.5.1](#)).

- 4. Early Tenure and/or Promotion.** A faculty member may request, in writing to the Dean, that he/she be considered by his/her unit for early tenure and/or promotion (see [Section 4.2.10.3](#)). To be awarded early tenure and/or promotion, a faculty member must demonstrate that he/she has exceeded the expectations in all three areas of evaluation (see [Section 4.2.9.1](#)), as defined by unit and College criteria.
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## REGULAR FACULTY AREAS OF EVALUATION FOR RENEWAL OF PROBATIONARY APPOINTMENTS, PROMOTION, TENURE, AND PERIODIC PERFORMANCE REVIEWS

BOT 4.2.9

### Date of Last Update:

July 13, 2018

### Approved By:

- Board of Trustees

### Responsible Office:

Legal, Compliance & Risk Management

## POLICY STATEMENT

### 4.2.9 Areas of Evaluation for Renewal of Probationary Appointments, Promotion, Tenure, and Periodic Performance Reviews .

**1. College Regular Faculty.** The individual College's Personnel Committee will use the evaluation criteria indicated in this section in arriving at its recommendations. All regular faculty, whether full- or part-time, shall be evaluated on the same criteria and shall be expected to demonstrate that they meet the level of performance consistent with the expectations of their rank. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular faculty member to be reviewed. It is the University's responsibility to process the requested personnel action. Each of the criteria listed below must be demonstrated to some degree, but teaching is regarded as the most important.

It is essential that regular faculty review be thorough, fair and in accord with clearly stated standards and criteria ([Section 4.2.9](#)) and procedures ([Section 4. 2.10](#)). Faculty reviews should promote a culture of continuous improvement.

**A. Effective Teaching.** Effective teaching facilitates student learning and includes, but is not limited to, knowledge of the field taught, classroom and mentoring performance, and communication and human relations skills. Faculty members teach effectively by challenging and engaging students, by supporting their academic and professional growth, and by establishing and maintaining high academic standards. They address in their courses relevant knowledge together with intellectual and practical skills pertinent to the discipline or profession. They use appropriate pedagogies and relevant assessments of student learning. They contribute to revising or developing courses and curricula as needed by their units. Effective teaching must be documented by: a) self-evaluation, b)



peer evaluation, and c) student evaluations.

**B. Scholarly/Creative Activity.** Within a normal full-time load, all regular faculty are expected to engage in scholarship or creative activity. The University welcomes the scholarship of discovery, the scholarship of integration, the scholarship of application, and the scholarship of teaching (as conceptualized by Boyer, 1990). All of these forms are valued in determinations for promotion and tenure. The University uses the following three categories to describe scholarship/creative activities: [1\) advancement of knowledge/creative activity, 2\) scholarly engagement, and 3\) professional development.](#)

**C. Service to the Institution, the Profession, and the Community.** A faculty workload includes [service to the institution, and/or the profession, and/or the community.](#) Each unit/college will write standards that describe how much and what type(s) of service is required for each rank and for tenure, promotion, and annual review. It is the responsibility of each faculty member to describe the nature of the service and the time commitment involved.

Each College and unit must establish its own standards and criteria for evaluation at each rank and tenure. College standards and criteria may be more specific than University standards and criteria, but may not contradict or conflict with them. Unit standards and criteria may be more specific than College standards and criteria, but may not contradict or conflict with them or the University standards and criteria. Each candidate for a personnel action must include a copy of their unit standards and criteria in the portfolio, or in the alternative, written acknowledgement of the unit guidelines that are being applied.

For both College and unit, after approval by the Dean, these standards and criteria must be submitted to the University Personnel Review Committee (UPRC), who will provide advice to the Provost/Executive Vice President for Academic and Student Affairs. Final approval is decided by the Provost/Executive Vice President for Academic and Student Affairs.

It is recognized that the relative importance of any of the professional achievement and service criteria may vary depending upon a variety of factors including the stage of the regular faculty member's career, the purpose of the evaluation, and the program objectives of the unit, College, and University.

**2. Library Regular Faculty.** The University Libraries' Personnel Committee will use the evaluation criteria indicated in this section in arriving at its recommendations. All regular library faculty, whether full- or part-time, shall be evaluated on the same criteria and be expected to demonstrate that they meet the level of performance consistent with the expectations of their rank. In these personnel actions, except Dismissal for Adequate Cause, the burden of proving that their performance warrants the personnel action under consideration rests with the regular faculty member to be reviewed. It is the University's responsibility to process the requested personnel action. Each of the criteria listed below must be demonstrated to some degree. Professional effectiveness is regarded as most important. Faculty reviews should promote a culture of continuous improvement.

**A. Professional Effectiveness.** This includes, but is not limited to, knowledge of library and information science; performance in reference service, collection development, and bibliographic organization and control; communication skills; human relations skills; evaluation skills; and teaching, although not necessarily in a classroom situation. Evaluation of such activities will be on the basis of the judgment of colleagues and/or those who are instructed or served.

**B. Scholarly/Creative Achievement.** All regular library faculty are expected to engage in scholarship or creative activity. The University welcomes the scholarship of discovery, the scholarship of integration, the scholarship of application, and the scholarship of teaching (as conceptualized by Boyer, 1990). All of these forms are valued in determination for promotion and tenure. The University uses the following three categories to describe scholarship/creative activities: [1\) advancement of knowledge/creative activity, 2\) scholarly engagement, and 3\) professional development.](#)

**C. Service to the Institution, the Profession, and the Community.** A faculty workload includes [service to the institution, and/or the profession, and/or the community](#). Each unit/University Libraries will write standards that describe how much and what type(s) of service is required for each rank and for tenure, promotion, and annual review. The University Libraries will determine the types of community/professional service most appropriate to its specific mission and program objectives. It is the responsibility of each faculty member to describe the nature of the service and the time commitment involved.

The University Libraries must establish its own standards and criteria for evaluation at each rank and tenure. The University Libraries' standards and criteria may be more specific than University standards and criteria, but may not contradict or conflict with them. Each candidate for a personnel action must include a copy of the University Libraries' standards and criteria in the portfolio, or in the alternative, written acknowledgement of the approval date of the University Libraries' guidelines that are being applied.

After approval by the Dean, these standards and criteria must be submitted to the University Personnel Review Committee (UPRC), who will provide advice to the Provost/Executive Vice President for Academic and Student Affairs. Final approval is decided by the Provost/Executive Vice President for Academic and Student Affairs.

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## **PROCEDURES FOR REGULAR FACULTY APPOINTMENT RENEWAL, PROMOTION, TENURE, PERIODIC PERFORMANCE REVIEW, AND DISMISSAL FOR ADEQUATE CAUSE.**

BOT 4.2.10

**Date of Last Update:**

April 26, 2019

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### **POLICY STATEMENT**

#### **4.2.10 Procedures for Regular Faculty Appointment Renewal, Promotion, Tenure, Periodic Performance Review, and Dismissal for Adequate Cause.**

**4.2.10.1 College/University Libraries Personnel Committee.** Each College and University Libraries will establish a Personnel Committee to recommend action concerning regular faculty appointment renewals, promotion, tenure, and periodic performance reviews within the separate College or University Libraries. The Committees recommend to their respective Deans and shall not adopt policies or procedures contrary to the procedures contained in [Section 4.2.1](#) of the Board Policies. Pursuant to [Section 4.2.13](#), the Dean can initiate review of a case by the College/University Libraries Personnel Committee regarding Dismissal for Adequate Cause.

**4.2.10.2 College/University Libraries Personnel Committees Composition.** All regular faculty members ([Section 4.2.1](#)) will be eligible to vote for members to serve on their respective College/University Libraries Personnel Committee. Each fall semester, each College or the University Libraries shall decide if the Dean or, in the alternative as designated by the Dean, the Associate Dean, will attend as an ex-officio, non-voting member of the College/University Libraries Personnel Committee and the results of the decision shall be reported to the Chair of the University Academic Senate.

The Personnel Committee of the Colleges and University Libraries will be composed of a minimum of five tenured faculty members with not more than two (2) voting faculty members being from the same school/department/program in the College/ College/University Libraries as the candidate.

#### **A. Composition.**

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

**College of Liberal Arts and Sciences:** The Personnel Committee shall be composed of twelve (12) elected members of the College. There may be no more than one (1) elected Committee member from any one (1) unit in the College. One third of the membership will be elected at the end of each academic year for a term of three (3) years.

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

**College of Community and Public Service:** The Personnel Committee shall have at least five (5) members. There shall be no more than two (2) members from each unit within the College and there should be at least one member from each unit. If no tenured member is elected from a unit, an at-large, tenured member will be elected. The Committee shall not exceed seven (7) persons. The standard term on Personnel Committee is three (3) years, which will be staggered among the members.

**College of Education:** The Personnel Committee shall be composed of five (5) tenured faculty to be elected by Faculty Council, which consists of all the regular faculty. One (1) member shall be elected from each of the four (4) units in the College of Education. One (1) member shall be elected at large from the College of Education faculty. Members will serve in staggered, three-year terms.

**Padnos College of Engineering and Computing:** The Personnel Committee shall be composed of six (6) tenured faculty members elected by the regular faculty, two (2) from the School of Engineering, two (2) from the School of Computing and Information Systems and two at large. There can be a maximum of three members from one academic unit. The voting members for any personnel action are as follows:

- i. Candidate is from School of Engineering: The two members from the School of Engineering, the two members from the School of Computing and Information Systems, and all at large members not from the School of Engineering.
- ii. Candidate is from the School of Computing and Information Systems: The two members from the School of Engineering, the two members from the School of Computing and Information Systems, and all at large members not from the School of Computing and Information Systems.
- iii. Candidate is from the Occupational Safety and Health Department: All committee members.

**College of Health Professions:** The Personnel Committee shall be composed of one (1) tenured faculty member from each department. The faculty members from the College will be elected by the College of Health Profession's faculty from a slate provided by the Dean of the College from appropriate departments. Faculty Council of the College, in consultation with the Dean, may select an additional faculty member to serve as a diversity advocate, who serves ex-officio and without the right to vote. The voting members for any personnel action are the

members who are not from the department of the faculty member being considered. If a department does not have a faculty member meeting the qualifications for the College Personnel Committee, eligible faculty will be determined by the Provost/Executive Vice President for Academic and Student Affairs in consultation with the Dean of the College and then elected by a College vote. No member shall serve more than two (2) consecutive three-year terms (6 years).

**Brooks College of Interdisciplinary Studies:** The Personnel Committee shall be composed of three (3) internal and two (2) external tenured faculty elected by the eligible voters. External members are elected from a slate approved by the Provost/Executive Vice President for Academic and Student Affairs and developed in consultation with the Dean of Brooks College and the Brooks College Faculty Council. Faculty Council of the College, in consultation with the Dean, may elect an additional faculty member to serve as a diversity advocate, who serves *ex officio* and without the right to vote.

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

**University Libraries:** The Personnel Committee shall be composed of a minimum of five (5) faculty members a majority of members elected by the University Libraries faculty from a slate provided by the Provost/Executive Vice President for Academic and Student Affairs from appropriate disciplines to be determined by the Provost/Executive Vice President for Academic and Student Affairs in consultation with the Dean of that College and less than a majority of the Personnel Committee elected from the faculty in the College.

**Conflict of Interest.** A Committee member may be excused from a particular decision making process should there be a conflict of interest. The Chair of the College Personnel Committee, in consultation with the Dean, shall determine if a conflict of interest exists. If it is asserted that the Chair of the College Personnel Committee has a conflict of interest, the Chair of the Executive Committee of the Senate, in consultation with the Chair of the College Personnel Committee and the Dean, shall determine if a conflict of interest exists. However, the fact that a Committee member is from the same unit as the regular faculty member being reviewed is not per se a conflict of interest.

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

**B. Personnel Committee Meetings.** Electronic or Mechanical recording is not permitted at any time during Personnel Committee meetings. However, minutes shall be taken and include: any vote taken, the numerical results of all votes, date, time, place of the meeting, and names of who were in attendance. The following must be present and vote on the personnel action in order to constitute a recommendation of the Personnel Committee: four when there are five members, four when there are six members, and five when there are seven members, or if more than seven members, then two-thirds (2/3rds) of the size of the Personnel Committee rounded up to the nearest whole number. (See [Section 4.2.10.2.A](#) for composition of a Personnel Committee.) The Dean or Associate Dean shall not be present during a public vote of the Personnel Committee. While proxy and absentee votes are not allowed, absent committee members may send their evaluations to all committee members. If the Personnel Committee is unable to carry out its responsibilities due to the absence of one committee member who misses three consecutive meetings, the Dean will be notified for the purpose of facilitating the designation of an appropriate replacement.

**4.2.10.3 Initiation of Reviews.** The Dean normally initiates actions to be considered by the College/University Libraries 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 4.2.5](#) and [4.2.7](#). 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 (see [Section 4.2.8.4](#) for early tenure/promotion criteria). 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 4.2.10.4](#) for the personnel schedule). A person being considered for early tenure and/or promotion may withdraw the request(s) for consideration at any time.

**A. Reappointment.** The Dean informs the unit head of the regular faculty in the unit requiring reappointment decisions and the options available.

**B. Promotion.** The unit head, Dean or any other member of the unit may initiate proceedings for consideration of promotion.

**C. Tenure.** The Dean is responsible for insuring that tenure is considered in the next to last possible year of the probationary period, but tenure consideration may be initiated by the unit head or any other member of a unit at other times.

**D. Dismissal for Adequate Cause.** Before making the decision to dismiss for adequate cause, the Dean is responsible for initiating proceedings to consider the case. ([Section 4.2.13.1](#))

#### **4.2.10.4 Schedule for Personnel Actions.**

**A. Initiation of Reviews.** The following are dates by which the review process must begin.

- 1. For All Reviews except Promotion to Professor.** Materials shall be submitted by the candidate to the unit by the first day of class in the Winter Semester for renewals, tenure, or promotion. For the renewal of an initial 1 year contract, the Dean shall determine the date of submission and notify the candidate. In the event of a mid-year appointment, the regular faculty member to be reviewed shall be placed on the next evaluation schedule as though his or her appointment had begun at the next fall semester. Any exceptions to these dates must be approved in advance by the Dean.
- 2. Promotion to Full Professor.** All reviews for promotion to Professor shall take place in the fall semester. Materials shall be submitted by the candidate to the unit by the first day of class in the fall semester. The candidate shall notify the Dean of his/her intent to apply for promotion to Professor in writing by March 30. When a candidate for tenure is also requesting a promotion to full professor, the materials for both actions shall be submitted by the first day of class in the Fall semester and both reviews shall occur during the Fall semester. A decision is required by January 31. In the case of a favorable decision the promotion is effective with the start of the subsequent academic year.

**B. Notification of Personnel Actions.** The following are the dates by which the Deans, or Provost in matters of renewal/non-renewal, promotion or tenure, must notify regular faculty in writing of appointment decisions.

**1. Renewal/Non-Renewal.** A decision is normally required by June 1.

**2. Promotion.** A decision is normally required by June 1 for all but promotion to Professor, which is normally required by January 31. In the case of favorable decisions, the promotion is effective with the start of the subsequent academic year.

**3. Tenure.** A decision is normally required by June 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 4.2.13.1](#) does not result in

mutual agreement, the College/University Libraries 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.

#### **4.2.10.5 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. 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.

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).

**D)** Faculty Activity Reports (FARs), Faculty Activity Plans (FAPs), and written performance summaries from the Faculty Annual Salary Adjustment Program for the period relevant to the action under consideration. For probationary faculty, the relevant period shall be the time served as a tenure track faculty member. For tenured faculty, the relevant period shall be the previous six (6) years at the University or the length of service as a tenured and tenure track faculty member normally not to exceed a total of six (6) years.

**4.2.10.6 Individual Unit Procedures.** Each individual unit shall conduct its personnel actions according to the procedures in [Section 4.2.10.7](#). 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 4.2.10.7](#) and the recommendation of the Unit Personnel Committee must be voted on by the unit in accordance to the procedures of [Section 4.2.10.7.B](#). A unit proposing a Unit Personnel Committee shall make a proposal to its College Personnel Committee for its review, which then forwards its recommendation to the Dean and to the university Academic Senate. The Dean and the University Academic Senate shall each make a recommendation to the Provost/Vice President who will make the decision and communicate it to the Dean, the Chair of the University Academic Senate, the Chair of the College Library Personnel Committee and Unit Head of the unit requesting the creation of a Unit Personnel Committee. In the event a unit is restructured, it shall not convene a Unit Personnel Committee unless the unit has submitted a new proposal for a Unit Personnel Committee and the proposal has been approved according to the above procedures.

**A. Conflict of Interest.** For purposes of [Section 4.2.10.6](#) and [4.2.10.7](#), unit regular faculty members who have a Conflict of Interest with a candidate under consideration for a personnel action shall be completely excused from all aspects of involvement and participation in the unit procedures as it relates to the candidate for which there is a Conflict of Interest. Should a question arise as to whether there is a Conflict of Interest, the Dean of the College/Library shall make the final determination. A Conflict of Interest includes, but is not limited to, one or more of the following:

1. A familial relationship, including Household Member and their dependents, with the candidate;
2. A financial or business relationship exists with the candidate outside of the University; or

3. Unit regular faculty members who are in their terminal year of employment due to non-renewal of a contract or denial of tenure.

#### **4.2.10.7 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 4.2.9](#). When the candidate is a joint appointee as defined by [Section 4.2.4.1](#), the agenda will include discussion of performance in the secondary unit. 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 4.2.4.1](#), 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 three (3) years, two (2) years, or (1) year, consistent with the time limits outlined in [Section 4.2.7](#) (Probationary Appointments). All tenured and tenure track regular faculty with at least two uninterrupted, full-time years of service may vote (except as provided by [Section 4.2.7.2](#) - extension of the tenure clock). Faculty must be in attendance to 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, those tenure track, unit regular faculty who have not completed two (2) years of full-time, uninterrupted service as a unit regular faculty member, or those with a Conflict of Interest. To pass, the personnel vote must be carried by a majority of the members of the unit regular faculty eligible to vote unless they are on sabbatical or approved leave of absence, or those with a Conflict of Interest. If a vote does not obtain the required majority for any reason, this will be reflected in the minutes of the meeting, and the process will continue on to the

College Personnel Committee.

**C. Unit Recommendation.** Following the unit discussion meeting, the unit regular faculty will be provided the opportunity to submit comments to Unit Head or Designate, using a form that is provided which sets forth the evaluation criteria contained in [Section 4.2.9](#) 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. In matters of contract renewal, the written unit recommendation report should note both strong points of the candidate and opportunities for growth; these items will be revisited and discussed by the candidate and the department at the tenure decision. If this information does not appear in the faculty member's tenure portfolio, the unit head must insert the required information.

After the Unit Head or Designate has prepared the draft unit recommendation report, he/she will provide a copy to the candidate and make a copy available for review for the unit regular faculty. Suggestions for changes must be submitted to the Unit Head or Designate within three (3) business days of the issuance of the draft report. Thereafter, the Unit Head or Designate shall issue the final unit recommendation report with a copy to the candidate and make a copy available for review by the unit regular faculty.

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

#### **4.2.10.8 College's Personnel Committee Action.**

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

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

2. **Committee Does Not Accept Unit Recommendation.** If the Committee does not accept the unit recommendation



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

**3. No Valid Vote by Unit.** If there is not a valid unit vote, the Committee will evaluate all the materials provided to it by the Dean for the candidate under consideration. The Committee will then vote on a recommendation. A valid vote requires a simple majority of the Committee, calculated in the same fashion as for a unit vote. The Committee will notify the candidate and Unit Head or Designate of the result of this vote. If the candidate does not have the support of the Committee, the opportunity for a personal appearance before the Committee by the candidate shall be given. Only after such an opportunity is given to the candidate, can such a negative recommendation become official. If the candidate appears before the Committee, the candidate shall address the Committee on her or his own behalf and without an outside advocate or observer. The recommendation of the Committee will be made in writing to the Dean with a copy to the candidate and the Unit Head or Designate.

**4. Subsequent Information.** If new information regarding a candidate is brought to the attention of the Committee that was not available to the unit during its discussion of the candidate, the Committee shall discuss the appropriateness of referring the matter back to the unit. In discussing whether to refer the matter back to the unit, the Committee shall consider whether it believes the new information is of such significance that the unit might change its recommendation and whether a referral back to the unit would delay the schedule as required by [4.2.10.4](#). In the event the matter is referred back to unit, the unit shall have no more than 7 calendar days from the date of the referral from the Committee to meet and take action, if any.

**B. Action in Cases of Dismissal for Adequate Cause.** The Committee will carefully observe that the burden of proof in all cases of dismissal for adequate cause lies with the institution. (See [Section 4.2.13](#))

**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.

#### **4.2.10.9 Dean's Personnel Actions.**

**A. Action in Cases of Reappointment, Tenure, or Promotion.** In making personnel recommendations, the Dean will normally be expected to recommend in favor of the appointee if the appointee has the support of the College Personnel Committee. If the Dean supports the College Personnel Committee's recommendation, the Dean will simultaneously notify the Provost, the appointee, the unit, and the CPC in writing. If the Dean does not accept the recommendation of the College's Personnel Committee, the Dean will present the reasons in writing to the Provost, the appointee, the unit, and the Committee.

**B. Action in Cases of Dismissal for Adequate Cause.** If the Dean's decision is to accept a recommendation of the College Personnel Committee to dismiss for adequate cause, the Dean shall submit that decision in writing with rationale to the appointee.

**C. Appeals.** Appeals of the Dean's decision in matters of cases of dismissal for adequate cause 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 4.2.13](#).

**E.** Termination during the probationary period following an annual review. See [Section 4.2.7](#)

#### **4.2.10.10 Provost's Personnel Decisions.**

##### **A. Action in Cases of Reappointment, Tenure, or Promotion.**

In making personnel decisions, the Provost will normally be expected to recommend in favor of the appointee if the appointee has the support of the Dean. If, in any case, the Provost does not accept the recommendation of the Dean, the Provost will present the reasons in writing to the appointee, the unit, College Personnel Committee, and the Dean.

##### **B. Appeals.**

Appeals of the Provost's decision in cases of reappointment, tenure or promotion are to be made according to the applicable appeal procedure, [Section 4.2.13](#).

##### **C. 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 Provost shall follow the process stated in [Section 4.2.13](#)

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## **REGULAR FACULTY APPLICABILITY TO EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL POSITIONS AND OTHER ADMINISTRATIVE ASSIGNMENTS.**

BOT 4.2.11

### **Date of Last Update:**

July 14, 2017

### **Approved By:**

- Board of Trustees

### **Responsible Office:**

Legal, Compliance & Risk Management

## **POLICY STATEMENT**

### **4.2.11 Applicability to Executive, Administrative, and Professional Positions and other administrative assignments.**

Faculty having positions covered by this Section 4.2 who accept an Executive, Administrative and Professional position or an administrative assignment as defined below are subject to the following:

#### **1. Executive, Administrative and Professional positions that do not carry faculty rank:**

**A.** These are full-time positions that do not require experience as a faculty member.

**B.** Faculty serving in an Executive, Administrative and Professional position that does not carry faculty rank or tenure shall be subject to the personnel policies governing Executive, Administrative and Professional appointments ([Section 4.4.0](#)) while serving in their administrative capacity.

**C.** The faculty member shall request in writing a leave of absence from the faculty position to accept an Executive,

Administrative and Professional appointment. The leave is subject to approval by the faculty member's Dean and the Provost/Vice President for Academic Affairs. A leave of absence, for the purpose referred to in this section, may be granted for an academic year. The leave may be renewed on an annual basis not to exceed three (3) consecutive years.

**D.** If a faculty member chooses to remain in an Executive, Administrative and Professional position beyond a three (3) year leave period, or, after a lesser time period, notifies the Provost/Vice President for Academic Affairs of intent to remain in the Executive, Administrative or Professional position, the faculty member shall relinquish faculty status including tenure rights and faculty rank.

The Provost/Vice President for Academic Affairs may waive the relinquishing of faculty status, tenure rights, and faculty rank. This waiver must be in the form of a written agreement between the Provost/Vice President for Academic Affairs and the faculty member; it should specify the terms, duration, and renewability of the waiver.

**E.** The time served by faculty members in these positions shall not be counted towards tenure, rank promotion or the determination of sabbatical eligibility.

## **2. Executive, Administrative and Professional positions with faculty rank: (Academic Administrators)**

**A.** These are full-time positions that require experience as a faculty member; they typically report to the Provost/Vice President for Academic Affairs, and they have a university-wide focus or entail the supervision of an instructional college. Examples include the Provost/Vice President for Academic Affairs, Associate and Assistant Academic Vice-Presidents, the Dean of a College, the Dean of Graduate Studies, and the Dean of the University Libraries. Each academic administrator will be listed among the faculty of an appropriate department or school and can return to the unit upon completion of or termination from the Executive, Administrative and Professional position.

**B.** Persons in these positions should have tenure before serving in the Executive, Professional and Administrative position, and it is strongly suggested that they have attained the rank of full professor before serving in such a position. Academic administrators shall have faculty rank and promotion rights; they are subject to [Section 4.2.10](#) regarding faculty promotion, tenure, and periodic performance review.

**C.** Recommendations regarding promotion or tenure of Executive, Administrative and Professional staff with faculty rank shall follow the procedures in Section 4.2; however, the recommendation from the College Personnel Committee is as follows:

- 1.** Recommendations regarding the Associate and Assistant Academic Vice Presidents shall go to the Dean of the College.
- 2.** Recommendations regarding a Dean shall go to the Provost/Vice President for Academic Affairs.
- 3.** Recommendations regarding the Provost/Vice President for Academic Affairs shall go to the President.

In order to receive promotion, the Executive, Administrative and Professional staff member must meet the requirements of the unit or alternate requirements that have been recommended by the unit and approved by the Provost/Vice President for Academic Affairs. Alternate requirements must accommodate the Executive, Administrative and Professional staff member's individualized workload and recommend minimum teaching (professional expectations for library faculty) and scholarship expectations; the alternate

requirements will be stated in an appointment letter.

**D.** Persons in Executive, Administrative and Professional positions with faculty rank are not eligible for sabbatical, and time in the position does not count towards sabbatical. They are eligible for professional development leaves at the discretion of their supervisor.

**E.** If a grievance arises regarding the administrative performance of an Executive, Administrative and Professional staff member, the grievance procedure in [Section 4.4.8](#) shall be followed.

If a grievance arises regarding the faculty performance of an Executive, Administrative and Professional staff member with faculty rank, they shall follow the faculty grievance procedure in Section 2. If it should happen that the grievant is also the administrator with whom a conference should be arranged at one step of the procedure, that step shall be omitted and a written grievance must be submitted to the next level.

**F.** Executive, Administrative and Professional positions with faculty rank are subject to the personnel policies governing Executive, Administrative and Professional appointments except as provided above.

### **3. Faculty members with administrative assignments**

**A.** These are positions that report to a Dean where the faculty member is released from faculty duties to perform administrative duties that comprise of 51-100% of the faculty member's total workload. These positions require experience as a faculty member, and they focus on administrative work for a College such as Associate Deans. Unit heads are not included in this category. Each faculty member with administrative assignments will be listed among the faculty of an appropriate department or school and can return to the unit after completion or termination of the at-will administrative assignment.

**B.** Persons in these positions must have faculty rank and should have tenure before serving an administrative assignment. Any exception to this must be approved by the Dean and the Provost/Vice President for Academic Affairs, and it is strongly recommended they attain the rank of full professor before serving such assignment. Faculty members with administrative assignments are subject to the provisions in [Section 4.2.9](#) regarding faculty promotion, tenure, and periodic performance review.

**C.** Recommendations regarding promotion shall be made by the appropriate personnel committee to the Dean of the College or University Libraries. In order to receive promotion, the faculty member with administrative assignments must meet the requirements of the unit or alternate requirements that are recommended by the unit and approved by the Dean. Alternate requirements must accommodate the faculty member with administrative assignment's individualized workload and recommended minimum teaching (professional expectations for library faculty) and scholarship expectations; the alternate requirements will be stated in an appointment letter.

**D.** Sabbatical eligibility is retained and time towards sabbatical will accrue while serving in faculty with administrative assignments position if the faculty member's unit and Dean so recommend and the Provost/Vice President for Academic Affairs approves in the initial appointment letter.

Sabbaticals can be taken only if and when the faculty member with administrative assignment returns to full-time faculty work.

**E.** While faculty status is retained, faculty members with administrative assignment will normally relinquish their voting privileges in their home units and at the College governance level for the length of time that they serve in

the administrative assignment. Exceptions must be approved by the unit and documented in the appointment letter. Faculty members with administrative assignments may serve on governance committees in an ex-officio, non-voting capacity. Notwithstanding this subsection E, faculty with administrative assignments shall not vote on personnel actions and shall not serve on personnel committees or attend meetings, except in a non-voting, ex officio, capacity.

F. Recommendations regarding annual salary adjustment program shall be made as follows:

1. Associate Deans will be reviewed by their Dean.
2. Academic Program/Center Directors will be reviewed by the head of the office in which they are housed.
3. If the administrative workload is less than 100%, both the unit and the relevant supervisor shall contribute the appropriate weight to the annual salary evaluation.

G. If a grievance arises regarding the faculty performance of a faculty member with administrative assignments, they shall follow the faculty grievance procedure in [Section 4.2.16](#). If a grievance arises regarding the administrative performance of a faculty member with administrative assignments, the grievance procedure in [Section 4.4.8](#) will be followed.

H. All faculty members with administrative assignments on a 12-month appointment shall be subject to the vacation policies detailed in [Section 4.9.2](#).

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## REGULAR FACULTY RESIGNATION

BOT 4.2.12

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY STATEMENT

#### 4.2.12 Resignation

If an appointee desires to terminate an existing appointment or to decline a renewal appointment, he/she shall give notice of not less than three months before the end of his duties during an academic year (exclusive of a summer session). This requirement may be waived in case of hardship or in a situation where the faculty member would otherwise be denied substantial professional advancement.

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## REGULAR FACULTY TERMINATION PROCESSES AND DISCIPLINARY ACTION

BOT 4.2.13

**Date of Last Update:**

September 06, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT**

**4.2.13 Termination Processes and Disciplinary Action**

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

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

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

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

2. **Suspensions.** While the final decision regarding termination of an appointment is pending, the appointee may be suspended only if harm to himself/herself or others is threatened by continuance. The Dean who invokes the suspension shall consult with the Provost/Vice President for Academic Affairs and the chairperson of the College's Personnel Committee. A suspension is permitted only pending the results of the personal conference. The base salary and applicable fringe benefits of a suspended person shall be continued during the period of suspension up to the limit of one year. If during the suspension period the faculty member takes up employment with another employer or is convicted of an offense serious enough to warrant dismissal for adequate cause, then the institution will no longer be obligated to continue making salary payments. In the latter case, if the conviction is later reversed, the faculty member will be reimbursed for the lost salary and fringe benefits subject to the one year limitation.
3. **Disciplinary Action other than Dismissal or Suspension.** Any such disciplinary action affecting the terms of employment taken by the institution against a faculty member must be based upon adequate cause. Adequate cause will be related directly and substantially to the fitness of the appointee in his/her professional capacity. Proceedings shall begin with a conference between the appointee and the Dean. If as a result of the conference, the Dean wishes to take disciplinary action, she/he shall state that in writing with rationale to the appointee. The appointee may file a grievance ([Section 4.2.16.2.A. Step 1](#)) within ten days of the receipt of the Dean's decision.

4. **Procedure for Non-renewals and Appeal Process for Non-Renewals and/or Denial of Promotion.** Any action resulting in the non-renewal (specifically, denial of contract renewal or tenure) of a probationary appointment and/or denial or promotion of any appointee shall normally be based upon recommendations generated by the College's Personnel Committee and Dean. Prior to any formal decision to deny a personnel action, the appointee shall be notified by the Provost to allow for a personal conference between the faculty member and the Provost. The conference may result in agreement that the appointment should be renewed or, in the case of a promotion only, the promotion granted. If so, the 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 Provost will submit her/his decision in writing with rationale to the appointee. If the appointee wants to appeal the Provost's decision, the appointee will submit the appeal, in writing, to the President within ten days of the meeting or within twenty days of requesting the meeting, whichever is later. The basis of the appeal shall be limited to one or more of the reasons below:

1. The Procedures of [Section 4.2.10](#) were not followed; and/or,
2. The decision violates the University's non-discrimination policy; and/or,
3. The decision was inconsistent with the College/Library standards and criteria as required by [Section 4.2.9.1](#).

