Regular Faculty Handbook
About GVSU

UNIVERSITY VALUES, VISION, AND MISSION

BOT 1.1 - 1.3

Date of Last Update:
March 31, 2022

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

1.1. Vision: Grand Valley State University will prepare globally-minded citizens for the future they face and the communities they shape. Our community of educators will create and employ innovative approaches to liberal education and professional programs that center on and prepare students for a lifetime of continual learning and growth.

1.2. Mission: At Grand Valley State University, we empower learners in their pursuits, professions, and purpose. The University enriches society through excellent teaching, active scholarship, advancement of equity, and public service.

1.3. Values:

Innovation: puts ideas into practice, drives us towards excellence, and represents our forward-thinking mindset. We value entrepreneurship, risk taking, and interdisciplinary collaboration that solves local, regional, and global problems and advances the common good. Integrity: drives us to be accountable to ourselves and to others.

Integrity: moves us to actively pursue and sustain quality educational experiences rooted in research and evidence, and to be excellent stewards of our communities, resources, and planet.

Inclusive and Equitable Community: fosters and sustains a sense of belonging, promotes diversity and respect, and addresses systemic issues that impact outcomes for those who have been historically excluded from higher education. Inclusion and equity are experienced through our physical campuses and in digital environments, as well as our interpersonal, institutional, and community engagements.

Inquiry: encourages active questioning and problem solving to improve lives and strengthen communities. Building on our strong foundation of a liberal education and commitment to teaching excellence, we strive to provide opportunities that integrate theory and practice towards personal transformation and career success. Active scholarship, creative expression, and relevant co-curricular experiences drive learners towards fulfillment, prosperity, and justice.

International Perspectives: simultaneously support people, planet, and prosperity. We think and act on a global basis. Our efforts at supporting the well-being of individuals, groups, and ecosystems are important locally, nationally, and globally—all of which are interconnected and interdependent.

PRESIDENT'S OFFICE AND ADMINISTRATIVE STRUCTURE

BOT 2.1 - 2.7

Date of Last Update:
January 26, 2026

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

2.1 President's 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 ten vice presidents: the Provost/Executive Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Finance and Administration, the Vice President and Chief Public Affairs and Communications Officer, the Vice President for Institutional Advancement, the Vice President for Enrollment Development and College Futures, the Vice President for Information Technology and Chief Digital Officer, the Vice President/Chief Executive of GVSU Omni, the Vice President for People, Equity and Culture, and the Vice President and General Counsel.

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.

2.4 Educational Innovation and School Services. The University has a long-standing tradition and commitment to providing quality education for students. As part of this mission, the Board of Trustees seeks to impact public K-12 education by fostering choice in K-12 education through the authorization of charter schools. Educational Innovation and School Services includes the charter schools office that enhances student learning by providing regulatory oversight, and support to the charter schools authorized by the University; and, GV NextEd Co-Lab that accelerates new, sustainable initiatives that impact the broader educational community.

2.5 Campus Interfaith Resources. Campus Interfaith Resources fosters understanding and engagement of the diverse religious, spiritual and secular identities of our students, faculty, staff and community through the delivery of education, programs, and services. The office's purpose is to support individuals in developing integrated lives and to promote social justice by cultivating an inclusive campus climate that promotes interfaith engagement, dialogue, and understanding.

2.6 Sylvia and Richard Kaufman Interfaith Institute. The mission of the Sylvia and Richard Kaufman Interfaith Institute is to promote understanding and acceptance among all religious faiths and perspectives, in the community and on campuses. This is accomplished through conferences, events, partnerships and relationships that bring people together to dialogue and learn mutual respect.

ACADEMIC AFFAIRS

BOT 3.1

Date of Last Update:
July 11, 2024

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 Computing, College of Education and Community Innovation, Padnos College of Engineering, College of Health Professions, Kirkhof College of Nursing, and Brooks College of Interdisciplinary Studies. Each college is headed by a dean. They are the appointing officer for that college.

3.1.2 Library

The library's 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 POLICIES

BOT 3.3

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY

3.3 Academic Policies

3.3.1. Academic Standards

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

3.3.2. Academic Calendar

The University operates on a semester system, providing for fall and winter semesters and summer session. Each semester is a minimum of 15 weeks in length, including days required for final examination. The 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.

Academic Governance

ACADEMIC GOVERNANCE

BOT 3.1.4

Date of Last Update:

November 03, 2023

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY

3.1.4 Academic Governance

3.1.4.1 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 regular tenured and tenure-track faculty of each College and the University Libraries, faculty members selected from and by the affiliate faculty, 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 Regular Tenured and Tenure-Track Faculty Membership: Members are elected from and by the regular tenured and tenure-track faculty of each College and the University Libraries as determined by the following formula:

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

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

UAS Affiliate Faculty Membership: Two members are selected by the affiliate faculty in accordance with written procedures in the UAS Bylaws. Senators must have affiliate faculty status.

UAS Student Membership: The Student Senate selects five members, including the Student Senate President and four representatives, one of whom shall be a graduate student, in accordance with the 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 regular tenured and tenure-track faculty senators from academic colleges and the library, an affiliate faculty senator, the Student Senate President or designee, and the Provost and designees, ex officio, non-voting.

ECS Regular Tenured and Tenure-Track Faculty Membership: Eight members from the College of Liberal Arts and Sciences, two members apiece from the College of Education and Community Innovations, the College of Health Professions, the Padnos College of Engineering and Computing, and the Seidman College of Business; one member apiece from the Brooks College of Interdisciplinary Studies, the Kirkhof College of Nursing, and the University Libraries. The term of office is three years beginning at the end of the winter semester. ECS members must have regular tenured or tenure-track faculty status and will only represent one College. ECS members will also serve as UAS senators. Terms of those from colleges with two or more members are staggered.

ECS Affiliate Faculty Membership: One member is selected by the affiliate faculty in accordance with written procedures in the UAS Bylaws. The ECS member must have affiliate faculty status and will also serve as a UAS senator.

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: ECS will periodically review membership and apportionment policies for UAS and ECS and will make a report to the President and the Provost with any appropriate recommendations for their revision. The next such review will be completed not later than winter semester 2034.

Standing committees that report to the Senate via ECS include the Academic Policies and Standards Committee, Affiliate Faculty Advisory Committee, Equity and Inclusion Committee, Faculty Facilities Planning Advisory Committee, Faculty Personnel Policy Committee, Faculty Salary and Budget Committee, General Education Committee, Graduate Council, Online Education and Microcredential Council, Pew Faculty Teaching and Learning Center Advisory 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 library representatives.

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

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

UNIVERSITY ACADEMIC SENATE BYLAWS: RESPONSIBILITIES, RULES, AND PROCEDURES

SG 1.01

Date of Last Update:
April 14, 2025

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 tenured and tenure-track faculty members selected by and from the affiliate faculty, members selected 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 tenured and tenure-track faculty with the reality that many policies formulated through shared governance affect many colleagues who are not regular tenured and tenure-track 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 tenured and tenure-track 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 responses to the discussion at hand. Members of the faculty are invited to raise other concerns for discussion at these forums.

4. Membership of the UAS and the ECS

4.1. The UAS and ECS include members from the regular tenured and tenure-track faculty, the affiliate faculty, the student body, and the administration as provided for in BOT 3.1.4.

4.2. During the Winter semester the ECS shall regular tenured and tenure-track faculty membership for the UAS for the following year based on the appropriate faculty count.

4.3. During the Winter semester each College and the University Libraries elects regular tenured and tenure-track 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. 4.4. The Affiliate Faculty Advisory Committee (AFAC, SG 1.02.l) selects designated affiliate faculty members of the ECS and the UAS at the end of the Winter semester.

4.4. The Affiliate Faculty Advisory Committee (AFAC, SG 1.02.l) selects designated affiliate faculty members of the ECS and the UAS at the end of the Winter semester.

4.4.1. The chair of the Affiliate Faculty Advisory Committee, who must have affiliate status, serves as the designated affiliate faculty member of the ECS and as one of two affiliate faculty members of the UAS.

4.4.2. The Affiliate Faculty Advisory Committee selects the second designated affiliate faculty member of the UAS, who must have affiliate status, from among the members of the committee; if it is unable to do so, the committee will select the UAS member from the affiliate faculty at large, with preference given to those with experience on the committee and/or in other relevant roles.

4.5. 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 UAS 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 UAS may nominate candidates for Chair and Vice-Chair from the newly constituted membership of the ECS, who must have regular tenured or tenure-track status.

Nominations for Chair or Vice-Chair should be made by noon on Friday of the second to last week of Winter semester.

Candidate statements for all accepted nominations for Chair or Vice-Chair should be distributed to the full Senate at least four days prior to the vote.

The votes for Chair and for Vice-Chair occur separately. Candidates not selected for Chair may be automatically added to the vote for Vice-Chair, but a separate vote for Vice-Chair must still occur. Ballots are secret unless a vote of the full Senate determines otherwise.

If there are no candidates who have already accepted nomination for Chair or Vice-Chair and shared a candidate statement at the time the vote needs to be taken, then nominations for Chair or Vice-Chair can be made from the floor and voted on sequentially until both positions are filled.

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 regular tenured and tenure-track faculty 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. An affiliate faculty member of the UAS should send an alternate from the Affiliate Faculty Advisory Committee, who may have either regular tenured and tenure-track or affiliate status.

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 regular tenured and tenure-track faculty 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. The affiliate faculty member of ECS should send an alternate from the Affiliate Faculty Advisory Committee, who may have either regular tenured and tenure-track or affiliate status.

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 one week (five weekdays) 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.

8.2.4.1. The ECS may vote to place one or more items on a consent agenda for consideration at a UAS meeting. An item will be removed from the consent agenda and considered separately on request from any UAS member, either prior to the meeting by advance communication with the Chair or during the meeting itself. Items not removed are adopted by unanimous consent without deliberation. Removed items may either be considered immediately after the consent agenda or placed elsewhere on the UAS agenda at the discretion of the body.

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 weekdays) 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 tenured and tenure-track faculty 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 tenured and tenure-track 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 members of the faculty 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.

UNIVERSITY ACADEMIC SENATE BYLAWS: STANDING COMMITTEES

SG 1.02

Date of Last Update:
November 23, 2026

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 (BOT 3.1.4):

- Academic Policies and Standards Committee (APSC, 1.02.a)
- Affiliate Faculty Advisory Committee (AFAC, 1.02.l)
- Equity and Inclusion Committee (EIC, 1.02.b)
- Faculty Facilities Planning Advisory Committee (FFPAC, 1.02.c)
- Faculty Personnel Policy Committee (FPPC, 1.02.d)
- Faculty Salary and Budget Committee (FSBC, 1.02.e)
- General Education Committee (GEC, 1.02.f)
- Graduate Council (GC, 1.02.g)
- Online Education and Microcredential Council (OEMC, 1.02.k)
- Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC, 1.02.h)
- University Assessment Committee (UAC, 1.02.i)
- University Curriculum Committee (UCC, 1.02.j)

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 Art Museum 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 and Art Museum should designate the alternate.

POLICY STATEMENT

a. Academic Policies and Standards Committee (APSC):

i. Faculty Membership: Faculty membership of the APSC consists of four faculty members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, and one from the University Libraries and Art Museum. One additional faculty member elected by and from the UAS. The term of office is two years beginning at the end of the winter semester; terms are staggered.

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

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

iv. Responsibilities: To study, review, and make pertinent recommendations on academic policies and procedures including admission, retention and dismissal, repeat grades, withdrawal, academic calendar, and suspension of library privileges. The scope of study and review of the Academic Policies and Standards Committee is limited by the published "purposes" of other standing committees of the University Academic Senate.

v, Leadership and Succession Planning

a. The committee Chair shall put the election of a Chair and Vice Chair for the following academic year on the agenda for a meeting near the end of the academic year.

b. Prior to the meeting, the Chair shall solicit nominations for the two positions. Nominations must be accepted by the nominee. Self-nominations are accepted. Nominations may be made at the meeting prior to the election.

c. The vote for Chair shall be held first. Each member present at the meeting shall vote for one of the nominees. The nominee with the most votes wins the election. In the event of a tie, the winner shall be selected randomly from the nominees with the most votes. Nominees who lose the Chair election have the option of being nominated for the subsequent vote for Vice Chair, which shall be done with the same procedure.

d. If there are no nominees for either position, then that position will be filled by a person selected randomly from a pool of eligible candidates that includes all current members. (NB: Not just those at the meeting) who are returning to the committee for the following year and have not served as the committee Chair (previously or currently). If this pool yields no eligible candidates, the pool shall be expanded to include all of next year's committee members, excluding the current Chair

e. The Vice Chair will prepare to take over the Chair position as necessary.

b. Equity and Inclusion Committee (EIC):

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

ii. Student Membership: One or two undergraduate and/or graduate student representatives appointed by the Student Senate, Graduate Student Association or I&E/AALT.

iii. Staff Membership:
One representative from the AP Committee (selected by the AP Committee membership)
One representative from the PSS Union (selected by the PSS Union membership)

iv. Administrative Membership (*ex officio*):
Provost (or designee)
Vice President for People, Equity and Culture (or designee)
Vice President for Enrollment Development and College Futures (or designee)
Director of Pew Faculty Teaching and Learning Center (or designee)
Vice President for Student Affairs (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 providing
proactive guidance on issues affecting equity on campus in alignment with the university's commitments and values, including but not limited to:

a) Advising UAS on policies and practices to recruit, support and retain a diverse faculty, staff and student body.

b) Supporting events to promote awareness of the importance of social justice and campus diversity (*e.g.*, the Teach-in).

c) Supporting faculty involvement in student recruitment and retention efforts (*e.g.*, working with pipeline, bridge, student support, and curricular programs).

d) Serving as a liaison with the Division of People, Equity and Culture and the Student Senate Advocacy Committee.

vi. Committee Organization: The committee will be organized into three subcommittees:

a) Teach-in subcommittee. This committee will support the organization of the teach-in by reviewing submitted workshop proposals, volunteering for the moderation of workshops, and promoting the Teach-In through faculty and staff contacts in the colleges, schools, and departments.

b) Reports subcommittee. Prepare final academic year report on diversity at GVSU to the ECS.

c) Website subcommittee. This committee will review, update, develop, and promote the EIC website content.

vii. Leadership Organization and Duties: The committee leadership will consist of a Chair of the committee and Chairs of the three subcommittees.

a) Duties of the Chair:

1. generate the bi-weekly agenda, collect amendments to the agenda, schedule bi-weekly meetings, and run the meetings.

2. post all organization documents on the committee's Blackboard and Teams sites, and communicate reminders of meeting schedules via email to the members.

3. as needed, set aside one-hour time slots for each subcommittee to meet during the regular meeting to work on the assigned tasks of that committee and aid each of the committees in completing their tasks.

4. draft mid-year and final reports, gain approval from the full committee, and submit to ECS (via SHORE).

5. attend and report on the work of the committee to ECS and UAS as needed.

6. accept, modify, and track the charges for each year.

7. reach out to related organizations, faculty, committees, or leadership as needed for discussion of EIC tasks, charges, or duties.

8. the outgoing chair will train the incoming Chair to undertake the duties and responsibilities of the Chair.

viii. Elections:

a) The Chair of the EIC will be selected from the voting members of the whole committee.

b) A subcommittee Chair will be selected for each of the subcommittees from the voting members of the whole committee.

c) Elections for each position will be held each April, only if more than one candidate is nominated for the position. Otherwise, the slate of nominees will be voted on as a whole by consent agenda. Each term will be for (but not be limited to) one year.

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, College of Education and Community Innovation, and College of Health Professions, one from each of the remaining colleges, and one from the University Libraries and Art Museum. 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. Administrative Membership: One Facilities Planning representative *ex officio*, non-voting; one Facilities Services 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. Leadership: FFPAC leadership will consist of a Chair and Vice Chair elected from the faculty membership, with nominations/self-nominations in March and a vote in April. The Chair shall serve for one year in this role, with the option to be re-elected. The Vice Chair will become Chair following the term of their predecessor. If either party is unable to fulfill their term, an election will be held to fill the role.

v. Responsibilities: The role of this Advisory Committee is to provide recommendations on maintaining, planning, remodeling, and building academic facilities at Grand Valley State University in support of effective teaching and learning. Specific responsibilities include:

a) In partnership with relevant bodies (e.g., FTLCAC, FTLC, ATAC, IT), make recommendations on the effective use of classroom technologies and the design and use of current and future teaching
spaces, including active learning classrooms. Review classroom design, architectural, and furniture standards to ensure alignment with best practices (e.g., Universal Design for Learning) and emerging
trends in teaching and learning. Serve as the primary liaison between the academic community and Facilities Planning on factors affecting teaching and learning, including classroom design.

b) Regularly assess existing academic and teaching spaces to identify facilities and instructional technology issues, communicate findings to relevant administrative and governance bodies, and
monitor institutional responses. This assessment follows a three-year cycle:

- Year 1: Develop a faculty survey and communication plan.
- Year 2: Administer and analyze the survey and share identified issues.
- Year 3: Review actions taken, conduct targeted classroom reviews, and submit a summary report.

c) Make recommendations to appropriate bodies to ensure that academic buildings and interior spaces are accessible and inclusive.

d) Regularly educate faculty and staff on processes for reporting academic space issues and requesting classroom changes, including innovative or alternative designs.

e) In partnership with FTLCAC and ATAC, make recommendations for more effective use of existing classroom technologies and appropriate use of existing classroom spaces.

d. Faculty Personnel Policy Committee (FPPC): *(as revised 02/04/22 by UAS)*

i. Faculty Membership: Faculty membership of the FPPC consists of three faculty members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries and Art Museum. 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. Administrative Membership: The Assistant/Associate Vice President for Human Resources or a designated representative from Human Resources and the Assistant/Associate Vice President for Academic Affairs shall serve as*ex officio*, non-voting members.

iii. Leadership: A Chair of the FPPC will be elected each year during the second to last meeting of the Winter semester. The Assistant/Associate Vice President for Academic Affairs will conduct the election.

iv. Responsibilities: The FPPC has the responsibility to review faculty personnel policy matters that extend beyond the college, as specified by the ECS, and make appropriate recommendations to the ECS. The Chair of FPPC will run meetings, facilitate the deliberations of the committee, and write personnel policy proposals. The Chair will attend the ECS and UAS meetings where the annual charges to the FPPC are finalized and the meeting where the year's work is reviewed. The Chair will also attend all ECS/UAS meetings during which an FPPC proposal will be discussed.

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 faculty 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 and Art Museum. 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. Administrative Membership: The Provost or designee and the Vice President for Finance or designee, both serve as *ex officio*, non-voting.

iv. Leadership: The Chair of FSBC for the following academic year will be elected during September each year to allow the Chair-elect to learn the functions of the position. The Provost or designee will conduct the election.

v. 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.

The Chair of FSBC will run meetings, facilitate the deliberations of the committee, and serve as lead author of documents produced by the committee. The Chair will also attend all ECS/UAS meetings during which FSBC materials are discussed. The Chair of FSBC will also serve on the University Benefits Committee and the New Program Council and may represent faculty in discussions with administration regarding university budgets.

f. General Education Committee (GEC) *[as revised 11/03/23 UAS]*

i. Faculty Membership: Faculty membership of the GEC consists of nine faculty members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the University Libraries and Art Museum. 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 an*ex officio,* non-voting member.

ii. Leadership: The GEC Faculty Chair, who manages actions in the online curriculum system on behalf of the committee and sets the agenda for meetings, is elected from the faculty membership and shall serve for one year in this role, with the option to be re-elected. If the GEC Faculty Chair is not able to fulfill their term, an election will be held to identify a new Faculty Chair from current faculty members.

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

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

v. 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 provide materials to assist instructors in teaching and assessing the general education knowledge and skills goals;

c) to review and act upon courses proposed for the General Education Program;

d) 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);

e) to propose to ECS/UAS major changes to the General Education Program;

f) 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.

g) 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, Education and Community Innovation, Liberal Arts and Sciences, Engineering, Computing, Health Professions, Nursing, Interdisciplinary Studies), plus two representatives from the University Libraries and Art Museum. 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. Administrative 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 and Learning Center Advisory Committee (FTLCAC) *(as revised by UAS 4/3/15; as revised by UAS 5/11/23))*

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

ii. FTLCAC's LIFT-MC Liaison: A liaison between FTLCAC and LIFT-MC may be chosen by committee members by the end of the academic year in April or, if need be, during the first meeting of the next academic year. Liaisons should not be the Chair or Vice Chair.

a) The role of LIFT-MC Liaison is to work closely between FTLCAC and LIFT-MC, such as attending LIFT-MC on a biweekly basis. The liaison will regularly update and inform FTLCAC of LIFT-MC proceedings, as well as bring back FTLCAC's feedback, concerns, and recommendations to LIFT-MC.

b) The liaison is not expected to carry out the tasks of a regular LIFT-MC committee member, just attend meetings. Given the hours spent in meetings, the liaison will be exempt from serving on FTLCAC Teaching Awards and Teaching Innovation Grants (TIG) sub-committees and working groups.

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

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

v. Leadership

a. Chair position

- Responsibilities include facilitating meetings every month on a Monday, 1- 3:00 p.m.; draft agendas and write mid- and end-of-year reports; correspond with ECS/UAS, FTLC Director, and other committees over shared charges; train and mentor Vice-Chair.
- All faculty members are eligible to be Chair, though serving as Vice-Chair in the previous year is most preferable for continuity in leadership of this committee.
- The Chair serves a one-year term.
- Call for nominations will occur in February and voting will occur in March.

b. Vice-Chair position

- Responsibilities include facilitating meetings every month on a Monday, 1-3:00 p.m.; submitting and uploading agendas and minutes to Blackboard; shadowing and/or deputizing for the Chair in interactions with ECS/UAS and FTLC Director.
- All faculty members are eligible to be Vice-Chair but must have at least two-terms left in order to become Chair in the following year.
- The Vice-Chair serves a one-year term and may become Chair following the term of their predecessor.
- Call for nominations will occur in February and voting will occur in March.

vi. 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 if 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 10/02/2020)*

i. Faculty Membership: Faculty membership of the UAC consists of eight faculty members from College of Liberal Arts and Sciences; three from the College of Education and Community Innovation; two each from the College of Health Professions and the Seidman College of Business; and one each from the Brooks College of Interdisciplinary Studies, the College of Computing, the Kirkhof College of Nursing, the Padnos College of Engineering, and the University Libraries and Art Museum. Academic unit representatives serve three-year staggered terms beginning at the end of the winter semester.

ii. Co-curricular Program Membership: Co-curricular Program membership of the UAC consists of five representatives with at least one representative from each of three areas: Student Affairs, Enrollment Development, and Academic Affairs. Representatives will be appointed by the Provost. Co-curricular Program 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. Election of the Chair: The Chair shall be elected from among the faculty representatives. The Chair shall serve for three years (July – June) or until a new Chair is elected, contingent upon their continued service as an elected representative to UAC. The vote for Chair occurs at the end of the fall semester to allow the Chair-elect to shadow the outgoing Chair before taking office. In the event the Chair's position should be vacated before the Chair's term is complete, the committee shall vote to identify an Interim Chair to serve until a new Chair can be elected.

vi. Responsibilities: The UAC is responsible for:

a) Providing leadership and support to programs, units, colleges, and co-curricular programs as programs design and implement assessment plans and reports, which will be reviewed by UAC every two years, based on best practices, and other requested updates/reports.

b) Reviewing and providing feedback on assessment plans, reports, and other requested reports submitted by all academic programs and most co-curricular programs.

c) Providing instructions for reporting formats and schedules.

d) Determining if programs qualify for Expedited Process reporting.

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

f) Conducting user training on the on-line system for reporting Assessment reviews/plans and other requested updates/reports.

g) Maintaining and updating the UAC website, Blackboard site, submission links as needed, and online reporting and notification system.

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 and Art Museum. 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. Administrative Membership: One representative from the Graduate Council (GC) *ex officio*, non-voting, a member from the Registrar's office *ex officio,* non-voting, and the Provost or designee *ex officio*, non-voting.

iv. Leadership Positions: UCC leadership positions will be determined by an election in April during a regular UCC meeting. Those who desire to serve in a leadership role can self-nominate prior to the election. Positions on the UCC include:

a) UCC Chair: The UCC Chair is to be elected each year in April with the term of office beginning the Fall semester, with leadership transition occurring prior to then. Best practices suggest that the UCC Chair should be willing to serve a minimum of two years to ensure continuity in leadership of this committee.

b. UCC Vice Chair: The UCC Vice Chair is to be elected each year in April with the term of office beginning the Fall semester. The Vice Chair acts as support to the Chair (temporary replacement when needed) and is responsible for creation of detailed minutes of UCC meetings.

c. OEMC representative from UCC: This representative is to be appointed by the UCC Chair from the UCC membership, who should meet the qualifications of OEMC membership.

v. 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.

vi. In addition to reporting to the ECS, the UCC may make recommendations directly to individual academic units, and copy ESC in the correspondence.

k. Online Education and Microcredential Council (OEMC)

i. Faculty Membership: Faculty membership of the Online Education and Microcredential Council consists of at least one member of UCC (appointed by the Chair of UCC), Chair (or designee) of the Graduate Curriculum and Program Review Committee, and 5-8 University faculty members with expertise in online pedagogy or microcredentials (who are appointed by the Provost, in consultation with the UAS Chair) and confirmed by UAS. The OEMC Faculty Chair, who manages actions in the online curriculum system on behalf of the committee and sets agenda for meetings, is elected from the faculty membership and shall serve for two years in this role, with

the option to be re-elected. If the OEMC Faculty Chair is not able to fulfil their two-year term, an election will be held to identify a new Faculty Chair from current OEMC faculty members. The term of membership is three years. All faculty are voting members of the Council.

ii. Student Membership: One student representative selected by the OEMC. The student representative is a voting member of the Council and serves for the academic year, with the possibility of serving in future years.

iii. Administrative Membership: The Provost or designee *ex officio*, the Director of FTLC or designee, the Director of eLearning Technologies or designee, and the Registrar or designee - all non-voting members.

iv. Responsibilities: The OEMC's responsibilities will include, but are not limited to the following:

a) support ongoing training and professional development of online and hybrid teaching;

b) review microcredential proposals, including certificates and badges;

c) review current policies and practices regarding distance delivered education and microcredentials, and make recommendations for new policies and practices, where appropriate, in collaboration with appropriate committees;

d) answer questions and provide guidance and expertise about course delivery -- online, hybrid, short-semester, "on-demand", or "self-paced" delivery of content;

e) manage forms in the online curriculum system pertaining to microcredentials;

f) recommend curricular and pedagogical quality standards for online, low-residency, and hybrid modalities, consistent with traditional, face-to-face course offerings;

g) recommend faculty and staff professional development standards for online, low-residency, and hybrid modalities;

h) review and report on the quality of online, low-residency and hybrid curricular and microcredential offerings as part of an end-of-year report.

I. Affiliate Faculty Advisory Committee (AFAC) (*Approved by UAS 09/25/15; designated a Standing Committee of UAS by BOT [11/3/2023]; formerly SG 1.03.B.2.)*

i. Membership:
Regular Faculty Membership: Regular faculty will elect the Regular faculty members of the AFAC, which consist of one 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 two years of continuous employment with Affiliate status. Affiliate faculty will elect the Affiliate faculty members of the AFAC, which consist of a number of members from each College according to the following ratio:

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

Administrative 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 on the second Friday of each month from 7 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.

The committee serves as a liaison between the Affiliate faculty and the GVSU academic community at large. It informs and advises UAS on factors that affect teaching and learning, as well as on university-wide policies and procedures with regard to Affiliate faculty role, work load, etc. The Committee will clarify the roles of and/or expectations for Affiliate faculty while increasing the visibility of Affiliate faculty at GVSU and maintaining a collaborative relationship with Regular faculty.

iv. Elections and Succession Planning: The Chair, the Vice Chair, and the Secretary are elected for a renewable one-year term. Only Affiliate faculty members may serve as the Chair and the Vice Chair. Either Regular or Affiliate faculty members may serve as the Secretary. The Chair, the Vice Chair, and the Secretary will be elected near the conclusion of each academic year. If the Chair-elect is unwilling/unable to serve at the start of an academic term, the Vice Chair-elect will take over immediately. If both the Chair-elect and Vice Chair-elect are unwilling/unable to serve at the start of an academic term, a special election will be held during the first meeting of the new term within AFAC to replace both positions.

vi. Duties of Leadership within AFAC: The Chair of AFAC will set up meeting dates and locations for the academic year; send out agenda and other pertinent documents before each meeting; run meetings and facilitate deliberations of the committee; and serve as the committee's representative at UAS/ECS or other university committees. The Vice Chair of AFAC will serve as the Chair (as needed) during committee meetings; serve as the Chair's alternate (as needed) at UAS/ECS or other university committees; assist the Chair in creation of pertinent documents (as needed) for deliberation by the committee. The Secretary of AFAC will take minutes during each committee meeting, finish preparation of minutes post-meeting, and forward to Chair in a timely manner.

vi. Affiliate faculty representatives on UAS and ECS (BOT 3.1.4.1; repeated from SG 1.01.4.4): The Chair of AFAC serves as the designated Affiliate faculty member of the ECS and as one of two members of the UAS. AFAC selects the second designated Affiliate faculty member of the UAS, who must have Affiliate status, from among the members of the committee; if it is unable to do so, the committee will select the UAS member from the Affiliate faculty at large, with preference given to those with experience on the committee and/or in other relevant roles.

DEFINITIONS:

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

UNIVERSITY COMMITTEES

SG 1.03

Date of Last Update:
October 26, 2025

Approved By:

- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY STATEMENT

University committees include committees of the University Academic Senate (see SG 1.03.A), University Governance Committees (1.03.B), and Administrative University Committees (1.03.C).

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 Committees

A. Committees of the University Academic Senate

The Bylaws for the University Academic Senate (UAS) and, the Executive Committee of the Senate (ECS) are located in SG 1.01.

The Bylaws for the following standing committees of the University Academic Senate are located in SG 1.02:

Academic Policies and Standards Committee (APSC); Affiliate Faculty Advisory Committee (AFAC); Equity and Inclusion Committee (EIC); Faculty Facilities Planning Advisory Committee (FFPAC); Faculty Personnel Policy Committee (FPPC); Faculty Salary and Budget Committee (FSBC); Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC); General Education Committee (GEC); Graduate Council (GC); Online Education & Microcredential Council (OEMC); University Assessment Committee (UAC); University Curriculum Committee (UCC)

B. University Governance Committees:

- Academic Technology Advisory Committee (1.03.B.1)
- Campus Life Committee (1.03.B.3)
- Centers Evaluation Committee (1.03.B.14)
- Faculty Grievance Panel (1.03.B.4)
- International Education Committee (1.03.B.5)
- LIFT Management Committee (1.03.B.6)
- New Program/New Academic Unit Council (1.03.B.13)
- Outstanding Service Awards Committee (1.03.B.7)
- Research and Development Committee (1.03.B.8)
- Undergraduate Research Council (1.03.B.9)
- University Libraries and Art Museum Advisory Committee (1.03.B.10)
- University Personnel Review Committee (1.03.B.11)
- Writing Skills Committee (1.03.B.12)

1. **Academic Technology Advisory Committee**

i. Faculty Membership: Faculty membership of the ATAC 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 and Art Museum. 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 selected by the Student Senate for a one-year term.

iii. Administrative Membership: Associate Vice President for Academic Affairs, non-voting; one representative from the Registrar ex officio, non-voting; Director of eLearning Technologies ex officio, non-voting; Director of Academic Research Computing ex officio, non-voting; and an Associate/Assistant Vice President for Information Technology ex officio, non-voting.