Upon receipt of a timely, written appeal, the President shall refer the appeal for review as follows:

1. If the appeal asserts that the procedures of [Section 4.2.10](#) were not followed, the matter will be referred to the Vice President and General Counsel for review and recommendation to the President;
2. If the appeal asserts that the decision violates the University's non-discrimination policy, the matter will be referred to the Vice President for Inclusion and Equity for review and recommendation to the President;
3. If the appeal asserts the decision was inconsistent with the College/Library standards and criteria as required by [Section 4.2.9.1](#), the matter will be referred to a panel of three (3) representatives from the University-wide Personnel Review Committee, none of whom can be from the same College or Library as the appointee. This panel will review the matter and make a recommendation to the President.

The review and recommendation shall be completed within thirty (30) days. Upon receipt of the recommendation, the President may:

1. Reverse the prior decision such that promotion, contract renewal, or tenure is granted;
2. Uphold the prior decision such that promotion, contract renewal, or tenure is denied; or
3. Send the matter back for reassessment to the College/Library Personnel Committee with instructions for its reassessment. The College/Library Personnel Committee shall report its recommendation to the dean who shall then report to the Provost who shall then report to the President. Upon the completion of this step, the President's decision shall be final.

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## REGULAR FACULTY MERGER OR REORGANIZATION OF APPOINTMENT STRUCTURES

BOT 4.2.14

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT**

**4.2.14 Merger or Reorganization of Appointment Structures**

When an administrative reorganization results in the merger of two or more appointment structures, or the creation of a new appointment structure, faculty with tenure will be assigned to the merged or revised structure by granting them tenure.

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**REGULAR FACULTY REDUCTION IN FORCE**

BOT 4.2.15

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT**

**4.2.15 Reduction in Force**

When personnel reductions involving faculty are necessitated by a bona fide financial emergency, the administration will apply the procedures and policies of this section unless it can show clear and sufficient reason why it should not. When personnel reductions involving faculty are necessitated only by demonstrated changing enrollment patterns or discontinuance of a major or minor instructional program or department the following procedures and policies will be applied.

**1. Voluntary Options.** The following voluntary options must be explored before layoff:

- A.** Transfer to open or new positions (this may include retraining at university expense).
- B.** Retirement.
- C.** Early or phased retirement.
- D.** Part-time employment.
- E.** Teaching any two of the three semesters.
- F.** Approved unpaid leave-of-absence for one year to explore other employment opportunities.
- G.** Resignation.

**2. Internal Transfers.** For transfer to open or new positions, the burden of proof must be on the receiving unit for showing cause why the person may not transfer to the unit. In cases of dispute the Provost/Vice President for Academic Affairs on advice of a faculty committee will decide on the merits of the case. Candidates for internal transfer to open



and new positions will be evaluated according to the following criteria listed in order of priority:

- A.** Appropriate qualifications.
- B.** Ability to gain appropriate qualifications in a reasonable period of time (usually not more than a year) in the area of an open or new position.
- C.** Seniority will be used if candidates are judged equal.

**3.** In order to reduce faculty because of changing enrollment patterns or discontinuance of an instructional program or department the administration must first demonstrate to faculty governance and the Board of Trustees must then declare that such a necessity exists. Issues to be addressed in the demonstration should include the following:

- A.** Whether the enrollment change is temporary, cyclical, or long range;
- B.** Whether the unit is able to carry out its mission effectively with the reduction;
- C.** What the overall cost of the unit to Grand Valley State University is;
- D.** Whether the unit is unique in the state system;
- E.** Whether there are other units which depend on the services of the unit under consideration? If so, what impact the reduction will have?
- F.** Whether the unit is essential to the curriculum of undergraduate general education.

In the case of a condition of changing enrollment patterns, the Provost/Vice President for Academic Affairs will notify the Executive Committee of the Senate (ECS) of his/her perception that such a condition exists and provide a rationale at least 60 days prior to the Board of Trustees meeting at which the recommendation will be made, for the purpose of All University Academic Senate (UAS) review and resolution.

**4.** In cases of changing enrollment patterns or discontinuance of a major or minor program or department when necessary reductions cannot be effected by the voluntary measures, faculty members with tenure will be given one year's notice of layoff by registered mail, ordinarily by the end of winter semester but no later than June 30.

In cases of bona fide financial emergency an appointee with tenure will be given notice as soon as possible, not less than 12 calendar months notice unless the institution can show clear and sufficient reason for shorter notice.

The notice must include a rationale for the layoff ([Section 4.2.15.5](#)). Upon receipt of such a notice a faculty member must choose one of the three plans and in writing notify the Human Resources Office and appropriate Dean of the choice within 60 days from time of notice, unless the faculty member files a timely grievance alleging violation of this policy in respect to matters of Reduction in Force. In this case, the choice of severance [plan A or B](#) can be made only after the grievance is resolved and within 10 days from the time of resolution. Failure to notify the Human Resources Office within these time periods will automatically place the faculty in the third plan ([Plan C](#)).

The appropriate Dean will notify the faculty member in writing within 10 days of receipt of the faculty member's choice of severance [plan A or B](#) that the choice is acceptable or not. If not acceptable the faculty member may, within 10 days, refer the matter to the Provost/Vice President for Academic Affairs who will make the final decision in consultation with the Provost's Advisory Committee within 10 days of receipt of the referral. It is the intent of the university's severance policy to accept the faculty member's choice if at all possible.

**A. Plan A** . In the first plan (Plan A) the faculty members would tender letters of resignation effective at the end of the terminal year. In exchange, a faculty member at the end of the terminal year would receive severance pay equal to one-eighteenth (1/18) of his/her terminal year base salary for each year of service at GVSU, with a maximum of one year's severance salary, possibly spread over a 24-month period.

Refer to the [Plan A table](#).

**B. Plan B .** In the second plan (Plan B), the terminal year is waived. The faculty member receives one-seventh (1/7) of the present base salary for each year of service at GVSU up to a maximum of 1 & 1/2 years' pay. This amount would be spread over a period of time dependent upon length of service to GVSU according to the following schedule:

Refer to the [Plan B table](#).

**C. Plan C.** In the third plan (Plan C), faculty members would elect to have layoff status at the end of the terminal year which would entitle them to recall for the same position during the subsequent 24-month period. No severance pay is applicable in this option. ([Section 4.2.15.8](#) for applicable benefits.)

5. When layoffs are necessary, retention will depend on the following factors in order of priority:

**A.** Ability to do the remaining work in the assigned area. The following will apply in order of priority:

1. Advanced degree or terminal degree and/or teaching or professional experience in the field of assignment will be considered.
2. Regular faculty will be retained before adjunct or temporary faculty.
3. Tenured faculty will be retained before non-tenured faculty.
4. Faculty with more satisfactory performance evaluations will be retained before faculty with less satisfactory performance evaluations. (See [Section 4.2.15.9](#)) However, where general performance equivalency exists, seniority will be the single most important criterion.

**B.** Seniority (however, the all-university faculty affirmative action ratios, female/male and minority/non-minority, will not decrease below the then present levels through the application of this seniority criteria.)

**6. Recall Rights.** Faculty on layoff status are entitled to recall for the same position during the subsequent 24-month period. During this 24-month period laid off faculty will be notified of and given an opportunity to apply for open positions, but not for presently filled positions. These faculty members will be given first consideration before any faculty vacancies are filled through external recruitment.

Recall rights are terminated when a faculty member on layoff:

**A.** Does not reply within 10 calendar days of receipt of a registered letter concerning recall sent to the last known address; or

**B.** Refuses to be available for an interview, or

**C.** Refuses to accept an offer of a commensurate faculty position at Grand Valley; or

**D.** Accepts satisfactory employment elsewhere; or

**E.** Has reached the end of the 24-month layoff period.

7. EAP staff members laid off, who are on leave of absence from faculty status in an academic unit, may exercise rights in the same manner as faculty in that unit.

8. Faculty on layoff will have the option to remain in the group health insurance plan while on layoff status by paying full faculty cost, plus dependent cost if desired.

9. Full-time faculty who presently have tenure and who choose a reduced workload under this section will retain their appointment rights.

10. The declaration by the Board of Trustees of a bona fide financial emergency or condition of changing enrollment patterns is not grievable within the Grand Valley grievance procedure.

11. A small (3 or 4 members) faculty committee will be appointed jointly by the ECS and the Provost/Vice President for Academic Affairs to provide advice concerning:

- A. Areas for reduction by department/program;
- B. Transfer/retraining options for faculty;
- C. Voluntary options, i.e., retirement, resignations, severance pay;
- D. Personnel recommendations from the deans;
- E. Financial emergency and changing enrollment patterns declarations.

12. If there is a faculty position opening at GVSU, the hiring unit, before advertising, must first exhaust the possibilities of transferring current faculty and recalling Grand Valley faculty from layoff status. The faculty committee advising the Provost and Vice President for Academic Affairs and the Provost/Vice President will monitor this process.

13. When it is clear that the laid off faculty member desires such assistance, he/she will be made the focus of an appropriate effort by the university to the extent of resources available (Research and Development Center, Human Resources and Placement Offices) to help that person find suitable employment elsewhere.

14. Tenure shall be considered to reside in GVSU and not in an individual unit.

15. Seniority is defined as years of service at Grand Valley State University less unpaid leaves of absence. It is determined by the date of hire to a regular faculty appointment in a tenure-track or equivalent position at Grand Valley and the total number of years of continuous full-time service at GVSU. Any years of unpaid leaves of absence shall be subtracted from the total number of years of service.

## TABLES

### Plan A

Years of Service	Maximum Period of Payment
1 - 3	6 months
4 - 6	12 months
7 - 9	18 months
10+	24 months

### Plan B

Years of Service	Maximum Period of Payment
1 - 3	6 months
4 - 6	12 months
7 - 9	18 months
10+	24 months

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## REGULAR FACULTY GRIEVANCE PROCEDURE

BOT 4.2.16 - 4.2.17

**Date of Last Update:**

June 01, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### PROCEDURES

#### 4.2.16 Grievance Procedure.

**1. Definition of a Grievance.** A grievance is defined as any issue that pertains to disciplinary action, terminations, implementation of reduction in force, or academic freedom. If the issue involves the denial of promotion, contract renewal and/or tenure, this is defined as an appeal and the process outlined in [Section 4.2.13.4](#) shall be followed. All other issues are defined as complaints and will follow the procedure outlined in [Section 4.2.18](#).

**2. Procedure.** A faculty member with an issue that could become a grievance will request a meeting with the Dean within ten days after learning of the incident upon which the issue is based. If the faculty member is not satisfied with the answer of the Dean, the faculty member may file a written grievance as follows:

**A. Step 1 -Appeal to the Dean.** The grievant will submit the grievance in writing to the Dean within ten days of the meeting or within twenty days of requesting the meeting, whichever is later. The written grievance will include the following:

1. A citation of the part(s) of the policy alleged to have been violated.
2. A statement of the facts of the case.
3. A suggested remedy.

The written grievance may also contain any supportive materials or statements which the grievant feels are germane to the grievance.

The Dean will schedule a conference with the grievant within five days of the receipt of the written grievance. The Dean shall issue a written response to the grievant within five days of the conference. The response will include a summary of the conference and the decision of the Dean and the reasons for that decision.

**B. Step 2 -Appeal to the Grievance Committee.** If the grievance is not resolved at Step 1, the grievant may appeal the decision of the Dean to a Grievance Committee (through the Human Resources Office), within five days of the receipt of the Dean's written response. A Grievance Committee will then be selected according to [Section 4.2.17.1](#) and training scheduled. Upon completion of Grievance Committee Training ([Section 4.2.17.2](#)), the Committee will elect its chair and receive its charge. The Grievance Committee will be convened to conduct a formal review and submit a recommendation to the Provost/Vice President, except for grievances in which the Grievance Committee reports to the appropriate faculty committee (see [Section 4.2.17.3.B](#)). The appeal to the Grievance Committee will contain the written grievance as submitted at Step 1 and the response as issued at Step 1.

The Grievance Committee shall schedule conferences with the grievant and people related to the grievance within ten days of the receipt of the charge from the Human Resources Office. Within 60 days of receiving the charge, the Grievance Committee shall submit a recommendation based on its findings to the Provost/Vice President. See [Section 4.2.17.1](#) for summer exception.

**C. Step 3 -Decision of the Provost/Vice President for Academic Affairs.** The Provost/Vice President will review the Grievance Committee report and the written grievance as submitted at Step 1. In the cases of dismissal, the Provost/Vice President must have a conference with the grievant. Then the Provost/Vice President will issue a written decision within ten days of the receipt of the appeal or ten days of the date of the meeting between the grievant and the Provost/Vice President, whichever is later, and report this to the grievant, the Dean, the Chair of the grievant's unit, the Grievance Committee, the Associate Vice President for Human Resources, and, in matters involving dismissal for adequate cause, the chair of the College Personnel Committee.

In cases where the Provost/Vice President's decision is not concordant with the recommendation of the Grievance Committee, the Provost/Vice President will present the reasons for the decision, in writing, to the Grievance Committee, the President and, at the discretion of the Provost/Vice President, those directly involved in the grievance.

### **3. Miscellaneous Provisions.**

**A. Time Limits.** All grievances shall be considered permanently resolved if not submitted by the grievant at the next step within the prescribed time limits. Time limits may be extended by mutual agreement.

**B. Definition of Day.** Within the grievance procedure references to day shall mean Monday through Friday and shall not include the day on which an appeal is made or a response is offered.

**C. Participants.** The grievant may choose to be accompanied by a colleague. However, legal counsel may not attend.

#### **4.2.17 Grievance Panel, Grievance Committee and Their Procedures.**

**1.Establishment and Composition of the Grievance Panel.** A Grievance Panel will be established, composed of six (6) faculty members elected from each of the College of Liberal Arts and Sciences, College of Engineering and Computing, Seidman College of Business, two (2) members each from the College of Education, Kirkhof College of Nursing, College of Health Professions, Brooks College of Interdisciplinary Studies, and the College of Community and Public Service; and one (1) faculty member from the Library.

All faculty members eligible for or holding tenure are eligible to vote for their College representatives to the Grievance Panel. Deans and other administrative officers will not be eligible to vote or be elected to the Grievance Panel. All panel members will be elected for staggered, three-year terms.

For a particular grievance, a Grievance Committee of four members chosen by lot drawn by the Associate Vice President for Human Resources and the Chair of the Academic Senate will be activated from the Panel to hear the case. The four members will be distributed as follows: one from the grievant's College and three chosen from the remaining Colleges.

The Associate Vice President for Human Resources and the Chair of the Academic Senate may exclude certain members of the panel from being on a Grievance Committee for reasons of unfair bias or conflict of interest either for or against the aggrieved person. The Associate Vice President for Human Resources will activate the Grievance Committee. The Grievance Committee will elect its own chairperson who will submit in writing the findings and recommendations of the committee concerning the case to the following individuals:

- The grievant
- The Provost/Vice President
- The Dean
- The Chairperson of the Personnel Committee, in matters involving reappointment, tenure, promotion or dismissal for adequate cause

- The Associate Vice President for Human Resources.

Grievance Committees do not normally meet during the summer between the end of the winter semester and the beginning of the fall semester. Grievances already under consideration by a Committee will be completed. Any grievance regarding the termination of a faculty member's employment in which the grievant's employment would terminate prior to the fall semester will be heard during the summer. This may necessitate the drawing of a Committee from those Panel members with summer appointments and if this is not sufficient the selection of new Panel members by the College.

**2. Faculty Grievance Committee Training.** Prior to receiving the charge to hear a faculty member's grievance, the Grievance Committee selected to hear the grievance will be required to meet for Grievance Committee training. This training will not include a review of the grievance to be considered by the Committee but will include the following.

**A. Topics:**

1. Review of grievance section of Faculty Handbook.
2. Discussion of the process.
3. Role, function and responsibility of the Grievance Committee.
4. Role of the Grievance Committee Chair.
5. Rules.
  - a. tape recording
  - b. witnesses and participants
  - c. minutes
  - d. deadlines and extensions
  - e. records
  - f. confidentiality
6. Conducting an investigatory hearing.
  - a. interviewing witnesses
  - b. attorneys, colleagues and others attendance
7. Deliberations of the Grievance Committee.
8. Getting advice during the process.
9. Writing the report and distributing the report.
10. Closing the file.

**B.** The Associate Vice President for Human Resources is responsible for coordinating this training. Other individuals, such as legal counsel, may be used as appropriate. Those likely to be involved in the grievance as witnesses or Grievance Committee members will not be used for training.

**3. Function and Procedures of the Grievance Committee.** The Grievance Committee will function to review and make recommendations about a grievance.

**A.** Its function is normally to determine that the prior decisions in the case before it have been arrived at in accordance with the established procedures and with the educational and professional objectives of the university but may also include a substantive re-examination of the case. If the Grievance Committee should conclude that these conditions were not met in the case, or disagrees with prior decisions, it must include in its recommendation to the Provost/Vice President the reasons for this conclusion as well as a request that the Provost/Vice President require the appropriate officer or the chairperson of the College Personnel Committee, in matters involving dismissal for adequate cause, to

determine and implement an appropriate redress based on the merits of the Committee's findings in the case.

**B.** The Grievance Committee reports to the Provost/Vice President; There shall be no further recourse for such a grievance.

**C.** The Grievance Committee will carefully observe that the burden of proof in all cases of action for adequate cause lies with the University; and that in all others, it lies with the grievant. In these latter cases, the grievant will have to show that the action was taken in violation of academic freedom or university procedures, or that the reasons given for the action, if requested, were inadequate.

**D.** The responsibilities of the Grievance Committee are:

1. To review the written grievance for legitimacy (see Definition of Grievance).

2. To hear statements from all persons involved in the grievance and/or any other persons who may clarify issues pertinent to the grievance.

3. To establish the facts.

4. To determine whether prior decisions have been made in accord with established procedures and with the educational and professional objectives of the appointment structure where the case arose.

5. To report its findings and recommendations to the Provost/ Vice President (subject to [Section 4.2.17.3B.](#)).

Tape recordings or stenographic records will be made of the hearings of the Grievance Committee, and the grievant may attend meetings of the Committee when testimony is being taken.

**E.** Procedures of the Grievance Committee. The Grievance Committee and the grievant and other persons related to any grievance should be, at all points in their deliberations, alert to informal opportunities for settlement satisfactory to those involved in the grievance. At any point in the proceedings, the grievant may withdraw the grievance by written notice to the chairperson of the Grievance Committee.

The Committee shall conduct the formal review in such a manner that will allow it to render a responsible judgment about the grievance. Its obligation to render such a judgment entitles it to full cooperation by faculty colleagues and administrative officers. The Committee should hear statements from all those involved in the grievance and/or any other persons who may clarify issues pertinent to the grievance. Statements of witnesses not appearing at the hearing may also be received, provided such statements have been made available to the grievant and other relevant persons to the hearing prior to the hearing. In all other respects the hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence that is of probative value in determining the issues involved. Every possible effort will be made to use the most reliable evidence available. In the case of lack of unanimity, the Committee may report with a minority report or reports included.

**4. Contents of the Report of the Grievance Committee.** The report of the Grievance Committee will contain:

**A.** A statement of membership.

**B.** A statement of the grievance.

**C.** A statement of its activities.

**D.** A statement of its findings.

**E.** A statement of its recommendations.

**F.** Records of the hearing, including tape recordings and/or stenographic records.

**G.** Copies of any data used in its findings.

**5. Records of the Grievance Committee Cases.** Upon completion of a grievance, the chairperson of the Grievance Committee will submit a copy of the report and all data and communications regarding the grievance to the Associate

Vice President for Human Resources who will maintain a file of such reports in an appropriate filing space provided by the university Human Resources Office. Any request to review these files should be submitted to the Associate Vice President for Human Resources.

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## REGULAR FACULTY COMPLAINT PROCEDURE

BOT 4.2.18

**Date of Last Update:**

July 13, 2018

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### PROCEDURES

#### 4.2.18 Complaint Procedure.

1. **Definition of a Complaint.** A complaint is defined as an issue that is not an appropriate subject for a grievance as defined in [Section 4.2.16](#) or a matter covered by [Section 2.13.4](#). Complaints include, but are not limited to, scheduling, location, and remuneration.
2. **Procedure.** A faculty member with an issue that could become a complaint will request a meeting with the Dean within ten days after learning of the incident upon which the issue is based. If the faculty member is not satisfied with the answer of the Dean, the faculty member may file a formal written complaint as follows:

**A. Step 1 - Appeal to the Dean.** The faculty member will submit the complaint in writing to the Dean within ten days of the meeting or within twenty days of requesting the meeting, whichever is later. The written complaint will include the following:

1. A statement of the complaint.
2. A statement of the facts of the case.
3. A timetable of events.
4. A suggested remedy.

The written complaint may also contain any supportive materials or statements that the faculty member feels are germane to the complaint.

The Dean will schedule a conference with the faculty member submitting the complaint within five days of the receipt of the written complaint. The Dean shall issue a written response to the faculty member within five days of the conference. The response will include a summary of the conference and the decision of the Dean and the reasons for that decision.

**B. Step 2 - Appeal to the Provost/Vice President for Academic Affairs.** If the complaint is not resolved at Step 1, the faculty member may appeal the decision of the Dean to the Provost/Vice President within five days of the receipt of the Dean's decision. The appeal will include the written complaint as submitted and the response as issued at Step 1. If the faculty member with a complaint so desires, they may also include a response to the Dean's response.

In his or her sole judgment, the Provost/Vice President may convene a panel of faculty to review a complaint and provide an advisory opinion to the Provost/Vice President. A copy of the complaint advanced to the Provost/Vice President will be provided to this faculty panel. The faculty panel will have twenty (20) days to review the complaint and



submit its advice, in writing, to the Provost/Vice President. The faculty panel shall not investigate the matter nor interview anyone especially the faculty member who submitted the complaint.

The faculty panel will be chosen by lot from the Grievance Panel drawn by the Associate Vice President for Human Resources and the Chair of the Academic Senate. The faculty panel will be composed of one regular faculty member drawn from the same college/library as the faculty member who submitted the complaint and two drawn from the remaining colleges/library.

The Provost/Vice President will review the complaint, response and may have a conference with the faculty member. The Provost/Vice President will issue a written decision within ten days of the receipt of the appeal or the receipt of the statement of advice from the faculty panel or ten days of the date of the conference with the complaining faculty member, whichever is later.

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## REGULAR FACULTY SALARY ADMINISTRATION

BOT 4.2.20

### **Date of Last Update:**

April 26, 2019

### **Approved By:**

- Board of Trustees

### **Responsible Office:**

Legal, Compliance & Risk Management

## POLICY STATEMENT

### **4.2.20 Salary Administration**

- 1. Compensation Service.** Compensation rates for faculty will normally be set on an academic year basis except for library faculty or other faculty on a 12-month appointment. A compensable pay period will be any period when one has fulfilled all of his/her assigned responsibilities. For all or any part of such period when a faculty member has failed to meet the requirements of compensable service he/she will incur a proportionate forfeiture at the per day rate of 1/190 of his/her academic year rate or in the case of faculty on a 12-month appointment 1/260 of his/her annual rate. Faculty on an academic year pay basis, who terminate prior to the end of the academic year will be paid 1/2 of his/her base academic year rate for each full academic term of service. Faculty who terminate during an academic semester will be paid 1/190 of his/her academic year rate for each day of completed service during that semester. There are normally 95 payroll days during each semester including vacation and holidays. University contributions to all benefit plans shall be on the basis of base academic year rate or, in the case of faculty 12-month appointment, on base annual rate. Faculty on academic year appointments may elect to have their base salary paid over 9 or 12 months in semi-monthly installments starting with the first pay period of the fall semester. For purposes of Section 4.2.20, the academic year or fiscal year begins August 6.
- 2. Starting Rates.** Starting rates for faculty will be administratively set within the approved salary range for the position by the appointing officer in consultation with the Human Resources Office. The minimum rate will normally apply for new faculty possessing qualifications not significantly above the minimum required. Additional allowances above the minimum may be made for completion of all course work toward the doctorate except the dissertation, completion of the doctorate, and for each year of full-time teaching at the level of instructor or above at a four-year, baccalaureate degree granting institution or above or equivalent professional experience.

Exceptions to this policy because of special market conditions or within highly specialized fields must be approved in advance by the Provost/Vice President for Academic Affairs.

**3. Extra Compensation.** Extra compensation, except as provided in [Section 4.2.30.6](#) (Alternate Service), is determined as follows:

**A.** For extra semester situations for faculty on academic year appointments extra compensation shall be calculated according to the following method:

1. For 1 through 6 equivalent contact hours, 3.33 percent of the individual's academic year's base salary per equivalent contact hour or 10.0 percent for 3 credits.
2. All additional credits are at a minimum of \$1000.00 per credit.

In this section, an equivalent contact hour, as defined in the full-time teaching load definition, is equal to one contact hour taught in lecture, discussion or lecture-discussion format; two equivalent contact hours are equal to three contact hours taught in laboratory or studio format.

**B.** Faculty who teach courses outside of and in addition to their normal full-time responsibilities shall be paid extra compensation at a minimum of \$1000.00 per credit hour per semester. This amount shall be appropriately prorated for teaching more than or less than three credits or where responsibility is shared with other faculty.

Faculty teaching courses off-campus shall be reimbursed for actual and reasonable expenses above those normally associated with transportation to and from the university in accordance with the university travel policy.

**C.** Extra compensation for faculty for mutually agreed upon situations outside of normal faculty workload shall be determined by the Appointing Officer with the approval of the Provost/Vice President for Academic Affairs.

**4. Pay Adjustments.** Salary advancement within the salary range for the same position will be based on an annual assessment of faculty performance in each of the evaluation criteria. Faculty must provide to their unit head the Faculty Activity Plan (FAP) and Faculty Activity Report (FAR) in advance of the annual review. Other factors for salary adjustment may include compression and market. Adjustments will normally take effect at the beginning of each academic year, or if appropriate, each fiscal year.

**5. Promotional Increments.** Faculty on full-time appointments who are promoted shall receive, in addition to their regular salary increase, the indicated promotion increment or no less than the minimum of the salary range of the new rank if the combination of the regular increase and the promotion increment fall below the minimum. Faculty on part-time appointments shall receive a pro rata promotion increment proportional to their appointment.

Refer to the [Promotional Increments table](#).

## TABLES

### Promotional Increments

Promoted to	Increment
Assistant Professor	\$1,000
Associate Professor	\$5,000
Full Professor	\$6,500

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## REGULAR FACULTY PROCEDURES FOR THE AWARDING OF SABBATICAL LEAVE

BOT 4.2.25

**Date of Last Update:**

July 13, 2018

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY STATEMENT

#### 2.25 Procedures for the Awarding of Sabbatical Leave.

A sabbatical is defined as a period of release to provide an opportunity for the faculty member to learn, develop or enhance understanding or skills that will improve the applicant's teaching, scholarly/creative and/or professional competence beyond their normal workload (as described in Section 3). Sabbaticals are a part of the university's responsibility in relation to faculty growth and development. Such leaves contribute to the accomplishment of these ends by enabling the faculty to undertake specific, planned activities involving study, research, or creative work of mutual benefit to the applicant and to Grand Valley State University. The providing of resources necessary for sabbatical leaves is a high priority for the University.

The Provost shall be responsible for the approval of the sabbatical leave review process subject to this Section 4.2.25. The Provost will review recommended sabbatical proposals and will issue a written decision normally by January 31. The Provost forwards decisions to the President and informs Deans. The Provost will inform the Board of Trustees of the titles and authors of approved proposals.

**1. Eligibility.** By March 15 each year, the Human Resources Office will provide the academic deans with the names of the faculty members eligible to apply at the beginning of the Fall semester. The deans then send a notice to each eligible person as a reminder, offering assistance in refining plans and indicating sources of relevant information. If a Fulbright or other comparable competitive scholarly grant is being sought separate from a sabbatical leave, the faculty member must ensure that the grant award will not be made for the year prior to a sabbatical nor the year immediately following a sabbatical (as specified in Section [2.30.4.C.](#)).

Subject to the provisions listed below (Section 9), sabbatical leave may be granted after six years of service. Such leave may not be awarded to the same person more than once in seven years and leave time shall not be cumulative. Up to two years of service prior to serving in a tenure track faculty position at the rank of instructor or above, or its equivalent, at GVSU or other accredited institutions of higher education may count toward fulfillment of the eligibility period. Only tenured Grand Valley faculty members are eligible to receive a sabbatical.

In computing consecutive years of service for the purpose of establishing eligibility, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absence other than vacation leave and sick leave will not ordinarily be included but shall not be deemed an interruption of otherwise consecutive service.

If a current full-time faculty member previously served part time, then their sabbatical will be delayed until the equivalent of six years of full-time service has been accrued. A part-time regular faculty member is eligible for a

sabbatical after six years of service at or above their current appointment rate; a part-time regular faculty member will receive their current appointment rate while on sabbatical. In the case of the faculty member on leave from a faculty position to hold an administrative position at Grand Valley, the provisions of [Section 2.11](#) apply.

## **2. Remuneration.**

Faculty shall receive full salary when on leave one academic semester and fifty percent of base salary when on leave two academic semesters (or up to three academic semesters for faculty on a 12-month appointment). Applicants for sabbatical leave must specify other salaries, grants, fellowships, or financial support they expect to receive (or do receive) during the period of the leave. The combined incomes from such sources and the sabbatical grant shall not exceed the faculty member's normal salary plus expenses incurred because of the sabbatical leave. The recipient is expected to return to a regular appointment with Grand Valley for at least one academic year (or twelve months in the case of faculty on twelve-month appointments) after the sabbatical period.

## **3. Objectives.**

The scope of the sabbatical project should require the faculty member to have one or two (or three in the case of faculty with 12-month contracts) semesters of continuous release from normal teaching and service responsibilities. The sabbatical project should not be accomplishable in shorter intervals with other forms of assistance available. A request for sabbatical leave must be accompanied by a well-developed proposal for use of the leave time. The proposal shall conform to one or more of the objectives listed below:

1. Promise of a significant contribution to a new or existing subject under study or problem undertaken.
2. Expansion of skills that deepens or extends the applicant's professional capabilities related to teaching (or for librarians, professional effectiveness), research, or creative activity.
3. A planned effort to retrain professionally, in a manner appropriate to the applicant's discipline and the unit's and university's needs.

## **4. Inadequate Funding.**

In the event that the University anticipates that the number of recommended sabbaticals requires funds greater than the amount available for support, the Provost will communicate with faculty governance and shall follow a process determined by the Provost to select proposals for funding.

Applicants who are not awarded sabbaticals because of inadequate funding should reapply to be reviewed the following year.

## **5. Staffing Problems.**

The decision not to award a sabbatical because of staffing problems will be made by the Provost after review of the Dean's recommendation of inadequate staffing concerns. Applicants who are not awarded sabbaticals because of staffing problems will receive a written explanation from the Dean. If an applicant's recommended sabbatical is delayed because of staffing problems, the applicant will be given priority for the following year, assuming the applicant's proposal has been recommended and approved by the Provost. A faculty member whose sabbatical is delayed because of staffing problems will not be required to wait an additional 6 years from the later date before becoming eligible to apply for another sabbatical, but will be eligible to apply 6 years from the previous eligibility year.

## **6. Delayed Sabbatical.**

An applicant whose sabbatical was awarded but must be delayed for reasons other than staffing problems, as approved by the Provost, will not have to resubmit their proposal for review and will automatically be recommended for a sabbatical the following year without reapplication or review of their sabbatical, provided the project has not altered (see Section 7). A faculty member whose sabbatical is delayed, as approved by the Provost, will not be required to wait an additional 6 years from the later date before becoming eligible to apply for another sabbatical, but will be eligible to

apply 6 years from the delayed eligibility year of the delayed sabbatical. An applicant whose sabbatical was awarded but has not been approved for delay by the Provost, must reapply for sabbatical.

#### **7. Alteration of Project.**

If a faculty member finds it necessary to alter the original project approved for the sabbatical leave by the Provost, then three months *before* the sabbatical would have commenced the faculty member must submit a revised proposal to their College Dean. This deadline may be waived in unusual circumstances by the Dean. If the Dean supports the revised proposal, the Dean will recommend the revised proposal to the Provost for review and a decision. If the proposed alteration is judged to significantly change or weaken the spirit of the original proposal, then the Provost shall decide that the proposed alteration is not accepted. In this event, the faculty member can either fulfill the original approved sabbatical or cancel the project. In the event that an alteration is proposed after the sabbatical has already commenced, the Dean will recommend a course of action to the Provost. Depending on the nature and the extent of the alteration, the university may take action as it deems appropriate, including repayment to the university for time spent on sabbatical.