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

a) Serve as a liaison between the Grand Valley academic community and Information Technology (IT). In particular, inform and advise IT on factors that affect teaching, learning, and scholarship and communicate technology issues and initiatives to the academic community. b) Regularly review and identify problems with current IT solutions as they relate to faculty, share this information with IT, and monitor the response. c) Provide input and feedback on decision-making related to policies, guidelines, and standards regarding the use of technologies by faculty and students. d) Regularly review current GVSU IT initiatives and provide strategic planning input related to emerging technologies, new trends in education, and associated resource and support needs. e) In partnership with the Faculty Teaching and Learning Center Advisory Committee (FTLCAC) and the Faculty Facilities Planning Advisory Committee (FFPAC), make recommendations regarding funding priorities to the Office of the Provost and IT for more effective use of existing classroom technologies and appropriate use of existing classroom spaces. f) Either the Chair, Vice Chair, or a representative chosen by the committee shall also be a member of the University Technology Council (UTC) and report to ATAC on UTC business and report to UTC on ATAC business.

v. Leadership and Succession Planning

a) The committee chair shall put the election of a chair and vice chair for the following academic year on the agenda for a meeting near the end of the academic year. b) Prior to the meeting, the chair shall solicit nominations for the two positions. Nominations must be accepted by the nominee. Self-nominations are accepted. Nominations may be made at the meeting prior to the election. c) The vote for chair shall be held first. Each member present at the meeting shall vote for one of the nominees. The nominee with the most votes wins the election. In the event of a tie, the winner shall be selected randomly from the nominees with the most votes. Nominees who lose the chair election have the option of being nominated for the subsequent vote for vice chair, which shall be done with the same procedure. d) If there are no nominees for either position, then that position will be filled by a person selected randomly from a pool of eligible candidates that includes all current members. (NB: Not just those at the meeting) who are returning to the committee for the following year and have not served as the committee chair (previously or currently). If this pool yields no eligible candidates, the pool shall be expanded to include all of next year's committee members, excluding the current chair. e) The vice chair will prepare to take over the chair position as necessary.

2. The **Affiliate Faculty Advisory Committee (AFAC)**, formerly a University Governance Committee, is redesignated as a Standing Committee of the UAS: see SG 1.02.I. *(Approved by BOT [11/3/2023])*

3. **Campus Life Committee** (Replaced the Student Life Committee)

Faculty (elected by and from): 3 from the College of Liberal Arts & Sciences and 1 from each of the other Colleges and University Libraries and Art Museum
Students: 3 Undergraduate and 1 Graduate, appointed by the Vice President for Student Affairs
Associate Vice President for Student Affairs and Dean of Students
Assistant Vice President for Student Affairs

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

iii. Purpose: An advisory body to the Vice President for Student Affairs 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 President for Student Affairs; Provost and Executive Vice President for Academic Affairs; and University Senate

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

4. **Faculty Grievance Panel**

i. Membership: Faculty (elected by and from): six (6) from the College of Liberal Arts and Sciences and Seidman College of Business, three (3) from Padnos College of Engineering and College of Computing; two (2) each from the remaining colleges and one from the University Libraries and Art Museum.

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**

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 and Art Museum.

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

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

Director of International Education *(ex officio)*

ii. Term: 3 years, staggered.

iii. Purpose: To review, authorize, evaluate, and recommend modifications to all international programs administered by the Padnos International Center; to recommend priorities, new initiatives, policies, and procedures for the Padnos International Center 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 Academic Senate

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

6. **LIFT Management Committee**

i. Membership:

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

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

FTLC Advisory Committee liaison to LIFT-MC *(ex officio)*

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. Leadership: The LIFT Management Committee has two co-chairs.

a) Term of service is one year. Co-chairs may serve more than one term.

b) At least one co-chair may not be in their final year of service to the committee.

c) Co-chairs for the following academic year will be selected by consensus at the end of each academic year.

iv. 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.

i. Reporting: To the Provost and Academic Senate.

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

7.**Outstanding Service Awards Committee**

i. Membership:

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

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**

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 and Art Museum.

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**

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 and Art Museum. 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 and Art Museum Advisory Committee**

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 and Art Museum.

One student representative selected by the Student Senate

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

ii. Term: 3 years, staggered.

iii. Purpose: To advise the university libraries and art museum on possible areas of library development as perceived by the faculty; to react to issues brought to them from the University Libraries and Art Museum; 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 and art museum 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**

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 and Art Museum. 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**

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 and Art Museum.

One student **s**elected 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 Art Museum, 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

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

14. Centers Evaluation Committee (*Approved by UAS 03/15/24)*

i. Membership:

Vice Provost for Research Administration or Provost's designee (ex officio)
Eight Faculty (appointed by UAS)
Three with relevant scholarly expertise in qualitative or quantitative analysis of data
Five with demonstrated ability to think strategically and broadly about university-wide issues

ii. Faculty Term: 3 years, staggered

iii. Leadership: The Centers Evaluation Committee has two co-chairs.

a) Term of service is one year. Co-chairs may serve more than one term.
b) At least one co-chair may not be in their final year of service to the committee.
c) Co-chairs for the following academic year will be selected by the committee at the end of each academic year.

iv. Purpose: The Centers Evaluation Committee serves in an advisory capacity to the Provost on matters related to the establishment, performance, and continued viability of Academic Centers (SG 2.06) at Grand Valley State University. The committee:

a) Makes recommendations to the Provost regarding policies and procedures for establishing, reviewing, and discontinuing Academic Centers;
b) Conducts reviews of existing Academic Centers;
c) Makes recommendations to the Provost regarding proposals for establishing, reorganizing, and discontinuing Academic Centers;
d) Provides resources for best practices in Academic Center administration and management.

v. Reporting: To the Provost and Academic Senate.

vi. Meetings: Every three weeks (or as needed) each fall and winter semester.

C. Administrative University Committees:

- Academic Review Committee (1.03.C.1)
- Provost's Advisory Committee (1.03.C.2)
- Student Media Advisory Board (1.03.C.3)
- University Conduct Pool (1.03.C.4)

1. **Academic Review Committee**

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)

i. **Membership:**

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

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** (edits approved and made October 2025)

1. **Purpose** The purpose of the Student Media Advisory Board (SMAB) is to ensure the continuity of editorially independent student media at Grand Valley State University. The three major student media organizations include 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 advisory staffing of the three student media organizations. The SMAB will establish newspaper and broadcast policies and will periodically review the newspaper, radio and television outlets for quality and ethics. The SMAB will defend the freedom of the press for all student media on campus. In addition, the SMAB will, in consultation with the Faculty Advisor and Editor/Manager of each student media outlet, create and ensure publication/broadcast of a relationship statement explaining the nature of the independent relationship between each media outlet and the University.

2. **Membership**
The SMAB shall consist of the following membership:

Seven (7) faculty representatives
Seven (7) student representatives
Two (2) professional community representatives from West Michigan
Director of the School of Communications or designate
Director of Student Life or designate
Seven (7) Ex-Officio (non-voting):
- The Editor of The Lanthorn or designate
- The Lanthorn Faculty Editorial Advisor
- The Lanthorn Faculty Business Advisor
- The Station Manager of WCKS – The Whale or designate
- The Faculty Advisor of WCKS
- The Station Manager of GVTV or designate
- The Faculty Advisor of GVTV

The SMAB has a total of 18 voting members. Ten (10) voting members of the SMAB shall constitute a quorum for transacting business.

Seven (7) faculty representatives will be appointed to terms of up to three (3) years by the decision of the Director of the School of Communications and the Director for Student Life. These appointments will be confirmed Executive Committee of the Senate (ECS). The appointment terms will be ideally staggered so that no more than three appointments will be made each year. Seven student representatives: (4 selected by the Student Senate; 1 Lanthorn staff member elected by The Lanthorn staff, 1 WCKS staff member elected by the WCKS staff, and 1 GVTV staff member elected by the GVTV staff). Student representation to the Student Media Advisory Board shall be elected annually.

Two professional community representatives will be recommended by Director of the School of Communications upon consultation and recommendations from the faculty advisors of the three student media organizations. Community representatives will be appointed for a two-year term which is renewable. Community representatives will be appointed by the SMAB.

The All University Faculty Governance Structure and the All University Student Governance Structure are charged with the selection of SMAB members which are, as fully as possible, representative of a cross section of the University community.

3. A**uthority and Duties of the Board**
The SMAB shall have the authority to administer and allocate the financial resources provided from the College of Liberal Arts and Sciences (CLAS) budget. The source of this funding originates from the Student Life Fund.

The SMAB shall recommend to the Dean of the College of Liberal Arts and Sciences or designee the appointment and removal of the Lanthorn Editor, Business Manager, and the Faculty Advisors. A majority vote of the voting membership shall be required for such recommendation of the Editor, Business Manager, or the Faculty Advisors.

The SMAB shall recommend to the Dean of the College of Liberal Arts and Sciences or designee the appointment and removal of the WCKS – The Whale General Manager, Business Manager, and Faculty Advisor. A majority vote of the voting membership shall be required for such recommendation of the General Manager, Business Manager or the Faculty Advisor.

The SMAB shall recommend to the Dean of the College of Liberal Arts and Sciences or designee the appointment and removal of the GVTV – Grand Valley Television Station Manager, Business Manager and Faculty Advisor. A majority vote of the voting membership shall be required for such recommendation of the Station Manager, Business Manager or the Faculty Advisor.

The SMAB shall elect from its voting membership a chairperson, a secretary, and other such officers as it may from time to time determine necessary. Only voting members are eligible to hold office on the SMAB.

4. **The Grand Valley Lanthorn: The Editor, Business Manager, and Faculty Advisors**
The Editor shall be responsible for assuring a balanced report of GVSU and local activities and concerns, maintaining quality journalistic practices, ensuring the paper's compliance with the Society of Professional Journalists Code of Ethics, editing the publication, maintaining the publication schedule, supervising the copy, and directing (with the staff) the editorial policy of the paper. The Editor must be a currently registered student and meet the criteria as defined by the Lanthorn constitution. The Business Manager shall be responsible for maintaining a financial record for the publication, supervising the sale of advertisements, and informing the SMAB and Editor of the financial status of the publication, quarterly. The Business Manager must be a currently registered student and meet the criteria as defined by the Lanthorn constitution. The Faculty Business Advisor shall have signature authority over The Lanthorn accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Editorial Advisor shall serve as a professional support person to maintain and/or improve the quality of the paper. The Faculty Advisors shall, based on the needs of the newspaper, hold a minimum of one (1) in-service program per semester for the newspaper staff. The Faculty Advisors shall also act as liaison between the newspaper and the University community, promoting the newspaper's interests with faculty, staff and administration. In the event of removal of the Editor, Business Manager, and/or Faculty Advisors, the Editor, Business Manager and/or Faculty Advisors must be informed of the charges against them and must be allowed to address the SMAB on their own behalf.

5. **WCKS – The Whale: Station Manager, Business Manager and Faculty Advisor**
The Station Manager shall be responsible for assuring a balanced report of GVSU activities and concerns, maintaining quality journalistic and broadcast practices, ensuring the

station's compliance with established professional association guidelines, maintaining the station programming schedule, supervising and directing (with the staff) the station policies and procedures. The General Manager must be a currently registered student and meet the criteria as defined by the Whale constitution.

The Business Manager shall be responsible for supervising the sale of advertisements. The Business Manager must be a currently registered student and meet the criteria as defined by the Whale constitution.

The Faculty Advisor shall have signature authority over WCKS accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Advisor shall serve as a professional support person to maintain and/or improve the quality of the station. The Faculty Advisor shall, based on the needs of the station, hold a minimum of one (1) in-service program per semester for the station staff. The Faculty Advisor shall also act as liaison between the station and the University community, promoting the station's interests with faculty, staff and administration.

In the event of removal of the Station Manager, Business Manager, and/or Faculty Advisor, the Station Manager, Business Manager and/or Faculty Advisor must be informed of the charges against them and must be allowed to address the SMAB on their own behalf.

6. **GVTV – Grand Valley Television: Station Manager and Faculty Advisor**
The Station Manager shall be responsible for assuring a balanced report of University activities and concerns, maintaining quality journalistic and broadcast practices, ensuring the station's compliance with established professional association guidelines, maintaining the station programming schedule, supervising and directing (with the staff) the station policies and procedures. The Station Manager must be a currently registered student and meet the criteria as defined by the GVTV constitution.

The Business Manager shall be responsible for supervising the sale of advertisements. The Business Manager must be a currently registered student and meet the criteria as defined by the GVTV constitution.

The Faculty Advisor shall have signature authority over GVTV accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Advisor shall serve as a professional support person to maintain and/or improve the quality of the station. The Faculty Advisor shall, based on the needs of the station, hold a minimum of one (1) in-service program per semester for the station staff. The Faculty Advisor shall also act as liaison between the station and the university community, promoting the station's interests with faculty, staff and administration.

In the event of removal of the Station Manager, Business Manager, and/or Faculty Advisor, the Station Manager and/or Faculty Advisor must be informed of the charges against him/her and must be allowed to address the SMAB on their own behalf.

7. **Journalistic Responsibilities**
The University supports the concept of fora through which students are able to communicate with each other as well as faculty, staff, and administration. Student media organizations should be responsible for ensuring that balanced representation of views on crucial issues is accorded to all interested parties.

It is the responsibility of the student media organizations to be governed by the canons of responsible journalism. In addition, best practices as established by the National Association of Broadcasters, the Society of Professional Journalists, and other ethical media standards for broadcast journalism and entertainment programs, shall be followed.

It is the responsibility of the student media organizations to strive to verify the accuracy of all printed and reported matters and to recognize that each publication or broadcast will be subject to the legal exigencies that may arise.

8. **Student and Advisor Expectations**
The student media organizations and therefore the students are subject to the Student Code of Conduct as well as the Registered Student Organization handbook. The faculty advisors are subject to the Student Organization Advisor Handbook as well as the Faculty Handbook.

9. **Authority of the University Board of Trustees**
The SMAB reports to the Dean of the College of Liberal Arts and Sciences or their designee, who in turn reports to the Provost and then President. Notwithstanding anything in the Operating Procedures, the University Board of Trustees has paramount authority.

10. **Rules**
Robert's Rules of Order, Revised, shall govern all proceedings except when they are inconsistent with rules established in these guidelines.

The SMAB shall meet:
1. At regularly established times – established each semester by a majority vote of the Board at its first meeting. The board shall meet at least a minimum of once per fall and winter semester.
2. At the chairperson's request.
3. Within one (1) week of the chairperson's receipt of a petition requesting a meeting signed by three (3) members of the Board.

Two (2) consecutive absences of any voting member may result in removal from the SMAB.

Vacancies created by removal of SMAB members will be filled from an existing nomination list, where possible. Where no nominees are listed, nominations will be solicited from the appropriate governance structure.

All members must be notified at least three (3) days prior to each meeting.

11. **Amendments**
Upon two-thirds vote of the Student Media Advisory Board, recommendations for amendment shall be to the Dean of the College of Liberal Arts and Sciences. Ultimate authority for approval of any amendment of the Operating Procedures is subject to approval through Shared Governance.

4. **University Conduct Pool** *(formerly University Judiciary)*

i. Membership:

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

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.

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.

POLICY ON ESTABLISHING, REVIEWING, AND DISCONTINUING ACADEMIC CENTERS

SG 2.06

Date of Last Update:
April 24, 2024

Approved By:

- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY STATEMENT

Academic Centers strengthen and enrich research, instruction, and outreach conducted by the faculty and staff. They advance the mission of the University by cooperating with external organizations, including private, nonprofit, or corporate sponsors; educational institutions; and federal or state agencies. In order to avoid duplication, each center should have distinctive purposes, activities, and/or stakeholders, and it should make its facilities available for collaborative activities as appropriate.
Academic Centers are established, reorganized, or discontinued at the discretion of the Provost, following review by the Centers Evaluation Committee (SG 1.03.B.14.) and consultation with the Chair of the University Academic Senate (UAS). The Chair will report to the Senate when such proposals are made (SG 1.01.2.2.). Such review and consultation will determine what additional steps are needed before approval is given, which may include further review by the administration and the UAS.