#### **8. Cancellation of Project.**

If a faculty member decides not to take a sabbatical leave which has been approved by the Provost, then the faculty member must inform the Dean of the appointing unit at least three months before the sabbatical would have commenced. The Dean shall inform the Provost of the cancellation. If the faculty member cancels a sabbatical leave less than three months before the start of the leave, the Dean shall be free to deny the request. This deadline may be waived in unusual circumstances. The faculty member who cancels will be eligible to apply for sabbatical the following year.

#### **9. Final Report and Dissemination.**

Each faculty member returning from sabbatical leave shall prepare a final report of the sabbatical activities and accomplishments in accordance with the guidelines on the sabbatical website. The faculty member must submit the report electronically via the sabbatical website. This final report shall be filed no later than the end of the first semester after return to campus and shall include an account of the financial remuneration received during the sabbatical leave. The Provost will review the final report. If the Provost does not approve the final report as submitted, the faculty member may revise and resubmit it. The Provost will notify the faculty member, the Dean, and the Human Resources Office whether or not the final report has been approved. Eligibility for the next sabbatical leave shall be calculated from the academic year in which the Provost approves the final report.

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## **REGULAR FACULTY BENEFITS**

BOT 4.2.30

#### **Date of Last Update:**

October 02, 2017

#### **Approved By:**

- Board of Trustees

#### **Responsible Office:**

Legal, Compliance & Risk Management

## **POLICY STATEMENT**

### **4.2.30 Benefits**

**1. Holidays.** For faculty the following days are University holidays: (usually including the Friday preceding any such holiday which falls on Saturday and the Monday following any such holiday which falls on Sunday)

Please refer to the [holidays table](#).

Two (2) floating holidays scheduled during the Christmas break; plus up to two (2) additional floating holidays scheduled during the Christmas - New Year's break, if the university is officially closed.

A faculty member is not eligible for holiday pay if the holiday occurs during an unpaid leave of absence, or if the holiday falls during a suspension without pay, or the holiday occurs during a time when he/she is not on pay status.

**2. Vacation.** Vacation for faculty members on academic year appointments is limited by the academic calendar and is not accrued. Vacation for faculty members on 12-month appointments is limited by the academic calendar and not accrued if the primary role of the unit is teaching scheduled courses. For units other than those whose primary role is teaching scheduled courses, faculty on 12-month appointments accrue vacation at the rate of five days per calendar quarter of completed service. In this case, a prorated number of days for a partial quarter of service will be computed when necessary. Approval of the use of accrued vacation is the responsibility of the appropriate unit head. Vacation time may not be charged until it is earned. Faculty members with accrued vacation terminating their employment will be eligible for their accrued vacation, not to exceed 20 days, provided at least four weeks' notice of their intent to leave is received. Up to 20 days of accrued vacation may be carried from one calendar year into the next.

If the primary role of the unit is teaching scheduled courses, then unit heads that have 12-month faculty should work with each faculty member to assure that the faculty member has the opportunity to take at least twenty days off per calendar year, in addition to holidays as provided in [Section 4.2.30.1](#), and that, as far as reasonably possible, the schedule allows two or more weeks of consecutive days off. In the event a 12-month faculty member desires to take days off when classes are in session, then prior to the beginning of each academic year, the faculty member shall submit to the unit head a proposal for the use of twenty days off over the following 12-month period.

**3. Salary Continuation.** The University will provide, to the extent described below, a salary continuation program for full-time faculty members which is designed to provide salary protection in the event of personal circumstances which do not allow a faculty member to continue work. This program is intended only as a form of insurance and is subject to careful scrutiny of each appointing officer. The appointing officer may require proof that any absence at any time is appropriate. Salary continuation may be approved only for the following reasons:

- A.** Faculty member's childbirth, illness, injury, hospitalization, and appointments pertaining to health. In cases of injuries compensable under worker's compensation or no fault auto insurance, salary continuation may be used to the extent that the payments fail to equal the faculty member's regular base earnings.
- B.** Faculty member's child, step child, foster child, spouse, parent, or household member's illness, injury, hospitalization and appointments pertaining to health (limited to a reasonable amount).
- C.** The death of a faculty member's child, stepchild, foster child, spouse, brother, brother-in-law, sister, sister-in-law, parent or parent-in-law, grandparent, grandparent-in-law, or household member.
- D.** Attendance at a funeral other than above (maximum one day).
- E.** Inclement weather causing unusually hazardous conditions which necessitates the closing of the university.

All full-time faculty members will be allowed compensation at their regular base rate of pay for an absence that falls under paragraph "A" above for the entire absence period not to exceed six months from the date of illness, injury or hospitalization. No salary continuation as such will be accrued or reported although each appointing officer will be responsible for the equitable application of the policy.

#### **4. Leaves of Absence with Partial Pay.**

**A. Jury Duty.** A faculty member who loses time from his/her assigned responsibilities because of jury duty will receive

the difference between his/her pay for jury duty and his/her regular base pay if such service occurs at a time when the faculty member is on pay status.

**B. Military Duty.** A faculty member who loses time from his/her assigned responsibilities because of military training as a reservist or National Guardsman or due to a civil disturbance, not exceeding four weeks per year, will receive the difference between his/her military base pay and his/her regular pay if such service occurs while the faculty member is on pay status.

**C. Fulbright or Comparable Competitive Scholarly Awards.** To assist faculty members who are recipients of one semester Fulbright and other comparable competitive scholarly grants, the University will pay the difference between any salary grant amount and the faculty member's full base salary for the leave period, minus adjunct faculty replacement costs as determined by the dean. Eligibility is subject to the provisions of [Section 2.25](#).

**5. Leaves of Absence without Pay from the University.** A faculty member may request a leave of absence without pay for educational, medical, or personal reasons for a period of one to twelve months. Such request shall be approved by the appointing officer. Any accrued benefits will be protected during the leave although additional benefits will not accrue. The faculty member may continue existing group benefits with the appropriate university's contribution. Contribution to the retirement plan will not accrue during the leave period. In case of medical leave the university may require a physician's statement concerning the faculty member's ability to perform his/her assigned responsibilities either before departure or just prior to returning to active employment.

Absences without pay for a period of less than one month will be considered as lost time and are subject to the approval of the appointing officer.

**6. Alternate Service.** Faculty on academic year appointments may fulfill their full academic year responsibilities on the basis of working any two of the three academic semesters without loss of base academic year salary with the balance of the year considered vacation. A faculty member who serves in a full time capacity for an additional (third) academic semester, without additional compensation, shall be entitled to a compensatory equivalent semester of vacation during the subsequent academic year at the compensation level in effect when the vacation was earned, if all arrangements are approved by the appointing officer, the provost, and the president in advance. Should, due to a change of circumstances, a faculty member who has fulfilled the prior service obligation be allowed to work during the semester he/she expected to be on vacation, all such work shall be at a rate and under the conditions described in [Section 4.2.20.3](#).

**7. Group Life, Medical and Dental Insurance.** The university will provide life and dental insurance coverage for all faculty appointed one-half time or more, medical insurance coverage for regular faculty appointed three-quarter time or more, and medical insurance coverage for regular faculty hired prior to July 15, 2016 appointed one-half time or more, and their dependents and household members (as defined in plan documents) to the extent of the group insurance policies in effect providing the faculty member's appropriate payments are maintained. The schedule of benefits provided and their cost are described in materials available through the Human Resources Office.

**8. Group Disability.** All full-time faculty are eligible to participate in the total disability benefits program subject to the provisions of the master contract. The benefits provided are described in materials available through the Human Resources Office.

#### **9. Retirement.**

**A. University Base Plan.** Effective July 1, 1996, regular faculty and executive, administrative and professional staff with appointments of one-half time or more will be eligible to participate in the base retirement plan comprised of three investment alternatives:

- 1) Teachers Insurance and Annuity Association (TIAA),
- 2) College Retirement Equities Fund (CREF),

### 3) Fidelity Investments - institutional retirement plan

Eligible faculty and staff will begin participation immediately upon employment. Participants are fully vested after completion of two years of employment.

The University will make a contribution equal to 12% of the participant's base salary. No contribution is required from the faculty or staff member.

Participants may elect an allocation of their university contribution among the three investment alternatives once a year. Allocation changes within those alternatives will be allowed as frequently as permitted by that carrier.

The normal retirement age used as a basis for calculating a full benefit is age 65. There is no mandatory retirement age.

A more detailed description of the base retirement plan related to pay out options, availability of funds and allocation changes and transfers within funds is contained in materials available in the Human Resources Office.

**B. Supplemental Retirement Accounts.** All regular faculty and staff may elect to have the university provide payment for tax deferred saving plans which qualify for IRS Code Section 403(b) and beginning July, 1, 2002 section 457(b) status through companies approved by the university. Faculty and staff can defer in such amounts as permitted by IRS Code Section 403(b) and 457(b). The election of such a benefit in no way affects the faculty or staff member's mandatory participation in the university's retirement program. The university retains the right to modify or terminate this optional deferral program upon reasonable notice to faculty and staff.

**C. Medical Insurance for Retirees.** The university will provide a medical insurance plan for official retirees hired before January 1, 2014. An official retiree (including early retirees) for purposes of this benefit, will be defined as any regular university faculty or staff member who is employed by the university at the time of retirement, who is vested in a university sponsored retirement plan and whose years of university service and age total a minimum of 75.

Official retirees will be reimbursed for participation in the plan based on years of service.

Benefits will also be provided to the spouse, dependents, and household member of the retiree based on the same formula, less the dependent charge. The materials describing the program are available through the Human Resources Office. The university retains the right to modify or terminate this plan upon reasonable notice to faculty, staff and retirees.

## 10. Tuition Reduction Programs

**A. Academic Participation for Faculty, Staff and Retirees.** Effective fall semester, 1988, a regular faculty or staff member may with approval of his/her supervisor, enroll in Grand Valley State University courses tuition free, one of which may be taken during working hours each fiscal year. Retirees may enroll with the approval of the Human Resources Office. The materials describing the program are available through the Human Resources Office.

**B. Reduced Tuition for Spouses, Eligible Dependents and Household Members of Faculty, Staff and Retirees.** Effective fall semester, 1988, spouses, eligible dependents, and household members of regular faculty, staff and retirees are eligible for a 50 percent reduction of their tuition costs for all Grand Valley State University courses. Spouses, eligible dependents, and household members of regular faculty, staff and retirees who use this benefit are subject to the admission and academic requirements of the university. The materials describing the program are available through the Human Resources Office.

**11. Flexible Spending Accounts.** Faculty may elect once a year to participate in the Flexible Spending Accounts pursuant to the plan established under IRS Code Section 125. The materials describing the program and its options are available through the Human Resources Office. The university retains the right to modify or terminate this program upon reasonable notice to the faculty members.

**12. Adoption Assistance.** Effective January 1, 2001 all regular full-time and part-time faculty members and staff are eligible for adoption assistance. The benefits provided are described in materials available through the Human



Resources Office.

**13. Maternity and Other Temporary Medical Leave Policies.** [Section 4.2.30.3](#) provides for Salary Continuation for faculty members subject to the terms of that section. The Maternity and Other Temporary Medical Leave Policies are intended to supplement and not substitute for Salary Continuation.

**A. Maternity Leave Policy**

Under the Pregnancy Discrimination Act (PDA), a pregnancy will be treated the same as any other "disability." The standard medical disability leave for childbirth is six weeks for a regular birth and eight weeks for a Caesarean. Depending on the timing of the standard medical disability leave, this faculty absence can cause significant interruption in students' learning. Therefore, to ensure continuity in students' learning, a faculty member will, with full pay, be released from responsibilities for student learning except when, for example, the birth date occurs in the late spring or early summer, in which case, no release time may be needed for faculty on an academic-year appointment. A release from "responsibilities for student learning" means a release from teaching as a principal instructor of a regularly scheduled, semester-long course.

A written maternity leave plan signed by the faculty member, the unit head, and the dean should be submitted to the Work Life Consultant in the Human Resources Office prior to the beginning of the faculty member's absence. This plan should note the medical disability leave dates, whether additional paid maternity release is being granted under the above policy, and if so, describe what duties will be resumed and what other assigned responsibilities will be completed after the standard medical disability leave has expired. Finally, the anticipated date of complete return should be included in the plan. The plan can be amended if unanticipated medical issues occur.

Additional information about the Maternity Leave Policy and possible leave arrangements can be found on the Human Resources website.

**B. Other Temporary Medical Leave Policy**

Temporary disability leave due to illness, surgery, or recovery from injury of a faculty member can also cause disruptions to student learning in that faculty member's class(es). If a temporary disability leave will exceed six weeks, to ensure continuity in students' learning, a faculty member will, with full pay, be released from responsibilities for student learning, except when, for example, the temporary disability occurs in the late spring or early summer, in which case, no release time may be needed for faculty on an academic-year appointment. A release from "responsibilities for student learning" means a release from teaching as a principal instructor of a regularly scheduled, semester-long course.

A written medical leave plan signed by the faculty member, the unit head, and the dean should be submitted to the Work Life Consultant in the Human Resources Office prior to the beginning of a faculty member's absence. This plan should note the disability leave dates, whether additional paid medical release is being granted under the above policy, and if so, describe what duties will be resumed and what other assigned responsibilities will be completed after the standard medical disability leave has expired. Finally, the anticipated date of complete return should be included in the plan. The plan can be amended if unanticipated medical issues occur. If the disability leave is an emergency, a plan should be submitted when there is enough information to do so.

**TABLES**

**Holidays**

Day
New Year's Day
Memorial Day

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Independence Day

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Labor Day

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Thanksgiving Day

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day following Thanksgiving Day

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day preceding Christmas Day

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Christmas Day

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day preceding New Year's Day

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## **Policies Relevant to Faculty Per Senior Leadership Team**

### **SPACE ASSIGNMENT POLICY**

SLT 3.15

**Date of Last Update:**

July 16, 2012

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Provost and Facility Planning Offices

### **POLICY STATEMENT**

Space is an institutional resource of Grand Valley State University. As such, it does not belong to an individual, a program, a unit or a college and may be reassigned in the best interests of the University. The goal of the University's allocation and reallocation of space is to achieve the highest and best use of University resources.

The Provost's Office is responsible for assigning and overseeing space used for academic purposes, including classrooms, laboratories, academic secretarial spaces, and faculty offices. It discharges that responsibility by working closely with the Facilities Planning Office to maintain and remodel existing space; to allocate and reallocate that space; to help plan, schedule, and coordinate moves; to plan new space; and to explain allocation and reallocation decisions.

The Facilities Planning Office is responsible for overseeing all non-academic space, including outdoor space. It discharges that responsibility by working closely with the Provost's Office to maintain and remodel existing space; to allocate and reallocate that space; to help plan, schedule, and coordinate moves; to plan new space; and to explain allocation and reallocation decisions.

At least annually, Facilities Planning will conduct a physical review of space to investigate identified issues or potential space issues that need attention.

Periodically, the Provost's Office and the Facilities Planning Office will meet with appropriate representatives of the University's organizational units to discuss upcoming moves and longer term plans for expansion and/or contraction.

This policy is applicable to all departments, offices, University employees and other members of the University community occupying space owned or leased by the University.

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## **ANIMALS ON PROPERTY OWNED OR CONTROLLED BY THE UNIVERSITY**

SLT 6.1

**Date of Last Update:**

May 20, 2019

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Public Safety

### **POLICY**

This Policy applies to all faculty, students, staff, contractors, vendors and visitors.

### **POLICY STATEMENT**

This policy is intended to enhance the safety and health of students, faculty, staff, contractors, vendors and other visitors, and to supplement the existing GVSU policies, by providing rules and regulations regarding the presence of animals in GVSU facilities.

No person shall bring any animal(s) onto University owned or controlled property unless otherwise permitted by this or other University policy as listed below. Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact the Office of Disability Support Resources. <https://www.gvsu.edu/dsr>

### **PROCEDURES**

**A. Animals Permitted on Property Owned or Controlled by the University \*:**

1. Service Animals are permitted within all University facilities subject to the additional requirements of this policy. Individuals who wish to bring a service animal into a University housing facility may do so without prior approval. However, students are strongly encouraged to reach out to the University's Office of Disability Support Resources (DSR) to ensure that their experience bringing the animal to campus is a positive one. Advance notice of a service animal in housing facilities will enable the University to appropriately plan for the animals' presence and will allow more flexibility in meeting the student's needs. Service animals are permitted to accompany the resident to all areas of housing where residents are normally permitted to go. Please note that service animals are required to be at least 12 months of age unless an exception to this requirement has been approved by DSR.
2. Employees with a disability who wish to utilize a service animal as a reasonable accommodation in a University office or other areas of campus buildings not open to the general public, must submit the request to the Office of Disability Support Services at least 30 days before the animal is needed.
3. Service animals in training are permitted in all public facilities on the same basis as working service animals, provided that the service animal is being led or accompanied by a trainer for the purpose of training the dog and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service dog training organization. Service animals in training are not permitted in certain classrooms, offices, or other areas

of campus buildings not open to the general public. Facilities generally considered off limits unless an exception is granted:

- a. Research Laboratories: The natural organisms carried by service animals may negatively affect the outcome of the research. At the same time, the chemicals, and/or organisms used in the research may be harmful to service animals.
  - b. Areas Where Protective Clothing is Necessary: Any room where protective clothing is required or necessary. Examples include chemistry laboratories, research/medical laboratories, wood shops, metal or machine shop, electrical shops, etc.
  - c. Areas Where There is Danger to the Service Animal: Any room, including a classroom where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor e.g. molten metal or glass; where there is a high level of dust; or where there is moving machinery. Where the threat of injury is to the health of the dog, the student will be permitted to make the decision.
4. A student or employee with a disability who wishes to utilize a service dog in training in University housing, classrooms, offices, or other areas of campus buildings not open to the general public must seek approval through the reasonable accommodation process.
  5. Animals under the control of a law enforcement officer acting in the course of his or her duties.
  6. Animals kept in residence halls as approved by the Department of Housing and Residence Life including animals kept by housing staff in residence. All animals must register with and be approved by Disability Support Resources prior to entering University housing, in accordance with this policy:  
[https://www.gvsu.edu/cms4/asset/C7BF326A-0990-A17D-F66456C52989A6FA/assistance\\_animals\\_policy.pdf](https://www.gvsu.edu/cms4/asset/C7BF326A-0990-A17D-F66456C52989A6FA/assistance_animals_policy.pdf).
  7. Service animals are permitted to accompany the resident to all areas of housing where residents are normally permitted to go.
  8. Animals approved by the University for use in research or for instructional purposes.  
<http://www.gvsu.edu/iacuc/>
  9. Animals brought on campus for a special event sponsored by the University or a student organization provided that the event has been pre-approved in writing by the Dean for the sponsoring college or department or by the Office of Student Life.
  10. Animals accompanied by members of the University community and visitors, as long as they remain on sidewalks and University walkways.
  11. Any animal brought into a University owned or controlled property pursuant to this Policy must be properly licensed, vaccinated and tagged as required by applicable law. All animals must be under the control of their owner or handler and must be on a leash at all times, unless the owner is unable to use a leash due to a disability or the use of a leash would interfere with the service animal's ability to perform its duties. In that case, the owner must be able to control the service animal by other effective means such as voice controls or signals.
  12. Animals may not be cleaned or groomed in rest rooms, locker rooms, or other University facilities.

\*For purposes of this Policy, "University Facility or Facilities" means any building, facility, structure or improvement, open or enclosed, that is owned, licensed, leased by, or under the control of the University.

## **B. General Requirements :**

Persons bringing animals onto University owned or controlled property as permitted by this Policy are solely responsible for:

- a. the full control, supervision and care of the animal
- b. ensuring that animal droppings or other waste are picked up, thoroughly cleaned up and properly disposed of;
- c. reimbursing the University for the costs associated with the repair of any real and/or personal property and/or University facility damaged directly or indirectly by the animal or the animal's presence in the facility.
- d. assuming full responsibility for any harm caused to others by their animal including medical expenses.
- e. animals must not be cleaned or groomed in rest rooms, locker rooms, or other University facilities.

In addition, individuals bringing animals on campus must comply with all other applicable University ordinances, policies, practices and procedures and any applicable local, state or federal ordinance, statute and/or regulation.

### **C. Areas Requiring Pre-Approval for Service Animals:**

1. The University may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger, or where their use may compromise the integrity of research. Restricted locations may include, but are not limited to: teaching laboratories, classrooms, medical and surgical areas, and research areas.
2. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Office of Disability Support Resources. In making its decision, DSR will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area and any ongoing research. Additional requirements may be necessary to protect the animal. To be granted an exception: A student and/or employee who wants their animal to be granted admission to an off-limits area should contact DSR. Visitors should also contact DSR.

### **D. Clarifying Animal Status:**

1. Service animals are permitted in all public facilities on campus in accordance with this Policy. University employees should refrain from questioning any individual about an accompanying service animal, including persons with non visible disabilities, unless there is a genuine question about the animal based upon its behavior.
2. In the unusual circumstance when an inquiry must be made to determine whether an animal is a service animal, a University employee may only ask two questions:

- Is the animal a service animal required because of a disability?
- What work or task has the animal been trained to perform?

You may not ask these questions if the need for the service animal is obvious. You may not ask the owner to make the animal perform the task.

3. A University employee may not ask about a person's disability, require medical documentation, require a special identification card or training documentation for the service animal or ask that the service animal demonstrate its ability to perform the work or task. Although a service animal may sometimes be identified by an identification card, harness, cape, or backpack, such identifiers are not required and should not be requested or demanded for any service animal on campus.

4. Allergies and fear of animals are not valid reasons for denying access or refusing service to people using service animals.

### **E. Removal of Service Animals:**

1. A service animal may be removed from University facilities or grounds if it disruptive (e.g., barking, wandering, posing a direct threat to the health or safety of others; is not housebroken; or displays aggressive behavior and the behavior is outside the duties of the service animal). Ill, unhygienic, and/or unsanitary service animals are not permitted in public campus areas. The individual responsible for such an animal may be required to remove the

animal. A service animal may also be removed if the animal is out of control and the owner does not take effective action to keep the animal under control. If the out of control behavior happens repeatedly, the owner may be prohibited from bringing the animal into facilities until the owner can demonstrate that significant steps have been taken to mitigate the animal's behavior.

2. When an animal has been properly removed pursuant to this policy, the University will work with the handler/owner to determine reasonable alternative opportunities to participate in the University's services, programs, and activities without having the animal on the premises.

3. Any individual with a dispute or disagreement concerning the removal or restriction of a service animal or any other aspect of this policy should first contact Disability Support Resources. If the matter is not resolved, a request for mediation should be submitted to DSR. Individuals may also file a written complaint with the Equity and Compliance Unit in the Division of Inclusion and Equity by calling 616-331-2894 or at [https://gvsutix-gme-advocate.symplcity.com/public\\_report/index.php/pid234800](https://gvsutix-gme-advocate.symplcity.com/public_report/index.php/pid234800).

#### **F. Enforcement of Complaints :**

1. If you become aware of a violation of this policy, you are encouraged to attempt informal methods of resolution. For example, if you recognize the person violating this policy, you might contact them or their supervisor to make them aware of the problem. If that is not successful and/or you are not comfortable approaching the person violating the policy or their supervisor, then the Department of Public Safety should be notified. The Department of Public Safety may pick up the animal and hold it for 48 hours. Animals not claimed during that time will be turned over to the county animal control officer and the owner of the animal will be responsible for any associated fees.

2. Students in violation of this policy will be referred to the University conduct process through the Dean of Students Office and may be assessed a fine of up to \$250. Employees in violation of this policy will be referred to the Human Resources Office for possible disciplinary action to be determined in consultation with the Equity and Compliance Unit in the Division of Inclusion and Equity and the employee's supervisor.

#### **DEFINITIONS:**

**1. Service animal:** "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability." (28 CFR 36.104) The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

Examples of work or tasks that service animals perform include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

a. The University may permit the use of a miniature horse on the same basis as a service animal if the horse has been trained to do work or perform tasks for the benefit of the individual with a disability and after an assessment of the following factors: the type, size and weight of the miniature horse and whether the facility can accommodate these features; whether the handler has sufficient control of the miniature horse;

whether the miniature horse is housebroken; and whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation. (28 CFR 35.136)

**2. Service animal in training:** Dogs twelve months of age and older being individually trained to do work or perform tasks for people with disabilities that are at all times accompanied by a certified trainer. Puppies (dogs less than twelve months old) in training are not permitted in any University facilities.

**3. Emotional Support, Assistance, or Therapy Animals:** Please see the GVSU Housing Office Assistance Animal Policy.

[http://www.gvsu.edu/cms4/asset/C7BF326A-0990-A17D-F66456C52989A6FA/assistance\\_animals\\_policy.pdf](http://www.gvsu.edu/cms4/asset/C7BF326A-0990-A17D-F66456C52989A6FA/assistance_animals_policy.pdf)

## FOOTNOTES

### References and Resources

1. State of Michigan Service Animal Frequently Asked Questions (FAQs)

[https://www.michigan.gov/documents/mdcr/FAQs-4-15-16-Final\\_521982\\_7.pdf](https://www.michigan.gov/documents/mdcr/FAQs-4-15-16-Final_521982_7.pdf)

1. U.S. Department of Justice Civil Rights Division "Frequently Asked Questions about Service Animals and the ADA"

[https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html)

1. The Fair Housing of West Michigan

<http://www.fhcwm.org/>

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## RELOCATION POLICY (MOVING)

SLT 6.15

### **Date of Last Update:**

September 26, 2019

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Business and Finance

## POLICY STATEMENT

Reimbursement or direct payment of faculty and staff relocation expenses will be made when it becomes necessary in employment negotiations at the discretion of the respective Appointing and Executive Officer, and considering budgetary potential.

## PROCEDURES

If reimbursement or direct payment is warranted, the following applies:

1. Only new hires of tenure track faculty and administrative professionals are eligible.
2. Moving expenses must be funded from within the hiring unit's existing budget.
3. Deans have the authority to offer up to \$4,000 moving expense allowance for tenure track faculty hire. An allowance

of up to \$8,000 is available for dean or appointing officer positions. If hiring negotiations require the need to exceed the maximum allowance, or an appointing officer wishes to extend a moving expense allowance to any other type of hire, the request must be approved in advance by the vice president of that division.

4. Effective January 2018, all moving expenses that are reimbursable to the employee are now considered a taxable fringe benefit and will be taxed accordingly upon payment (refer to tax code P.L. 115-97 Tax Cuts and Jobs Act.) The amount paid to the new hire is limited to and based on actual receipts. There shall not be either payment or reimbursement for the anticipated payroll taxes resulting from the moving expense reimbursement. Payroll taxes are the responsibility of the employee.

5. Reimbursement/payment must be made via a properly authorized [Travel and Expense Reimbursement form](#) prepared by the hiring department to which actual receipts and/or invoices must be attached. Only the reasonable costs of moving household goods and personal effects (including the expenses of packing and insurance) and the reasonable costs of transporting the employee and members of the employee's household (including lodging) from the old place of residence to the new place of residence are eligible for reimbursement/payment. Typical moving expenses normally eligible for reimbursement/payment include: payments to moving companies, truck or trailer rental charges, toll road fees, and gasoline cost for a rented or personal vehicle or mileage charges (at the current IRS moving rate) if an employee's personal vehicle is used.

While this is not an all-inclusive list, examples of typical expenses NOT eligible for reimbursement/payment are:

- Meals
- House hunting trips (and any other pre/post move trips)
- Selling expenses related to the old residence
- Expenses of purchasing the new residence
- Temporary living expenses
- Storage charges (except in-transit charges)
- Security deposits
- Moving expenses related to termination of GVSU employment

6. Upon review, approval and processing, moving expenses will be paid on the employee's next regular paycheck and the proper taxes will be withheld at that time.

7. An executive officer may grant exceptions to this policy in specific and unusual cases.

This information is subject to change without prior notice. Contact the Accounting Office at 616-331-2203 for questions regarding reimbursable expenses, and contact Purchasing Services at 616-331-2280 for assistance with contract movers.

Additional information can be found on the following link to the IRS: <http://www.irs.gov/publications/p521/>

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## TRAVEL POLICY AND PROCEDURES

SLT 6.18

**Date of Last Update:**

February 27, 2012

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Business and Finance



## **POLICY STATEMENT**

This document is designed to provide guidance to faculty and staff on University travel policies, regulations and procedures. These guidelines are in general terms and are not expected to cover every situation. For questions regarding policies, procedures or travel arrangements, call Procurement Services at 616-331-2280. For questions regarding travel and expense reimbursement, call the Accounting Office at 616-331-2203.

## **PROCEDURES**

### **AUTHORIZATION**

It is the responsibility of each prospective traveler to secure the appropriate approval for University travel from his/her supervisor, department head, dean, director or executive officer. Additional regulations may apply for travel associated with grant funding, especially for international travel. The following individuals would be eligible for reimbursement of reasonable expenses while traveling for University-related purposes:

- University Board of Trustees, faculty and staff employees.
- Non-employee guests invited to the University for lectures, consulting, interviews, recruiting, and other special occasions, or those requested to travel for the University as specified in a contractual arrangement.

### **ARRANGEMENTS**

**Employees:** Each traveler is responsible for arranging his/her own travel schedule, booking reservations, and payment of expenses. Please contact the Procurement Services Department for information pertaining to the University's preferred travel agency. Call 616-331-2280 or email [purchasing@gvsu.edu](mailto:purchasing@gvsu.edu).

**University Guests/Groups:** The host department is responsible for coordinating travel arrangements for University guests and non-employee groups. Please contact the Procurement Services Department for information pertaining to the University's preferred travel agency. Call 616-331-2280 or email [purchasing@gvsu.edu](mailto:purchasing@gvsu.edu) for assistance in booking air and/or ground transportation, hotel accommodations, car/van rentals or bus charters.

To request charges direct billed to the University, the following information must be given to the travel agency: guest name, dates of travel, hotel reservation, car rental, University host/arranger's name, department name, account number, and phone number. Upon receipt of invoices from the travel/hotel/car rental agency, the Accounting Office will send a copy to the department for verification of the direct-billed charges and authorized signature for payment approval. The approved invoice copy must be returned to the Accounting Department promptly.

### **CHARGING TRAVEL EXPENSES**

University faculty and staff may charge all business travel and entertainment expenses to an existing personal credit card or they may obtain a Fifth Third MasterCard through the Human Resources office. This is a personal credit card, and there is no annual fee to participate in this program. Call the Human Resources office at 616-331-2215 for an application or for additional information.

It is important to note that individual cardholders are personally liable for all charges on their Fifth Third MasterCard charge card. A monthly statement of charges will be sent to the cardholder, who is solely responsible for full and timely payment of all charges. Requests for eligible travel reimbursement should be made soon after completion of the trip and need not wait for receipt of the credit card statement. Refer to the expense reimbursements section for reimbursement of airline tickets purchased far in advance of trip.

### **EXPENSE REIMBURSEMENTS**

The following individuals are eligible for reimbursement of reasonable expenses while traveling for University-related purposes:

- University Board of Trustees, faculty and staff employees.
- Non-employee guests invited to the University for lectures, consulting, interviews, recruiting, and other special occasions, or those requested to travel for the University as specified in a contractual arrangement or approved by the appropriate executive officer.

Refer to the [Travel & Expense Guidelines](#) for the current reimbursement schedule.

## **TRANSPORTATION**

### **A. Commercial Airlines**

1. Airfare must be booked at lowest economy or coach class unless the traveler certifies on the travel and expense form that such classes were not available. The passenger's ticket coupon/receipt or e-ticket itinerary must be submitted when reconciling expenses. If a credit card statement for airfare is due before the trip has been completed, the University will reimburse that expense to the traveler when requested on the travel and expense form.
2. The University will permit the benefits of airline frequent flyer programs derived from travel paid for by the University to accrue to the traveler. However, travelers are encouraged to apply these benefits toward future University travel.

**B. Charter Air Service** – Charter air service may be authorized when it is to the advantage of the University measured by comparative travel costs and the time constraints of the travelers.

**C. Personal Aircraft** – Air travel for University business on an aircraft owned/leased by employees is prohibited. All University air travel must be booked on regularly scheduled commercial airlines or a University chartered aircraft.

**D. Public Transportation** – Taxis, buses, subways, limousines, etc. are reimbursable at full fare for University business.

**E. Rental Vehicles** – The use of rental vehicles is limited to situations where commercial transportation is either not available or is impractical. Renting vehicles for use at out-of-state destinations is permitted if necessary to the purpose of the trip. The University will reimburse expenses for economy or midsize vehicles. Contact either the facilities services office or the University's preferred travel agency for assistance with rental vehicles.

1. A major credit card is required as security at time the vehicle is picked up. The rental agreement form and receipt must accompany the Travel and Expense Form for reimbursement.
2. The University has discount agreements with several major rental agencies. Discount cards are available from the travel agency or the Procurement Services Office. Request the applicable discounted rate when reserving a vehicle. Some promotional specials may be more economical than the discounted rate; request the best rate available.
3. Refer to the insurance section regarding appropriate coverage.

### **F. Personal Vehicles**

1. If an employee works primarily on campus and has a GVSU principal office assigned or principal place of business, the mileage reimbursement allowed will be calculated from their principal GVSU office or place of business. Employees involved in work or temporary assignments off campus (i.e. field supervision, teaching, TV broadcasting, etc.) will be allowed mileage reimbursement based on their distance from their GVSU campus principal office/place of business or from their home to the place of the work or temporary assignment, whichever is less. Mileage for travel between home and campus is personal commuting and is not reimbursable.
2. If an employee works primarily in the field off-campus, the mileage reimbursement allowed will be from either their home or an alternative location that is approved by the appointing officer. This approved location will be considered the point that mileage reimbursement will be calculated from.
3. Mileage within a campus location (Pew or Allendale, for example) is generally not reimbursable unless the

employee is required to transport special equipment or tools to perform their duties and /or receives appointing officer approval.

4. Mileage between all campuses is permissible for reimbursement. Employees are encouraged to utilize the bus service between the Grand Rapids and Allendale campuses whenever possible rather than to request reimbursement.
5. Personal vehicles may be used in lieu of commercial airline travel. Mileage will be reimbursed at the established current rate but should cost the University no more than the commercial coach/economy airline fare. Similarly, transportation by bus, train, or other means will be reimbursed for actual cost but no more than the commercial coach/economy airline fare.
6. Expenses for gasoline, repairs, towing, etc. are included in mileage allowance. Expenses for parking, storage, tolls and ferries are reimbursable and limited to the actual amount paid. Parking fines and fees at University facilities are not reimbursable expenses. Any fine or charge for a violation of public policy (such as a speeding ticket, etc.) is not a reimbursable expense.
7. Refer to the Table of Standard Mileage for the current schedule and eligible reimbursements.
8. Any exception to the policies in F. Personal Vehicles requires approval by the Vice President of the respective division.

### **Meals**

- A. Reimbursement for individual meals will not exceed the maximum per diem allowance. Reimbursement for meals included in a conference or meeting fee is not allowed. Meals for employees involved in assignments off campus are allowable when deemed appropriate by their supervisor.
- B. Meals including University guests are allowable at the actual cost, not to exceed the maximum per diem allowance. Reimbursement requests must include a receipt with the guest's name, company name, and business purpose of the meeting.
- C. Meals for University employee groups are reimbursable only with appropriate executive officer approval and documentation.

### **Lodging**

Actual lodging expenses, as evidenced by an original receipt, are reimbursable. The maximum single room rate will be reimbursed when a University traveler shares lodging with a non-University person. Room service expenses are reimbursable in accordance with the per diem allowance. Reasonable expenses incurred for tips are reimbursable without receipt. The University's travel agency has discount agreements with several properties. Contact the travel agency for assistance with lodging accommodations.

### **Conference Fees**

Actual registration fees for conferences, seminars, etc. will be reimbursed as evidenced by a registration confirmation or paid receipt. Fees for non-business and/or spousal activities associated with the conference, such as golf or tour events, are not reimbursable. It is preferred that the conference registration be paid with the University's purchasing card. Conference registrations may also be processed for payment by submitting an online Purchasing Requisition through Banner. A copy of the completed registration form (with the requisition number written on it) can then be sent to the Procurement Services Office in 201 LMH.

### **Miscellaneous Expenses**

- A. Telephone calls and telegrams made for business purposes are allowable and must be listed separately on the Travel and Expense Form. Dates, company names and names of persons called must be identified.
- B. Reasonable expenses incurred for handling, storage and checking of baggage are allowed.
- C. Personal expenses incurred for valet service, entertainment, personal phone calls, etc. will not be reimbursed.
- D. Parking fees at University facilities are not reimbursable expenses.

## **Out-Of-Pocket Expenses**

The Travel and Expense Form may also be used for reimbursement of non-travel related, out-of pocket expenses up to \$100. The form must include a description of the items to be reimbursed, FOAP, appropriate signatures, and the original receipt(s) must be included. Copies of personal checks are not acceptable as documentation for reimbursement.

## **EXPENSE RECONCILIATION**

### **Travel and Expense Form**

A. All reimbursement requests for travel expenses must be submitted on a Travel & Expense Form. The purpose and dates of the trip must be clearly stated. Submit the completed form and required receipts to the Accounting Office. Any unused travel advance funds must be returned with the completed Travel and Expense Form and required receipts to the Accounting Office or Cashier's Office. Do not send cash in the mail.

B. University guests and other approved non-University employees should also use the Travel and Expense Form to request reimbursement of travel expenses. The completed form with "G" number (or for non-GVSU employees the Social Security number) must be approved by appropriate executive officer or as specified in a contractual arrangement.

### **Settlement Date**

The Travel and Expense Form should be submitted at the earliest practical date after return from the trip, but within thirty (30) calendar days (fifteen for travel advances).

### **Required Receipts**

Only actual business expenses incurred, supported by the required original receipts must be submitted for reimbursement. Any extenuating circumstances resulting in altered travel plans or unusual expenses must be clearly explained on the Travel and Expense Form. Any questionable claims, non-compliant requests, or alterations of receipts may result in the form being returned to the traveler for explanation, deductions from the requested reimbursement amount, and/or approval by the appropriate executive officer.

### **Foreign Currency**

Expenses must be expressed in U.S. dollars with the foreign exchange rates applied or currency difference identified where necessary. The Travel and Expense Form total must be stated in U.S. dollars. Refer to the [Universal Currency Converter](#) for assistance.

## **CANCELLED TRIP**

A. If an approved trip is cancelled and a Travel Advance was issued, the original check or a personal check must be returned promptly to the Accounting Office for deposit.

B. Airline tickets already received are subject to airline/travel agency return regulations. When applicable, the credit will be issued to the party having made payment. Cancellation fees charged by the airline/travel agency are eligible for reimbursement. When reimbursement has already been received for the cancelled trip, the traveler must reconcile this credit promptly with the Accounting Office.

## **INSURANCE**

### **University Vehicles**

All University vehicles are insured for vehicle liability (including the statutory Michigan No Fault coverage) while being driven anywhere in the U.S. or Canada. Coverage is extended to anyone driving these vehicles with University permission.

### **Personal Vehicles**

Employee personal vehicles are insured for vehicle liability while being driven on University business. This coverage is secondary to employee's personal automobile insurance and is subject to specific deductibles.

### **Rental Vehicles**

Rental vehicles are covered under the University's liability policy. All terms and conditions of the vehicle rental

agreement should be read and followed, particularly concerning authorized drivers. Violations of the agreement or driving regulations may render the University responsible for any damages. Use the following [guidelines for insurance coverage when renting vehicles](#). Questions concerning insurance coverage should be directed to the [Division of Legal, Compliance and Risk Management](#) at 616-331-2067.

- A. Decline the collision damage waiver insurance. The University provides coverage that eliminates liability for replacement at full retail value due to collision damage.
- B. Decline the personal accident insurance if rental was booked by the University's preferred travel agency and/or paid for using a University P-Card or the Fifth Third MasterCard offered through GVSU. Travel agency and corporate charge card program contracts automatically provide accident/medical and death benefits under personal insurance coverage.
- C. Decline the personal effects insurance for University property. The University is insured for property in the vehicle. Personal property may be covered under your personal insurance; confirm with your insurance agent. Accepting the coverage for personal property is at your expense.
- D. When vehicles are rented for University business travel, all rental contracts should be issued in the University's name to avoid confusion concerning vehicle liability insurance.

## **ACCIDENTS AND EMERGENCIES**

### **Accident Reports**

In addition to those actions normally required in the event of an accident, the driver of any vehicle on University business should:

- A. Report the accident to his/her supervisor. Accidents involving serious personal injury or vehicle damage should be reported to the department of public safety.
- B. If driving a University vehicle, a M.U.S.I.C. Motor Vehicle Loss Report must be submitted. Call the [Division of Legal, Compliance and Risk Management](#) at 616-331-2067 for assistance.
- C. When another vehicle is involved in the accident, obtain that driver's insurance company name and address. Also obtain the names, addresses and license plate numbers of potential witnesses.

### **Reporting Illness or Emergency**

In cases of serious illness, accident or emergency that occur while traveling on University business, the traveler should notify his/her supervisor. If the supervisor cannot be reached, contact the Human Resources Office.

It is the responsibility of traveler to inform his/her supervisor of address and phone number while traveling on University business. This is important should it become necessary to contact traveler in the event of an emergency

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## **USE OF SECURITY CAMERAS**

SLT 6.29

### **Date of Last Update:**

May 15, 2019

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Public Safety

## **POLICY STATEMENT**

Grand Valley State University seeks to promote campus safety and to provide its community with a secure environment. Security video camera systems are a critical component to a comprehensive emergency and security plan. A security camera is defined as video technology that records a specific area in order to detect, deter, prevent, or investigate crime or other threats to public safety. The University takes seriously its responsibility to protect personal privacy when it operates security camera systems. No security camera will be installed on University owned or controlled property in any location for which there is a reasonable expectation of privacy. These areas include but are not limited to restrooms, locker rooms and occupied student residential rooms. This policy applies to stationary security cameras and not to portable or temporary camera applications.

This policy serves to regulate the installation and appropriate uses of security cameras, including the retention, viewing, release and destruction of recorded images, data or records produced by security camera use.

The existence of this policy does not imply or guarantee that security video cameras will be monitored in real time, continuously or otherwise, nor that any particular department is going to observe and respond to a crime in progress.

Video recordings with information about a specific student are considered law enforcement records unless the University uses the recording for disciplinary purposes or makes the recording part of the educational record. The Department of Public Safety, working in conjunction with the Information Technology Department has the authority to select, coordinate, operate, manage, and monitor all security camera systems pursuant to this policy.

## **PROCEDURES**

Individual colleges, departments, programs, or organizations wishing to install security camera equipment on any of the University campuses are required to collaborate with Facilities Planning, Department of Public Safety and Information Technology prior to any installation. All equipment and installation must be approved and coordinated through the Department of Public Safety in order to meet the minimum technical specifications identified by the Department of Public Safety and Facilities Planning along with Information Technology for technical standards. All costs for purchase, installation, and maintenance of security cameras will be the responsibility of the appropriate project budget or the department/unit making the request.

### **Security Camera System Operator**

Security Camera System Operators are trained staff members who have access and been assigned responsibility by the Department of Public Safety. Prior to being permitted access to any security cameras, these individuals will be trained by the Department of Public Safety in the technical, legal, and ethical parameters of appropriate camera use. The Department of Public Safety will maintain an up-to-date list of authorized Security Camera System Operators having access to the system and any live or recorded images. Access to viewing, copying, duplicating and/or retransmission of live, recorded video or still images will be limited to Security Camera System Operators.

Security Camera System Operators are responsible to appropriately protect the privacy of personal information that may have been captured by cameras under their control.

### **Recordings**

Images recorded by security camera systems are considered sensitive information that are to be protected from unauthorized access for modifications, duplications or destruction. The stored images generated by University security cameras are to be kept in a central location and secured in a network location established by the Information Technology department.

Stored data may be released when it is related to any criminal investigation, civil suit, subpoena or court order, arrest, or to aid in a disciplinary proceeding against a student or personnel actions against an employee. Stored data needing to be retained as part of a civil or criminal investigation may be downloaded and retained by law enforcement personnel

according to their individual department policies. Internal requests to release stored data are to be authorized by the Director of Public Safety or designee(s).

All recordings will be re-recorded over every 30 days unless there is a demonstrated business need, ongoing investigation, court order, or other bona fide use as approved by the Director of Public Safety or designee.

### **Monitoring**

University security cameras are not monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include, but are not limited to, the following: High risk areas, restricted access areas/locations, in response to an alarm, special events, and specific investigations authorized by the Director of Public Safety or designee(s).

Any person who tampers with or destroys video security equipment will be subject to criminal prosecution and/or campus disciplinary processes.

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## **WEB POLICES FOR ACADEMIC AND ADMINISTRATIVE UNITS**

SLT 7.5

### **Date of Last Update:**

December 18, 2012

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Institutional Marketing

### **POLICY STATEMENT**

All GVSU units are required to maintain their webpages on the university's domain [www.gvsu.edu](http://www.gvsu.edu) and use the university's content management system unless authorized by Institutional Marketing. All GVSU organizations, whether on the gvsu.edu domain or authorized to maintain their own servers and publish pages under domains other than [www.gvsu.edu](http://www.gvsu.edu) are equally responsible for adhering to GVSU Web standards.

The purpose of website design standards is to:

- Reinforce GVSU's identity
- Meet the needs of the constituencies Grand Valley serves
- Provide continuity in website appearance
- Protect and regulate the use of proprietary GVSU names, logo marks, word marks, and graphic devices
- Keep content current
- Faithfully represent GVSU to the public

Web standards can be found at <http://www.gvsu.edu/identity>

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## **FUNDRAISING POLICY**

SLT 8.3

### **Date of Last Update:**

December 08, 2014

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

University Development

**POLICY STATEMENT**

University Development helps Grand Valley State University fulfill its mission and realize its aspirations in three ways: (1) securing, stewarding and increasing financial support; (2) building meaningful partnerships with external and internal constituents; and (3) communicating the university's character, quality, priorities and goals.

Accordingly, University Development must strive at all times to ensure that its policies and procedures and those of the university are in compliance with local, state and federal regulations in regard to the solicitation and acceptance of gifts. Any deviation from the Internal Revenue Code could result in fines, public embarrassment and/or the loss of the University's tax-exempt status.

For these and many other reasons, all fundraising requests made in the name of the University must be approved in advance by the Vice President for Development. In addition, only the Vice President for Development or their designee is empowered to issue the University's official receipt that qualifies a donor's charitable contribution as deductible for tax purposes.

Any fundraising activity that employs the name, image or reputation of the University, in an effort to secure financial gifts will be considered fundraising in the name of the University and is subject to this policy. In the area of "sponsored research", University Development may work with the Office of Sponsored Research to determine the most appropriate fit for the project.

Any potential fundraising activities on behalf of an University program or initiative must first be approved by the appropriate dean and/or the divisional vice president before a request for assistance is directed to University Development. In all decisions related to funding, the priorities of the University, as approved by the Board of Trustees, shall guide the decision making process.

University Development will not share lists of donors or other constituents with individuals and organizations not affiliated with approved university fundraising activities.

This policy shall apply to any and all members of the University community, as well as to any other individuals or organizations who may represent themselves as members of the University community or who claim to be acting on behalf of the University. This policy does not apply to members of the University community when they are engaged in fundraising activities for other organizations and/or when they have explicitly stated that their fundraising activities are unrelated to the university.

Today's donors have more outlets for their philanthropic desires than ever before. As competition for the philanthropic dollar has increased, donors now receive numerous appeals from multiple non-profit organizations. Consequently they are likely to become annoyed by multiple requests from the same organization. To ignore this is to risk reduced support, an outright refusal, or perhaps even permanent discontinuation of support.

Grand Valley State University can be at the forefront of a donor's choice if we are clear in our intent, focused on the university's highest priorities, and present exciting opportunities for support. Coordination of university-wide fundraising activities is imperative.

**Prohibited Activities**

Members of the University community are prohibited from engaging in the following tactics and activities for purposes



of fundraising:

- Use of home addresses from the university telephone directory to compile calling or mailing lists.
  - Use of the Grand Valley State University Alumni Directory to compile calling or mailing lists.
  - Using one's status as a Grand Valley State University employee or student to secure a gift commitment unless specifically authorized to do so.
  - Using "mass e-mails" on the campus intranet system to solicit gifts unless specifically authorized to do so by University Development.
  - Conducting lotteries or similar games of chance, which the State of Michigan defines as gambling. Raffles may be conducted with prior approval from the [Office of Student Life](#). For procedures and protocols implementing this policy please contact the [Development Office](#).
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## ANTI-HARASSMENT POLICY

SLT 9.1

### **Date of Last Update:**

March 31, 2016

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Inclusion and Equity/Office of Affirmative Action

## POLICY STATEMENT

### **Article I. Purpose**

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

It is neither the purpose nor intent of this policy to infringe on [academic freedom](#) as defined by Grand Valley State University's Board of Trustees' Policies and the Faculty Handbook.

## PROCEDURES

### **Article II. Prohibited Conduct Harassment**

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

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

orientation, gender identity and/or gender expression, see [Sexual or Gender-Based Harassment Policy](#).)

### **Article III. Sanctions**

Any person who violates the University's Anti-Harassment Policy may be subject to a range of sanctions (in accordance with University policies) which could include, but is not limited to, dismissal, according to due process, from University employment. Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state or federal laws.

### **Article IV. Retaliation**

1) Definition: Retaliation means any adverse action taken against a person for making a good faith report of prohibited conduct (see, generally, policies on [Sexual Misconduct](#), [Sexual or Gender-based Harassment](#), and [Anti-Harassment](#)) or participating in any proceeding under University policy or policies.

a. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under University policy or policies.

b. Retaliation may be present even where there is a finding of “no responsibility” on the allegations of prohibited conduct.

c. Retaliation does not include good faith actions lawfully pursued in response to a report of prohibited conduct.

2) Reporting: Acts of alleged retaliation should be reported immediately to the Vice President for Inclusion and Equity, or designees, and will be promptly investigated. The University will take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

### **Article V. Procedural Guidelines for Discrimination and Harassment Complaints**

#### **A. Preliminary Issues**

The following procedures are intended to enforce the University's [Equal Opportunity/Affirmative Action Policy \(EEO/AA Policy\)](#) and the University's [Non-Discrimination and Anti-Harassment Policy](#). The procedures are initiated by making a complaint that alleges discrimination, including unlawful harassment, has occurred.

Complaints may be either formal or informal, and the procedure for each is described below.

#### **B. Purpose of these Guidelines**

The purpose of these procedural guidelines is to ensure that discrimination complaints, including harassment, are handled promptly and effectively in a manner that is procedurally fair to all parties. The Affirmative Action Office may deviate from these Guidelines as necessary to achieve the goals of prompt, thorough, and effective complaint resolution in a procedurally fair manner.

#### **C. Time limit for Filing a Complaint**

Typically, both formal and informal complaints should be reported as soon as possible and within sixty (60) days after discovery of the act which constitutes an instance of inappropriate behavior. The University retains the right to accept and address complaints reported anytime after the 60 day recommended time limit.

#### **D. Confidentiality**

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

## **E. Where to Make a Complaint**

In most cases, a University Faculty/Staff member with a complaint alleging harassment in violation of this Policy, whether formal or informal, should report this to the Affirmative Action Office. A University student with a complaint alleging harassment in violation of this Policy, whether it is formal or informal, should report it to the Affirmative Action Office or the Dean of Students Office. In the event a complaint is received in offices other than the offices mentioned above, faculty and staff are responsible for referring the individual to the appropriate office.

## **F. Emergency**

Provisional, emergency actions departing from these procedures may be taken by a University Appointing Officer with the advice of the Affirmative Action Office and the University Counsel Office and must be followed as promptly as possible by steps providing Respondent(s) with the notice and opportunity to defend the allegations.

## **Article VI. Informal Complaints**

Individuals who believe they have experienced or may have witnessed discrimination or harassment in violation of this Policy should consult with the Affirmative Action Office. Contacting the Affirmative Action Office about a concern does not automatically result in a formal complaint.

The party making the complaint (the "Complainant") may request that the University official consulted speak informally with the alleged offender(s) (the "Respondent") informing them of the salient features of the complaint. If this process does not resolve the matter or, if the Complainant or University official who is consulted prefers, he/she may pursue any of the avenues of resolution listed below.

Informal complaints are those complaints where the Complainant or a witness of an alleged offense asks the Affirmative Action Office to assist in the resolution of an alleged violation of the Non-Discrimination and Anti-Harassment Policy.

**1. Advising.** One function of the Affirmative Action Office is to hear and address complaints concerning discrimination, including harassment of any type, in violation of this policy. If the Complainant seeks a preliminary informational and advising session with the Affirmative Action Office, an opportunity for full discussion of the case shall be provided. The Affirmative Action Office shall aid the Complainant in exploring all possible options for resolving the complaint as effectively as possible. In doing so, the Affirmative Action Office will observe the confidentiality provisions of this Policy.

Some incidents, if considered serious, may require some type of follow-up actions to be taken by the Affirmative Action Office. If any follow-up actions are deemed necessary, the Affirmative Action Office will inform the person who identified the concern that action will be taken.

Students may seek advice and guidance from the Dean of Students or the Affirmative Action Office.

**2. Alternative Dispute Resolution (ADR).** The goal of ADR is to provide a forum where the Complainant and Respondent can, with the aid of the third party come to a mutually agreed-upon resolution. ADR works only when both the complaining and responding parties voluntarily participate in the process. ADR facilitators may be assigned by the Affirmative Action office. By definition, informal resolutions do not include imposing sanctions, but they may involve mutually acceptable consequences.

**a. Mediation Process.** A favored method of alternative dispute resolution (ADR) of complaints is mediation, which also is a voluntary conflict-resolution process. The Complainant and the Respondent voluntarily agree to work with a third party mediator, who is usually a member of the University community that is a trained mediator, to resolve the complaint. This mediation is intended to resolve the complaint to the satisfaction of both the Complainant and the Respondent. Informal complaints need not be put in writing or signed by the Complainant. Certain types of incidents, however, may not be appropriate for mediation.

- i. A faculty or staff member or student initiates the mediation process by making an informal complaint within the Human Resources Office or the Affirmative Action Office. Students may initiate the process in the Dean of Students Office or may consult with the Affirmative Action Office. The complaint need not be in writing or be signed by the complainant.
- ii. The office receiving the complaint will discuss the mediation process with the Complainant to determine if mediation might be an appropriate method to resolve the complaint.
- iii. If the Complainant wishes to proceed with mediation, then a person designated by the Affirmative Action Office, the Human Resources Office, or the Dean of Students Office meets with the alleged offender, informing him or her that an informal complaint has been filed and that the Complainant wishes to resolve it by mediation. The mediation process will be discussed with the alleged offender to determine if mediation might be an appropriate method to resolve the complaint. The Respondent is also informed that mediation is a voluntary conflict resolution process intended to make each party aware of the position or feelings of the other and to resolve the conflict.
- iv. If both parties agree to mediation, a Mediator will be selected by the Affirmative Action Office, the Human Resources Office, or the Dean of Students Office. The mediator will be a trained member of the University community who is deemed the most suitable and knowledgeable based on the circumstances involved.
- v. Mediation may also include meetings between the Mediator and the parties separately.
- vi. If mediation has been successful, the Mediator will inform the Affirmative Action Office that the complaint has been resolved.
- vii. If the Mediator determines that mediation cannot adequately resolve the issues, he or she will inform the Complainant and Respondent of this as well as the options available, such as filing a formal complaint. The Mediator will also notify the Affirmative Action Office that mediation was unsuccessful.
- viii. If the Complainant is dissatisfied with the results of mediation, he or she may file a formal complaint.

## **Article VII. Formal Complaints (Written)**

Formal complaints are those complaints where the faculty/staff/student files a written complaint with the Affirmative Action Office.

### **A. Filing a Formal Complaint**

Complainants must provide a written description of the allegation(s) and the name of the alleged offender. Complaint forms are available from the Affirmative Action Office and on the web at: <http://www.gvsu.edu/inclusion/> under "Forms." The Complainant should complete the form, listing: the type of alleged offense; summary of alleged discrimination; who discriminated against the Complainant; what action has been taken so far; what action is suggested; and whether the Complainant has filed a complaint/grievance with any other agency. The Complainant must sign the complaint form and submit it to the Affirmative Action Office to begin a formal investigation.

### **B. Notifications**

Certain notifications are required to ensure fairness and equity to all parties involved:

1. The appropriate Appointing Officer responsible for the areas where the Complainant and Respondent are employed will be notified. The appropriate Vice President and the Appointing Officer for the Respondent shall receive a copy of the Complaint.
2. Once he or she becomes the focus of a complaint, the Respondent must be notified of the complaint, the identity of the Complainant and the nature of the complaint. They will also be advised not to contact the Complainant directly or

to retaliate against him/her. The appropriate Appointing Officer will meet with the Respondent and provide a copy of the Complaint and be advised of the obligation of non-retaliation.

3. If either the Complainant or Respondent is represented by a collective bargaining agreement, the appropriate official in the Human Resources Office will be contacted immediately to assist in the facilitating the fact-finding investigation process.

4. If the complaint is against a student, the Complainant may elect to pursue a formal charge through the Dean of Students Office. The Affirmative Action Office will notify the Dean of Students as appropriate.

5. If the complaint is against an appointing officer, only the appropriate Vice President is notified. If the complaint is against a Vice President or Provost, the President is notified. If the complaint is against the President, the Chair of the Board of Trustees is notified. If the complaint is against a member of the Board of Trustees, the Chair of the Board of Trustees will be notified. If the complaint is against the Chair of the Board of Trustees, the Vice Chair of the Board of Trustees will be notified.

6. The Affirmative Action Office will maintain periodic contact with the Complainant and Respondent regarding the complaint status throughout the investigation.

### **C. Steps in the Investigation Process**

A formal fact-finding investigation process will be carried out in as timely a manner as possible. However, all parties involved are encouraged to recognize that a thorough investigation requires time. While no specific deadlines are established, required notifications, respondent and, where applicable, union representation and investigation activities should begin as quickly as possible after receiving the written complaint.

1. The Affirmative Action Office will determine the most effective method of investigating the concerns raised by the Complainant. If circumstances deem that the investigation should be referred to the Student Grievance Process, then the Dean of Students will handle oversight responsibilities of the complaint. If not referred to the Dean of Students, then the Affirmative Action Office is responsible for the investigation.

2. Unless unusual circumstances prevent or suggest otherwise, a co-investigator will be identified to participate in the investigation process that will be led by the Assistant Vice President for Affirmative Action. The co-investigator will be a trained/experienced member of GVSU's faculty or staff.

3. The investigation will involve conducting a thorough fact-finding investigation that includes meeting with the Complainant, Respondent, pertinent witnesses and reviewing and analyzing relevant documents as they relate to each allegation of the complaint. The investigators have the obligation to remain neutral during the investigation. Occasionally, a different or less formal response to the complaint may be warranted. Although the Affirmative Action Office may deviate from these guidelines, it will still respond to the complaint in a prompt, thorough and effective manner that is procedurally fair.

4. Communication with the Complainant and Respondent regarding the current status of the investigation and anticipated or adjusted timelines for concluding will occur on a regular and timely basis.

### **D. Investigation Report**

1. A Final Investigation Report will contain: 1) a summary of the Complainant(s) allegations and the Respondent's relevant statement in response to the allegations; 2) analysis of findings that includes a description of the relevant information provided by witnesses or obtained from the documents; and 3) the conclusion about whether or not university policy has been violated.

2. The Final Investigation Report will be provided to the appropriate Appointing Officer and Vice President. The Assistant Vice President for Affirmative Action will verbally notify both the Complainant and the Respondent about whether or not university policy was violated. The co-investigator's involvement in the matter concludes when the final investigation report is issued.

3. The Assistant Vice President for Affirmative Action will meet with a representative from the University Counsel Office and the Appointing Officer to discuss recommendations for any follow-up actions.

#### **E. Standard for Determining Violations of This Policy**

Allegations of violations of this Policy will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of harassment, a serious incident, even if isolated, can be sufficient to rise to the level of being considered a policy violation.

#### **F. Corrective Action**

If the report finds that the EEO/AA policy or this Non-Discrimination and Anti- Harassment Policy were violated, the University will determine appropriate corrective action, up to and including dismissal. The University may also take corrective action if no discrimination or harassment is found, but Respondent is found to have engaged in inappropriate workplace behavior. If corrective action is to be taken against a Respondent that is represented by a collective bargaining agreement, the appropriate official in the Human Resources Office will be contacted immediately to assist in the facilitating the corrective action.

#### **Article VIII. Other Information**

Copies of complaint procedures are available online at: [www.gvsu.edu/inclusion](http://www.gvsu.edu/inclusion). Information regarding other grievance procedures is located in the following documents:

1. Faculty members - [Section 3.02](#) of the Faculty Handbook.
2. Executive, Administrative and Professional Staff - Board of Trustees' Policies, [BOT 4.4.8](#)
3. Clerical, Office and Technical Staff - Section 6, Grievance, of the present contract.
4. Confidential Clerical - Section 9, Grievances, of the Personnel Policies in the Confidential Clerical handbook.
5. Maintenance, Grounds, and Services - Section 6, Grievances, of the present contract.
6. Department of Public Safety Staff - Section 6, Grievances, of the present contract.
7. Security Staff - Grievances, of the Personnel Policies in the Security Staff Handbook.
8. Student Employees - Student Employee Handbook and Student Code, Article IV. Student Grievance Procedures

#### **Contact information for faculty and staff:**

- Division of Inclusion and Equity
  - Affirmative Action
  - 4000 James H. Zumberge Hall
  - Allendale, MI 49401
  - 616-331-2242
  - <http://www.gvsu.edu/affirmative>

- Disability Support Resources  
4015 James H. Zumberge Hall  
Allendale Campus 49401  
616-331-2490  
<http://www.gvsu.edu/dsr/>
- [Division of Legal, Compliance & Risk Management](#)
- 4068 James H. Zumberge Hall – 616-331-2067
- Employee Assistance Program (EAP) - Encompass 1-800-788-8630
- Human Resources (Staff Relations) – 616-331-2215
- LGBT Faculty/Staff Association - [lgbtfsa@gvsu.edu](mailto:lgbtfsa@gvsu.edu)
- Deans
- Provost's Office – 616-331-2400

**Contact information for students:**

- Division of Inclusion and Equity
  - Affirmative Action  
4000 James H. Zumberge Hall  
Allendale, MI 49401  
616-331-2242  
<http://www.gvsu.edu/affirmative>
- Disability Support Resources  
4015 James H. Zumberge Hall  
Allendale Campus 49401  
616-331-2490  
<http://www.gvsu.edu/dsr/>
- Division of Legal, Compliance & Risk Management  
4068 James H. Zumberge Hall – 616-331-2067
- Student Services - Dean of Students  
202 Student Services Building – Allendale Campus  
616-331-3585
- Counseling Center  
204 STU, Allendale Campus  
616-331-3266
- LGBT Resource Center  
1161 Kirkhof Center – Allendale Campus  
616-331-2530  
[lgbtcenter@gvsu.edu](mailto:lgbtcenter@gvsu.edu)
- Nontraditional Students  
616-331-7360  
**Toll Free:** 888-831-4034  
[nontraditional@gvsu.edu](mailto:nontraditional@gvsu.edu)

- Office of Multicultural Affairs  
1240 Kirkhof – Allendale Campus  
616-331-2177  
[oma@gvsu.edu](mailto:oma@gvsu.edu)

- Women's Center  
1201 Kirkhof Center – Allendale Campus  
616-331-2748  
[womenctr@gvsu.edu](mailto:womenctr@gvsu.edu)

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## CONSENSUAL RELATIONSHIP POLICY

SLT 9.2

**Date of Last Update:**

November 19, 2012

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Inclusion and Equity/Office of Affirmative Action

### POLICY STATEMENT

Possessing and mastering a range of thoughtful perspectives is necessary for open inquiry, a liberal education, and a healthy community. Recognizing this, the University seeks to include, engage, and support a diverse group of students, faculty, and staff. The institution values a multiplicity of opinions and backgrounds, and is dedicated to incorporating multiple voices and experiences into every aspect of its operations. We are committed to building institutional capacity and strengthening our liberal education through providing an inclusive environment for all of our University constituents.

#### Article I. Purpose

The University's goals are to maintain a positive work environment and a climate conducive to learning for students. The unequal institutional power inherent in academic and work relationships may heighten the vulnerability of those in subordinate positions. Accordingly, individuals holding positions of authority at the University must be aware of and sensitive to the potential conflict of interest, ethical concerns, and issues of sexual harassment that may occur in consensual relationships. Specifically, the parties to a consensual relationship must be aware that such relationships can create in co-workers and students perceived and real conflicts of interest. These relationships also create an environment of fear of unfair treatment in terms of promotions, grades, professional and/or educational opportunities, etc. This Policy outlines expectations for institutional and individual conduct that apply to all University faculty and staff members and students.