DEFINITIONS
An Academic Center is a non-degree-granting education organization, housed within the Division of Academic Affairs, that facilitates research, instruction, or outreach. An Academic Center is defined by its mission and scope, not its title, and may be designated as a Center, Institute, Laboratory, or similar entity. Academic Centers are of two broad types: University Centers and College Centers. A University Center's oversight and budget originate from central administration, and it involves faculty from multiple colleges. A College Center's oversight and budget originate within a single college, and it typically involves faculty from multiple units within that college.

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.

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 and Art Museum 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.

Faculty Responsibilities & Workload

FACULTY - TENURED AND TENURE TRACK

BOT 4.2.1

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.2.1 Faculty:

1. A person in a regular teaching, research, or professional library position; a regular appointment may be for less than full time, if at least half-time, with the agreement of the appointing unit, the Appointing Officer, and the faculty member.

2. Faculty members who are also academic unit heads (department chairs and school directors).

3. Academic administrators who also hold faculty rank (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.

NON-TENURE TRACK FACULTY

BOT 4.3.0-4.3.1

Date of Last Update:
April 02, 2026

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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. An Affiliate Faculty who obtains Senior Affiliate status may be appointed for up to six (6) consecutive academic or fiscal years. Employment contracts are renewable. If no notification of renewal is given by May 1 of the year prior to the expiration of the contract, it will not be renewed..

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 the University 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 the University 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.

4.3.1.1 Termination

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.

FACULTY RESPONSIBILITIES

SG 3.01

Date of Last Update:
June 02, 2025

Approved By:

- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY

A. Teaching and Professional Responsibility

B. Teaching and Professional Workload

C. Definition of Effective Teaching **and** Documentation of Effective Teaching

D. Definition of Excellent Teaching

E. Scholarly/Creative Activity

F. Service

G. Area of Significant Focus

H. Mentoring Programs for New Faculty

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 process described in Board of Trustees' Policies BOT 4.2.9.

Ordinarily, regular faculty members may not be hired to work 100% remote. However, provisions may be made consistent with university employment policies. This does not preclude faculty from pursuing temporary, flexible work arrangements for specific needs.

A. Teaching and Professional Responsibility

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.

B. Teaching and Professional Workload

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.

C. Definition of Effective Teaching and Documentation of Effective Teaching

Effective teaching at GVSU consists of creating and maintaining an environment that promotes learning. *This language is consistent with Board of Trustees Policies BOT 4.2.9.* Effective teachers:

1. **Demonstrate disciplinary expertise appropriate to the level and purposes of the course.** Effective teachers must possess disciplinary expertise. The content chosen should fit with course learning goals, have importance in the discipline, be based on scholarship, and reflect current practices and information in the discipline.

2. **Teach skills that will prepare students to deal with complexity, diversity, and change.**
Effective teachers help students become independent thinkers open to diverse perspectives while being able to ask questions, critically evaluate information and claims, generate solutions to problems, and effectively communicate with others.

3. Teach content in a coherent, organized manner to aid student learning.
Effective teachers help students frame their course experience by organizing content and activities to create a purposeful learning structure. When a course is taught using an intentional and definable approach, students are able to learn and retain material, synthesize ideas, and improve academic achievement.

4. Cultivate a learning environment where all students are treated equitably, have equal access to learning, and are valued and supported in their learning.
Effective teachers are responsive to social justice issues in teaching and learning. There are many ways to help all students learn, including learning students' names, structuring meaningful peer learning opportunities, choosing examples from a broad range of cultural domains to illustrate course concepts, identifying effective study strategies for exams, effectively managing course discourse, providing grading rubrics that outline clear criteria for success on writing assignments, identifying learning objectives for class activities, explaining how students should communicate with you, being available to students, and making clear how student work will be assessed in every dimension of the course, including participation.

5. Establish and communicate challenging learning goals and high expectations.
Instructor expectations have a direct effect on upon student achievement. Effective teachers believe in students' abilities, expect students to perform at their full potential, and help them achieve course learning goals.

6. Assess student performance in an appropriate and sufficient manner.
Effective teachers assess student performance in the areas of both knowledge and skills. They use assessment measures appropriate to the course level, size, discipline, and learning goals.

7. Competently use teaching pedagogies to help improve student performance by actively engaging students in their learning.
Research finds strong relationships between student engagement and student achievement. Effective teachers use evidence-based techniques that will actively involve students in the learning experience.

8. Refine courses using feedback and reflection.
Effective teachers regularly think about how they teach, learn from their experiences, and work to improve their instruction. They develop their skills to better serve students.

D. Definition of Excellent Teaching

For promotion to full professor, a faculty member must consistently demonstrate at least effective teaching on annual reviews. In addition, the faculty member must have engaged in several meritorious activities and accomplishments that extended beyond normal teaching duties and performance during the previous six (6) years. A college or unit can be more specific about how much or what type of activity it requires. See also BOT 4.2.10.5 and SG 3.01.E.5.III.

A list of NON-EXHAUSTIVE examples can be found on the Office of the Provost website.

E. 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 **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/University Libraries and Art Museum by the first day of fall semester for a winter personnel action and by the first day of winter semester for a fall personnel action. If a unit's faculty believe that a specific scholarly activity should be permanently part of a different category in unit personnel guidelines, and have the endorsement of their Dean, 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 six (6) years prior to the submission of the portfolio on the first day of classes of the fall semester, and the standards must be more rigorous than those required for tenure and promotion to associate professor/associate librarian. See also BOT 4.2.10.5 and BOT 4.2.8.4.

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.

F. 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 specified by the unit standards.

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.

A faculty member is not expected or required to perform institutional service work during a sabbatical. They can, of their own volition, engage in service during the sabbatical period, but such service is discouraged and will not be compensated.

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.

G. 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 Workload 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 Workload 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.

H. 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 Workload 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.

TABLES

Documentation of Effective Teaching

Category	Possible Sources of Evidence
Disciplinary Expertise (1)	Course dossier (assignments, tests, lab manuals; syllabus); Classroom observation
Student Skills (2)	Course dossier (syllabus, lab notebook, assignments); Self-evaluation; Student work

Organization (3)	Course dossier (syllabus); Student impressions and comments; Classroom observation, Self-evaluation
Create Learning Environment (4)	Self-evaluation; Student impressions and comments; Course dossier (syllabus statements, materials, assignments)
Challenge and High Expectations (5)	Class grading distributions; Course dossier (assignments and tests); Classroom observation; Student comments
Assessment of Student Work (6)	Course dossier (graded student work; rubrics; tests and assignments); Student Impressions
Teaching pedagogies (7)	Classroom observation; Course dossier; Student comments; Self-evaluation
Refine Courses (8)	Self-evaluation; Course dossier

FACULTY PLANNING: FACULTY WORKLOAD PLANS AND FACULTY WORKLOAD REPORTS

SG 3.02

Date of Last Update:
March 17, 2022

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 Workload Plan (FWP) 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 Workload Report (FWR) to document how much of the FWP 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 Workload Plan (FWP)

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 Workload Plans (FWPs) 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 FWPs and will hold individual discussions with each untenured faculty member. When both Unit Head and the faculty member are satisfied that the proposed FWP 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 FWPs 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 FWP to reflect approved changes. At the close of the calendar year, all FWPs will be appended to the corresponding year's Faculty Workload Reports .

B. Faculty Workload Report (FWR)

Faculty members shall prepare and submit current vitae along with Faculty Workload Reports (FWRs) for the preceding calendar year not later than **February 1** of each year. The FWR lists the courses taught, details the service (including reassigned time) performed, and explains the outcomes of the Significant Focus. Each year's FWR should discuss how much of the work anticipated in the corresponding FWP was able to be completed and explain any additional work performed. The Unit Head will collect the vitae and FWR, append the corresponding FWP, 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 GovernanceSG 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

REASSIGNED TIME

SG 3.03

Date of Last Update:
June 29, 2022

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. For Library regular faculty, one (three-credit) course of reassigned time equates to approximately 20-25% of workload. In the annual Faculty Workload Report, every faculty member shall report on the achievements resulting from any allocated reassigned time. Continued reassigned time is dependent upon demonstrated quality work.

A. Reassigned Time for University Committee Governance Chairs

University Governance Committees are listed in SG 1.03. Some of these committees require that a faculty chair devote extensive time and effort to ensuring the efficient operation of the committee and the completion of routine work and assigned charges. If a University Governance Committee believes that reassigned time should be increased or granted to the chair position, the request should be made in a letter to the Provost. The letter should address the tasks and responsibilities of the chair, the frequency of meetings, and preparation time spent by the chair. The Committee's charges and Annual Report (if available) for the preceding three years should be attached. The Provost will respond to the request in writing within 30 days. Reassigned time for University Committee Governance Chairs depends upon continued quality work and may be reexamined by the Provost.

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.

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.

STANDARDS OF CONDUCT POLICY FOR EMPLOYEES

SLT 3.3

Date of Last Update:
July 10, 2026

Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

POLICY STATEMENT

A. Policy Statement

The Standards of Conduct for Employees Policy exists to support Grand Valley State University ("GVSU") community members in raising, responding to, and resolving applicable employee-related grievances.

GVSU expects all faculty and staff to maintain the highest standard of ethical and respectful conduct. As members of an academic community, we have a responsibility to abide by ethical principles regarding academic freedom, intellectual integrity, and the fair and respectful treatment of others. This policy reflects these principles. A violation of this policy occurs when it is determined that an individual has negatively impacted the workplace environment by failing to uphold these standards of conduct or abide by these guiding principles.

Upon finding a policy violation, the University may address and remediate this behavior through appropriate disciplinary measures up to and including termination of employment. Violations of this policy may be addressed in parallel with violations of other policies or laws as applicable. No part of this policy is intended to supersede federal, state, or local laws and regulations.

B. Standards of Conduct and Guiding Principles:

GVSU expects its employees to act in accordance with University Policies, applicable law, the University's mission, vision, and values, as well as GVSU employee core competencies GVSU is guided by these principles as well as by principles of **Honesty, Integrity, Respect, and Professionalism**.

1. *Honesty*:

Honesty is the foundation of trust within the academic community. Faculty and staff are expected to behave honestly, including but not limited to:

- Communicating truthfully and transparently with students, colleagues, and community members.
- Accurately representing credentials, qualifications, data, and academic work.
- Avoiding plagiarism, misrepresentation of facts, and any form of academic or administrative fraud.
- Acknowledging mistakes and correcting them when discovered.

2. *Integrity:*

Integrity means aligning one's actions with ethical and professional standards, even in the face of pressure or personal interest. Faculty and staff are expected to behave with integrity, including but not limited to:

- Adhering to institutional policies, contractual obligations, and relevant legal requirements.
- Avoiding conflicts of interest and disclosing them when they arise.
- Upholding confidentiality and privacy, especially in handling student and personnel information.
- Refraining from using one's position for personal gain or unfair advantage.
- Being accountable by following through on words with actions.

3. *Respect*:

Respect is essential to maintaining a healthy and inclusive academic and workplace environment. Faculty and staff are expected to behave respectfully, including but not limited to:

- Treating all individuals, including students, colleagues, and community members with dignity, equity, and courtesy.
- Embracing diversity of thought, identity, background, and experience.
- Fostering inclusive spaces where all voices are heard and valued.
- Avoiding behavior that is obscene, violent, discriminatory, harassing, bullying, or otherwise demeaning.

4. *Professionalism*:

Professionalism reflects a commitment to high standards in both conduct and performance. Faculty and staff are expected to behave professionally, including but not limited to:

- Maintaining clear, appropriate boundaries in their roles as educators, supervisors, and colleagues.
- Exhibiting accountability and reliability in their decision-making.
- Collaborating in good faith, resolving conflicts constructively, and representing the University positively.

Conduct inconsistent with these standards and guiding principles that is a) ongoing or b) sufficiently severe as to have an objectively negative impact on the workplace environment, constitutes a violation of this policy.

C. General Provisions

1. This policy requires a good faith commitment to confidentiality, accuracy, and integrity in information shared within our community, particularly when it forms the basis of inquiries or actions. GVSU will make reasonable efforts to keep information confidential throughout any investigation under this policy. It will be considered a violation of this policy for employees to intentionally breach confidentiality in the absence of a legitimate business reason to do so.
2. It will be considered a violation of this policy for employees to intentionally misrepresent information provided during the intake or investigation processes. Employees experiencing a possible conduct issue should consult this and other relevant University policies and procedures. If an employee receives a complaint from a student that the employee believes is reportable under this policy, the employee should file a report and proceed as the Reporting Party under the Procedures below.
3. Processes under this or other relevant University policies or procedures may be necessary when there is an alleged policy violation. For concerns that do not rise to the level of a potential policy violation, Human Resources offers alternative ways to resolve concerns. Employees are also encouraged to address interpersonal matters directly with colleagues and supervisors in a professional manner.

4. The University is committed to supporting all participants, including keeping them informed of progress and providing resources as appropriate. GVSU prohibits retaliation or the threat of retaliation in any form. If an employee believes they have suffered retaliation or been threatened with retaliation in connection with filing a Complaint under this policy, please notify Labor and Employee Relations. See also SLT 3.3.1 (Non-Retaliation Policy for Faculty and Staff).

D. Employee Conduct Procedures

The conduct process will follow the steps below as outlined in more detail in the linked **procedures**.

1. Filing a Complaint
2. Intake Meeting with Reporting Party
3. Preliminary Review of Case
4. Notice of Investigation
5. Interview with Responding Party
6. Fact Finding
7. Report by Investigator
8. Response Period
9. Investigator Review Period
10. Appointing Officer Notice of Disciplinary Action
11. Appeal (if applicable)

PROCEDURES

Procedures for Standards of Conduct for Employees Policy SLT 3.3

1. **Filing a Complaint.** Potential violations of the Standards of Conduct for Employees Policy can be reported online at https://cm.maxient.com/reporting.php?GrandValley or by contacting Labor and Employee Relations via email at complaints@gvsu.edu. Complaints should include:

    a. a brief description of the matter,
    b. a timeline that includes any steps taken prior to filing the report,
    c. identifying information for the involved parties,
    d. any supporting documentation, and
    e. if applicable, a desired resolution.

In rare cases of significant disruption or danger to the Reporting Party, involved individuals, or the larger university community, at the determination of the Vice President of People, Equity and Culture, or designee, processes under this policy may:

i) be initiated without the Reporting Party's request (if this occurs, the Reporting Party will be notified that the matter is being pursued before the Responding Party is notified),
ii) be initiated without revealing the identity of one or more of the witnesses or the Reporting Parties, and/or
iii) include placing a Responding Party on administrative leave while the investigative process is underway.

2. Intake Meeting with Reporting Party. Within five (5) business days of receiving a Complaint, a Human Resources Office designee ("Intake Designee") will review the Complaint and, if appropriate, schedule an intake meeting with the Reporting Party to discuss the Complaint and to ask any questions regarding its substance. Efforts will be made to conduct the intake meeting within ten (10) business days of receiving the Complaint. The Reporting Party may decline attendance, understanding that it may limit the University's ability to address the reported behavior. If the Intake Designee determines that an intake meeting is not appropriate, the Intake Designee will contact the Reporting Party to discuss potential alternatives to this process.

3. Preliminary Review. Within five (5) business days of the intake meeting, the Intake Designee will determine whether the facts, if proven, solely constitute an interpersonal conflict without any associated potential policy violation or if the behavior is not a) ongoing or b) sufficiently severe as to have an objectively negative impact on the workplace environment. In that case, the Reporting Party will be encouraged to engage in restorative practices with the assistance of Human Resources to resolve the issue. If the Intake Designee determines that the facts, if proven, would constitute a policy violation, an investigation under this policy will begin.

4. Notice of Investigation. If an investigation under this policy is initiated, the employee alleged to have violated policy ("Responding Party"), will be sent a Notice of Investigation, with a copy to the Responding Party's Appointing Officer. The Notice will include:

a. a summary of the factual allegations,
b. a reference to the specific University policies alleged to have been violated,
c. the date and time for an Initial Interview to be conducted with the Responding Party within ten (10) business days of the Notice,
d. Notice that:

i. the Responding Party may submit any relevant documentation in advance of or during the meeting, and
ii. the Responding Party will be given an opportunity to provide their version of the facts and to respond to the allegations of policy violation at the meeting.