#### Article II. Consensual Relationships

Consensual romantic and sexual relationships between faculty and their students or between supervisors and their subordinates are inappropriate. Individuals should be aware that these relationships may create a perception of favoritism while the relationships continue. These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change and the conduct that was previously welcome may become



unwelcome. If a sexual harassment complaint is subsequently filed, the argument that the relationship was consensual will be evaluated in light of the power differential in determining whether the University's Anti-Harassment Policy has been violated. Under these circumstances, it will be extremely difficult to use mutual consent as a defense.

**Consensual Romantic or Sexual Relationships between Faculty/Staff and Students.** A faculty or staff member who has educational, supervisory, evaluation, advising, coaching, or counseling responsibilities for students shall not assume or maintain those responsibilities for a student with whom the faculty or staff member has engaged in romantic or sexual relations, even if such relations were consensual. Whether such romantic or sexual relationships predate the assumption of educational, supervisory, evaluation, advising, coaching, or counseling responsibility for the student, or arise out of the educational relationship, the faculty or staff member shall immediately disclose the romantic or sexual relationship to his or her Unit Head or supervisor, who shall promptly arrange alternate oversight of the student.

**Consensual Romantic or Sexual Relationships between Supervisors and Subordinates.** If a romantic or sexual relationship exists or develops between a supervisor, manager, or administrator and an employee for whom he or she has professional responsibility, the individuals involved in the relationship must promptly consult the next highest level of supervision (e.g., a supervisor, department head, Vice President, Dean) to determine whether arrangements can be made to eliminate all conflicts of interest. If such arrangements can be made that do not disadvantage the subordinate and are acceptable to the supervisor, manager, or administrator, they must be documented, and ensure that the supervisor does not hire, supervise, advise, evaluate, or otherwise directly influence the subordinate's employment. Relationships between supervisors, managers, or administrators and their subordinates are prohibited when the working relationship is such that it is not possible to eliminate the conflicts of interest. Students employed by the University who supervise other student employees are covered by this section.

**Consensual romantic or sexual relationships between students.** Complaints concerning relationships between students are governed by the GVSU Student Code.

### **Article III. Disciplinary Actions**

Disciplinary action will be taken against faculty or staff members who violate this Policy, either by entering into or engaging in a sexual relationship with a student or subordinate for whom he or she has educational, supervisory, evaluation, advisory, coaching, or counseling responsibilities or by failing to report such relationship or failing to cooperate in making alternative arrangements.

### **Article IV. Confidentiality**

Confidentiality of the disclosure of consensual romantic or sexual relationships will be observed to the extent permitted by law and that is consistent with protecting the welfare of faculty, staff, and students and the interests of the University.

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## **SEXUAL OR GENDER-BASED HARASSMENT (INCLUDING RETALIATION) POLICY**

SLT 9.3

### **Date of Last Update:**

May 15, 2019

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Inclusion and Equity

## POLICY STATEMENT

Sexual or gender-based harassment is prohibited conduct at the University. No employee, student or other person at the University shall engage in sexual or gender-based harassment. The University will take prompt and effective steps to end sexual or gender-based harassment; eliminate any hostile environment caused by sexual or gender-based harassment; prevent its recurrence; and remedy the discriminatory effects on the victim and others as appropriate.

This policy and related procedures for addressing complaints of sexual and gender-based harassment, apply to all University programs and activities, including those conducted off-campus. Where relevant, if the off-campus sexual or gender-based harassment did not occur in the context of a University program or activity, the University will consider the effects of such off-campus sexual or gender-based harassment when evaluating whether it creates a hostile environment on campus or in an off-campus education program or activity.

## PROCEDURES

### Reporting, Procedures & Notifications

1. **Reports:** Reports of sexual or gender-based harassment should be made immediately to the [Title IX Office](#) and can also be filed [online](#). Under Title IX, most University employees are considered “Responsible Employees” meaning they are required to report to the Title IX Office incidents of Sexual Misconduct that they observe or about which they learn. Professional counselors at the University who provide mental-health counseling are not considered “Responsible Employees” and, therefore, are not required to report any incident of Sexual Misconduct. Other resources are also available: see the following [link](#). Any inquiry concerning the application of Title IX may be referred to the Title IX Coordinator or to the [U.S. Department of Education Office of Civil Rights](#).
2. **Procedures:** [Procedures](#) for responding to reports of sexual or gender-based harassment are maintained by the Division of Inclusion and Equity. Procedures will be reviewed on an annual basis for proposed revision to be implemented the following academic year. Revisions to procedures are approved by the Vice President of Inclusion and Equity, in consultation with the Senior Leadership Team. The University community (students and employees) will also be broadly consulted and periodically surveyed to obtain input on revisions.
3. **Notifications:** The University community will be notified, annually, of this policy and any revisions, inquiry contact information, and available resources and provided regular training regarding this policy as well as prevention and awareness education related to the prevention of and response to sexual and gender-based harassment.

## DEFINITIONS:

### Definitions

1. **Sexual Harassment** is unwelcome sexual, sex-based, request for sexual favors whether verbal, written, graphic, physical or otherwise, or other unwanted conduct of a sexual nature. When conditions are present as outlined in a. and/or b. below.
2. **Gender-Based Harassment** includes harassment based on gender, sexual orientation, transgender, gender non-conforming, transitioning, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature. When conditions are present as outlined in a. and/or b. below.
  - a. **Quid pro quo** harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by a person having power or authority over another constitutes sexual harassment when submission to sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s educational or employment progress, development or

performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

b. Creates a **hostile environment** that is:

- i. Sufficiently severe, or persistent or pervasive, and objectively offensive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the University's education or employment programs and/or activities.
- ii. A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical; a single incident of sexual or gender-based harassment, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression standing alone, is typically not sufficient to constitute a hostile environment.
- iii. In evaluating whether a hostile environment exists, the University will consider the totality of known circumstances, including, but not limited to:
  1. The frequency, nature and severity of the conduct;
  2. Whether the conduct was physically threatening;
  3. The effect of the conduct on the Complainant's mental or emotional state;
  4. Whether the conduct was directed at more than one person;
  5. Whether the conduct arose in the context of other discriminatory conduct (see [Anti-Harassment Policy](#));
  6. Whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or University programs or activities; and/or,
  7. Whether the conduct implicates concerns related to academic freedom or protected speech.

c. Transgender, gender non-conforming, transitioning, gender identity, and gender expression definitions:

- i. Transgender: An umbrella term that can be used to describe people whose gender identity and/or expression is different from their sex assigned at birth.
- ii. Gender non-conforming: Describes people who have, or are perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations.
- iii. Transition/Transitioning: The process of changing one's gender from the sex assigned at birth to one's gender identity.
- iv. Gender Identity: A personal, internal sense of oneself as, for example, male, female, both, or neither.
- v. Gender Expression: The external appearance of one's gender identity, or how one represents one's gender through hair style, clothing, mannerisms, etc.

## Retaliation

1. **Definition:** Retaliation means any adverse action taken against a person for making a good faith report of prohibited conduct (see, generally, policies on [Sexual Misconduct](#), [Sexual or Gender-based Harassment](#), and [Anti-Harassment](#)) or participating in any proceeding under University policy or policies.
  - a. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under University policy or policies.
  - b. Retaliation may be present even where there is a finding of "no responsibility" on the allegations of prohibited conduct.
  - c. Retaliation does not include good faith actions lawfully pursued in response to a report of prohibited conduct.
2. **Reporting:** Acts of alleged retaliation should be reported immediately to the Vice President for Inclusion and Equity, or designees, and will be promptly investigated. The University will take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

More information about Procedures related to this policy, and other useful information can be accessed at the following [link](#).

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## SEXUAL MISCONDUCT POLICY INCLUDING: SEXUAL ASSAULT, SEXUAL EXPLOITATION, INTIMATE PARTNER VIOLENCE (DOMESTIC OR DATING VIOLENCE), STALKING & RETALIATION

SLT 9.4

### Date of Last Update:

March 03, 2016

### Approved By:

- Senior Leadership Team

### Responsible Office:

Inclusion and Equity

## POLICY STATEMENT

I. Sexual Misconduct is any conduct that is considered sexual assault, dating violence, domestic violence, stalking and sexual exploitation as those terms are defined by this policy. Sexual Misconduct is prohibited conduct at the University. No employee, student or other person at the University shall engage in Sexual Misconduct. The University will take prompt and effective steps to end Sexual Misconduct, eliminate any hostile environment caused by Sexual Misconduct, prevent its recurrence, and remedy the discriminatory effects on the victim and others as appropriate.

This policy and related procedures for addressing complaints of Sexual Misconduct apply to all University programs and activities, including those conducted off-campus. Where relevant, if the off-campus Sexual Misconduct did not occur in the context of a University program or activity, the University will consider the effects of such off campus Sexual Misconduct when evaluating whether it otherwise creates a hostile environment on campus or in an off-campus education program or activity.

## PROCEDURES

### II. Reporting, Procedures & Notifications

1. Reporting: Reports of Sexual Misconduct should be made immediately to the [Title IX Office](#) and can also be [filed online](#). Under Title IX, most University employees are considered “Responsible Employees” meaning they are required to report to the Title IX Office incidents of Sexual Misconduct that they observe or about which they learn. Professional counselors at the University who provide mental-health counseling are not considered “Responsible Employees” and, therefore, are not required to report any incident of Sexual Misconduct. Other resources are also available: see the following [link](#). Any inquiry concerning the application of Title IX may be referred to the Title IX Coordinator or to the [U.S. Department of Education Office of Civil Rights](#).
2. Procedures: [Procedures](#) for responding to reports of Sexual Misconduct are maintained by the Division of Inclusion and Equity. Procedures will be reviewed on an annual basis for proposed revision to be normally implemented the following academic year. Revisions to procedures are approved by the Vice President of Inclusion and Equity, in consultation with the Senior Leadership Team. The University community (students and employees) will also be broadly consulted and periodically surveyed to obtain input on revisions.
3. Notification: The University community will be notified, annually, of this policy and any revisions, inquiry contact

information, and available resources and provided regular training regarding this policy as well as education related to the prevention and awareness of and response to Sexual Misconduct.

## DEFINITIONS:

### III. Definitions

1. **Sexual Assault** is an offense that meets the definition of rape, fondling, incest, or statutory rape, as defined in the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) program, as having or attempting to have sexual intercourse or sexual contact with another individual by force or threat of force; without affirmative consent; or where the person is incapacitated.

2. Sexual Assault consists of (a.) Sexual Contact and/or (b.) Sexual Intercourse that occurs without (c.) Affirmative Consent.

a. **Sexual Contact** is any intentional sexual touching, however slight, with any object or body part (as described below), performed by a person upon another person.

i. Sexual Contact includes: (a) intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching another with any of these body parts; and (b) making another touch you or themselves with or on any of these body parts; (c) causing another to touch one's intimate parts, disrobing or exposure of another without permission.

b. **Rape** is sexual penetration, however slight, of another person without affirmative consent. Penetration can be of the mouth, vagina, or anus, and can be with a penis, tongue, finger, or foreign object.

c. **Sexual Intercourse** is vaginal or anal penetration, however slight, with any object or body part (as described below) performed by a person upon another person; and/or, oral penetration involving mouth to genital contact.

i. Sexual Intercourse includes: (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

d. **Affirmative Consent** is informed (knowing); voluntary (freely given); and, active (not passive), meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity and the consenting person is not incapacitated as defined by this policy.

i. Affirmative Consent cannot be obtained by Force. Force includes: (a) the use of physical violence, (b) threats, (c) intimidation, and/or (d) coercion.

1. *Physical violence* means that a person is exerting control over another person through the use of physical force. Examples of physical violence include but are not limited to hitting, punching, slapping, kicking, restraining, strangling, and brandishing or using any weapon.

2. *Threats* are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.

3. *Intimidation* is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).

4. *Coercion* is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes clear a decision not to participate in a particular form of Sexual Contact or Sexual Intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the University will

consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

ii. Affirmative Consent cannot be gained by taking advantage of the incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was incapacitated.

1. Incapacitation means that a person lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity.

2. Incapacitation is such that it renders the person incapable of self-care and protection. Incapacitation could be the result of alcohol or other drugs or due to a temporary or permanent physical or mental health condition.

iii. Affirmative Consent to one form of sexual activity does not, by itself, constitute Affirmative Consent to another form of sexual activity.

#### **IV. Intimate Partner Violence**

Intimate Partner Violence is any act of Domestic Violence or Dating Violence as defined by this Policy.

**1. Domestic Violence** is any act of violence committed by any of the following individuals: (a) a current or former spouse or intimate partner of the victim; (b) person with whom the victim shares a child in common; (c) person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; and/or, (d) a resident or former resident of the victim's household in the event such household residents have a current or prior intimate relationship.

a. An incident of domestic violence can consist of a single act of violence or a pattern of violent acts that includes, but is not limited to, sexual or physical abuse, or the threat to engage in such abuse.

**2. Dating Violence** is any act of violence committed by a person who is, or has been, in a social relationship of a romantic or intimate nature with the victim that does not fall within the definition of "domestic violence."

a. Dating violence includes, but is not limited to, sexual or physical abuse or assault or the threat of such abuse or assault.

b. For the purposes of determining Intimate Partner Violence, whether the relationship is of a romantic or intimate nature is determined by a variety of factors, including: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.

c. A relationship of a romantic or intimate nature means a relationship that is characterized by the expectation of affection or sexual involvement between the parties.

d. An incident of dating violence can consist of a single act of violence or a pattern of violent acts that includes, but is not limited to, sexual or physical abuse, or the threat to engage in such abuse.

#### **V. Stalking**

1. **Stalking** occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress.

a. Course of conduct means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.

b. Reasonable person means a reasonable person under similar circumstances.

c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

2. Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact. This policy prohibits all stalking, not just stalking that occurs within the context of a relationship.

## **VI. Sexual Exploitation**

**Sexual Exploitation** is purposely or knowingly doing any of the following:

1. Causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person’s ability to give Affirmative Consent (see Section III.2)d.) to sexual activity;
2. Allowing third parties to observe private sexual activity from a (a) hidden location (e.g., closet), or (b) through electronic means (e.g., Skype or live streaming of images);
3. Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person’s intimate parts (including genitalia, groin, breasts or buttocks) in a place where that person would have a reasonable expectation of privacy);
4. Recording or photographing private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts or buttocks) without consent;
5. Disseminating or posting images of private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts or buttocks) without consent;
6. Knowingly exposing another person to a sexually transmitted infection or virus without the other’s knowledge;
7. Arranging for others to have non-consensual sexual contact, as defined by the Sexual Misconduct policy, with a non-consenting person.

## **VII. Retaliation**

**1. Definition:** Retaliation means any adverse action taken against a person for making a good faith report of prohibited conduct (see, generally, policies on [Sexual Misconduct](#), [Sexual or Gender-based Harassment](#), and [Anti-Harassment](#)) or participating in any proceeding under University policy or policies.

a. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under University policy or policies.

b. Retaliation may be present even where there is a finding of “no responsibility” on the allegations of prohibited conduct.

c. Retaliation does not include good faith actions lawfully pursued in response to a report of prohibited conduct.

**2. Reporting:** Acts of alleged retaliation should be reported immediately to the Vice President for Inclusion and Equity, or designees, and will be promptly investigated. The University will take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

**More information about Procedures related to this policy, and other useful information can be accessed at the following [link](#).**

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## **WEB ACCESSIBILITY POLICY**

**Date of Last Update:**

November 12, 2018

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Equity, Planning, and Compliance Unit

**POLICY STATEMENT**

Grand Valley State University is committed to the fundamental academic principles of equity and accessibility by providing all students and staff with equitable access to the University's programs, services, events and staff development activities. The aim of this policy is to support an inclusive academic environment by incorporating design concepts that reduce or remove barriers to our websites or to provide equally effective alternative access.

This policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the University's goals and ensure compliance with applicable law. The University has assigned web accessibility responsibilities to its Americans with Disabilities Act Coordinator and Web Manager, or their designees.

This policy applies to all official web pages and associated web-based services developed by or for a college, school, department, program, or unit of the University.

The University will ensure that new online content and functionality developed, procured, or used will be fully accessible to individuals with disabilities. This action will include any staff training that may be necessary to ensure full implementation.

All new web pages published by any University college, school, department, program, or unit on or after the effective date of this policy must conform to [WCAG 2.0 Level AA Technologies Accessibility Standards](#) and this policy.

For existing online content, the University has: developed a strategy for identifying inaccessible content and functionality for individuals with disabilities; developed a notice to person with disabilities regarding how to request that the University provide access to online information or functionality; prominently posted this notice on its home page and throughout its website; and developed a process to ensure that, upon request, inaccessible content and functionality will be made accessible in an expedient manner.

Each web site must contain a link to report accessibility issues, or to request an accessible version, should users have trouble accessing content within the site. This would usually be the site administrator or content author.

**PROCEDURES****Training**

Accessibility training will be provided and required of all faculty, staff and other authorized representatives prior to being given access to manage any online content through the Content Management System (CMS) or through remote access to a web server (FTP, SFTP, SSH, etc.).

This training will help content administrators produce accessible content, and assess and correct content that may be inaccessible. All content administrators will be required to attend Accessibility Training on an annual basis as long as they manage online content.

**Enforcement**

If necessary, at the discretion of the Web Accessibility Coordinators or their designees, some or all non-compliant



portions of the web pages and resources may be taken offline, or brought into compliance by designated staff or contractors.

### **Purchasing of Outside Content**

All web-based content and systems, whether developed internally or obtained from third-parties that the University chooses to make available, is expected to conform to accessibility standards set forth in this policy. Accessibility of these technologies should be verified by University staff with demonstrated ability in accessibility evaluation. This verification process should be accomplished through hands-on evaluation of the product, prior to purchase.

When evaluating third-party products, it is advisable to choose the most accessible product in the space. However, not always will there be accessible choices, or the most accessible choice may not align with other dominant selection criteria. In cases where a product with limited accessibility has been purchased, interim, equivalent accommodations documented in an approved ADA exception should be in place until the service can be made accessible.

### **Contact Information**

Any concerns with the accessibility of online content should be directed to the Americans with Disabilities Act Coordinator, 4035 James H. Zumberge Hall, 616-331-3296 and/or Web Manager, 2090 James H. Zumberge Hall, 616-331-2525 or their designees who serve as the University's Web Accessibility Coordinators. You may also utilize the Section 504 and Title II grievance procedures found at <http://www.gvsu.edu/accessibility>.

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## **CONFLICT OF INTEREST POLICY**

SLT 10.1

### **Date of Last Update:**

August 13, 2012

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Legal, Compliance & Risk Management

## **POLICY STATEMENT**

In the pursuit of its mission, Grand Valley State University through its Board of Trustees, Senior Leadership Team, faculty, staff and other representatives operates with the highest level of ethical behavior including, but not limited to, acting with integrity, reasonableness and fairness in our dealings, and avoiding bias or undue influence. Consistent with these values, the Board of Trustees has adopted institutional policies for identifying and managing potential, actual and perceived conflict of interest situations:

Grand Valley State University Board of Trustees' Policies BOT 4.1.6: Conflict of Interest

1. **Employment.** Appointment of any relative of a faculty or staff member must be approved by the president in advance of the appointment in order to insure that no conflicts of interest exist. Each appointing officer must insure that no conflicts of interest exist in matters of appointment, retention, promotion, termination, assignment or other conditions of employment for relatives of faculty or staff members within his or her unit.
2. **Financial.** It shall be the responsibility of the president (or his/her designee) to insure that conflicts of financial interest do not occur, and to take such steps to protect the university as seem to be required. The university respects the rights of its faculty and staff members in their activities outside their employment, which are private

in nature and which in no way conflict with or reflect upon the university.

3. **Political Candidates or Office Holder.** The university affirms the rights of its faculty and staff members as citizens to be active in political affairs, which do not conflict with the professional standards and ethics of their employment. It shall be the responsibility of the president (or his/her designee) to ensure that conflicts involving professional standards and ethics do not occur with Grand Valley State University faculty and staff members who are political candidates or office holders, and to take such steps to protect the university as may be required

Grand Valley State University Board of Trustees' Policies, 6.16: Economic Development

Consistent with its public service mission, the University has a responsibility for supporting the economic development of the state, particularly west Michigan through a variety of initiatives including but not limited to the Van Andel Global Trade Institute, the West Michigan Science and Technology Initiative through the Grand Rapids SmartZone and the Muskegon SmartZone. These efforts will involve the development and commercialization of intellectual property using University resources, which may result in royalty or ownership interests for the benefit of the University. In compliance with MCL 15.321 et. seq, the President must review any conflict of interest and authorize such activities as may be deemed necessary when the University is an interested party in the joint development or commercialization of intellectual property with any employee of the University or a business in which the University employee has an equity interest. The President shall report his/her approval of such conflicts, including a summary of the issues and the rationale for his/her decision, at the next regularly scheduled board meeting, and shall make an annual report of all such conflicts.

**PROCEDURES**

In addition to the policy obligations described above, the University requires compliance with procedures to avoid or address conflicts of interest as provided by the following offices:

Refer to the [Procedures for Conflicts of Interest table](#).

**TABLES**

**Procedures for Conflicts of Interest**

Topic	Policy/Procedures	Responsible Office
Procurement of Goods and Services	<a href="#">Procurement Services - Faculty &amp; Staff</a>	Business & Finance Office
Conflict of Interest Procedure for PHS-Funded Research	<a href="#">200/300 OSP: Conflict of Interest for PHS-Funded Research Only</a>	Office of Sponsored Programs
Conflict of Interest Procedure	<a href="#">200/300 OSP: Required Conflict of Interest and Financial Disclosure for Externally Sponsored Projects</a>	Office of Sponsored Programs

Human Subjects Research	<a href="#">140 HRRC member conflict of interest</a> <a href="#">320 Researcher conflict of interest</a> <a href="#">321 Researcher conflict of interest when enrolling GVSU students and employees</a>	Human Research Review Committee
Institutional Animal Care and Use	<a href="#">Institutional Animal Care and Use Committee Handbook of Policies and Procedures</a>	Institutional Animal Care and Use Committee

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## FREEDOM OF INFORMATION ACT POLICY

SLT 10.3

**Date of Last Update:**

June 03, 2019

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY STATEMENT

Section 1 of the Michigan Freedom of Information Act (“FOIA” or “the statute”) provides, “It is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with this act. The people shall be informed so that they may fully participate in the democratic process.”(1) To that end, all people, excluding prisoners, are allowed to file FOIA requests with a Grand Valley State University (the “University”). A requester must simply file a request in writing with the University’s FOIA Coordinator, and the University will begin processing his or her request.(2) Each request must include the requesting person’s complete name, address (in compliance with United States Postal Service addressing standards), and either a telephone number or email address.

The University, in its initial response, will do one of the following within the timeframe permitted by the statute: grant the request, partially grant the request, deny the request, inform the requester that additional time is needed, require a fee deposit prior to further processing, or inform the requester that the requested record has not been sufficiently described.

If a request is denied or partially denied, the University will explain why the documents have not been released and inform the requester of his or her challenge and appeal options.

A fee deposit will be required when processing a request that will require significant University employee time and resources. The University will notify the requester of the estimated cost and provide a non-binding, best efforts

estimate of the time it will take to complete the processing of the request. It is possible that after further processing of the request, the University will determine that the cost of processing the request is significantly less or greater than the estimated cost. If that is the case, the University will notify the requester to allow the requester to determine whether and how he or she wants to proceed with the request.

After the University receives a required deposit, it will make every effort to provide the requested documents within the time estimate provided. Requesters must understand, however, that at any given time, the University is processing multiple requests and cannot devote all of its time to one particular request.

If a requester feels that he or she was wrongly denied responsive documents, he or she may appeal to the Head of the Public Body, which for the purposes of these Procedures and Guidelines is the Vice President and General Counsel, or file a civil action. If a requester believes that the University has required a fee that exceeds the amount permitted under the Procedures and Guidelines, he or she may file a civil action. Requesters are also always free to contact the FOIA Coordinator at 616-331-2067 or foia@gvsu.edu with any questions about the processing of their requests. Detailed Procedures and Guidelines follow.

## **PROCEDURES**

### **1. How to submit a FOIA request to the University**

- a. A FOIA request must be submitted in writing to the FOIA Coordinator in the Division of Legal, Compliance & Risk Management. The request may be transmitted in hard copy, by email, or by facsimile.
- b. The University's FOIA Coordinator address 4068 James H. Zumberge Hall, Grand Valley State University, Allendale, MI 49401. The email address is foia@gvsu.edu. The fax number is (616) 331-3950.
- c. A request should describe the record(s) sought sufficiently to enable the University to find the record(s) and should provide the requester's contact information.
- d. Requests should state that they are submitted pursuant to the Michigan Freedom of Information Act.
- e. Requests received electronically are deemed received the next business day. A business day is defined as Monday through Friday, exclusive of holidays and institutional closure days.
- f. If a request is delivered to the FOIA Coordinator's junk mail folder, the request will be deemed received one business day after the FOIA Coordinator becomes aware of the request. The FOIA Coordinator will check the junk mail folder at least once per week.

### **2. Responses to FOIA requests to the University**

- a. The University will respond to a FOIA request within five (5) business days of the FOIA Coordinator receiving the request.
- b. A response will consist of one or more of the following:
  - i. A granting of the request
  - ii. A partial granting of the request, and a partial denial because some or a portion of the records do not exist, are not in the possession of the University, and/or are exempt from disclosure
  - iii. A complete denial of the request because all of the records do not exist, are not in the possession of the University, and/or are exempt from disclosure
  - iv. A notice that more time is needed to process the request
    1. If more time is needed, the University will send out a follow up response within 10 business days of the initial response.

v. A notice that a fee deposit is required prior to further processing

1. If a fee deposit is required, the University will include in its response a non-binding, best efforts estimate regarding the time it will take to provide the records to the requester.

vi. A notice that the record(s) sought has (have) not been sufficiently described to enable the University to locate the record(s).

c. The response will state the FOIA exemptions under which any information and/or documents are withheld, if applicable.

d. If any part of a request for records is denied for any reason, the response will set forth the procedures for appealing the denial.

### **3. Deposit Requirements**

a. A fee deposit will be required when the processing of a request will result in fees equal to or greater than \$50.00.

b. The required deposit will equal up to 50% of the estimated cost of fulfilling the request as calculated at the time of the initial response.

c. If the University requires a deposit, it will not process the FOIA request further until the deposit is paid.

d. If a deposit is not received by the FOIA Coordinator within 45 days of the initial notice, the request will be considered withdrawn. Notice of a deposit requirement is considered received three days after it is sent, regardless of the means of transmission.

e. If, after receipt of the deposit and further processing of the request, the University learns that the processing costs will be significantly different from the estimated costs, the University will so notify the requester. Where the actual effort to search for, review and separate exempt material significantly exceeds the original estimate, the University will notify the requester. The requester may choose to receive a revised fee deposit notice, or limit his/her original request to those records, which may be processed within the time stated in the original fee estimate.

f. A person who makes a FOIA request for which a deposit is required may withdraw that FOIA request without charge instead of paying the required deposit. Failure to pay the deposit will be deemed a withdrawal of the FOIA request.

g. The University will treat multiple concurrent FOIA requests on the same topic(s) and/or regarding the same record keeper(s) and from the same person as one FOIA request for purposes of determining whether the fee is below \$50.00.

h. Where a requester who has not paid the final fee for the processing of an earlier request files a new FOIA request, the University may require a deposit of all (100%) of the estimated fees for processing the subsequent request prior to processing the subsequent request.

### **4. Calculation and Payment of Fees**

a. Fees are calculated by adding together the following costs:

i. The labor costs for searching for, locating, and examining responsive records

ii. The labor costs for review, separation, and deletion of exempt information from non-exempt information

iii. The cost of non-paper physical media, if used

iv. The cost per copy of paper copies, not to exceed \$.05/page for standard 8 ½ x 11 inch paper v. The labor costs directly associated with duplication or publication, which may include copying to non-paper media

vi. The cost of mailing

b. Final fees for responding to a FOIA request will be billed when the University responds to the FOIA request. A detailed FOIA fee itemization form will be provided by the University with the response. The amount invoiced must be paid within ninety (90) days. The University reserves the right to require payment in full of all fees incurred in processing a FOIA request before delivering the final, responsive documents.

c. The University's decision to deny access to public records sought by a FOIA request because those records are, in whole or in part, exempt from disclosure does not excuse the person who files that FOIA request from payment of fees for the work undertaken by the University in response to that request.

d. The University may waive or reduce the fees it is authorized to charge if it determines that a waiver or reduction of the fee is in the public interest because responding to the FOIA request can be considered as primarily benefiting the general public.

e. Fee reductions or waivers are required in certain instances involving proven indigence or non-profit organizations. The University will apply these reductions or waivers in accordance with the statute.

## **5. Procedures for Challenge and Appeal**

a. If the University denies a request in whole or in part, the requester may:

i. Submit an appeal to the Head of the Public Body, which for the purpose of these Procedures and Guidelines is the Vice President and General Counsel, in writing, via the FOIA Coordinator, using the contact information listed in Item 1, above. The appeal must specifically use the word "appeal" and identify the reason(s) the requester seeks reversal of the denial. The Head of the Public Body must respond to the appeal within ten (10) business days by doing one of the following:

1. Reversing the FOIA Coordinator's decision
2. Upholding the FOIA Coordinator's decision
3. Reversing in part and upholding in part the FOIA Coordinator's decision
4. Issuing a notice of extension for not more than ten (10) additional business days.

ii. Commence a civil action in the Court of Claims within one hundred eighty (180) days after the University's final determination to deny a request.

b. If a requester believes that the University has required payment of a fee that exceeds the amount permitted under these Procedures and Guidelines, he or she may commence an action in the Court of Claims for a fee reduction within forty five (45) days after receiving the notice of the required fee.

c. If a requester has questions regarding any FOIA response, including estimated fees or actual fees assessed, the requester should not hesitate to contact the FOIA Coordinator by email [foia@gvsu.edu](mailto:foia@gvsu.edu) or telephone 616-331-2067.

## **FOOTNOTES**

(1) M.C.L.A. 15.231.

(2) Verbal requests for information are not FOIA requests for purposes of these Procedures and Guidelines. If a verbal request for information is received by a University employee who knows that the information is available on the University's website, the employee, where practicable, will inform the requester about the University's website address

(3) The University has determined, consistent with FOIA, that failure to charge fees in situations where the fees would be equal to or greater than \$50.00 would result in unreasonably high costs to the University.

(4) A copy of the standard form that the University uses for fee itemization, with additional explanatory information, is attached to these Procedures and Guidelines.

(5) Labor costs will be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down. The labor is charged at the hourly rate of the lowest paid University employee capable of doing the work, plus fringe benefits, if applicable. If it is not possible for the work to be done by a University employee, the University will contract the work out and charge per the provisions of the statute.

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## COMMERCIAL ACTIVITY POLICY

SLT 10.4.1

**Date of Last Update:**

August 31, 2017

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Legal, Compliance & Risk Management

### POLICY STATEMENT

Pursuant to Article VIII of the Michigan Constitution of 1963, Grand Valley State University (“the University”) has the responsibility to serve as a public institution of higher education. To carry out this constitutional mandate, the University owns and/or controls property and facilities. The University has established the following policy to ensure the University’s educational mission is actualized, while allowing certain Commercial Activities on University property.

The University reserves the right to deny proposed Commercial Activities that compete with the University or its operations. This policy does not apply to the use of student housing facilities by residents, which is subject to the terms and conditions of the housing agreement. The use of University property for government functions is not subject to this policy.

### Definitions

For the purposes of this policy, the term “Commercial Activities” includes:

1. The lawful selling, promotion, or offering of products, goods, or services;
2. The dissemination or collection of information for the purpose of facilitating the sale of goods or services;
3. Any activity that attempts to raise funds, whether through the sale of goods and services or via donations for any entity that is not a charitable organization (eg a 501(c)(3) nonprofit entity);
4. The distribution or offering of free gifts, incentives, or promotions.

### PROCEDURES

#### 1. University Departments

University departments and its service providers whose function includes the sale of food or merchandise or the use of outside vendors and/or advertisers are exempt from this policy. This includes, but is not limited to, all campus dining facilities, the Laker Store, University Athletics, and University Development.

#### 2. Registered Student Organizations

Registered Student Organizations (RSOs) may engage in Commercial Activities on University grounds subject to the provisions in the [Grounds and Facility Use Policy](#) and the conditions below.

1. When an RSO is using University property for Commercial Activities, 100% of the proceeds must either return to the RSO or be donated to a specified charitable organization.
2. RSOs may not sponsor or partner with outside solicitors as part of a Commercial Activity.
3. RSOs must have at least one of their organization's members present at all times during the Commercial Activity period, and all sales must be made on a person-to-person basis.
4. Any literature distribution must include the name of the RSO responsible for the publication.

### **3. Students, Employees, and Non-University Solicitors**

Students, employees, and those not affiliated with the University may engage in Commercial Activities only when renting indoor University facilities for an event, subject to the terms and conditions of their rental agreement, or when reserving outdoor space limited to the Cook Carillon Tower plaza. Outdoor reservations must be submitted to the Event Services Office at least five business days prior to the intended solicitation period. Due to high demand for space use, reservations must be canceled at least 72 hours prior to the scheduled event to receive a full refund or have previous payment applied to a new date. Reservations are subject to the provisions in the [Grounds and Facility Use Policy](#).

1. When using a designated outdoor space for Commercial Activities, students, employees, and non-University solicitors are required to pay \$250 per calendar day to the University.
  2. There shall be no more than three separate Commercial Activities using outdoor locations at any one time.
  3. Each individual or organization is entitled to use outdoor University property as provided in this policy for a maximum of five days per semester for purposes of Commercial Activities.
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## **POLITICAL ACTIVITY POLICY**

SLT 10.5

### **Date of Last Update:**

September 10, 2012

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Legal, Compliance & Risk Management

## **POLICY STATEMENT**

Political activity of faculty and staff members at Grand Valley State University as addressed in the Grand Valley State University Board of Trustees' Policies [BOT 4.1.6.3](#), in pertinent part, states: "The University affirms the rights of its faculty and staff members as citizens to be active in political affairs which do not conflict with the professional standards and ethics in employment."

Further, the Board of Trustees address the subject of Academic Freedom of faculty in the Grand Valley State University Board of Trustees' Policies [BOT 4.2.2](#) specifically sections 2 & 3:

*2. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter, which has no relation to their subject. (The words faculty member as used in this document are understood to include the investigator who is attached to an academic institution without teaching duties.)*



3. *University or university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times act in a professional and responsible manner, and should make every effort to indicate that they are not institutional spokespersons.*

In addition to University policy, state law, specifically the Michigan Campaign Finance Act, regulates political activities of public bodies, such as state universities, and its employees.

## PROCEDURES

In light of University Board of Trustees' policies and state law, the following guidelines are intended to help faculty and staff with compliance:

1. Faculty and staff members may engage themselves, as private citizens, in political activities including support or opposition to candidates for office or ballot questions on their own time. If you are working for the University and charging your time to a federal grant, any activity to support a political candidate or ballot question must be conducted on personal time. For questions about federal grants, contact the [Office of Sponsored Programs](#) for more information.
  2. University departments or programs may sponsor presentations and discussion groups about an upcoming election provided that the purpose is to provide factual information on a political subject or issue if the communication does not support or oppose a ballot question or candidate by name or clear inference.
  3. Classroom discussions of candidates and ballot questions must be related to course content as described in the catalog and course syllabus. A reminder to students to register to vote and to vote is permissible.
  4. Faculty and staff members may express their support or opposition to candidates or ballot questions by wearing buttons.
  5. Faculty and staff members, as private citizens, may elect to lend their names to support one or more candidates for office or in support of or opposition to a ballot question. However, care must be exercised to assure that the faculty or staff member does not use their University title in relation to such advocacy.
  6. Faculty and staff members shall not use University resources for political activity to support or oppose candidates for office or ballot questions. "University resources" includes, but is not limited to:
    - a. University funds or money administered through a University budget;
    - b. University facilities including office space or meeting rooms (except speech in open forum areas) or use of University office address;
    - c. University equipment including office or cellular telephones, computer hardware or software, printers, copiers and facsimile machines;
    - d. University-provided email addresses or use of the University email system;
    - e. University supplies including stationery, paper, postage, pens, pencils, and other office supplies;
    - f. University identifying marks including trademarks, logos, University letterhead, and University titles; and
    - g. University time including when the faculty or staff member is working or the use of clerical or student worker time.
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## EMAIL POLICY

SLT 11.2

**Date of Last Update:**

October 09, 2015

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Information Technology

**POLICY STATEMENT**

Grand Valley State University provides its faculty, staff and students with electronic mail intended for University-related purposes including direct and indirect support of the University's instructions, research, and service missions; of University administrative functions; of student and campus life activities, and of the free exchange of ideas among members of the University community and between the University community and the wider local, national, and world communities.

The rights of academic freedom and freedom of expression apply to the use of University electronic mail. Electronic mail sent or received using University facilities is, however, University business and cannot be guaranteed total privacy. The University does not routinely inspect, monitor, or disclose electronic mail without the holder's consent. Nonetheless, subject to the requirements for authorization, notification, and other conditions specified in this Policy, the University may deny access to its electronic mail services and may in exceptional circumstances inspect, monitor, or disclose electronic mail.

**PROCEDURES**

**Applicability**

This Policy applies to:

- All electronic mail systems and services provided or owned by the University
- All users, holders, and uses of University e-mail services
- All University e-mail records in the possession of University faculty, staff or students or other e-mail users of electronic mail services provided by the University

This Policy applies only to electronic mail in its electronic form. The Policy does not apply to printed copies of electronic mail.

This Policy applies equally to transactional information (such as e-mail headers, summaries, and addresses) associated with e-mail records as it does to the contents of those records.

All users of University electronic mail are subject to:

- Comply with all federal, Michigan, and other applicable laws and regulations; all generally applicable University rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the [Electronic Communications Privacy Act](#) and the [Computer Fraud and Abuse Act](#), which prohibit unauthorized use or entry into another's account; the University's [Student Code](#); the University's Anti-Harassment policy; and all applicable software licenses.
- Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
- Act within the normal standards of professional and personal courtesy and conduct. Access to University

electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the University without prior notice and without the consent of the e-mail users when required by and consistent with violations of University policies, regulations and law.

- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.
- Respect the finite capacity of the resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth limit or CPU time, uses of University electronic mail may be required to limit resources in accordance with this principle.
- Inspection, monitoring or disclosure of University e-mail records will be at the e-mail holders consent wherever possible. However, if consent cannot be obtained either voluntarily or involuntarily, the request shall be brought before University Counsel.

## **Specific Provisions**

### **A. Users**

Users of University electronic mail services are to be limited primarily to University students, faculty, staff, retirees, and others authorized by the University. Upon normal termination of employment, employees may retain access to the e-mail account for 30 days. Employees terminated by the University will have the e-mail account terminated immediately. Retired employees may request access to the e-mail account as part of the benefit package. Students retain access to an e-mail account as long as they are registered for courses or completed graduation. GVSU retains the right to remove email services at any time.

### **B. Account Usage**

GVSU has the right to restrict the amount of storage space available on the network. If an individual wishes to backup and store e-mail for extended purposes, it is the individual's responsibility to do so.

Users are granted access to services only for so long as they abide by the Computing Conditions of Use policy. No person shall gain use of the University's computer system without proper authorization. Any attempt by a user to gain access to another person's network account, private network drive, or restricted areas on the GVSU computer system is prohibited.

University e-mail services shall not be used to send unsolicited commercial emails and such use may result in your account being disabled.

University e-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing resources (bandwidth issues), or unwarranted or unsolicited interference with others use of e-mail or e-mail systems. Such uses include, but are not limited to, the use of e-mail services to: (1) send or forward e-mail chain letters; (2) "spam," that is, to exploit listservs or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail; and (3) "letterbomb," that is, to resend the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail.

### **C. Representation**

Electronic mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing the University. An appropriate disclaimer is: "These statements are my own, not those of the Grand Valley State University."

## **Policy Violations**

Violations of University policies governing the use of University electronic mail services may result in restriction of access to University information technology resources. In addition, disciplinary action, up to and including dismissal, may be applicable under other University policies, guidelines, implementing procedures, or collective bargaining agreements.

Violations will normally be handled through the University disciplinary procedures applicable to the relevant user. The University may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Refer to Appendix A. for detail on additional polices and guidelines.

### **Security and Privacy**

The University owns all electronic mail address assigned by the University. The University employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the University couldn't guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly. Security and privacy of e-mail sent or received outside of GVSU is subject to standards of other organizations and may be more or less restrictive and provide more or less privacy protection.

Users should also be aware that their uses of University computing resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service.

The University reserves the right to monitor e-mail records, without notice, when

- a. The user has voluntarily made them accessible to the public
- b. It reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability
- c. There is reasonable cause to believe that the user has violated, or is violating, this Policy
- d. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns
- e. It is otherwise required or permitted by law

Any such individual monitoring, other than that specified in "a" above, required by law, or necessary to respond to perceived emergency and/or time-sensitive situations, must be authorized in advance by University Counsel and an Executive Officer.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings.

Normal examination of e-mail headers by the e-mail administrator is standard procedure to resolve problems and redirect incorrect addressed e-mail.

### **Posting and Authority to Change**

Because University policies are subject to change, this list may change from time to time. The authoritative list at any time will be posted under the listings of University policies posted on the World Wide Web. Authority to change this list

rests with the Vice Provost of Academic Services and Information Technology acting, where policies affecting faculty are concerned, with the advice of the Academic Senate, where policies affecting students are concerned, with the advice of the Dean of Students, where policies concerning legal matters, with the advice of University Counsel.

## APPENDIX A - REFERENCES

The following list identifies additional policies and procedures, which support this Policy: These and other laws both provide privacy protection for e-mail and require the disclosure of e-mail under some circumstances.

- University Policies and Guidelines
    - Human Resources
      - Faculty Handbook
      - [Executive, Administrative, Professional Staff Handbook](#)
      - Anti-Harassment Policy
      - Refer to the [Human Resources web site](#) for further policies and guidelines
    - Information Technology
      - Computing Conditions of Use
      - Student Computing Account Agreement
      - [Student Code](#)
  - State of Michigan
    - [Michigan Freedom of Information Act](#)
    - [Merit Acceptable Use Policy](#)
  - Federal Statutes
    - [Federal Family Educational Rights and Privacy Act of 1974](#)
    - [Federal Privacy Act of 1974](#)
    - [Electronic Communications Privacy Act of 1986](#)
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## COMPUTER VIRUS AND MALWARE POLICY

SLT 11.3

**Date of Last Update:**

September 06, 2016

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Information Technology

### POLICY STATEMENT

When a device or account connected to the GVSU campus network is compromised by a virus or malicious software, the network is at great risk of harm due to potential damage of university data or disclosure of sensitive information. To preserve the health of the network and the devices connected to it, the infected device must IMMEDIATELY be disconnected and removed or the account blocked from the campus network until Information Technology personnel verify it is no longer compromised. Despite the disruption this may cause to the individual user, the user is required to

produce any infected device to Information Technology immediately upon request in order to prevent information disclosure, data file destruction, or exploitation of the compromised account.

Information Technology personnel shall provide their identification and authorization to the device user that authorizes them to remove the afflicted device prior to its removal. For additional verification, you may call the Helpdesk at 331-2101 and ask for Level 2 staff member to verify the authorization to pick up a computer. To minimize interruption, Information Technology will take reasonable steps to provide a substitute device for use on the campus network while the user awaits repair of the original device. To report that a device might be infected, contact Information Technology immediately at 331-2101.

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## VOICEMAIL POLICY

SLT 11.4

**Date of Last Update:**

April 29, 2016

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Information Technology

## POLICY STATEMENT

Voicemail is offered to all AP and faculty personnel. Voicemail must be approved for PSS personnel and departmental lines by a Dean or Vice Provost and Vice President. Personal lines and other lines that utilize voicemail must follow the following procedures.

## PROCEDURES

A department main number is never to be forwarded to a voicemail.

All greetings are to be personalized and changed when users intend to be out of the office for more than one day, especially if they do not plan to check voicemail.

An out of office greeting should provide the caller with an alternative name and telephone number to contact in case of emergency

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## COMPUTING CONDITIONS OF USE (INFORMATION TECHNOLOGY)

SLT 11.5

**Date of Last Update:**

October 09, 2015

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Information Technology

## POLICY STATEMENT

As members of the Grand Valley State University community, you have the responsibility to use the university's Information Technology resources in an effective, ethical, and legal manner. Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and decency that apply to the use of any shared resource. Grand Valley depends first upon the spirit of mutual respect and cooperation that has been fostered at the university to resolve differences and ameliorate problems. The purpose of the statement is to promote the responsible, ethical, legal, and secure use of Grand Valley's Information Technology resources, including access to the Internet, for the protection of all users.

## PROCEDURES

**The following guidelines will be applied to determine appropriate use of Services:**

1. Accounts granted are intended solely for the use of the person the account was issued and shall not be shared.
2. To respect the privacy of other users. Users shall not intentionally seek information on, obtain copies of, or modify files, or passwords belonging to other users or the University, or represent others, unless explicitly authorized to do so by those users.
3. To respect the legal protection provided by copyright and licensing of programs, data, photographs, music, written documents and other material as provided by law.
4. To respect the intended usage of accounts and authorization for specified purposes only.
5. To respect the integrity of the system or network. One shall not intentionally develop or use programs, transactions, data, or processes that harass other users or infiltrate the system or damage or alter the software or data components of a system.
6. To adhere to all general university policies and procedures including, but not limited to, policies on proper use of information resources, information technology, and networks; acquisition, use, and disposal of University-owned computer equipment; use of telecommunications equipment; ethical and legal use of software; and ethical and legal use of administrative data.
7. Using university technology resources for commercial use is strictly prohibited. Such resources are to be solely used in conjunction with doing business for GVSU or purposes directly related to academic work.
8. To refrain from unauthorized use of network Services which significantly hampers other GVSU constituents network access.
9. Unauthorized use of GVSU networks and/or computers for non-academic purposes is prohibited, including revenue generating advertising and promotion of business not related to GVSU.
10. Network connections in Student Housing are intended strictly for client access to GVSU and Internet resources. Residents are not permitted to offer services to other computers, either external or internal, within the GVSU Housing Network. External requests for services destined to the GVSU Housing Network are not permitted. Information Technology reserves the right to disable network connections within the GVSU Housing Network if complaints are received and it is verified that a computer is offering an internal service.
11. The Computer Science and Engineering departments have dedicated networks that can be used for servers that need to offer services to other computers for educational purposes; in this case the department is responsible for monitoring and approving the services that are offered as well as verifying that the computers have been patched and secured against known Internet attacks.
12. All users of Grand Valley's e-mail accounts are expected to adhere to the Electronic Mail Policy
13. All users of Grand Valley's external network connections (i.e., Merit and NSFNET) shall comply with the evolving "Acceptable Use" policies established by the external networks' governing bodies.

- [Merit Acceptable Use Policy](#)

- [The NSFNET Backbone Services Acceptable Use Policy](#)

The intent of this policy is to identify certain types of uses that are not appropriate. Using the guidelines given above, GVSU may at any time make a determination that a particular use is not appropriate.

GVSU will not monitor or judge the content of information transmitted via the Services, but will investigate complaints of possible inappropriate use. In the course of investigating complaints, GVSU staff will attempt to preserve the individual's privacy. GVSU is subject to the Freedom of Information Act and may be required to supply personal computing information.

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## DIGITAL MEDIA POLICY

SLT 11.6

**Date of Last Update:**

April 19, 2015

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Information Technology

## POLICY STATEMENT

Technology provides multiple avenues for creating, collecting and distributing information. The ease of access to this information does not preclude the responsibility of understanding the legal issues involved in intellectual property.

## PROCEDURES

Copyright law protects all material unless placed in the public domain, electronic and digital media included. Owners of copyrights hold exclusive right to the reproduction and distribution of their material.

Unauthorized use and distribution of copyrighted material is illegal. Legal action against the individual as well as the university may occur, this includes all audio and video files.

The [GVSU Library Course Reserve Department](#) processes copyright clearance for all materials placed on library course reserve by professors. This includes both paper (traditional) and online digital access.

The Digital Millennium Copyright Act (DMCA) of 1998 provides recourse for copyright owners who believe that their rights have been infringed by unauthorized use of their protected works at an online location. Copyright owners may contact the service provider to request that the infringing material be removed or access blocked. Grand Valley State University's designated DMCA agent is:

Bill Fisher  
Associate Director, Technical Services  
Grand Valley State University  
Allendale, MI 49401  
phone: (616) 331-2035

For More Information on the DMCA and other copyright issues see, [www.copyright.gov](http://www.copyright.gov)

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# CONFIDENTIALITY, DATA & SECURITY POLICY

SLT 11.7

**Date of Last Update:**

December 08, 2014

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Information Technology

## POLICY STATEMENT

Grand Valley State University regards security and confidentiality of data and information to be of utmost importance. As such, individuals employed by the University must follow the procedures outlined below.

## PROCEDURES

### Confidentiality of Data

Each individual granted access to data and information holds a position of trust and must preserve the security and confidentiality of the information he/she uses. Individuals are required to abide by all applicable Federal and State guidelines and University policies regarding confidentiality of data including, but not limited to, the Family Education Rights and Privacy Act (FERPA). FERPA protects student information and may not be released without proper authorization. Requests for information/documents should be referred to the Registrar's Office or the Legal, Compliance & Risk Management Office.

Individuals with authorized access to Grand Valley State University's computer resources, information system, records or files are given access to use the University's data or files solely for the business of the University. Specifically, individuals should:

- a. Access data solely in order to perform his/her job responsibilities.
- b. Not seek personal benefit or permit others to benefit personally from any data that has come to them through their work assignments.
- c. Not release University data other than what is required in completion of job responsibilities.
- d. Not exhibit or divulge the content of any record, file or information system to any person except as it is related to the completion of their job responsibilities.

Additionally, individuals are not permitted to operate or request others to operate any University data equipment for personal business, to make unauthorized copies of University software or related documentation, or use such equipment for any reason not specifically required by the individual's job description.

It is the individual's responsibility to report immediately to his/her supervisor any violation of this policy or any other action, which violates confidentiality of data.

### Security Measures and Procedures

Some individuals employed by the University are supplied with a network account to access the data necessary for the completion of their job responsibilities. Users of the University information systems are required to follow the procedures outlined below:

1. Storage of student or staff confidential data on local storage media (Laptops, Desktops, CDs, Thumb drives, etc) without proper data encryption is strictly prohibited. Please contact Information Technology to discuss secure options if confidential data must be transported outside of the secure network.
2. All transactions, processed by a user ID and password, are the responsibility of the person to whom the user ID was assigned. The user's ID and password must remain confidential and must not be shared with anyone.
3. Access to any faculty or staff account may be granted by the faculty/staff member and/or the direct supervisor for specific job requirements. You are prohibited from viewing or accessing additional information (in any format). Any access obtained without written authorization is considered unauthorized access.
4. Passwords should be changed periodically or if there is reason to believe they have been compromised or revealed inadvertently.
5. Upon termination or transfer of an individual, Information Technology will immediately remove access to GVSU data. The email account may stay active for a period of up to 30 days.

Access to University data and information is for the sole purpose of carrying out job responsibilities. Breach of confidentiality, including aiding, abetting, or acting in conspiracy with any other person to violate any part of this policy or FERPA policy, may result in sanctions, civil or criminal prosecution and penalties, loss of employment and/or University disciplinary action, and could lead to dismissal, suspension, or revocation of all access privileges.

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## FACULTY/STAFF ABUSE OF TECHNOLOGY

SLT 11.8

**Date of Last Update:**

April 19, 2015

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Information Technology

### POLICY STATEMENT

Information Technology has two primary policies in place that deal with technology resources:

**Conditions of Use:** As members of the Grand Valley State University community, all users have the responsibility to use the university's information technology resources in an effective, ethical, and legal manner. This document outlines these responsibilities.

**E-Mail Policy:** This Policy clarifies the applicability of law and of other University policies to electronic mail. It also defines new policy and procedures where existing policies do not specifically address issues particular to the use of electronic mail.

The policies and procedures to deal with abuse of technology resources for faculty and staff are outlined below.

- Level I - Complaint
  - Complaints may be received from an internal or external GVSU constituent
  - Upon verification of abuse by an Information Technology staff member, the information is communicated to either the Vice Provost and Dean of Academic Services or the Director of Information Technology
  - Upon review from the Vice Provost and Dean of Academic Services and/or the Director of Information Technology, the complaint is further acted upon or discarded.

- Level II - Contact/Action for First Offenders
  - The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology
    - If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted.
  - The individual is apprised of their abuse and asked to refrain from continuing the infringement. If email related, the individual will be required to retract the offending message.
  - The individual will be sent a notification from IT via email of the abuse infraction and asked to return the email with their understanding and intent to comply via the policy.
  - The email notification/compliance will be kept on file.
- Level III - Contact/Action for Second Offenders
  - The individual account will be suspended immediately (disable ability to send/receive messages).
  - The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology
    - If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted.
  - The individual Dean or manager is contacted concerning the repeated abuse.
  - The individual is apprised of their abuse and asked to refrain from continuing the infringement.
  - The individual account will be re-activated upon contact and compliance of the policy.
  - If email abuse, the individual will be required to retract the offending message.
  - The individual will be sent a notification via email of the abuse infraction and asked to return the email with their understanding and intent to comply via the policy and that they will lose account privileges completely upon the third offense.
  - The individuals Dean or manager will be sent a notification via email of the abuse infraction and asked to return the email with their understanding that the individual will lose account privileges completely upon the third offense.
  - The email notification/compliance will be kept on file from both the individual and the Dean or manager.
- Level IV - Contact/Action for Third Offenders
  - The individual account privileges will be suspended immediately, which consist of email and network privileges.
  - The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology
    - If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted. The individual Dean or manager is contacted concerning the repeated abuse.
  - The HRO office is contacted concerning the repeated abuse.
  - The individual is apprised of their abuse and told that their privileges have been revoked.
  - The individual Dean or manager must contact the Vice Provost and Dean of Academic Services or the Director of Information Technology to discuss possible reinstatement of privileges.
  - Upon further review with the Provost (for faculty issues) and the HRO office (for staff issues), the determination to re-instate the technology privileges will be determined.
  - The decision will be kept on file.

- **Overriding Issues**

- If at any time, the technology resources that have been abused are in jeopardy of causing mass problems for GVSU constituents or the network/files have been compromised, the Vice Provost and Dean of Academic Services or the Director of Information Technology may choose to immediately suspend the individual account to ensure the integrity and continuation of services for the rest of the constituents.
- Upon a decision of this nature, the situation will be brought to the Provost, HRO, appropriate Dean or manager as quickly as possible to remedy the issue at hand.

## PROCEDURES

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## PHONEMAIL POLICY

SLT 11.9

**Date of Last Update:**

July 31, 2008

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Telecommunications

## POLICY STATEMENT

Department main numbers and widely published phone numbers are “must-answer” lines and are not assigned PhoneMail. Personal lines and other lines that do utilize PhoneMail must follow the procedures below.

## PROCEDURES

Department main numbers and widely published phone numbers are “must-answer lines” and will not be assigned PhoneMail. These numbers should always to be answered by a person.

A department main number is never to be forwarded to a PhoneMail box as this causes callers to be put into an endless PhoneMail loop.

All greetings are to be personalized and changed when users intend to be out of the office for more than one day, especially if they do not intend to check PhoneMail.

Users are to provide the caller with an alternative person’s name and telephone number to contact if they are going to be gone for any length of time.

PhoneMail users are to respond to messages within one business day unless they are on vacation.

Unit heads should monitor PhoneMail greetings when the initial installation is made and on a regular basis thereafter.

If you have any questions about PhoneMail usage or need to report a problem please call either extension 12148 or 12145 during working hours.

Vice President approval is required for PSS personnel to have PhoneMail installed.

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## PUBLIC FOLDER POLICY

SLT 11.10

**Date of Last Update:**

April 19, 2015

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Information Technology

## POLICY STATEMENT

GVSU provide public folders to allow postings from any Outlook user on events, announcements, information of interest and a method to buy/sell articles.

## PROCEDURES

**Guidelines for consistent and proper use**

- Messages posted to the business related public folders should pertain to GVSU sponsored programs, events, or activities.
  - Messages intended for private business or personal profit shall not be posted
  - Commercial message and advertisements for non-GVSU entities shall not be posted
- Messages posted to the Barter Board specifically may refer to personal items for sale or items wanted to buy.
  - Messages intended for private business are not allowed
  - Commercial messages and advertisements for items for sale or services offered are prohibited, including home businesses.
  - Complaints relative to purchases of items advertised should be conducted privately •
- Additionally, messages posted to these public folders board must respect the rights of other users; for example, they must comply with all University policies regarding sexual, racial, and other forms of harassment, and shall not divulge personal data concerning faculty, staff, or students without explicit authorization to do so.

**Message life span:**

- Any message posted here should be deleted by the author as soon as its purpose has been resolved
  - Messages will be deleted automatically after 7 days.
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## SECURE OFFICE PROCEDURE

SLT 11.11

**Date of Last Update:**

April 19, 2015

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Information Technology

**POLICY STATEMENT**

It is the responsibility of all employees of the University to protect sensitive data against loss or theft. Awareness, education and practice of the following procedures can assist in this matter. These procedures are in place to help protect employees, customers, contractors and the university from damages related to the loss or misuse of sensitive information.

This document refers to securing sensitive data and physical hardware within an office environment or mobile environment where data may be referenced (at home or on a laptop). It is not meant to address electronic data stored on university servers.

**PROCEDURES****Goals**

In order to effectively protect and secure university data, the following goals have been established:

- a) Create, distribute and annually review the "Secure Office Procedure" document
- b) Train all staff members whose jobs relate to sensitive data on both the "Secure Office Procedure" and Information Security Best Practices
- c) Train departmental managers to be aware of the importance of the procedures and the need to enforce them

**Staff Training**

Employee awareness and education is an integral part of securing sensitive data for the university. The following procedures will be enforced to ensure proper training:

- a) Upon hire, the Secure Office Procedure and Setting Strong Password documents are emailed to the new employee Secure Office Procedures Page 2 of 4
- b) Secure Office Procedure and Setting Strong Password documents are sent annually to all employees via email
- c) Internal training, specific to each area, will be provided to employees who have access to sensitive data
- d) Information Technology will provide Best Practices information at IT seminars and offer to attend annual departmental meetings to cover the below topics:
  - i. Awareness of Social Engineering schemes
  - ii. Secure Office Procedures
  - iii. Strong Password creation
  - iv. Data storage
  - v. Data encryption
  - vi. Backups
  - vii. Anti-virus and Anti-spyware tools
  - viii. Non-secure technologies

**GENERAL OFFICE SECURITY PRACTICES**

The following procedures should be followed within office suites, individual offices or workrooms and mobile locations where data may be referenced:

- a) Keys or keycards used for access to sensitive data should not be left unattended
- b) Passwords should not be shared or written down and left in accessible locations
- c) If you have a student that will regularly be using your machine, contact the helpdesk and request a staff account for that student. (Do NOT give out your password)
- d) Make certain passwords aren't common information such as date of birth, names of children, pets, telephone numbers, etc.
- e) When you leave your workstation, lock your computer screen
- f) Lock up laptops, USB drives, external drives, etc. when unsupervised
- g) Contact the IT Helpdesk when a computer is to be passed to a new user. IT will clean the computer, removing previous data and place a clean image on the machine.
- h) Printouts containing sensitive data should be removed from networked printers immediately and filed appropriately in secure cabinets
- i) Dispose of sensitive data on hard copy by shredding immediately
- j) Departmental front desk staff should confirm identity of all visitors (GVSU staff/student workers or non-GVSU employees) who are entering their area(s)
  - i. Employees should feel comfortable requesting what unit someone is from and the purpose of their visit
  - ii. Employees should feel comfortable confirming meeting prior to allowing staff member/student employee to proceed within their departmental areas
  - iii. Confirm with the GVSU employee they are scheduled to meet
  - iv. Non-GVSU employees must be escorted to/from meeting area/work area
  - v. Request ID if necessary
  - vi. Provide front office staff the ability to view your calendar or print a schedule of your meetings in advance so they will expect attendees
- k) All staff should be responsible to watch for or listen to any unusual activity and to be cognizant of their surroundings.

### **Sensitive Information**

Sensitive data can be distributed via hard copy or electronic means within an office. When given the choice, store data electronically versus printing a hard copy. Consider scanning a document to store it electronically versus hard copy.

- a) "Sensitive information" includes but is not limited to the following items, whether stored in electronic or printed format:
  - i. All FERPA protected data\*
  - ii. Credit card number (in part or in whole)
  - iii. Credit card expiration date
  - iv. Cardholder name
  - v. Cardholder address
  - vi. Social Security Number
  - vii. Business Identification Number
  - viii. Employer Identification Number
  - ix. Paychecks

- x. Paystubs
- xi. Benefit information
- xii. Giving information/history
- xiii. Health information
- xiv. Content of external grants or contracts

**b) Securing hard copy sensitive data:**

- i. Lock cabinets containing sensitive data when not in use or when away for extended periods of time
- ii. Storage rooms containing sensitive data should be locked at the end of the day or when unsupervised
- iii. Desks, workstations, common work areas, printers, and fax machines should be cleared of all sensitive data when not in use
- iv. Whiteboards, dry erase boards, writing tablets, etc. should be erased, removed or shredded when not in use
- v. Documents to be shredded should be done so immediately or locked up until shredding can occur
- vi. At the end of the day, all sensitive data should be in a locked drawer or cabinet

**c) Securing electronic sensitive data.** Please contact Information Technology if there are questions in how you are storing/sharing sensitive data electronically.

- i. Refrain, when possible from storing sensitive data on your personal computer hard drive or any external personal devices. Instead use the network drive space.
- ii. If storing sensitive data is required on your personal computer hard drive or an external device, encryption and password protection should be applied
- iii. Engage the screensaver when workspace is unoccupied
- iv. Computer workstations should be shut down completely at end of work day
- v. Lock laptop or external devices containing sensitive data when not in use
- vi. Make certain data and/or PC work station screens are not visible to the public (e.g.- near windows, entry/exit doors, etc.)
- vii. If email is used to share sensitive data, encryption and/or password protection should be used. The following statement should accompany the body of the email:  
"This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."

\*See information regarding FERPA data at [www.gvsu.edu/registrar](http://www.gvsu.edu/registrar) and click on FERPA

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## SOFTWARE SUPPORT POLICY

SLT 11.12

**Date of Last Update:**

April 19, 2015

**Approved By:**



- Senior Leadership Team

**Responsible Office:**

Information Technology

**POLICY STATEMENT**

Information Technology is responsible for providing software support to the campus community. IT resources are finite. Therefore, reasonable limits must be identified regarding the number and variety of software products supported by IT. This policy is intended to define those limits.

**PROCEDURES**

The software industry is characterized by constant change. Therefore, it is unreasonable to establish a single, static list of supported software. It is equally unreasonable to force the campus community to change software on a frequent basis.

Information Technology will provide support for the most recent operating systems for Windows and Macintosh platforms as well as one version back.

Standard software applications issued with a university computer will be supported in the most recent version and one version back unless compatibility issues arise.

Institutional ownership of a site license does not imply IT support for all products covered by the license. Software provided in labs and classrooms outside of the standard applications listed above are not supported by Information Technology. Software assistance is required through the vendor providing the application.

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**Benefits & Human Resources**

**REGULAR FACULTY BENEFITS**

BOT 4.2.30

**Date of Last Update:**

October 02, 2017

**Approved By:**

- Board of Trustees

**Responsible Office:**

Legal, Compliance & Risk Management

**POLICY STATEMENT**

**4.2.30 Benefits**

**1. Holidays.** For faculty the following days are University holidays: (usually including the Friday preceding any such holiday which falls on Saturday and the Monday following any such holiday which falls on Sunday)

Please refer to the [holidays table](#).

Two (2) floating holidays scheduled during the Christmas break; plus up to two (2) additional floating holidays scheduled during the Christmas - New Year's break, if the university is officially closed.

A faculty member is not eligible for holiday pay if the holiday occurs during an unpaid leave of absence, or if the holiday falls during a suspension without pay, or the holiday occurs during a time when he/she is not on pay status.