A copy of the Notice of Investigation will be sent to the Reporting Party and their Appointing Officer.

5. Interview with Responding Party. A Human Resources Office Designee (the "Investigator") will conduct an initial interview with the Responding Party to discuss the report and to ask any questions regarding the substance of the report as well as to allow the Responding Party an opportunity to be heard regarding the facts and allegations and provide documentation in support of their position. The Responding Party may decline attendance, understanding that it may limit the University's ability to understand their position in response to the reported behavior. The Appointing Officer will be invited to attend the meeting solely to observe the demeanor of the Responding Party, and will not engage in discussion or questioning during the interview.

6. Fact Finding. At any point following a Complaint, the Investigator may obtain and review information, up to and including contacting necessary departments and employees or accessing relevant documents or records as part of the Preliminary Review and/or in order to investigate a Complaint. Within five (5) days of their initial interview, either party may request that individuals with relevant information be interviewed by the Investigator during fact-finding. Each request will be evaluated by the Investigator to mitigate unnecessary harm that could be caused by conducting any potential interview. While each investigation is unique, the goal is to resolve fact-finding within 20 business days from the time the report is assigned to the Investigator. Delays will be communicated to both parties.

7. Report by Investigator. Following fact-finding, the Investigator will prepare an Investigation Report summarizing relevant information and including a finding of whether, based on a preponderance of evidence standard, a violation of the Standards of Conduct for Employees Policy (SLT 3) has occurred. The preponderance of evidence standard means the Investigator will determine whether the evidence indicates that it is more likely than not that the policy violation has occurred. The Investigation Report will be

shared with both parties, and the Appointing Officer and Executive Officer of both parties.

8. Response Period. Both parties have five (5) business days from the date of the Investigation Report to submit a written response, attaching any other relevant evidence in response to the evidence submitted by the other party or witnesses. All responses will be submitted to the Investigator for consideration in advance of decision-making. Subsequent submissions of documentation, after the five (5) day response period, will not be accepted or reviewed.

For information purposes only, the Investigator will share a copy of all responses with the Appointing Officer and Executive Officer of both parties.

9. Investigator Review Period: After the conclusion of the Response Period, the Investigator will have two (2) business days to review any responses submitted by the parties during the Response Period and make any necessary revisions to the Investigation Report (if applicable).

10. Appointing Officer Notice of Disciplinary Action. If there is a finding of responsibility by the Investigator appropriate action will be decided by the Responding Party's Appointing Officer, in consultation with their Executive Officer and a Human Resources representative (which may or may not include the Investigator). Appropriate action will include one or more of the following:

a. coaching,
b. verbal warning with plan for remediation,
c. a written warning with plan for remediation,
d. leave of absence without pay (lasting up to six months in duration), or
e. termination of employment.

The Appointing Officer for the Responding Party will prepare a Notice of Disciplinary Action, communicating their decision to the Responding Party in writing within five (5) business days of the conclusion of the Investigator Review Period. At the same time, the Investigator will communicate to the Reporting Party if action is being taken, without disclosing the nature of the action.

Terminations resulting from an investigation under these procedures are for cause, and do not entitle the Responding Party to any severance pay.

11. Appeals. Either party may appeal an outcome under this policy by submitting a Statement of Appeal, in writing, within three (3) business days of receiving the Notice of Disciplinary Action, citing reasons for appeal. If there is no finding of responsibility, the appeal must be submitted within three (3) business days of the conclusion of the Investigator Review Period. Written appeals must be sent to complaints@gvsu.edu .

a. The statement must list i) the grounds for the appeal as outlined below, ii) explain why the employee disagrees with the outcome, and iii) provide any documentation in support of the appeal, including any witness statements.
b. A copy of the Statement of Appeal will be provided to Human Resources, both parties and their Appointing Officers.
c. Appeals are limited to the following grounds:

i. A procedural irregularity that would change the outcome.
ii. New evidence that would change the outcome and that was not reasonably available at the time of the investigation.
iii. The disciplinary action or finding regarding responsibility was substantially contrary to the weight of the evidence.
iv. The individuals involved in making the determination had a conflict of interest or bias for or against a party or other involved individuals that would change the outcome.

d. Appeals will be considered by the Vice President of People, Equity and Culture, or designee, with the decision being final. If the Vice President of People, Equity and Culture, or designee, was involved in decision-making at any stage of this process, an alternate designee will be required to handle the appeal.

TEXTBOOKS AND COURSE MATERIALS POLICY

SLT 3.12

Date of Last Update:
January 16, 2026

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 printed 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. When possible, the University strongly encourages that these quality educational resources should be open educational resources that are a no cost option for students. When OER is not available consider GVSU Save as an option.

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 or the intent to use open educational resources to the GVSU Laker Store by the specified deadlines.
- Faculty are expected to compare open educational resources (https://libguides.gvsu.edu/oer) and 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 instructional materials 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, when available, provide a sell back option for 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.

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 Center for Global Experiences (PCGE), 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 PCGE website);
d. Signed liability waivers from each participant in the group (form available from PCGE 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 PCGE website).

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

CANCELLATION/CLOSURE/REMOTE POLICY

SLT 6.3

Date of Last Update:
February 20, 2026

Approved By:

- Senior Leadership Team

Responsible Office:
Finance and Administration

POLICY STATEMENT

Grand Valley State University has four operating status: Open, Classes Canceled, Closed, or Remote. The operating status of the university could change for a variety of reasons including emergency, utility disruptions, or weather.

TYPES OF OPERATIONAL CHANGE:

- **Open:** The University's normal operating condition. Students, faculty and staff should assume the university is open unless advised otherwise. County or State Health Department Orders, Executive Orders or similar directives may require temporary modifications to University operations without changing the University Operating Status.

- **Remote:** The most common reason to shift to remote status would be for weather related reasons. Classes will shift to remote delivery whenever feasible. Classes that cannot be delivered remotely will not be held. Staff will shift to remote/work from home whenever possible. Essential staff are to report to work. Athletic contests may be

held as previously planned subject to approval by the Vice President of Finance and Administration. Other campus events may be held as previously planned subject to approval by the President or Vice President whose division is sponsoring the event.

• **Classes Cancelled:** Only classes are cancelled. The remainder of the University is open as normal. All staff are to report to work at their regular time. Rare instances of cancelling classes might include unusual student activities or student related crises.

• **Closed:** Classes and campus events will not be held. Only ESSENTIAL staff are to report to work. The university would normally only close for significant and unanticipated events like natural disasters or civil unrest in the surrounding community. It is not anticipated the university would close for weather related events.

When GVSU is **closed or shifts to remote**, 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**
- **Facility Services Grand Rapids and Regional Campuses**
- **WGVU Television and Radio**
- **Kirkhof Center**
- **Campus Health Center**

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 www.gvsu.edu. Radio or television announcements should be confirmed with GVSUAlert or www.gvsu.edu. In the case of a shift to remote, every reasonable effort will be made to make the announcement the day prior in order to provide ample time to enable the shift to remote class delivery and work from home preparation for employees.

Guidelines for course delivery in the event of University cancellation, closure or remote status are available here: www.gvsu.edu/provost/guidelines-for-course-delivery-in-the-event-of-university-cancellationclosureremote-status-54.

University Criteria for Weather-related Shifts to Remote

In evaluating whether to shift to remote 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; 3) weather reports regarding the track of the storm and other conditions, and 4) the anticipated length of time of the weather impacts campus operations

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, faculty and staff. 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 shifts to remote because of weather-related conditions, the Pew Grand Rapids Campus, Health Campus and the Meijer Holland Campus will also shift to remote.

GVSU's classes in Muskegon and the Stevenson Center for Higher Education will follow the operating status of Muskegon Community College.

GVSU's classes in Traverse City will follow the operating status of Northwestern Michigan College.

The operating status of 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 functions not necessarily affiliated with university operations.

Any changes in the University's operating status will be made through GVSUAlert!, on the Grand Valley web home page www.gvsu.edu, and on GVNext at www.gvsu.edu/gvnext. Notifications may also be heard on area radio and television stations. Please do not call the university switchboard regarding the University's operating status.

ADA ACCOMMODATION POLICY FOR FACULTY, STAFF, AND STUDENTS WITH DISABILITIES

SLT 9.5

Date of Last Update:
September 13, 2024

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, staff, and students who are persons with a disability are not required to disclose a disability or to request an accommodation. However, the University cannot accommodate an individual who does not inform the University about their disability and their need for an accommodation. A faculty, staff, or student seeking an accommodation must submit a request to the appropriate Accessibility Resources office (student vs. employee) and follow its procedures.

Note that the University conducts a survey of faculty and staff for statistical purposes, and this does not constitute a method of disclosure or self-identification consistent with this policy.

If a faculty or staff member requests an accommodation during conversation with a supervisor/unit administrator, the supervisor/unit administrator will refer the faculty or staff member to the Employee Accessibility Resources or its web site at this link. Disclosing a disability to a supervisor does not itself compel an obligation to accommodate.

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, staff, or student is disabled or is entitled to an accommodation.

Medical documentation, as well as other related materials, will be maintained by the appropriate Accessibility Resources office. 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.

Documentation guidelines and verification forms are available if you need assistance obtaining sufficient documentation www.gvsu.edu/accessibility.

PROCEDURES

Steps for Students Requesting Accommodation(s):

1. Disclose as a person with a disability by application to Student Accessibility Resources (SAR). Indicate the need for accommodation(s) in the application. SAR will contact the applicant to schedule their first appointment
2. Provide documentation of the disability from an appropriate professional. The medical professional must have first-hand knowledge of the condition and a familiarity with the physical, emotional, and cognitive demands of the disability.
3. Attend a first meeting with an SAR advisor to discuss appropriate accommodations. Afterward, the applicant will be provided with an accommodation memo from their SAR advisor that may take 5 to 7 days to complete.
4. Share the appropriate accommodation memorandum "memo" with other university personnel as appropriate. Accommodations are not retroactive; therefore, it is imperative to deliver new or updated memos in a timely manner.

Steps Faculty and Staff to Request Accommodation(s):

1. Disclose as a person with a disability by application to Employee Accessibility Resources (EAR). Indicate the need for accommodation(s) in the application. EAR will contact the applicant to schedule their first appointment.
2. Provide documentation of the disability from an appropriate professional. The medical professional must have first-hand knowledge of the condition and a familiarity with the physical, emotional, and cognitive demands of the disability.
3. Attend a meeting with an EAR advisor. If work accommodations are needed, the advisor will contact the supervisor/unit administrator and discuss whether an accommodation is warranted, explore possible accommodations, and assess the effectiveness each accommodation would have in enabling the faculty or staff member to perform their job considering the following:

    a. The essential job functions of the position. The essential functions are the fundamental job duties of the employment position at issue.

    b. The faculty or staff member's qualification for the position, defined as ability to perform the essential functions of the job with or without reasonable accommodations; and,

    c. Types of reasonable accommodations, if any, are needed.

During the accommodation request process, Accessibility Resources may:

1. Request additional documentation;
2. Consult with Human Resource office (for employees);
3. Evaluate whether the accommodation is needed, if needed, whether the accommodation would be effective, and if effective, whether providing the reasonable accommodation would impose an undue hardship.
4. Assess various accommodations;
5. Identify alternative accommodations or solutions;
6. Provide information from resources about the capabilities of persons with similar disabilities and the tools/techniques they use;
7. Determine a reasonable accommodation, if appropriate;
8. Provide a written determination to the department/unit and faculty or staff member;
9. Explain the department/unit's responsibility to fund an accepted accommodation or seek alternative funding, if needed.

Appeals

Appeal of the Determination

The Division of Inclusion and Equity will designate a trained University staff member to review the appeal. This staff member will be someone who was not involved at any point earlier in the interactive process.

Appeals are limited to the following grounds:

1. A procedural irregularity that would change the determination.
2. New information that would change the determination and that was not reasonably available at the time the determination was made.
3. The ADA advisor had a conflict of interest against the person requesting the accommodation that would change the determination.

Request for an Appeal

Submit a written request for appeal to the Division of Inclusion & Equity within three (3) business days of delivery of the determination by sending an email to fsaccessibility@gvsu.edu.

A trained staff member will meet with the person requesting the accommodation within ten (10) business days of delivery of the request for appeal to discuss the request.

Appeal Decision-making Process

Appeal decisions are to be deferential to the original determination, making changes only when there is a compelling justification to do so. The trained staff member responsible for the appeal decision may contact the faculty or staff member's supervisor/unit administrator, other uninvolved Accessibility Resources staff members, and/or legal counsel in preparation for the appeal decision, if needed and within the bounds of this policy.

Appeal Outcome

An appeal may be granted or denied. Appeals that are granted will result in a new accommodation determination that supplants the original determination. Appeals that are denied will result in the application of the original determination. Once an appeal is decided, the outcome is final.

Retaliation

Retaliation against a faculty or staff member who requests an accommodation is prohibited. Individuals who feel that they have experienced retaliation may The University's Non-Retaliation Policy for Faculty and Staff (SLT 3.3.1) is available online.

Refer Questions to:

Student Accessibility Resources

215 The Blue Connection

Allendale, MI 49401

(616) 331-2490

(616) 331-3270 (TDD)

(616) 331-3880 (FAX)

Website: gvsu.edu/accessibility

Employee Accessibility Resources, Office of Civil Rights and Title IX

4015 James H. Zumberge Hall Allendale, MI 49401

616/331-3296

616/355-3270 (TDD)

Website: https://www.gvsu.edu/titleix/employee-accessibility-resources-95.htm

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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/Antidiscrimination/EEO Office

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.gvsu.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.

CONDUCT PROCESS AND RESOLUTION PROCEDURES

STU 6.0

Date of Last Update:
September 25, 2026

Approved By:

- President

Responsible Office:
Dean of Students Office

POLICY STATEMENT

The University will use the following procedures to respond to behavior that violates the values of the University and the responsibilities enumerated in the Anchor. Resolution and appeal processes are administrative functions and are not subject to the same rules of civil or criminal proceedings. Because some violations of these standards are also violations of law, students may be accountable to both the legal system and the University's policies. All meetings, conferences, hearing and appeal processes, and other interactions under this policy, may be conducted in person or remotely as appropriate.

6.1 Academic Misconduct Procedures

The Dean of Students Office (DSO): Student Integrity works collaboratively with all GVSU faculty members to address academic misconduct concerns. Academic misconduct procedures apply to any allegation of academic misconduct that happens in a course, program of study, or research. Violations of the standards of academic integrity that fall outside this definition will follow the General Conduct Procedures defined in Section 6.2.

6.1.1 Instructor Responsibility

If an instructor suspects any instance of academic misconduct, the instructor must notify and attempt to meet with the student to discuss the incident. Based on the outcome of that meeting, the instructor may find there was no act of academic misconduct and take no further action. If the instructor finds there was an act of academic misconduct and the instructor would like to impose an academic penalty, the instructor must report the matter to DSO: Student Integrity with sufficient evidence/relevant information to substantiate their finding, and with a recommendation for the imposed academic penalty listed below:

- Impose additional course requirements.
- Require the student to redo the work in question.
- Reduce the student's grade on the work or course in question.
- Impose a failing grade for the assignment, quiz, or examination.
- Impose a failing grade for the entire course.

6.1.2 Report of Academic Misconduct to the Dean of Students Office: Student Integrity

Upon receipt of a student conduct report regarding academic misconduct, the Conflict Resolution Facilitator (CRF) will review the documentation, meet with the student, and with the instructor if necessary, to make one of the following determinations.

6.1.2.1 If the CRF finds that the claim of academic misconduct cannot be substantiated, no action will be taken.

6.1.2.2 If the CRF finds that the claim of academic misconduct is substantiated and the student accepts responsibility for a violation of the Anchor, the student may waive their right to a hearing and accept sanctions/restorative measures appropriate to the circumstances. The CRF may decide to take one of the following actions:

• Accept the recommendation from the instructor.

• Adjust the recommendation from the instructor.

• Assess additional sanctions/restorative measures appropriate to the current act of academic misconduct.