**2. Vacation.** Vacation for faculty members on academic year appointments is limited by the academic calendar and is not accrued. Vacation for faculty members on 12-month appointments is limited by the academic calendar and not accrued if the primary role of the unit is teaching scheduled courses. For units other than those whose primary role is teaching scheduled courses, faculty on 12-month appointments accrue vacation at the rate of five days per calendar quarter of completed service. In this case, a prorated number of days for a partial quarter of service will be computed when necessary. Approval of the use of accrued vacation is the responsibility of the appropriate unit head. Vacation time may not be charged until it is earned. Faculty members with accrued vacation terminating their employment will be eligible for their accrued vacation, not to exceed 20 days, provided at least four weeks' notice of their intent to leave is received. Up to 20 days of accrued vacation may be carried from one calendar year into the next.

If the primary role of the unit is teaching scheduled courses, then unit heads that have 12-month faculty should work with each faculty member to assure that the faculty member has the opportunity to take at least twenty days off per calendar year, in addition to holidays as provided in [Section 4.2.30.1](#), and that, as far as reasonably possible, the schedule allows two or more weeks of consecutive days off. In the event a 12-month faculty member desires to take days off when classes are in session, then prior to the beginning of each academic year, the faculty member shall submit to the unit head a proposal for the use of twenty days off over the following 12-month period.

**3. Salary Continuation.** The University will provide, to the extent described below, a salary continuation program for full-time faculty members which is designed to provide salary protection in the event of personal circumstances which do not allow a faculty member to continue work. This program is intended only as a form of insurance and is subject to careful scrutiny of each appointing officer. The appointing officer may require proof that any absence at any time is appropriate. Salary continuation may be approved only for the following reasons:

- A.** Faculty member's childbirth, illness, injury, hospitalization, and appointments pertaining to health. In cases of injuries compensable under worker's compensation or no fault auto insurance, salary continuation may be used to the extent that the payments fail to equal the faculty member's regular base earnings.
- B.** Faculty member's child, step child, foster child, spouse, parent, or household member's illness, injury, hospitalization and appointments pertaining to health (limited to a reasonable amount).
- C.** The death of a faculty member's child, stepchild, foster child, spouse, brother, brother-in-law, sister, sister-in-law, parent or parent-in-law, grandparent, grandparent-in-law, or household member.
- D.** Attendance at a funeral other than above (maximum one day).
- E.** Inclement weather causing unusually hazardous conditions which necessitates the closing of the university.

All full-time faculty members will be allowed compensation at their regular base rate of pay for an absence that falls under paragraph "A" above for the entire absence period not to exceed six months from the date of illness, injury or hospitalization. No salary continuation as such will be accrued or reported although each appointing officer will be responsible for the equitable application of the policy.

#### **4. Leaves of Absence with Partial Pay.**

**A. Jury Duty.** A faculty member who loses time from his/her assigned responsibilities because of jury duty will receive the difference between his/her pay for jury duty and his/her regular base pay if such service occurs at a time when the faculty member is on pay status.

**B. Military Duty.** A faculty member who loses time from his/her assigned responsibilities because of military training as a reservist or National Guardsman or due to a civil disturbance, not exceeding four weeks per year, will receive the difference between his/her military base pay and his/her regular pay if such service occurs while the faculty member is on pay status.

**C. Fulbright or Comparable Competitive Scholarly Awards.** To assist faculty members who are recipients of one semester Fulbright and other comparable competitive scholarly grants, the University will pay the difference between any salary grant amount and the faculty member's full base salary for the leave period, minus adjunct faculty replacement costs as determined by the dean. Eligibility is subject to the provisions of [Section 2.25](#).

**5. Leaves of Absence without Pay from the University.** A faculty member may request a leave of absence without pay for educational, medical, or personal reasons for a period of one to twelve months. Such request shall be approved by the appointing officer. Any accrued benefits will be protected during the leave although additional benefits will not accrue. The faculty member may continue existing group benefits with the appropriate university's contribution. Contribution to the retirement plan will not accrue during the leave period. In case of medical leave the university may require a physician's statement concerning the faculty member's ability to perform his/her assigned responsibilities either before departure or just prior to returning to active employment.

Absences without pay for a period of less than one month will be considered as lost time and are subject to the approval of the appointing officer.

**6. Alternate Service.** Faculty on academic year appointments may fulfill their full academic year responsibilities on the basis of working any two of the three academic semesters without loss of base academic year salary with the balance of the year considered vacation. A faculty member who serves in a full time capacity for an additional (third) academic semester, without additional compensation, shall be entitled to a compensatory equivalent semester of vacation during the subsequent academic year at the compensation level in effect when the vacation was earned, if all arrangements are approved by the appointing officer, the provost, and the president in advance. Should, due to a change of circumstances, a faculty member who has fulfilled the prior service obligation be allowed to work during the semester he/she expected to be on vacation, all such work shall be at a rate and under the conditions described in [Section 4.2.20.3](#).

**7. Group Life, Medical and Dental Insurance.** The university will provide life and dental insurance coverage for all faculty appointed one-half time or more, medical insurance coverage for regular faculty appointed three-quarter time or more, and medical insurance coverage for regular faculty hired prior to July 15, 2016 appointed one-half time or more, and their dependents and household members (as defined in plan documents) to the extent of the group insurance policies in effect providing the faculty member's appropriate payments are maintained. The schedule of benefits provided and their cost are described in materials available through the Human Resources Office.

**8. Group Disability.** All full-time faculty are eligible to participate in the total disability benefits program subject to the provisions of the master contract. The benefits provided are described in materials available through the Human Resources Office.

#### **9. Retirement.**

**A. University Base Plan.** Effective July 1, 1996, regular faculty and executive, administrative and professional staff with appointments of one-half time or more will be eligible to participate in the base retirement plan comprised of three investment alternatives:

- 1) Teachers Insurance and Annuity Association (TIAA),
- 2) College Retirement Equities Fund (CREF),
- 3) Fidelity Investments - institutional retirement plan

Eligible faculty and staff will begin participation immediately upon employment. Participants are fully vested after completion of two years of employment.

The University will make a contribution equal to 12% of the participant's base salary. No contribution is required from the faculty or staff member.

Participants may elect an allocation of their university contribution among the three investment alternatives once a year. Allocation changes within those alternatives will be allowed as frequently as permitted by that carrier.

The normal retirement age used as a basis for calculating a full benefit is age 65. There is no mandatory retirement age.

A more detailed description of the base retirement plan related to pay out options, availability of funds and allocation changes and transfers within funds is contained in materials available in the Human Resources Office.

**B. Supplemental Retirement Accounts.** All regular faculty and staff may elect to have the university provide payment for tax deferred saving plans which qualify for IRS Code Section 403(b) and beginning July, 1, 2002 section 457(b) status through companies approved by the university. Faculty and staff can defer in such amounts as permitted by IRS Code Section 403(b) and 457(b). The election of such a benefit in no way affects the faculty or staff member's mandatory participation in the university's retirement program. The university retains the right to modify or terminate this optional deferral program upon reasonable notice to faculty and staff.

**C. Medical Insurance for Retirees.** The university will provide a medical insurance plan for official retirees hired before January 1, 2014. An official retiree (including early retirees) for purposes of this benefit, will be defined as any regular university faculty or staff member who is employed by the university at the time of retirement, who is vested in a university sponsored retirement plan and whose years of university service and age total a minimum of 75.

Official retirees will be reimbursed for participation in the plan based on years of service.

Benefits will also be provided to the spouse, dependents, and household member of the retiree based on the same formula, less the dependent charge. The materials describing the program are available through the Human Resources Office. The university retains the right to modify or terminate this plan upon reasonable notice to faculty, staff and retirees.

## **10. Tuition Reduction Programs**

**A. Academic Participation for Faculty, Staff and Retirees.** Effective fall semester, 1988, a regular faculty or staff member may with approval of his/her supervisor, enroll in Grand Valley State University courses tuition free, one of which may be taken during working hours each fiscal year. Retirees may enroll with the approval of the Human Resources Office. The materials describing the program are available through the Human Resources Office.

**B. Reduced Tuition for Spouses, Eligible Dependents and Household Members of Faculty, Staff and Retirees.** Effective fall semester, 1988, spouses, eligible dependents, and household members of regular faculty, staff and retirees are eligible for a 50 percent reduction of their tuition costs for all Grand Valley State University courses. Spouses, eligible dependents, and household members of regular faculty, staff and retirees who use this benefit are subject to the admission and academic requirements of the university. The materials describing the program are available through the Human Resources Office.

**11. Flexible Spending Accounts.** Faculty may elect once a year to participate in the Flexible Spending Accounts pursuant to the plan established under IRS Code Section 125. The materials describing the program and its options are available through the Human Resources Office. The university retains the right to modify or terminate this program upon reasonable notice to the faculty members.

**12. Adoption Assistance.** Effective January 1, 2001 all regular full-time and part-time faculty members and staff are eligible for adoption assistance. The benefits provided are described in materials available through the Human Resources Office.

**13. Maternity and Other Temporary Medical Leave Policies.** [Section 4.2.30.3](#) provides for Salary Continuation for faculty members subject to the terms of that section. The Maternity and Other Temporary Medical Leave Policies are intended to supplement and not substitute for Salary Continuation.

### **A. Maternity Leave Policy**

Under the Pregnancy Discrimination Act (PDA), a pregnancy will be treated the same as any other "disability." The standard medical disability leave for childbirth is six weeks for a regular birth and eight weeks for a Caesarean. Depending on the timing of the standard medical disability leave, this faculty absence can cause significant interruption in students' learning. Therefore, to ensure continuity in students' learning, a faculty member will, with full pay, be released from responsibilities for student learning except when, for example, the birth date occurs in the late spring or early summer, in which case, no release time may be needed for faculty on an academic-year appointment. A release from "responsibilities for student learning" means a release from teaching as a principal instructor of a regularly scheduled, semester-long course.

A written maternity leave plan signed by the faculty member, the unit head, and the dean should be submitted to the Work Life Consultant in the Human Resources Office prior to the beginning of the faculty member's absence. This plan should note the medical disability leave dates, whether additional paid maternity release is being granted under the above policy, and if so, describe what duties will be resumed and what other assigned responsibilities will be completed after the standard medical disability leave has expired. Finally, the anticipated date of complete return should be included in the plan. The plan can be amended if unanticipated medical issues occur.

Additional information about the Maternity Leave Policy and possible leave arrangements can be found on the Human Resources website.

### **B. Other Temporary Medical Leave Policy**

Temporary disability leave due to illness, surgery, or recovery from injury of a faculty member can also cause disruptions to student learning in that faculty member's class(es). If a temporary disability leave will exceed six weeks, to ensure continuity in students' learning, a faculty member will, with full pay, be released from responsibilities for student learning, except when, for example, the temporary disability occurs in the late spring or early summer, in which case, no release time may be needed for faculty on an academic-year appointment. A release from "responsibilities for student learning" means a release from teaching as a principal instructor of a regularly scheduled, semester-long course.

A written medical leave plan signed by the faculty member, the unit head, and the dean should be submitted to the Work Life Consultant in the Human Resources Office prior to the beginning of a faculty member's absence. This plan should note the disability leave dates, whether additional paid medical release is being granted under the above policy, and if so, describe what duties will be resumed and what other assigned responsibilities will be completed after the standard medical disability leave has expired. Finally, the anticipated date of complete return should be included in the plan. The plan can be amended if unanticipated medical issues occur. If the disability leave is an emergency, a plan should be submitted when there is enough information to do so.

## **TABLES**

### **Holidays**

<b>Day</b>
New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day

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day following Thanksgiving Day

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day preceding Christmas Day

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Christmas Day

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day preceding New Year's Day

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## FACULTY COMPENSATION SCHEDULE 2019-20

SG 3.09

**Date of Last Update:**

October 22, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Human Resources

### POLICY

**Faculty Compensation Schedule** *[Provided by Human Resources]*

Refer to the [Faculty Compensation Schedule table](#).

The objective of the University's compensation program is to attract, retain, motivate and reward faculty fairly, equitably and competitively. The University is committed to fair and equitable compensation that compliments the responsibilities of the position and the performance of the incumbents.

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

### TABLES

**Faculty Minimum Compensation Schedule [based on 1.0 FTE]**

	2019
Professor	\$80,400
Associate Professor	\$64,400
Assistant Professor	\$54,200
Instructor	\$44,900

## CONTINUATION OF BENEFITS

SG 5.01

**Date of Last Update:**

January 07, 2019

**Approved By:**

- Board of Trustees

**Responsible Office:**

Human Resources

## POLICY STATEMENT

**Continuation of Benefits .**

The [Benefits Office](#) must be notified of any change in status, including eligibility for coverage under a new employer, within 31 days of the event.

Faculty (regular tenured/tenure-track, affiliate and visitor) who complete a full academic year, through the end of the winter semester, will retain their benefit coverage until the earlier of the date eligible for coverage under a new employer or August 5 of the calendar year in which they separate from service.

Benefits for Faculty who complete a partial academic year prior to separating from service will be terminated as of their date of separation from the University.

Benefit coverage noted above includes the following benefits: medical, pharmacy, dental, health flexible spending account, vision, life, supplemental life and long term disability and supplemental retirement deferrals.

**Salary Deferral**

Those faculty members on salary deferral (12 month pay option) who complete the academic year will continue to receive their salary through August 5 of the year in which they separate from service. Upon written notice faculty can request a lump sum payout of their salary deferral balance. The amount will be taxed based on the Federal tax rates applicable to lump sum payouts.

**Effective Date**

The revised policy is effective for those faculty members who separate from service beginning with the 2005-06 academic year. The continuation of salary deferral will be effective with the 2006-07 academic year.

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## MATERNITY LEAVE

SG 5.02

**Date of Last Update:**

January 07, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Human Resources

**POLICY STATEMENT**

Under the Pregnancy Discrimination Act (PDA), a pregnancy will be treated the same as any other “disability”. The Family and Medical Leave Act (FMLA) will be followed in approving a leave of absence. Information about the Family and Medical Leave Act can be found in the Senior Leadership Team Policies. Additional information about the Maternity Leave Policy can be found on the Human Resources website.

See <http://www.gvsu.edu/hro/time-offleaves-122.htm> .

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**PARTNER ACCOMMODATION**

SG 5.03

**Date of Last Update:**

January 09, 2020

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Human Resources

**POLICY**

**Partner Accomodation**

Dual career couples have emerged as an important recruitment issue in higher education. The job prospects for both partners are often seriously considered when academic couples weigh career opportunities. Grand Valley State University has responded to the increasing incidence of dual career partners through the actions described below.

*Higher Education Recruitment Consortium:* GVSU is a member of Michigan HERC.

HERCs are formal organizations of area colleges that provide a list of open positions for a geographic area.

*Human Resource Office Assistance:* Grand Valley’s Human Resource Office can provide assistance with identifying opportunities, preparing resumes, and interview preparation for a relocating partner.

*Temporary Appointments:* GVSU utilizes several kinds of temporary faculty appointments. These include visiting faculty (one-year contract that is renewable up to three years), part-time instructors (per class basis), and affiliate faculty (normally, a three-year renewable appointment). A qualified academic partner can be appointed to one of these positions, although the university does not guarantee such an appointment. The unit receiving the appointment must agree to the accommodation.

*Open Faculty Positions:* In accordance with state law, federal law, and GVSU’s commitment to faculty governance, the university uses inclusive, non-discriminatory, open recruitment and hiring practices. If an academic partner is qualified for an open tenure-track position, the academic partner must participate in the normal hiring process unless either the Provost or the President approve otherwise.

*Shared Positions:* The University will consider arranging a shared position. In this type of appointment, partners share a



tenure-track position with defined responsibilities for teaching, research, and service. The shared position must total at least 100 percent of a full-time position. This form of accommodation works best for two faculty members in the same or closely related disciplines.

*Creation of a New Position:* The creation of a position for a partner is at the discretion of university administration, normally with consultation with the appropriate unit head and dean. Funding for such positions is determined by the Office of the Provost.

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## ADOPTION LEAVE POLICY

SLT 4.1

**Date of Last Update:**

July 31, 2008

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Human Resources

### POLICY STATEMENT

The University recognizes the need for family and medical related leave. The following policy complies with The Family and Medical Leave Act (FMLA) and provides guidelines for procedures regarding unpaid leave. By enacting this policy Grand Valley aims to allow necessary time away from the university for individuals to cope with and adapt to various family and medical related situations as described in this policy.

### PROCEDURES

The Family and Medical Leave Act (FMLA) provides eligible faculty and staff up to 12 weeks of unpaid leave a year. A faculty or staff member must work for 12 months, completing 1,250 work hours within those 12 months, to be eligible for FMLA leave. If eligible, leave may be requested for the following reasons:

- Birth of a child
- Adoption of a child
- Placement of a child for foster care
- The faculty or staff member is needed to care for a family member (child, spouse, or parent) with a serious health condition
- The faculty or staff member's own serious health condition makes him or her unable to perform his or her job

Further provisions of the law are addressed in the FMLA policy. A copy of the FMLA policy is available on the Policy Website.

Grand Valley, along with all other Michigan Public Universities, does not provide for paid adoption or parental leave. However, the University does provide unpaid leave that exceeds the requirements of FMLA. FMLA requires the University to provide up to 12 weeks of unpaid leave while the University's unpaid leave policy allows for up to 12 months of unpaid leave. Further details of the program are outlined in [section 4.2.30.12](#) of the Board of Trustees' Policies. This section is also included in the Faculty Handbook. In order to receive an unpaid leave, the faculty or staff member should submit a written request to the Unit Head. The request will outline the need for the leave and the expected duration. The request should be submitted as soon as possible. When possible, the request should be submitted at least 30

calendar days prior to the date the leave will begin.

#### **Qualifying Expenses**

Qualifying adoption expenses will be reimbursed up to a maximum of \$3,000 per child. Qualifying expenses are defined as those that are reasonable and necessary adoption fees, court costs, attorney fees, traveling expenses while away from home, and other expenses related to, and whose principal purpose is for, the legal adoption of a child.

#### **Process for Applying for Benefits**

Upon formal placement of the adopted child, submit an adoption assistance claim form to Human Resources at 1090 James H. Zumberge Hall along with detailed receipts for eligible expenses. Human Resources will determine eligible expenses, the amount payable for reimbursement and will submit a request to the Payroll Office for payment. The reimbursement will be processed with the next payroll.

#### **Taxation of Benefits**

The amount of tax credits and exclusions available to adopting parents vary. Since an employer's adoption assistance is not subject to income tax withholding, GVSU will not determine the extent to which the payment of reimbursement on behalf of each employee is eligible for the exclusion. However, GVSU will withhold taxes only for Social Security and Medicare.

#### **Adding Dependent to Insurance**

At the time of placement, you may add your child to your benefit plans. Any additions or changes must occur within 30 days of the official placement. Contact Human Resources at 331- 2215 to add dependents.

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## **FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY**

SLT 4.3

#### **Date of Last Update:**

June 01, 2017

#### **Approved By:**

- Senior Leadership Team

#### **Responsible Office:**

Human Resources

### **POLICY STATEMENT**

The Family and Medical Leave Act of 1993 (FMLA) gives eligible Grand Valley State University faculty and staff the right to take unpaid leave or paid leave, if appropriate benefits have been earned, for a period of up to 12 work weeks in a 12-month period because of the birth of a child (maternity/paternity) or the placement of a child for adoption or foster care, because the faculty or staff member is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the faculty or staff member's own serious health condition makes he/she unable to do his or her job, or because of any qualifying exigency arising out of the fact that the staff member's spouse, son, daughter, or parent is a covered military member on active duty (or notified of impending call or order to active duty) in support of a contingency operation, or to care for a covered servicemember with a serious injury or illness if the staff member is the spouse, son, daughter, parent, or next of kin of servicemember. Leave taken for one or more of these reasons, when combined together, may not exceed 12 weeks during the rolling backward 12-month period. Under certain circumstances, this leave may be taken on an intermittent basis rather than all at once, or the faculty or staff member may work a part-time schedule.

## **PROCEDURES**

A faculty or staff member on FMLA leave is entitled to maintain the same health benefits (such as medical, dental and vision insurance) as he/she had before going on leave. The faculty or staff member, however, would continue to pay his/her share of any applicable premiums during the leave period.

A faculty or staff member generally has a right to return to the same position or an equivalent position with equivalent pay, benefits and working condition at the conclusion of the leave.

Grand Valley State University also requires notification, as explained in this document, from faculty and staff members who wish to take a leave under the parameters of the FMLA.

### **A. Who is eligible for FMLA?**

1. All full-time and part-time faculty or staff members who meet all of the following criteria:

a. Have worked at Grand Valley State University for at least 12 months.

b. Have worked at least 1,250 hours of service during the 12-month period before the leave.

2. Grant, contract and temporary-funded faculty or staff members may be eligible for benefits under the FMLA during the term of their grant, contract or funding. The provisions of the FMLA do not continue past the date the funding or contract expires.

### **B. Notification Requirements**

1. In order to receive leave under the FMLA, the faculty or staff member must notify his/her supervisor of the need for leave. When possible, this should be a minimum of 30 calendar days prior to the date the leave will begin.

2. If the faculty or staff member is unable to provide 30 days advance notice (such as in the case of a birth, adoption or medical emergency) the faculty or staff member must notify his/her supervisor as soon as possible.

3. Failure to provide advance notice (when determined it was possible to do so) may result in delaying approval of the FMLA leave.

### **C. Faculty/Staff Job Rights**

1. Subject to the specific limitations contained in this Policy, eligible faculty or staff members may take a total of up to 12 weeks of FMLA leave during a 12- month period.

2. The faculty or staff member will be returned to his/her position or equivalent position at the end of the FMLA leave, provided: the grant/contract/term of employment did not expire during the leave, or the University is still offering those services previously performed by the faculty or staff member at the time the faculty or staff member is ready to return to work, or the faculty or staff member's position was not eliminated due to a business or economic reason.

3. If a faculty or staff member is requesting an intermittent or reduced schedule leave, the University has the right to transfer the faculty or staff to another position during the time period of such leave. However, such a temporary transfer would be to a similarly situated and similarly classified position. The faculty or staff member's salary, benefits, etc. would not be negatively affected.

4. If a faculty or staff member does not return to work after the FMLA leave is over and he/she does not apply for and receive approval for another University leave, he/she will be considered to have voluntarily resigned employment with the University.

5. The University will not discharge or discriminate against, or otherwise interfere with, restrain or deny a faculty or staff member from exercising rights under the FMLA.

### **D. Time Period**

1. For purposes of the FMLA, the 12-month period will be a "rolling" 12-month "look back" period based on the faculty or staff member's use of the FMLA leave during the previous 12 months. Therefore, an employee will not be entitled to more than 12 weeks of FMLA leave during any 12-month period.
2. A faculty or staff member requesting a FMLA leave may be required to use available accrued vacation for all or part of the leave. If he or she does not have enough accrued vacation to cover the leave period he/she may use a combination of vacation and unpaid leave.
3. University policies on leaves of absences, sick leave, salary continuation etc., will run concurrently with the provisions of the FMLA when applicable. For example, if an individual who was receiving salary continuation for 4 weeks, requested additional leave under FMLA, may have up to an additional 8 weeks approved, provided the situation qualified under the FMLA policy. The 4 weeks of salary continuation would count towards the 12 weeks of FMLA. In addition, if the individual had 2 weeks of accrued and unused vacation the supervisor may require him/her to first use accrued vacation time. Additional paid or unpaid leave may be considered, consistent with other University approved leave of absence policies.

#### **E. Faculty/Staff Member Benefits**

1. Benefits- the faculty or staff member on FMLA leave will continue to receive University provided medical and dental insurance as though he/she was working. Such benefits will continue whether the leave is paid or unpaid. If a premium is required, provision to pay the premium during an unpaid leave must be arranged by the faculty or staff member by contacting the Human Resources Office. The same procedure will be followed for collecting premiums under an unpaid FMLA leave as is done for other unpaid leaves. Failure to make required payments will result in loss of coverage, or in an obligation to repay the University if it elects to advance moneys to keep the coverage in affect. If the leave is paid, any required premium will continue to be deducted from the faculty or staff member's paycheck, as is the customary manner.
2. If a faculty or staff member does not return from the FMLA leave, he/she may be required to repay the University for the cost of benefits received while he/she was on leave.
3. If the faculty or staff member does not return from leave, he/she may continue his/her medical and dental coverage by paying all required premiums under the COBRA provisions.

#### **F. Intermittent and/or Reduced Schedule Leaves**

1. Faculty or staff members may request and be granted intermittent/reduced schedule leave in the case of a serious illness of themselves, their parent, spouse or child if there is a medical necessity and if the medical need can be best accommodated through such a leave. Intermittent/reduced schedule leave is not available (except as medically required) in connection with the birth of a child, an adoption or foster care.
2. Intermittent/reduced schedule leave must be scheduled whenever possible at least ten (10) days in advance.
3. Intermittent/reduced schedule leave must be taken in 30-minute increments.
4. Intermittent/reduced schedule leave is counted toward the 12 week maximum FMLA leave which can be used during a 12-month period.
5. Intermittent/reduced schedule leaves, unless otherwise noted, are subject to the appropriate general provisions of this policy.
6. The faculty or staff member is required to schedule intermittent leave, when possible, so not to unduly interfere with the department's operations.
7. If the faculty or staff member was temporarily transferred to another position during his/her intermittent or reduced schedule leave, the employee must give the University ten (10) days notice of the ability to end the leave and return to his/her former position or an equivalent position.

## **G. Conditions and Procedures for Birth and Adoption (Family Leave)**

An eligible faculty or staff member is entitled to take up to 12 consecutive weeks off for family leave for the birth of his/her newborn child, for the legal adoption of his/her child: or, to accept foster care placement of a child. The following conditions apply:

1. The 12 weeks of leave must be taken consecutively (no intermittent or reduced schedule leave) and within the first 12 months after the birth or adoption.
2. Each employee is entitled to 12 weeks except if both spouses work for Grand Valley S State University. In that case, the total number of weeks taken between the two faculty or staff members cannot exceed 12.
3. The medical recovery period for the birth of a baby will be considered as a medical leave, and be counted towards the 12 weeks of FMLA. For example, if a faculty or staff member gives birth, her physician may require a six-week medical leave of absence. If, after the six weeks, the faculty or staff member can medically return to work, she may then take an additional six weeks off as part of the provisions of the family leave. This second six-week period off work must be taken within the first 12 months following the baby's birth.
4. The faculty or staff member requesting family leave for birth/adoption (other than under the provisions of Income Protection) may use available accrued vacation time, unpaid leave or a combination of paid and unpaid leave as part of the FMLA leave, or the University may require the faculty or staff member to substitute available paid leave for FMLA leave. If the employee does not have enough paid benefit time to cover the leave, he/she will go on an unpaid leave.
5. Verification of adoption, birth of a child of foster placement may be requested.

## **H. Procedures on Serious Health Condition of Family Member**

An eligible faculty or staff member is entitled to take up to 12 weeks off from work to care for a spouse, parent or child with a serious health condition.

1. A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
2. The "need to care for" a family member includes both physical and psychological care when the family member is unable to care for his/her own basic medical hygienic or nutritional needs or safety, or is unable to transport him/herself to the doctor, etc. It also includes time needed to make arrangements for changes in care, such as transfer to a nursing home.
3. A "child" includes a biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in loco parentis who is under the age of 18 or, if older than 18, is incapable of self-care because of mental or physical disability. The term "spouse" means husband or wife. "Parent" is the person who acted as a parent when the faculty or staff member was a child but does not include mother-in-law or father-in-law.
4. The leave may be taken intermittently or on a reduced schedule but the total amount of time off cannot exceed 12 weeks of the faculty or staff member's normal hours worked.

Example: Full-time faculty or staff member: 40 hours/week X 12 weeks = 480 hours

Part-time faculty or staff member: 20 hours/week X 12 weeks = 240 hours

5. Only in the case of a serious illness of a child when both parents work at Grand Valley, can each parent then take 12 weeks off. This is an illness so serious as to require a parent to stay with the child.

## **I. Procedures on Faculty/Staff Member's Own Serious Health Condition**

An eligible faculty or staff member is entitled to take up to 12 weeks off from work due to their own serious health condition, which prevents them from being able to perform the functions of their position.

1. A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

#### **J. Military Family Leave**

1. An eligible faculty or staff member is entitled to take up to 12 weeks off from work because of any qualifying exigency arising out of the fact that the staff member's spouse, son, daughter, or parent is a covered military member on active duty (or notified of impending call or order to active duty) in support of a contingency operation.
2. Qualifying exigencies may include attending certain military events, arranging for an alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
3. The University will provide eligible employees up to 26 weeks of leave during a single (one time only) 12-month period to care for a covered service member (spouse, son, daughter, parent, or next of kin). Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

a. A "covered servicemember" means:

- i. A member of the Armed Forces (including the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- ii. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first day the eligible employee take FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy of a serious injury or illness.

b. The term "serious injury or illness" means:

- i. In the case of a member of the Armed Forces, means an injury or illness that was incurred (or aggravated) by the member in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.
- ii. In the case of a veteran who was a member of the Armed Forces at any time during a period when the person was a covered servicemember, means a qualifying injury or illness that was incurred (or aggravated) by the member in the line of duty and that manifested itself before or after the member became a veteran.

#### **K. Certification of Need for FMLA Leave**

1. Initial Certification - Grand Valley may require certification from the faculty or staff member's health care provider for the following reasons: to verify that the faculty or staff member is needed to care for the family member, or the faculty or staff member is not able to perform his/her job duties. The University reserves the right to ask for a second opinion by a health care provider chosen by the University. Such an opinion will be paid for by the University. If the University requests a third opinion, that opinion will be final and binding. If the second opinion and the original opinion conflict, the University will pay for a third opinion. The University and the faculty or staff member will work together to reach agreement on whom to use for the third opinion. All certification must be provided to the University within 15 calendar days of the University's request, if practical. The third opinion will be final and binding.
2. Continuing Certification - Each 30 days, the University may request verification of the need to continue the leave. Failure to provide such requested documentation in a 15-day period may result in termination of FMLA leave.
3. A "health care provider" may include, for example, a licensed doctor of medicine or osteopathy, dentist, clinical psychologist, and other health care providers authorized under the Family Medical Leave Act.
4. When the faculty or staff member is ready to return from his/her leave, he/she may be required to submit medical verification (if applicable) of his/her ability to return to work.

## **L. Questions and Policy Interpretation**

1. The Human Resources Office is responsible for implementing and coordinating the provisions of the FMLA for the campus. Questions may be directed to the Human Resources Office, extension X12215.

2. If there are any conflicts between the University policy and provisions of the Federal Act, the provisions of the Federal Act will supersede, with the exception of situations where University policy, handbooks or contracts provide benefits greater than the act. The Federal Act and the Federal regulations will be used to resolve issues that arise.

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## **MILITARY LEAVE OF ABSENCE POLICY FOR FACULTY STAFF**

SLT 4.5

### **Date of Last Update:**

April 25, 2013

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Human Resources

## **POLICY STATEMENT**

Grand Valley State University faculty and staff members in the Armed Forces, Reserves, National Guard, or other “uniformed services” who are called to active duty will be granted an unpaid leave of absence and reinstatement privileges as prescribed by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

“Uniformed services” includes: active duty, active duty for training, active duty for special work, weekend or weekday drill, funeral honors, or fitness for duty examination (whether voluntary or involuntary).

## **PROCEDURES**

Military leave is available to all full and part-time faculty and staff of the University, including probationary staff members.

### **A. Military Duty Pay**

A regular faculty or staff member who loses time from work during his/her regular schedule of hours because of military training as a reservist or National Guardsman or due to a civil disturbance, not exceeding four (4) weeks per year, shall be paid the difference between his/her base military pay and his/her regular pay. Adjunct faculty and temporary staff members are not eligible for military duty pay.

### **B. Benefits**

The University will continue to provide health insurance for benefit eligible faculty and staff members, as well as their enrolled dependents, who are on duty less than thirty (30) days. Faculty and staff members serving for more than thirty 30 days may elect to continue health insurance coverage for themselves and any enrolled dependents through COBRA.

### **C. Leave Period**

Faculty and staff members are entitled to an unpaid military leave of absence, with reemployment rights, for a

period up to five years. The five years is a cumulative total and includes both past and present military service. Military leave for adjunct faculty and temporary staff will not extend beyond the appointment end date.

#### **D. Reinstatement Requirements**

Regular faculty and staff members have the right to be reemployed at the University following a military leave of absence as long they meet the following reinstatement requirements.