• After a review of the student's conduct record, assess additional sanctions/restorative measures.

6.1.2.3 If the CRF finds there is reasonable cause to believe that the student has engaged in an act of academic misconduct and the student does not accept responsibility for the violation, the CRF will work with the student and the instructor to refer the matter to a hearing.

6.1.3 Hearing Procedures

The Hearing Officer will follow the procedures defined in Section 6.2.4.2 and will be assigned per the procedures in Section 7.1.

6.1.4 Appeal Procedures

The Appeal Officer will follow the procedures defined in Section 6.3 and will be assigned per the procedures in Section 7.2.

6.1.5 Final Resolution

No corrective action or restorative measure(s) will be imposed by the instructor or the University until the matter reaches final resolution, via the University conduct process.

6.2 General Misconduct Procedures

These procedures apply to all actions and behaviors by individual students and/or UAOs that violate the values of the University and fall within the definitions of Student Responsibilities.

6.2.1 Initiation of Process and Notice

When a student conduct report of a possible violation of the Anchor is made to DSO: Student Integrity, a Conflict Resolution Facilitator (CRF) will review the report and make one of the following preliminary decisions:

• There is insufficient information to pursue the student conduct report further or the reported activity is not a violation of the Anchor and the matter is closed and/or referred to alternative dispute resolution.

• There is sufficient information to determine that the reported activity falls within the purview of the Anchor and there may be a violation of the Student Responsibilities. If this determination is made, the CRF will send notice of the student conduct report to the student or UAO representative through University email that will be deemed received immediately upon sending.

6.2.1.1 This notification will include the date of the incident, a link to the Anchor, a list of the sections of the Anchor that are the subject of review and the date, time, and location of the Administrative Conference.

6.2.1.2 When involving a UAO registered with the Office of Student Life, all notices referred to in these procedures shall be sent to the President of the UAO on record in the Office of Student Life. If the UAO is not a Registered Student Organization, but instead affiliated with the University through an academic department or administrative unit, notice shall be provided to the head of that department or unit who must designate a student to serve as the UAO representative of the UAO through this process.

6.2.2 Administrative Conference

The CRF will meet with the student/UAO representative to discuss the student conduct report and to explain the resolution process. The student/UAO representative will have the right to ask questions and make a statement. The student/UAO representative may be accompanied throughout the process by a support person. At the end of this conference a determination will be reached about the type of process that will be used to reach resolution.

Based on the information provided by the student/UAO representative, and after further investigation, if necessary, the CRF may find that the incident was not a violation of the Anchor and requires no further action. If the CRF decides there is sufficient information to believe the student or UAO has violated the Anchor, the matter will be resolved through either a formal or informal process.

6.2.3 Informal Process

If the student/UAO representative accepts responsibility for the violation of the Anchor, they are waiving their right to a hearing and accept restorative measure(s) appropriate to the circumstances.

The student/UAO representative will be provided with the details of the sanctions/restorative measures in writing. In addition to the sanctions/restorative measures listed under Section 8.0, the student/UAO representative may agree to participate in one of the following conflict resolution processes:

• Circles (conferences) – discussions guided by a CRF where participants are invited to sit in-circle to discuss a specific topic with guidelines and a talking piece.

• Conflict coaching – a one-on-one conversation between a CRF and a student in conflict with another student who is unwilling or unable to engage in a facilitated dialogue.

• Facilitated dialogue – a conversation between two (2) or more individuals guided by a CRF to resolve a mutual concern.

• Social justice mediation – a process guided by a CRF where students clearly identify their interests, needs, and resolution options.

• Shuttle negotiation – the CRF serves as a liaison between parties in conflict.

Once the student enters into an informal agreement, the agreement may not be appealed. Failure to complete the terms of the informal agreement in its entirety may result in additional allegations being brought against the student.

6.2.4 Formal Process

If the student does not accept responsibility for a violation of the Anchor, a hearing will be held to resolve the matter. A hearing is an administrative process by which a Hearing Officer evaluates the information presented during the hearing, determines whether the student or UAO violated the Anchor, and, if appropriate, recommends restorative measure(s) to the CRF.

As stated under Student Rights, the University is committed to providing students and UAOs with a fair process of dispute resolution that provides due process protections to which they are entitled; however, a hearing is an administrative process of the University rather than a criminal or civil court proceeding. The University manages every action under the Anchor.

The following procedures provide the details of the rights and responsibilities of all parties.

6.2.4.1 Rights of Students and University-Affiliated Organizations in the Conduct Process Formal Process

These rights apply to the student or UAO alleged to have violated the Anchor, the person or group who brought the allegation, and the staff or faculty member representing the University at the Hearing:

- To a fair and prompt hearing before an impartial decision-maker.
- To appear in person and speak at a hearing.
- To not attend the hearing. If a student or UAO representative chooses not to attend, the hearing will be held in their absence. The failure of a student to appear will not be taken as an admission of guilt.
- To refuse to answer questions.
- To be accompanied by a support person of the student's or UAO representative's choice.
- To call on witnesses whose testimony is related to the alleged incident, but not to general character. The names of any witnesses to be called on at the hearing must be submitted to the CRF at least one (1) business day prior to the hearing.
- To provide any evidence/relevant information that may support their testimony. Any evidence to be used at the hearing must be submitted in advance to the CRF at least one (1) business day prior to the hearing.
- To request to review any materials submitted by the other party before the hearing.
- To ask questions of the other party and of any witnesses called on at the hearing. The Hearing Officer has the right to determine the method of questioning (direct questioning, submitting of written questions, or any other method that will elicit the necessary information).
- To have a copy of the hearing decision, rationale, and, if any, the assigned restorative measure(s).
- To request an appeal, if appropriate criteria are met, to challenge the decision of the Hearing Officer.

6.2.4.2 Hearing Procedures

6.2.4.2.1 At least three (3) business days before the hearing, the student or UAO representative will be sent a notification that includes the name(s) of the Hearing Officer, in addition to the date, time, and location of the hearing. This notification will be sent through university email and will be deemed received immediately upon sending.

6.2.4.2.2 In all conduct proceedings, the burden of proof rests with the University, represented by a CRF assigned by DSO: Student Integrity, that must demonstrate by a preponderance of the evidence/relevant information that a violation has occurred.

6.2.4.2.3 The decision of the Hearing Officer regarding responsibility will be made solely on the evidence/relevant information provided during the hearing. If the student/UAO is found to have violated the Anchor, the decision about the appropriate sanctions/restorative measures may include the administrative contact history made in connection with the incident, and the cumulative conduct history of the student or UAO found responsible.

6.2.4.2.4 A single digital audio recording will be made of the hearing. This record will remain the property of the University and will be kept by DSO: Student Integrity. No other recording device is allowed. The recording is considered part of the student's or UAO's disciplinary record and will be maintained by DSO: Student Integrity.

6.2.4.2.5 The Hearing Officer and the University's representative may ask questions of any witnesses called on at the hearing.

6.2.4.2.6 The Hearing Officer may remove any individual from the hearing who in their judgement is disruptive. The hearing will then proceed without the presence of the individual removed. If the disruption is caused by a student, the Hearing Officer, in consultation with the Associate Dean of Students (or designee), may determine that a report of a possible violation of the Anchor be submitted.

6.2.4.3 Decision

The Hearing Officer will issue a written decision to DSO: Student Integrity within three (3) business days, including a decision regarding the allegation, the rationale for the decision and, if applicable, the recommendation for sanctions/restorative measures. Within three (3) business days from the date the decision is received by DSO: Student Integrity, notification of the decision, rationale, and any assigned sanctions/restorative measures will be sent to the student or UAO representative alleged to have committed a violation and the person or group who first brought the allegation.

6.3 Appeal Procedures

6.3.1 Right to request an appeal

The student or UAO with the alleged violation, the person or group who first brought the allegation or the University, has the right to request an appeal a decision of the Hearing Officer. In cases related to academic misconduct, both the student and the instructor have the right to appeal a decision of the Hearing Officer. Students/UAO representatives may request the appeal heard by an Appeal Officer.

6.3.2 Grounds to appeal

The party appealing the decision of a Hearing Officer must submit a written appeal, received by DSO: Student Integrity within three (3) business days of the date the party was sent the written decision. An appeal received after that time limit has expired will not be heard unless there is a compelling reason, as determined by the Associate Dean of Students (or designee). The appeal must include at least one of the following three (3) grounds for appeal, and the remedy requested from the appeal body.

6.3.2.1 New Evidence/Relevant Information: A claim that new evidence/relevant information, unavailable during the original investigation or hearing, could substantially affect the original finding or restorative measure(s). A summary of the new evidence/relevant information and its impact must be included in the appeal request.

6.3.2.2 Procedural Error: A claim of procedural error that significantly affected the hearing's outcome.

6.3.2.3 Conflict of interest: The CRF or decision-maker(s) had a conflict of interest or bias for or against accuser or accused that affected the outcome of the hearing.

6.3.3 Review Process

The Associate Dean of Students (or designee) will review the appeal request to determine whether there are grounds for an appeal. If there are grounds for an appeal, an Appeal Officer will review the materials using in the hearing, including the recording made of the hearing. If a finding of responsibility is upheld, the administrative contact history related to the matter, and the cumulative conduct history of the student or UAO alleged to have committed a violation, will also be reviewed. The Appeal Officer does not meet with either party during the appeal process.

6.4 Scope of Appeal

The consideration of an appeal is limited to determining whether the findings of the Hearing Officer, were so incorrect, or that a procedural error was so significant, that it affected the outcome of the hearing or the imposition of sanctions/restorative measures and requires that the decision should be changed. An appeal is a limited review of the findings and/or restorative measure of the Hearing Officer as requested by the person(s) making the appeal. An appeal is not used for the purpose of:

- Substituting the judgment of the Appeal Officer for that of the original Hearing Officer,
- Deciding whether they would have reached the same decision, or
- Reexamining the changes against the student or UAO.

6.5 Appeal Officer Decision Options

After review of the materials, the Appeal Officer may:

- Dismiss the appeal and uphold the original decision.
- Grant the appeal and remand the case back to the original Hearing Officer for reconsideration citing the findings of the Appeal Officer.
- Grant the appeal and require a new hearing with a different Hearing Officer.
- Grant the appeal and modify the sanctions/restorative measures required.

6.6 Appeal Decision

The Appeal Officer will issue a written decision to DSO: Student Integrity within three (3) business days, including a decision based on the grounds for the appeal, the rationale for the decision, and, if applicable, the new recommendation for sanctions/restorative measures. Within three(3) business days from the date the Appeal Officer decision is received by DSO: Student Integrity, notification of the decision, rationale, and any changes to the sanctions/restorative measures will be sent to the student or UAO representative found responsible and the person or group who first brought the allegation. The notification will be sent through University email and will be deemed received immediately upon sending.

The decision of the Appeal Officer is final and binding.

6.7 Appeal of University-Affiliated Organization Suspension or Removal

The Dean of Students (or their designee) reserves the right to review the status of any UAO suspension that has already been at least halfway completed if the request is not made by a student or community member involved in the incident that led to suspension. In cases of permanent removal, this status can be reviewed five (5) years after the sanction was enacted. After review of the materials, the Dean of Students may:

- Dismiss the appeal and uphold the original decision.
- Grant the appeal and modify the sanctions/restorative measures required.

Curriculum

FACULTY ACADEMIC POLICIES - CURRICULUM

SG 2.01

Date of Last Update:
February 22, 2024

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 and Microcredential 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/.

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 then 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. 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 onUCC'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.

UNDERGRADUATE CERTIFICATE PROGRAM CRITERIA AND GUIDELINES

SG 2.02

Date of Last Update:
November 12, 2025

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 badges.

c. Changes to existing certificates should use the Program Change Request form.

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/

ESTABLISHMENT OF NEW PROGRAMS OR UNITS

SG 2.05

Date of Last Update:
May 19, 2023

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.

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 recommendation of support by the New Program/New Academic Unit Council is accepted by the Provost, the Provost will appoint a taskforce for the creation and submission of the New Program Proposal. The taskforce includes the unit head that will house the new program.

The 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 (SG 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.

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 and Art Museum 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.

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 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.

TEXTBOOKS AND COURSE MATERIALS POLICY

SLT 3.12

Date of Last Update:
January 16, 2026

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 printed 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. When possible, the University strongly encourages that these quality educational resources should be open educational resources that are a no cost option for students. When OER is not available consider GVSU Save as an option.

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 or the intent to use open educational resources to the GVSU Laker Store by the specified deadlines.
- Faculty are expected to compare open educational resources (https://libguides.gvsu.edu/oer) and 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 instructional materials 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, when available, provide a sell back option for 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.

Faculty Evaluation Procedures

FACULTY EVALUATION PROCEDURES

SG 3.07

Date of Last Update:
April 03, 2026

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 Workload Reports and Faculty Workload Plans

Annually, by **October 1**, each faculty member will prepare a Faculty Workload Plan (FWP) for the next calendar year and by **February 1** submit the Faculty Workload 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 Workload Plans and Faculty Workload 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

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

2. The faculty member may request that unfairly prejudicial comments be redacted. This request is made in writing to the Unit Head. The decision to approve/disapprove the request will be made by the Unit Head, or a standing or ad hoc committee in the unit. This provision is intended to cover offensive, racist, sexist, homophobic, and other personal comments, and is not intended to exclude from the file negative comments directly related to the teaching of the course. A department decision not to remove specific comments may be appealed to the Dean of the College.

D. Peer Evaluations

See the process identified in Board of Trustees' Policies BOT 4.2.3 through 4.2.10.

E. Unintentional Biases

1. GVSU works to institute policies and processes into assessment procedures that mitigate the potential for bias based on identity, including, but not limited to age, color, disability, height, weight, familial status, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active-duty military status. Nonetheless,
Grand Valley recognizes that there remain unintentional biases that can potentially affect assessment of student and faculty at this institution.

2. In continuing to work to make the institution more inclusive, equitable, and welcoming for all, faculty members are encouraged to reflect on and temper biases in assessment and in all other evaluative processes.

F. Collegiality

1. Collegiality refers to behaviors that enable faculty to carry out their functions as members of a community characterized by mutual respect and freedom from harassment and discrimination.

Non-collegiality is normally a pattern of behavior that includes but is not limited to: demeaning comments or behaviors; comments and behaviors that reflect or promote bias; and instances of harassment or discrimination. Faculty members are expected to refrain from engaging in non-collegial behavior that threatens or harms the functionality of the unit or the university community.

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, neither of which should 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 to those three criteria during a personnel action and may influence the outcome. For example, if a pattern of non-collegial behavior affects a unit's ability to function, such behavior may be brought up in evaluation processes under the service evaluation criterion.

4. Allegations of non-collegiality should be addressed consistent with the procedures for conduct concerns detailed in SLT 3.3, unless such allegations may constitute discrimination, harassment, or misconduct based on a protected characteristic (which must be reported to and investigated by the Office of Civil Rights and Title IX). Consistent with SLT 3.3, informal resolution of allegations on non-collegiality is encouraged, and employees should attempt to address concerns directly with colleagues or their unit head before initiating a formal process. The resolution of a formal process under SLT 3.3 can be included on the agenda for a personnel action pertaining to the involved faculty member, but the unit head must communicate the inclusion of this information on the agenda in writing to the faculty member. Similarly, such resolutions may be documented in the faculty member's annual evaluation.

See Standards of Conduct Policy for Employees (SLT 3.3) for processes that address conduct concerns.

See also SLT 3.3.1.A: "The University's Non-Retaliation Policy for Faculty and Staff strictly prohibits any form of retaliation against individuals who make good faith reports of violations of laws, regulations, or University policies."

5. Allegations of research misconduct, illegal activity, violations of GVSU's policy prohibiting discrimination, harassment, or other misconduct are separate matters and should be addressed through proper procedures.

See SLT 9.1 INTERIM Policy prohibiting discrimination, harassment and misconduct for all faculty, students, employees, and third parties and SG 3.05 Professional Ethics.

G. 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. Unit Heads, Chairs of Unit Personnel Committees, and Chairs of College Personnel Committees will participate in regular training, implemented by the Office of the Provost, concerning personnel policies and procedures. 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 Workload Plans and Faculty Workload 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.

FACULTY SALARY ADJUSTMENT PROGRAM

SG 3.08

Date of Last Update:
February 04, 2025

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 should be made available for faculty salary increases. The salary increase process is described in a Faculty Salary Adjustment Program Document which is distributed to faculty members each year.

Questions about the process should be directed to the unit head. Suggestions for improving the process should be communicated to the college's representative on the Faculty Salary and Budget Committee.

Fund Allocation

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

There are three separate funds that support the Faculty Salary Adjustment Program. The Merit Fund and the Special Salary Adjustment Fund are comprised of a percentage of salaries for merit recognition and special adjustments. This fund is standardly allocated as 85% to the Merit Fund and 15% to the Special Salary Adjustment Fund. The Provost will review special adjustment needs to determine if a slight modification of the percent of allocation to these two funds is required before final allocations occur. The Promotional Increment Fund is a separate fund based on anticipated number of promotions that will occur in a given year.

The Merit Fund is calculated as a percent of the base salary of all current faculty. This fund is to be used exclusively for merit adjustments (see Sections 4-6 below). Appointing officers make recommendations to the Provost on the distribution of this fund. All funds allocated should be expended in the salary adjustment process.

The Special Salary Adjustment Fund is assigned to the Provost for special salary adjustment, which is used for market and equity adjustments and extraordinary performance (see Section 3 below). This fund should not exceed 15% of the Merit Fund unless designated for a clearly defined purpose.

The Promotional Increment Fund is allocated to the Provost for faculty promotions. The amount of the fund is based on the number of faculty promoted and the current promotional increments (see Section 8 below).

2. **Range of Salary Adjustments from the Merit Fund**

Recommendations for individual salary adjustments from the appointing officer to the Provost must fall within the following ranges. These ranges should be based on performance over the preceding academic year; however, in special situations, an aggregate of years may be used with rationale provided by the appointing officer. The merit increase is determined by the percentage category in the appropriate range below, multiplied by the percentage increase of the Merit Fund (described in Section 1 above). For example: 70% based on the category assigned for satisfactory performance *3.0 Merit Fund percentage increase = 2.10% merit increase.

a. Less than satisfactory performance: 0 to 55%.
b. Satisfactory performance: 70% to 100%.
c. Exemplary performance: 105+% to 140%.

The appointing officer may also make requests for special salary adjustments (see Section 3.c below) to the Provost, to be funded by the Special Salary Adjustment Fund.

3. **Guidelines for Increments**

a. Appointing officers are required to recommend salary adjustments to the Provost for the distribution of the Merit Funds. The appointing officer will consider the summary of peer evaluations (see Section 5 below) as the most important factor in determining the recommendation.

b. The Provost will consider individual salary adjustment issues that cannot be resolved by the merit process.

The Special Salary Adjustment Fund assigned to the Provost is intended to address outstanding performance, extraordinary circumstances, and market or equity conditions. These are allocated based on written requests from appointing officers for salary adjustments that cannot be resolved by the Merit Fund, as well as cases identified by the Provost that require special adjustment. In making these adjustments, the Provost must consider salary compression as an important factor.

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

University awards representing meritorious teaching/professional effectiveness, scholarship/creative activity, and/or service shall be taken into account in annual reviews.

Faculty evaluations should recognize exemplary performance in teaching/professional effectiveness, scholarship/creative activity, and service. Circumstances including, but not

limited to, joint appointments, reassigned time, sabbatical, flexible work arrangements, or FMLA, do not in themselves prevent a faculty member from earning a rating of 'exemplary.'

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 and implement alternative procedures. This decision must be communicated in writing to the appointing officer by the end of fall semester.

b. The unit head will collect relevant Faculty Workload Plans, Faculty Workload 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, faculty evaluations of the unit head will be sent directly to the appointing officer.

e. If peer evaluation does not take place, and alternative procedures have not been agreed upon, 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 Workload Plan.

iii. A discussion of any departmental concerns regarding contract renewal, tenure, or promotion for untenured faculty.

iv. The annual performance category that the faculty member was assigned.

After the written performance summary has been completed, the unit head will make themselves available to meet 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 and exemplary performance.

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.

iii. All special salary adjustments require written justification which shall be shared with the chairs of ECS and FSBC upon request.

c. Annual Salary Letter

i. The annual salary letter will communicate both the percent and actual dollar amount of the total faculty salary adjustment as compared to the previous year. This letter will be available in Workday once the Board of Trustees has approved the upcoming fiscal year budget. Human Resources will alert faculty when the salary letter is able to be viewed in Workday.

ii. The annual salary letter will communicate the salary adjustment breakdown for each category received merit, promotional increment, and special salary adjustments. Special salary adjustments will include the breakdown for market, compression, equity or exemplary performance.

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 salary established for each rank.

Promotion to:

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

Graduate School

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:

a. shall consist of at least nine (9) graduate-level credits; credits earned in required undergraduate courses do not apply to this minimum.

b. shall be approved through the specified University curriculum process.

c. may require the completion of undergraduate prerequisite or cognate courses.

d. 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 activi-ties involve frequent interactions among faculty and graduate students.

PROCEDURES

1. Admission:

a. Normally, admission to a graduate certificate program is a baccalaureate or higher degree earned at a US regionally-accredited institution or its international equivalent.

b. The Dean of Graduate Studies may waive this requirement in highly exceptional circumstances at the recommendation of the Graduate Certificate Director.

c. 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.

d. A graduate certificate program may specify additional admissions requirements.

2, Application for admission:

a. 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.

b. 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.

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 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.

GRADUATE PROGRAM DIRECTORS

SG 6.05

Date of Last Update:
June 29, 2022

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 Workload Plan (FWP) and Faculty Workload Report (FWR) 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.

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

CONFLICT OF INTEREST IN RESEARCH POLICY

SLT 3.4

Date of Last Update:
October 21, 2022

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 community 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.

External sponsors, whether public or private, regularly institute conflict of interest disclosure requirements that the University must abide by in order to accept the funds and participate in the activity. The purpose of such requirements is to promote objectivity in research and to provide a reasonable expectation that the design, conduct, and reporting of sponsored activities will be free from bias arising from conflicting interests of participating personnel.

All GVSU personnel who meet the definition of “Investigator” on externally sponsored research applications, or serve as an “Investigator” on externally sponsored agreements, administered through the Center for Scholarly and Creative Excellence (CSCE) are required to submit a conflict of interest and commitment disclosure to the Office of Research Compliance and Integrity. An “Investigator” is defined as any person, regardless of title or position, who has independent responsibility for some aspect of the design, conduct, or reporting of the research, scholarly, or educational activity. Investigators include Principal Investigators, Co-Investigators, and all other individuals identified in the grant documents (e.g. application, budget, progress reports, etc.) submitted to the sponsor by GVSU, if the individual contributes to the development or execution of a project in a substantive, measurable way, whether or not they receive compensation.

The required disclosure by Investigators must be submitted prior to entering into an agreement or submitting a proposal for award to an external sponsor, and at least annually while the agreement/award is active. An annual disclosure is required even if no conflicts exist. An updated disclosure is also required within 30 days of any new conflict arising or an existing conflict ending or changing in a material way. The Office of Research Compliance and Integrity (ORCI) shall be responsible for reviewing the disclosures and, in conjunction with the Research Integrity Officer (RIO), developing and instituting an adequate mitigation plan for the management of any potential conflicts related to sponsored research and agreements administered by the CSCE. The RIO serves as the designated institutional official and has the final authority to approve and oversee mitigation plans.

GVSU personnel must also comply with the University’s Conflict of Interest Policy (SLT 10.1) and subsidiary policies, such as those in place with the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC). Additionally, University personnel working on research 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 and 45 C.F.R. Part 94.5. Additional reporting requirements may be required under these other policies and regulations.

The table below provides references to the applicable procedures to follow based upon the type of research/sponsored activity submission.

For more information about conflicts of interest and commitment in research and sponsored activities, please visit the GVSU Conflicts of Interest and Commitment in Research & Sponsored Activities webpage or contact the ORCI at 616-331-3197 or rci@gvsu.edu.

TABLES

Procedures for conflicts of interest in research and sponsored activities.

Submission Type	Policy/Procedures	Responsible Office/Committee
External funding applications and agreements administered by CSCE (i.e., sponsored program submissions, service agreements, testing agreements, material transfer agreements, data use agreements, research collaboration agreements, educational affiliation agreements, non-disclosure agreements)	C-01: Procedures for Reporting Conflicts of Interest and Commitment in Research and Sponsored Activities	Office of Research Compliance and Integrity
Institutional Review Board Protocol	IRB Policy 320: Researcher Conflict of Interest	Institutional Review Board
Institutional Animal Care and Use Committee Protocol	IACUC Policy 3.30: IACUC Protocol Personnel Conflict of Interest	Institutional Animal Care and Use Committee

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.

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 and Innovation (VPRI), 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/).

EXTERNALLY SPONSORED PROJECTS POLICY

SLT 3.11

Date of Last Update:
February 05, 2025

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 *externally sponsored projects.* Externally Sponsored Projects do **not** include Purchasing Agreements but **may** include some Philanthropic Gifts for Academic Support and/or Research.

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. Externally Sponsored Projects received without prior approval will only be accepted at the discretion of an Authorized Organizational Representative.

All requests for funding (e.g., proposal, assistance, application, cooperative agreement, consortium agreement, letter, etc.), whether electronic or not, seeking external support for research and other sponsored projects must be submitted to the Office of Sponsored Programs (OSP) for review and approval prior to submission to external sponsors.

Externally Sponsored Projects will be administered by the appropriate Authorized Organizational Representative as defined below.

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 either the Vice Provost for Research Administration or Vice President for University Development and any University employee(s) to whom they have 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 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 but **may** include some Philanthropic Gifts as outlined in more detail in the Sponsored Project or Gift Guide (link). Since the term Grant can refer to a Sponsored Project or a Philanthropic Gift, it is important to consider both the intent of the funding and the requirements of the grant to determine its management. The funder's description of the funds as a gift, sponsored project, or other terminology does not affect GVSU's classification of it as a Sponsored Agreement or Philanthropic Gift.

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. University Development will determine the charitable nature of this type of giving in accordance with Council for Advancement and Support of Education (CASE) Global Reporting Standards and Internal Revenue Service (IRS) guidelines, which may differ from reporting for financial statement purposes. Philanthropic Gifts do**not** include Purchasing Agreements but **may** include some Externally Sponsored Projects as outlined in the Sponsored Project or Gift Guide.

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.

ALLOWABLE COST POLICY

SLT 3.11.1

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 much 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.

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.

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.

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

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 the PI, 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.

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.

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.

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) They 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.

ANIMALS ON PROPERTY OWNED OR CONTROLLED BY THE UNIVERSITY

SLT 6.1

Date of Last Update:
August 23, 2024

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. *

Service Animals, Service Animals in Training, and Emotional Support Animals are exempt from this policy and are permitted on University-owned or controlled property in accordance with the University's Service Animal and Emotional Support Animal Policy.

PROCEDURES

A. Permitted Animals:

1. Animals accompanied by members of the University community and visitors, provided that the animal remains on sidewalks and University walkways.
2. Animals being transported and which remain inside of a vehicle.
3. "Duty animals" under the control of a law enforcement officer or animals used for "assisted therapy" in the University Counseling Center. These animals are trained and certified to provide psychological, physiological, and law enforcement duties to individuals or groups.
4. Animals approved by the University for use in research or for instructional purposes.
5. 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.

B. General Requirements:

1. All animals must be licensed, vaccinated, and tagged as required by applicable law.
2. All animals must be under the control of their owner and leashed or in an appropriate animal carrier.
3. Persons bringing animals onto University owned or controlled property as permitted by this Policy are solely responsible for:

   a. Ensuring that animal droppings or other waste are picked up, thoroughly cleaned up, and properly disposed of in designated outdoor receptacles.
   b. 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.
   c. Assuming full responsibility for any harm caused to others by their animal, including medical expenses.

4. Animals may not be cleaned or groomed in rest rooms, locker rooms, or other University facilities, except as authorized by University personnel.
5. 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. 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 if 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.

D. Policy Modifications

Faculty and staff wishing to request a modification or exception to this policy as a reasonable accommodation should contact the Employee Accessibility Resources.

Students wishing to request a modification or exception to this policy as a reasonable accommodation should contact Student Accessibility Resources.

*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.

Faculty Personnel Policies per Board of Trustees

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - PERSONNEL

BOT 4.1.1

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 Executive Officers 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.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - EQUAL OPPORTUNITY

BOT 4.1.2

Date of Last Update:
June 11, 2025

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.1.2 Equal Opportunity

The president and other officers to whom the President 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 antidiscrimination are outlined in the "Antidiscrimination Program" maintained by the EEO Officer.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - UNIVERSITY RESPONSIBILITIES

BOT 4.1.3

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.1.3 University Responsibilities

The President and other officers to whom the President 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 Section 4 of the Board of Trustees' Policies.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - DISCIPLINARY PROCEDURE

BOT 4.1.4

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.1.4 Disciplinary Procedure

The President and other administrators to whom the President 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.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - PERSONNEL INFORMATION

BOT 4.1.5

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 and within the department within which a faculty or staff member works. 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 themselves 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.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - CONFLICT OF INTEREST

BOT 4.1.6

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 ensure that no conflicts of interest exist. Each Appointing Officer must ensure 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 designee) to ensure 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 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.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - EMERITUS APPOINTMENT

BOT 4.1.7

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 judgment, the Board of Trustees reserves the right to revoke emeritus status. Emeriti will be appointed without compensation.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - HONORARY TITLES

BOT 4.1.8

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - VERIFICATION OF CREDENTIALS

BOT 4.1.9

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - OBLIGATIONS OF APPOINTEES

BOT 4.1.10

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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:

i. 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,

ii. 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.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - PARKING

BOT 4.1.11

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

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.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - KEYS

BOT 4.1.12

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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.

GENERAL PERSONNEL POLICIES FOR FACULTY AND STAFF - IDENTIFICATION CARDS

BOT 4.1.13

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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.

FACULTY - TENURED AND TENURE TRACK

BOT 4.2.1

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.2.1 Faculty:

1. A person in a regular teaching, research, or professional library position; a regular appointment may be for less than full time, if at least half-time, with the agreement of the appointing unit, the Appointing Officer, and the faculty member.

2. Faculty members who are also academic unit heads (department chairs and school directors).

3. Academic administrators who also hold faculty rank (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.

ACADEMIC FREEDOM

BOT 4.2.2

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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.
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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.

REGULAR FACULTY - KINDS OF REGULAR ACADEMIC APPOINTMENTS

BOT 4.2.3

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

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 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).

REGULAR FACULTY WRITTEN STATEMENT OF APPOINTMENT (INCLUDING JOINT APPOINTMENTS)

BOT 4.2.4 - 4.2.4.1

Date of Last Update:
April 29, 2022

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 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 Workload Report (FWR) and annual Faculty Workload Plan (FWP) to the chairs of the primary unit and the secondary unit. Both unit heads should sign the FWR and the FWP. 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 Affairs, will be more than 50% of the joint appointment be in the secondary unit.

REGULAR FACULTY RANK

BOT 4.2.5

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 appropriate service contributions as specified by the unit standards. 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 appropriate service contributions as specified by the unit standards. 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 appropriate service contributions as specified by the unit standards. 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 service contributions as specified by the unit standards. 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.

REGULAR FACULTY INITIAL APPOINTMENT

BOT 4.2.6

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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.

REGULAR FACULTY PROBATIONARY APPOINTMENTS

BOT 4.2.7

Date of Last Update:
August 10, 2026

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 they progress 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. In consultation with the unit head, the appointing officer may give an allowance 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/Librarian or higher, or full-time service as a visiting faculty member at the rank of Assistant Professor or higher at the University. In extraordinary situations, such as when a faculty member has earned tenure or an equivalent status at another institution, an allowance for a fourth year may be given, or, with the approval of the Provost, a faculty member may be hired with tenure (see BOT 4.2.8).