1. The faculty or staff member ensures that Human Resources or the applicable appointing officer receives advance written or verbal notice of your service.
2. The faculty or staff member has five (5) years or less of cumulative service in the uniformed services while employed at the University.
3. The faculty or staff member returns to work or applies for reemployment in a timely manner after conclusion of service, and
4. The faculty or staff member has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Military leaves of absences for temporary staff and adjunct faculty will not extend beyond the appointment end date.

If eligible to be reemployed, a faculty or staff member has the right to be restored to the job and benefits he/she would have attained if he/she had not been absent due to military service or, in some cases, a comparable job. The faculty or staff member's seniority would also be restored to the level they would have attained if they have been on duty at the University continuously.

#### **Questions and Policy Interpretation**

The Human Resources Office is responsible for implementing and coordinating the provisions of the Military Leave of Absence Policy for the University. Questions may be directed to the Human Resources Office at (616) 331-2215.

If there are any conflicts between the University policy and provisions of the Federal Act, the provisions of the Federal Act will supersede, with the exception of situations where the University policy, handbooks or bargaining agreements provide benefits greater than the act. The Federal Act and the Federal regulations will be used to resolve issues that arise.

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## **Miscellaneous**

### **IMPLEMENTING REDUCTION IN FACULTY DUE TO CHANGING ENROLLMENT PATTERNS**

SG 2.09

**Date of Last Update:**

January 07, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

#### **POLICY STATEMENT**

##### **Guidelines for Implementing Reduction in Faculty Due to Changing Enrollment Patterns**



The following guidelines should be followed for any reduction in workforce. See Board of Trustees' Policies [BOT 4.2.15](#) for additional information.

A. Role of the Unit

The unit is evaluated with respect to the University's role and mission, and the University curriculum, as well as its relationship to other programs in the region and state.

B. Enrollment History

The enrollment history is evaluated on the basis of a list of the full-time equivalent students (FTES) taught by the unit.

C. Efficiency

In addition to the student/faculty ratio, both cost per student credit hour and teaching load are examined.

D. Number of Majors

The number of majors for a unit reported for each year is reviewed.

E. Service Factor

The service factor measures the dependence of other collegiate units on the one being evaluated. This evaluation is based on the number of credits taught by the unit to majors not their own (balance of trade) as well as by an examination of general education and cognate requirements.

F. Professional and Community Contributions

The professional and community contributions by the unit are considered. Sources of such information include unit evaluations, consultant reports, and departmental records.

G. Future Demand

The future demand for the unit is a judgment based on the impact of additions, deletions, or modifications in programs. In addition, changes in institutional need and external conditions will be considered.

All data to be provided by the [Office of Institutional Analysis](#).

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## FACULTY QUALIFICATIONS

SG 3.06

**Date of Last Update:**

January 07, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

## POLICY STATEMENT

The importance of faculty members having the appropriate expertise in the subjects they teach is reflected in the [University's Guidelines for Faculty Qualifications](#), as required by the Higher Learning Commission (the regional accrediting body for the University). In addition, faculty who wish to engage in graduate education [must be approved](#).

## UNIT HEAD RESPONSIBILITIES

SG 6.01

**Date of Last Update:**

January 09, 2020

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

## POLICY STATEMENT

### SG 6.01 Unit Head Responsibilities

Policies relating to the appointment, term and evaluation of unit heads are covered in a document approved by UAS February 11, 1983 with [a revised version approved by UAS on April 10, 2009](#). Among the provisions of this document are the following:

- A. Each academic unit shall have a unit head; this person will be designated as chairperson or director based on the nature of the unit involved.
- B. The authority to appoint the unit head is vested in the dean of the college. When there is a vacancy in the position of unit head, the faculty of the unit shall meet, and, after deliberating among themselves and in consultation with the dean, shall recommend a nominee or nominees for appointment as unit head. Normally, the dean appoints the nominee recommended by the unit. Should the dean appoint a unit head who has not been recommended by the unit faculty, the dean shall communicate the rationale to the unit. If the unit is not able to make a nomination, the dean shall make an appointment.
- C. Normally the appointment will be for a three-year period. A unit head may be reappointed when eligible.
- D. There shall be a formal evaluation of the unit head every three years, resulting in a written statement. This report will be shared by the dean, the unit head, and the faculty involved, and be restricted to these persons. This evaluation shall be carried out by the associated unit faculty and the administrators within University, college, and unit personnel guidelines. This evaluation shall be based on the performance of the unit head in carrying out the duties and responsibilities of the position. This evaluation neither precludes nor takes the place of the usual faculty evaluation for tenure, promotion, or contract renewal.
- E. All appointees shall have faculty status, or have the academic credentials to be awarded faculty status, with the associated responsibilities and benefits of faculty rank. Characteristically, unit heads will be senior faculty, with tenure, chosen on the basis of their ability as teachers, their experience in their discipline, and their leadership capabilities.

On March 30, 1983, ECS also adopted a report on the "Duties and Authority of the Unit Head" which outlines the responsibility, authority, and interaction of the dean and the unit head. "The dean of the college has the administrative authority and responsibility for all academic aspects of the college. . . The dean can and usually does delegate some responsibility and authority to unit heads or coordinators." Areas the unit heads deal with include but are not limited to the following: fiscal matters; personnel matters; teaching; scholarly, & research activities; professional conduct matters; faculty absences; office assignments; meetings & communications; secretarial & technical services; faculty assignments;

adjunct faculty; curriculum; library resources; course scheduling; student relations & advising; student help; equipment, facilities, & records.

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## UNDERGRADUATE STUDENT EMPLOYEES

SG 6.02

**Date of Last Update:**

January 07, 2019

**Approved By:**

- University Academic Senate / Provost

**Responsible Office:**

Provost Office

## POLICY

### Undergraduate Student Employees

Full-time students enrolled at the University may be hired as student employees. All units should have a budget allocation for student employees. Wages paid to a student employee must follow the wage schedule available in the Student Employment Office. In addition, when classes are in session students without work-study are not permitted to work in excess of 25 hours per week. Students with work-study are restricted to the number of hours according to their work-study award. Work-study and regular student employees must be paid an hourly rate and hours-worked reported in the University's electronic time keeping system. Faculty members should communicate their needs for student employees to their unit heads. All student employees must complete the online training session with their supervisor to work as a student employee of the University.

Student employees may assist in departmental operations, tutoring, and laboratory and studio sessions under the direct supervision of appropriate staff and faculty. Student employees may also assist in the evaluation of student exams and assignments, provided that they have been approved by the Dean of the unit in which they work and they have completed FERPA training offered by the university. The scope of their assistance, including questions on access to gradebooks, are addressed in the FERPA training. Student employees are expressly barred from providing independent instruction in the classroom. They are also barred from administering or proctoring exams and assignments without faculty or approved staff supervision. Student employees may not be exposed to confidential personnel matters or academic records that are irrelevant to their work assignment.

This policy does not apply to graduate student assistants.

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## PARKING ORDINANCE

SLT 6.28

**Date of Last Update:**

June 26, 2019

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

## POLICY STATEMENT

### STATEMENT OF AUTHORITY

This ordinance is enacted through the Grand Valley State University Board of Trustees pursuant to and in accordance with the authority and responsibility of said Board as provided in the Constitution of the State of Michigan, and Act 291 of the Michigan Public Acts of 1967, as amended. This ordinance and the Michigan Vehicle Code (MCL 257.1 et seq., MSA 9.1801 et seq.), as amended, are hereby adopted by reference.

### Section 1. Definitions

1. Campus: Unless otherwise noted in this Ordinance, Campus shall mean property owned or controlled by Grand Valley State University (GVSU or University) on the Allendale Campus and Grand Rapids Campuses (Robert C. Pew Grand Rapids Campus and the Health Campus), and includes the Standale Plaza in the City of Walker.
2. Department of Public Safety: Department of Public Safety shall mean the Grand Valley State University Department of Public Safety which is comprised of Police, Security, Emergency Management, and Parking Services. The Department of Public Safety is responsible for parking on all University owned or controlled properties.
3. Hours of Compliance: Parking is enforced 24/7 unless otherwise noted.
4. Overnight Parking: Overnight parking on campus is considered as between the hours of 3:00 a.m. - 6:00 a.m.
5. Color-Coded Parking: All cling parking permits are color-coded. The color of a permit authorizes parking in specific lots/areas.

## PROCEDURES

### Section 2. Parking on Campus

#### 2.1. Vehicles on Campus

**2.1.1. State Requirements:** All vehicles parked on campus must be properly registered and display current registration credentials as prescribed by the state within which they are registered, and be legally operable under the laws set forth by Michigan Legislation.

**2.1.1.1. Disabled Vehicle:** A vehicle that is not legally operable under Michigan law is deemed a disabled vehicle. A disabled vehicle on property owned or controlled by the University must be reported to Parking Services (during business hours) or Police (after hours). The disabled vehicle must be removed from the campus within 24 hours or is subject to parking violation and/or citation by Police (within 48 hours).

**2.1.2. Parking Space:** A vehicle must be fully and completely contained within the lines of a single designated space as delineated by service markings and must not obstruct traffic flow. Occupying or preventing the use of more than one parking space constitutes double-parking and is prohibited.

**2.1.3. Prohibited Parking Areas:** If an area is not posted for parking, parking is prohibited except under the direction of the Department of Public Safety. Prohibited parking areas include, but are not limited to:

**2.1.3.1. Hashed-lines:** Parking in diagonal hashed-lines is prohibited (*see Section 2.9 regarding motorcycle parking*).

**2.1.3.2. Fire Lanes:** Parking in areas signed as a fire lane is prohibited

**2.1.3.3. Yellow Curbs:** Yellow curbs indicate a no parking zone. Parking along yellow curbs is prohibited.

**2.1.3.4. Coned Areas:** Parking in coned spaces, in closed parking lots, and at bagged meters is prohibited.

**2.1.3.5. Sidewalk Restriction:** Sidewalks and walkways are restricted to pedestrian, bicycle, and motorized wheelchair use only. Driving or parking a moped, motorcycle or other motor vehicle on a sidewalk or walkway is prohibited without permission from the Department of Public Safety.

**2.1.3.6. Landscape Restriction:** Driving or parking a moped, motorcycle or other motor vehicle on a sidewalk or walkway is prohibited without permission from the Department of Public Safety. Landscaped areas are restricted to pedestrian traffic only.

**2.1.3.7. Loading Zones:** Loading zones are provided to accommodate active loading and unloading only. All loading and unloading must be done in designated loading docks or from regular parking spaces. Loading zone regulations are enforced 24/7.

**2.1.4. Parking by Permit Only:** Parking on campus is by permit only except for areas designated in visitor pay-to-park locations. By parking on campus, the vehicle operator has agreed to abide by the rules and regulations of the Parking Ordinance and is subject to parking violation notices and other penalties as outlined in Section 3. Information about parking lot locations and types of permits is available on the [Parking Services](#) website.

## **2.2. Parking Options**

**2.2.1. Permit Parking:** Parking permits are required on the Allendale Campus and Grand Rapids Campuses with the exception of Pay-to-Park spaces. Permits are required Monday-Thursday 3:00 a.m. – 6:30 p.m. and Friday 3:00 a.m. – 5:00 p.m. unless otherwise noted. Parking permits are not required at the Standale Plaza in the City of Walker, Meijer Campus in Holland, Muskegon locations, or the Traverse City Regional Center. There is no University parking lot at the Detroit Center. [Campus maps](#) are published online. (See Section 2.3 for detailed permit information.)

**2.2.1.1. Spring and Summer Semesters:** During the spring and summer semesters, parking permits are not required in student commuter spaces on the Allendale Campus and Pew Grand Rapids Campus nor in resident parking spaces on the Allendale Campus. Parking permits are required in Pew Resident spaces on the Pew Grand Rapids Campus year-round. Parking permits are required in faculty/staff and specially signed spaces on the Allendale Campus and Grand Rapids Campuses year-round.

**2.2.2. Pay-to-Park:** Pay-to-Park areas offer short-term parking and require payment. Permits are not valid in Pay-to-Park areas unless specifically designated. Those choosing to park on campus without a permit must utilize Pay-to-Park areas. Over-payments will not be refunded. Pay-to-Park areas include metered spaces and pay station spaces.

**2.2.2.1. Meters:** Meters in areas by academic buildings require payment Monday - Saturday, 7:00 a.m. - 8:00 p.m. year-round unless otherwise noted. Housing meters located in and near residential areas require payment 24/7 year-round. Spaces with jammed, broken, failed, or otherwise malfunctioning meters are considered to be no parking zones and should be reported to Parking Services. Meters accept U.S. coins (quarters, nickels, and dimes only) and ParkMobile (a third-party mobile app) as payment. Payment at a meter is not required if a valid ADA permit and a valid GVSU permit are displayed (see Section 2.8).

**2.2.2.2. Pay Stations:** Pay station areas require payment Monday - Saturday, 7:00 a.m. - 8:00 p.m. year-round. Payment is required to park in pay station areas, including Motorcycle and ADA spaces. Pay stations accept coins, bills, credit cards, and ParkMobile as payment. Pay stations that are offline or otherwise malfunctioning are considered no parking zones and should be reported to Parking Services.

## **2.3. Cling and Temporary Permits**

**2.3.1. *Cling Permits:*** Cling permits are available to currently enrolled GVSU students, faculty and staff with active appointments, and tenants if appropriate.

**2.3.1.1.** A valid permit must be completely affixed to the lower left corner (driver's side) of the windshield, with the barcode and permit number fully visible from outside the vehicle. Expired permits must be removed from the windshield.

**2.3.1.2.** Permits are the property of GVSU. Permits may not be sold, altered, copied, or modified in any way.

**2.3.1.3.** Students who choose to purchase a permit are charged per semester (fall and winter semesters). The cost of a permit is charged directly to the student's account. Permits that have not been paid for will be deactivated. The parking permit must be returned to Parking Services to be eligible for a refund. Refund amounts follow the tuition refund schedule.

**2.3.1.4.** Students who are no longer enrolled at GVSU or faculty/staff who are no longer employed by the University are not eligible to use a University-issued parking permit and must return it to Parking Services.

**2.3.1.5.** Parking permits are issued for the exclusive use of the person applying for the permit. A G# is authorized for one cling permit only. If more than one permit is received, contact Parking Services immediately to arrange for its return.

**2.3.1.6.** Lost permits must be reported to Parking Services immediately. Stolen permits must be reported to Police and Parking Services. A claim of a stolen permit must include a police report from the appropriate jurisdiction

**2.3.2. *Temporary Permits:*** Daily permits are available to GVSU students. The daily rate will be set each July 1st by the Business and Finance Office. Faculty/staff and daytime visitors who need a temporary permit may obtain one from Parking Services at no cost. Temporary permits may be printed or paperless/digital.

**2.3.2.1.** If a student cling parking permit has been purchased, the student may be eligible for temporary daily permits at no cost. Temporary daily permits are valid only in the same parking areas which are associated with the cling.

**2.3.2.2.** In the event a paperless permit is unavailable, a temporary parking permit must be displayed with the effective date(s) in full view on the dashboard to the left of the steering wheel from the driver's seat.

## **2.4. Student Parking**

**2.4.1. *Student Commuter:*** Students who are currently enrolled at GVSU and do not reside in University housing facilities on campus are considered to be commuter students.

**2.4.1.1. *Student Commuter:*** Student Commuter permits are valid in Student Commuter parking lots marked by a red "S" on signs throughout campus.

**2.4.1.2. *Lot J Remote Commuter:*** Lot J permits are offered as a reduced cost, remote parking option for commuter students. This permit is valid on the Allendale Campus or Pew Grand Rapids Campus on a first-come, first-serve basis for Lot J only. A Student Commuter permit must be purchased to be eligible to park in other parking areas. Individuals needing ADA parking accommodations should refer to Section 2.8.

**2.4.2. *Student Resident:*** Students who are currently enrolled at GVSU and reside in University housing facilities on campus are considered residents. There are three types of Student Residents:

**2.4.2.1. *Allendale Resident:*** Allendale Resident parking permits are valid in Allendale Resident areas marked by a yellow "R" on the Allendale Campus and in Student Commuter areas marked by a red "S" on the Pew Grand Rapids Campus.

**2.4.2.2. *Pew Resident:*** Pew Resident parking permits are valid in Pew Resident areas marked by a brown “P” on the Pew Grand Rapids Campus and in Student Commuter areas marked by a red “S” on the Allendale Campus. Parking permits are required in Pew Resident spaces on the Pew Grand Rapids Campus year-round.

**2.4.2.3. *Calder Resident:*** Students who live on the Allendale Campus in the Calder Residence are considered Calder Residents. Calder Resident parking permits are valid in signed Calder Residents Only spaces, as well as in Allendale Resident areas marked by a yellow “R” on the Allendale Campus and in Student Commuter spaces marked by a red “S” on the Pew Grand Rapids Campus.

## **2.5. Faculty and Staff Parking**

**2.5.1. *Active Appointments:*** Only GVSU faculty/staff with active appointments are issued parking permits. Parking permits are only valid for adjunct faculty/staff if they have an active appointment and are either working for or teaching at GVSU during the semester in which the permit is being used.

**2.5.1.1. *Faculty/Staff:*** Faculty/Staff parking permits are only valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S” with the exception of Winter Lot on the Pew Grand Rapids Campus. Faculty/Staff parking permits are not valid in Pay-to-Park spaces or visitor spaces on any campus.

**2.5.1.2. *Fall Faculty/Staff:*** Fall Faculty/Staff parking permits are issued to employees with a 6-month contract for the fall semester only and are valid in the same locations as associated with a Faculty/Staff permit. The Fall Faculty/Staff parking permit is only valid for the fall semester and expires on December 31 of the academic year in which the permit is issued.

**2.5.1.3. *Faculty/Staff Reserved:*** Faculty/Staff Reserved parking permits are valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S” with the exception of Winter Lot on the Pew Grand Rapids Campus. Additionally, individuals who qualify for a Faculty/Staff Reserved parking permit are afforded additional parking on campus as marked by “Reserved” signs.

**2.5.1.4. *Lot L/Administration:*** Lot L parking permits are valid on the Allendale Campus only. This permit is not valid in Pay-to-Park or other visitor spaces on campus.

**2.5.2. *GVRP:*** Faculty and staff who have officially retired from GVSU are eligible for a GVRP parking permit.

## **2.6. Specially Signed Spaces and Designated Permits**

**2.6.1.** Specially signed parking spaces require parking permits designated for a particular type of space and are enforced 24/7. These spaces include, but are not limited to: Biology Department, Communications Department, Disability Support Resources, Food Service, Housing Staff, Information Technology, Reserved, Service Vehicle, University Bookstore, Admissions Visitor, Visitor, Prospective Student, and spaces numbered for Tenants.

**2.6.2. *Service Vehicles:*** Service Vehicle spaces and permits are intended for use by persons or companies providing one of the following services: installation, repair, or improvement of University-owned structures and infrastructures (exterior and interior). Service Vehicle permits are not intended for loading or unloading. Service Vehicle parking permits are valid in Faculty/Staff areas marked by a blue “F,” in Student Commuter areas marked by a red “S” with the exception of Winter Lot on the Pew Campus, in Service Vehicle spaces, and at metered spaces without payment.

**2.6.3. *Tenants:*** Tenants with lease agreements for spaces in University buildings may be eligible for a tenant permit. This permit offers the same privileges as a Faculty/Staff permit *except on the Health Campus and is only valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S” with the exception of Winter Lot on the Pew Grand Rapids Campus.* On the Health Campus tenant parking permits are only valid in areas specially signed as tenant spaces. Tenant parking permits are not valid in any Pay-to-Park spaces or other visitor spaces.

**2.6.4. Vendors:** Employees of vendor companies that provide services to GVSU on a regular basis may qualify for a special permit. A request must be made to Parking Services by a GVSU department head on behalf of the vendor company.

**2.6.5. Alternative Fuel/Hybrid Spaces:** These spaces, excluding metered spaces, require a special parking permit designation. Contact Parking Services for additional information regarding this permit designation.

**2.6.6. Electric Vehicle Charging Spaces:** Spaces are provided throughout campus for actively-charging electric vehicles only. Spaces are limited, so a parking and/or charging opportunity is not guaranteed. A valid GVSU permit is required.

**2.6.6.1.** Electric vehicle charging stations located in the Front Lot on the Pew Campus are for Consumers Energy staff and visitors only.

**2.6.7. Small Car Only Spaces:** Use of small car spaces marked with hashed end lines requires compliance 24/7. Vehicles parking in these spaces must be contained within all sides of the space and not overhang any line.

**2.6.8. Loading Zones:** Loading zones are provided to accommodate active loading and unloading only. All loading and unloading must be done in designated loading docks or from regular parking spaces. Loading zones regulations are enforced 24/7. Loading from prohibited parking areas is strictly prohibited.

## **2.7. Visitor Parking**

**2.7.1. Daytime Visitors:** Visitors parking during the day may choose to obtain a parking permit directly from Parking Services office at no cost; from the faculty/staff member they are visiting; or utilize pay-to-park areas. Currently enrolled students, faculty/staff with active appointments, individuals with GVRP permits, and/or tenants are not eligible for visitor permits.

**2.7.2. Overnight Visitors:** Visitors staying on campus overnight (see Section 2.10) must obtain a parking permit in person from the Parking Services office located on the campus where they are visiting. Overnight visitors are limited to 20 overnight permits per year excluding weekends. During the spring and summer semesters, overnight visitors to the Pew Grand Rapids Campus are limited to ten overnight permits.

**2.7.3. Fieldhouse/Recreation Center Visitors with Membership:** Alumni and outside members can obtain a Fieldhouse parking permit by providing their current Athletic and Recreation Facilities membership card and driver's license to Parking Services in Allendale. These parking permits will be valid for the duration of the membership and are required to be renewed along with the membership. This permit is for non-academic recreational facilities use only and may not be used for any other purpose, including events or academic classes. GVSU faculty, staff, and students are not eligible for Fieldhouse permits.

**2.7.4. Campus Recreation Class Visitors:** Community members taking campus recreation classes at the Athletic and Recreation Facilities may obtain a temporary day permit at no cost. Other types of parking permits are not available. GVSU faculty, staff, and students are not eligible for Campus Recreation permits.

## **2.8. ADA-Compliant Parking**

**2.8.1. ADA Compliant Parking Spaces:** ADA-compliant parking requires a valid ADA placard or plate designation and is enforced 24/7.

**2.8.2. Permit Compliance:** During permit compliance hours (see Section 2.2.1), a valid GVSU permit must always accompany the ADA placard or plate designation. If ADA-compliant parking spaces are not available, the ADA permit holder may, with a valid GVSU permit and a valid ADA placard or plate displayed, park in a faculty/staff or student space or at a meter without payment.



**2.8.2.1.** Lot J Remote Commuter permits are only valid in Lot J and are therefore not permitted in other areas even when accompanied by an ADA placard or plate designation.

**2.8.2.2.** Parking in ADA-compliant spaces in pay station areas is limited to two hours and requires payment.

**2.8.2.3.** ADA parking is prohibited in specially signed spaces without the required designated parking permit (see *Section 2.6*).

**2.8.3. University-Issued ADA Permits:** Mobility-impaired persons shall be issued, without charge, a temporary permit for a period not to exceed three days. University-issued ADA permits must be accompanied by a valid GVSU Faculty/Staff or Student parking permit. Persons requiring accommodations for a period of 4-30 days will be directed to Disability Support Resources for assistance. Individuals needing ADA-compliant parking privileges beyond 30 days must obtain a permit from the Michigan Secretary of State.

**2.8.4. Illegal Use of an ADA Parking Placard or License Plate:** Under Michigan law, it is illegal: 1) to use an ADA placard or license plate when the ADA permit holder is not being transported; 2) to use an ADA placard or license plate when the placard or plate is altered; 3) to lend/use a placard/plate from another person; and 4) to use a copy of a placard/plate. Illegally used ADA designations are subject to confiscation by Police and will be returned to the Secretary of State with an explanation of the misuse. Fraudulent use of an ADA parking placard or plate is punishable by up to 30 days in jail and/or up to a \$500 fine. Parking Services will immediately notify Police of potential violations.

## **2.9. Motorcycle/Moped Parking**

**2.9.1. Applicability:** This section is applicable to all two-wheeled motorized vehicles. Motorcycles and mopeds parking on campus do not require a parking permit. Overnight parking is only allowed in designated motorcycle parking areas in residential lots. Parking in any blue hashed area is strictly prohibited.

**2.9.2. Allendale Campus:** Motorcycles and mopeds must be parked in the yellow hashed area at the end of parking rows in faculty/staff and student parking areas, unless otherwise signed.

**2.9.3. Pew Grand Rapids Campus:** Motorcycles and mopeds must be parked in designated motorcycle parking areas designated by signage in the Eberhard Center loading dock, DeVos Lot, Seward Parking Ramp, and Watson Lot. Parking in yellow hashed areas of the Seward Parking Ramp is permitted. Residents may park in the yellow hash marks at the end of parking rows in the Secchia Lot only. Parking in all other areas is restricted.

**2.9.4. Health Campus:** Motorcycles and mopeds must be parked in designated signed motorcycle parking areas only.

**2.9.5. Pay-to-Park:** Payment is required for motorcycle parking in all Pay-to-Park areas.

## **2.10. Overnight Parking**

**2.10.1. Locations:** Overnight parking (3:00 a.m. – 6:00 a.m.) is permitted in residential lots only. Overnight parking is prohibited in faculty/staff, student commuter, and Pay-to-Park areas.

**2.10.2. Overnight Employees:** Information about parking locations designated for GVSU employees whose duties require overnight parking is available on the [Parking Services](#) website.

## **2.11. Trailers**

**2.11.1. Trailers:** GVSU does not provide accommodations for parking of vehicles pulling trailers during the regular academic year except for those attached to contractor and service vehicles operated by individuals actively working on campus. Trailers must not be left unattended without the permission of the Department of Public Safety.

## **2.12. Buses and Other Oversized Vehicles**

**2.12.1. Oversized Vehicles:** Oversized vehicles are those vehicles larger than one standard parking space and must therefore park only in certain lots. Refer to the [Parking Services](#) website for a list of parking areas currently designated for this purpose. Parking of buses and other oversized vehicles parking is strictly prohibited in Pay-to-Park areas. Parking rules applicable to buses and other oversized vehicles are enforced year-round.

**2.12.2. Allendale Campus:** Buses bringing athletes and/or other group to the Allendale Campus are limited to 15 minutes for picking up and dropping off. Picking up and dropping off is strictly prohibited in Pay-to-Park areas.

**2.12.3. Grand Rapids Campuses:** Buses and other oversized vehicles are prohibited on the Grand Rapids Campuses.

## **2.13. Bicycles**

**2.13.1. Registration and Storage:** Bicycles must be stored in the provided bicycle racks. Bicycles improperly stored and locked will be removed by Department of Public Safety at the owner's expense. Free bicycle registration is available on the [Public Safety](#) website.

## **2.14. Vehicles Prohibited**

**2.14 .1. Vehicles Prohibited:** The following vehicles are not permitted on campus unless permission is obtained from the Director of Public Safety:

- Snowmobiles
- Off-road motorcycles
- All-terrain vehicles
- Recreational vehicles parked overnight
- Non-traditional vehicles (i.e. golf carts outside of The Meadows facilities, dune buggies, go-carts, etc.)

## **2.15. University's Rights and Responsibilities**

**2.15.1.** The University reserves the right to close, restrict parking and/or driving to, or otherwise make unavailable any and all areas at any time to any vehicle on University owned or controlled property, whether properly permitted or not.

**2.15.2.** The University also reserves the right to remove, at the owner's expense, any abandoned, unlawfully parked, or inoperable vehicle from University owned or controlled property. Police are responsible for the removal of vehicles.

**2.15.3.** The University assumes no responsibility for loss or damage to vehicles driven or parked on campus, or for the contents thereof.

## **Section 3: Parking Fine, Appeals and Penalties**

### **3.1. Parking Violation Fines**

#### **3.1.1. Payment Options:**

**3.1.1.1. Online:** On the Parking Services website via credit card.

**3.1.1.2. Payment Box:** At the payment drop box located in front of the Service Building on the Allendale Campus via cash or check.

**3.1.1.3. Telephone:** Over the phone at (616)331-7275 via credit card.

**3.1.1.4. In Person:** Over-the-counter at Parking Services in Allendale or at a Student Assistance Center on the Allendale Campus or Pew Grand Rapids Campus via credit card, cash, or check.

**3.1.1.5. Mail:** Through postal mail via check.

**3.1.2. Returned Checks:** A fee will be imposed for any returned checks.

**3.1.3. Cash Payments:** Cash payments will only be accepted in person. Coins must be rolled.

**3.1.4. Transfer of Fines:** After ten days, student fines will be transferred to the respective student account. Non-student

finest will be referred to collections. Outstanding fines may also be sent to the appropriate District Court for collection.

**3.1.5. Excessive Parking Violation Notices:** The accumulation of six or more unpaid parking violation notices issued to a single vehicle may be deemed excessive. Any vehicle accumulating excessive parking violation notices may be considered a nuisance, and the vehicle is subject to impoundment or immobilization by Police, and/or District Court action.

## **3.2. Appeals**

**3.2.1. Appeal Options:** Appeals must be submitted within seven business days of the parking violation notice issue date.

**3.2.1.1. Online:** On the Parking Services website. Faculty/staff and students may submit appeals online or exercise the option to appeal in person.

**3.2.1.2. In Person:** Appeals must be submitted on the campus where the parking violation notice was issued. Parking Judiciaries are available for in-person appeals at pre-scheduled times, and are first-come, first-serve. The appeal schedule is published on the [Parking Services](#) website.

**3.2.1.3. Handwritten:** Appeals may be filed in person at a Parking Services office by visitors and vendors of the University only, or by students and faculty/staff under extenuating circumstances.

**3.2.1.4. By Phone:** Appeals submitted by phone will not be accepted.

**3.2.2. Parking Judiciary Decision:** The Parking Judiciary's decision and any penalty imposed will be sent to the e-mail or mailing address submitted with the appeal. The decision of the Parking Judiciary is the final step within the University Parking Judiciary system.

## **3.3. Penalties**

**3.3.1. Parking Violations:** All parking violations as specified in the Parking Ordinance constitute civil infractions. Any person who is found to have committed a civil infraction under this ordinance may be ordered to pay a civil fine and costs. The schedule of fines for parking violations is approved by the University president and published on the [Parking Services](#) website. Violations of the *Michigan Vehicle Code* shall be under the jurisdiction of the 58th and/or 61st District Court.

**3.3.2. Misappropriated and Counterfeit Permit Use:** Unauthorized or improper use of any permit, and/or forging, copying, or altering a permit may result in confiscation, criminal charges and/or University sanctions. Permits remain the property of the University after purchase. Potential violations will be immediately reported to the Police. Fraudulently obtaining goods or services is a crime punishable by up to one year in jail and a fine up to \$2,000.

**3.3.3. Revocation of Parking Privileges:** GVSU reserves the right to restrict the parking of any vehicle by any individual at any time on property owned or controlled by the University.

**3.3.4. Impoundment and Immobilization:** Vehicles parked on property owned or controlled by the University in violation of these regulations or any local, state, or federal ordinances, laws or statutes may be subject to impoundment or immobilization by the Police at the vehicle owner's expense. Impounded vehicles will be towed by a wrecker service. The cost of impoundment will constitute a lien against the vehicle, with the owner being liable for costs of towing and storage or release from immobilization devices.

**3.3.4.1.** GVSU Police are responsible for impoundment of vehicles. Violations subjecting a vehicle to immediate impoundment on property owned or controlled by the University include:

1. Interfering with or impeding:
  - a. The flow of vehicular or pedestrian traffic;
  - b. The use of facilities, buildings, loading docks, or dumpsters;
  - c. The services of emergency personnel, the operation of emergency vehicles, or an evacuation in the event of a possible emergency;

2. Parking on any surface or in any area not designated for the legal operation or parking of a vehicle;
3. Parking in or blocking the use of an ADA reserved space without displayed authorization;
4. Displaying a counterfeit, altered, stolen, transferred, deactivated, or otherwise misappropriated permit;
5. Vehicles parked in violation of any section of the Parking Ordinance.

**3.3.5. *Parking Violations – Contact Not Required:*** If a parking infraction is observed by Department of Public Safety staff and immediate contact is not possible or may jeopardize the safety of an officer or other staff, a parking violation notice may be issued to the registered owner of the vehicle without contact at the time of the violation.

**3.3.6. *Owner Responsibility:*** Parking violation notices and fines will be issued to the holder of the University parking permit displayed on the vehicle or to the registered owner of a non-permitted vehicle.

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