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. Previous work in Teaching/Professional Effectiveness, Scholarly/Creative Activity, and Service may count toward tenure and promotion at GVSU, provided that the work is explicitly noted in the appointment letter and that the work is consistent with unit and college personnel criteria. A statement indicating the period of evaluation for tenure or toward promotion to the rank of Associate Professor/Librarian or Professor/Senior Librarian, consistent with BOT 4.2.5 and 4.2.10, shall appear in the appointment letter.

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 they 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

	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	
Years Towards Tenure & Promotion	**Fall**	**Winter**	**Fall**	**Winter**	**Fall**	**Winter**	**Fall**	**Winter**	**Fall**	**Winter**	**Fall**	**Winter**	**Fall**	**Winter**
No Years						Contract Renewal						**Tenure Review**		
One Year				Contract Renewal						**Tenure Review**				
Two Years				Contract Renewal				**Tenure Review**						
Three Years				***Optional Review***		**Tenure Review**								
Four Years				**Tenure Review**										

	Initial Contract (3 or 4 years)
	Second Contract (2 or 3 years)

REGULAR FACULTY ACADEMIC TENURE

BOT 4.2.8

Date of Last Update:
June 23, 2023

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 they be considered by their 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 they have exceeded the expectations in all three areas of evaluation (see Section 4.2.9.1), as defined by unit and College criteria. For early promotion to full professor/senior librarian, the relevant period of time for the materials included in the application shall be the time since the first day of classes in the fall semester of the academic year, not the calendar year, in which the application to associate professor/associate librarian was submitted. Candidates for early promotion to full professor/senior librarian are not required to include items from the aforementioned fall semester in their application; any items included in the application for promotion to associate professor/associate librarian are ineligible for inclusion in the application for full professor/senior librarian. (The time period described in BOT 4.2.10.5 does not apply for early promotion to full professor/senior librarian.)

REGULAR FACULTY AREAS OF EVALUATION FOR RENEWAL OF PROBATIONARY APPOINTMENTS, PROMOTION, TENURE, AND PERIODIC PERFORMANCE REVIEWS

BOT 4.2.9

Date of Last Update:
February 18, 2022

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 activities1)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 acknowledgment 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 Affairs. Final approval is decided by the Provost/Executive Vice President for Academic 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 indetermination 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 Unit, University, and the Profession/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 acknowledgment 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 Affairs. Final approval is decided by the Provost/Executive Vice President for Academic Affairs.

FOOTNOTES

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

PROCEDURES FOR REGULAR FACULTY APPOINTMENT RENEWAL, PROMOTION, TENURE, AND DISMISSAL FOR ADEQUATE CAUSE.

BOT 4.2.10

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Office of General Counsel

POLICY STATEMENT

4.2.10 Procedures for Regular Faculty Appointment Renewal, Promotion, Tenure, and Dismissal for Adequate Cause

4.2.10.1 College/University Libraries Personnel Committee

4.2.10.2 College/University Libraries Personnel Committees Composition

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4.2.10.8 College's Personnel Committee Action

4.2.10.9 Dean's Personnel Actions

4.2.10.10 Provost's Personnel Decisions

4.2.10 Procedures for Regular Faculty Appointment Renewal, Promotion, Tenure, 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 Computing: The Personnel Committee shall be composed of six (6) tenured faculty members elected by the regular faculty, two (2) from the Department of Computer Science, two (2) from the Department of Information Sciences and Technologies, and two (2) at-large. There can be a maximum of three (3) members from one academic unit. The voting members for any personnel action are as follows:

1. Candidate is from the Department of Computer Science: The two (2) members from the Department of Information Sciences and Technologies, the two (2) members from the Department of Computer Science, and all at-large members not from the Department of Computer Science.

2. Candidate is from the Department of Information Sciences and Technologies: The two (2) members from the Department of Computer Science, the two (2) members from the Department of Information Sciences and Technologies, and all at-large members not from the Department of Information Sciences and Technologies.

College of Education and Community Innovation: The Personnel Committee shall be composed of seven (7) voting members. Membership of the CPC will consist of six (6) regular, tenured faculty members, to include one representative from each College of Education and Community Innovation unit. Representatives should be nominated and elected within each unit to ensure equal representation across the College. One (1) additional tenured faculty member will be elected by the College to serve as an inclusion advocate.Nominations for the inclusion advocate representative position may occur either by colleagues, or self-nomination. The nominee(s) for the inclusion advocate representative will be responsible to identify and share any/all inclusion-focused interest, training, background, and/or expertise in support of their nomination.

Padnos College of Engineering: The Personnel Committee shall be composed of one (1) elected tenured, Associate or Full Professor from each unit (Mechanical and Manufacturing Engineering, Electrical and Computing Engineering, Integrated Engineering) and two (2) at-large representatives. No more than two (2) representatives may come from the same unit. The chair of the committee will be elected from the elected members, by the tenure-track faculty of the college. Curriculum committee chairs are eligible to serve on the College Personnel Committee, but unit heads are not.

College of Health Professions: The Personnel Committee shall be composed of one (1) tenured faculty member from each department and three (3) tenured

faculty members from the School of Interdisciplinary Health. Each department/school will elect their faculty representative(s). Faculty Council of the College, in consultation with the Dean, may select an additional faculty member to serve as an inclusion 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/school of the faculty member being considered. If a department/school 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 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 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 an inclusion 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 Affairs from appropriate disciplines outside the College to be determined by the Provost/Executive Vice President for Academic 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 (3) years and can serve on the Committee for a maximum of two (2) 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 Affairs from appropriate disciplines to be determined by the Provost/Executive Vice President for Academic 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 their appointment had begun at the next fall semester. Any exceptions to these dates must be approved in advance by the Dean. For details on the timeline regarding the eligibility of materials included in the application, see BOT 4.2.8.4
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 their 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. For details on the timeline regarding the eligibility of materials included in the application, see BOT 4.2.8.4

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. Copy of the candidate's appointment letter. The candidate may choose to redact salary, start-up package information, and contact information.

C. 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.

D. Examples of the relevant work of the candidate that supports B).

E. Faculty Workload Report (FWR), Faculty Workload Plan (FWP), 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. In extenuating circumstances (for example, implementation of the Family Medical Leave Act, other approved leaves, or an "unforeseen and significant disruption" as referenced in BOT 4.2.7.2.F), the candidate for full professor/senior librarian may request permission from the Dean to extend the eligible time period to eight (8) years. In this latter case, the candidate will choose six (6) consecutive or non-consecutive years of activity from these eight (8) years to submit in the portfolio.

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. A Designate shall 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. A faculty member on sabbatical can attend and vote at personnel meetings. Attendance is not required or expected, and the faculty member's absence will not affect the vote count. 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.

Unit meetings will be conducted in person unless the Dean, after consultation with their faculty governance body, decides to approve the use of technology for synchronous, remote meetings. Unit meetings with some faculty in person and some remote are not allowed. The Dean's decision will be announced by June 1 prior to the start of the academic year and binds all units in the college/libraries for the next academic year. If a college/libraries unit meeting is scheduled to be in person for personnel actions, the Dean, after consultation with the Provost, can approve individual exceptions to this. The Provost may establish and publish protocols for synchronous remote meetings.

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 their 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, the Unit Head or Designate 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 their 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 their 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 recommendatior
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 their 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

REGULAR FACULTY APPLICABILITY TO EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL POSITIONS AND OTHER ADMINISTRATIVE ASSIGNMENTS.

BOT 4.2.11

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 Chapter 4, 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 assignments 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.

REGULAR FACULTY RESIGNATION

BOT 4.2.12

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.2.12 Resignation

If an appointee desires to terminate an existing appointment or to decline a renewal appointment, they shall give notice of not less than three months before the end of their 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.

REGULAR FACULTY TERMINATION PROCESSES AND DISCIPLINARY ACTION

BOT 4.2.13

Date of Last Update:
October 18, 2024

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 themselves 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 their 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, the Dean 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 their 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 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 People, Equity, and Culture 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.

REGULAR FACULTY MERGER OR REORGANIZATION OF APPOINTMENT STRUCTURES

BOT 4.2.14

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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.

REGULAR FACULTY REDUCTION IN FORCE

BOT 4.2.15

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Office of General Counsel

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 the 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 severanceplan 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 l0 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 their terminal year base salary for each year of service at the University, 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 the University 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 the University 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 l0 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 the University; 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 University 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 the University, the hiring unit, before advertising, must first exhaust the possibilities of transferring current faculty and recalling the University 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, they 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 the University and not in an individual unit.

15. Seniority is defined as years of service at the 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 the University and the total number of years of continuous full-time service at the University. 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

REGULAR FACULTY GRIEVANCE PROCEDURE

BOT 4.2.16 - 4.2.17

Date of Last Update:
October 18, 2024

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 (through the Human Resources office via this website) 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 by email to complaints@gvsu.edu), 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 or designee, 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 grievances.

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 and Community Innovation, Kirkhof College of Nursing, College of Health Professions, and the Brooks College of Interdisciplinary Studies; 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 or designee 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 or designee 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 or designee 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 or designee.

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 or designee 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 or designee 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 or designee.

REGULAR FACULTY COMPLAINT PROCEDURE

BOT 4.2.18

Date of Last Update:
April 17, 2025

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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.

Step 1 (Meeting with the Dean): 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.

Step 2A (Written Complaint to the Dean). If the faculty member is not satisfied with the answer of the Dean, the faculty member may file a formal written complaint. The faculty member will submit the complaint in writing to the Dean (through the Human Resources office via this website) 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.

Step 2B (Conference and Dean's Response): 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.

Step 3A - (Appeal to the Provost/Vice President for Academic Affairs). If the complaint is not resolved at Step 2B, 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 2B. If the faculty member with a complaint so desires, they may also include a response to the Dean's response. The faculty member should write to complaints@gvsu.edu to file an appeal.

Step 3B (Optional Faculty Review). In their 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 or designee 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.

Step 3C (Provost/VP decision). 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.

REGULAR FACULTY SALARY ADMINISTRATION

BOT 4.2.20

Date of Last Update:
April 29, 2022

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 their assigned responsibilities. For all or any part of such period when a faculty member has failed to meet the requirements of compensable service they will incur a proportionate forfeiture at the per day rate of 1/190 of their academic year rate or in the case of faculty on a 12-month appointment 1/260 of their 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 their base academic year rate for each full academic term of service. Faculty who terminate during an academic semester will be paid 1/190 of their 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/Executive 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/Executive 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 Workload Plan (FWP) and Faculty Workload Report (FWR) 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

REGULAR FACULTY BENEFITS

BOT 4.2.30

Date of Last Update:
October 18, 2024

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

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 they are 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, the faculty member shall submit that request to the unit head for approval as soon as possible.

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

B. 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.

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

D. 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 their assigned responsibilities because of jury duty will receive the difference between their pay for jury duty and their 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 their assigned responsibilities because of military training as a reservist or National Guard or due to a civil

disturbance, not exceeding four weeks per year, will receive the difference between their military base pay and their 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 is subject to approval 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 their 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 they 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.

1. University Base Plan. Effective July 1, 1996, regular faculty and executive, administrative and professional staff with appointments of one-half time or more will be eligible to participate in the base retirement plan comprised of three investment alternatives: Teachers Insurance and Annuity Association (TIAA),

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.

A. 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.

B. 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 their 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 member's 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 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 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
Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
day following Thanksgiving Day
day preceding Christmas Day
Christmas Day
day preceding New Year's Day

Policies Relevant to Faculty Per Senior Leadership Team

NON-RETALIATION POLICY FOR FACULTY AND STAFF

SLT 3.3.1

Date of Last Update:
July 10, 2026

Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

POLICY

This policy applies to all employees of Grand Valley State University.

POLICY STATEMENT

A. Policy Statement

Grand Valley State University ("GVSU") is dedicated to cultivating a workplace consistent with the ideals expressed in SLT 3.3. Upholding these principles is central to our mission, ensuring that all employees feel empowered to report violations or potential violations without fear of reprisal. Recognizing the importance of promptly and thoroughly addressing such reports, we aim to foster trust and accountability within our community.

The University's Non-Retaliation Policy for Faculty and Staff strictly prohibits any form of retaliation against individuals who make good faith reports of violations of laws, regulations, or University policies. This protection extends to those who participate in investigations, proceedings, or hearings, as well as individuals requesting accommodations, assistance, or leave under university policy or state or federal law.

PROCEDURES

B. Procedures

Allegations of Retaliation under this policy will be handled in accordance with the procedures outlined in SLT 3.3.

DEFINITIONS:

C. Definitions

1. **Retaliation** encompasses any action, statement, or behavior intended to punish an individual *for engaging in a protected action*. Retaliation may include, but is not limited to, intimidation, threats, coercion, harassment, or actions that negatively affect the terms and conditions of employment, such as termination, demotion, suspension, reassignment, or changes in responsibilities. Retaliation also includes attempts to discourage, deter, or interfere with an individual's ability to engage in protected activity.
2. A **protected action** as referenced in this policy, includes actions taken in good faith to report, address, or seek guidance regarding workplace concerns, or to exercise rights under applicable policies or laws.
3. **Good faith** means an honest belief that the information provided is true, based on the facts reasonably available at the time, and without intent to deceive, mislead, or cause harm

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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.

RELOCATION POLICY (MOVING)

SLT 6.15

Date of Last Update:
April 13, 2023

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 $7,000 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.

TRAVEL POLICY

SLT 6.18

Date of Last Update:
July 01, 2021

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.

Policy Statement for Travel and Expense Reimbursement

University travel is defined as traveling to conduct business on behalf of the University. The following individuals are eligible for reimbursement of reasonable expenses while traveling on University business:

- University Board of Trustees, faculty and staff employees.
- Students in appropriate/approved circumstances and sponsored by a department.
- Guests invited for lectures, consulting, interviews, recruiting, and other special occasions, or those requested to travel for the University as specified in a contractual arrangement. For these circumstances, the sponsoring Division or Department will use Concur to submit the reimbursement for travel expenses.

Authorization

Travel approval and reimbursement authority may be delegated by Executive Officers to supervisory individuals within their Division. Delegation authority shall be in writing and updated annually. It is the responsibility of each prospective traveler to secure the appropriate approval for University travel from their Supervisor, Director, Department Head, Dean, or Executive Officer. Additional regulations may apply for travel associated with grant funding and international travel.

Supervisors, if designated, will have the authority to approve travel and expense reports for their direct reports up to $5,000.

Additional approval from an Appointing or Executive Officer may be required for exceptions to travel policies.

See the Travel and Expense Procedures for authorization details.

Travel Arrangements and Booking

Individual travel shall be booked via the Travel & Expense (T&E) system for reserving travel (air/lodging/rental cars). The University Travel Agent can assist with bookings for multi-leg trips, group/sports travel, and international travel.

Guidance and procedures relating to transportation modes, including rental cars and use of personal vehicles, lodging, conference fees, etc. are outlined on the Business & Finance website. See the Travel and Expense Procedures for details.

Charging Expenses

University faculty and staff, if issued a University Purchase Card (P-Card), shall charge all business and business travel expenses to their P-card. In the event a traveler does not have a P-card, the traveler may use a debit card issued to them through the Accounting office, request a Cash Advance through the Accounting office, or use personal funds/payment methods and request reimbursement. Note: Cash advances will only be allowed when all other forms of payment have been explored and been found unfeasible. See the Travel and Expense Procedures for details.

Meals

Meals, to the extent practicable, shall be charged to a University P-card. The GSA Per Diem meal rate, by locality, will be applied to each purchase. If the GSA rate is exceeded for any one purchase, the traveler will be responsible for reimbursing the University for the difference.

For authorized individuals only, alcohol may be purchased on the University P-card. See the Travel and Expense Procedures for further details regarding alcohol purchases.

If dining with a University guest along with a group of GVSU employees as part of a valid business purpose, group meals shall be paid using the University P-card and will be reimbursed at the GSA rate, by locality, per person. Exceptions to exceed the per diem rate must be approved by the Appointing Officer or Executive Officer. A receipt(s) and all attendees must be input into Concur Reimbursement for group meal reimbursement.

Expense Reimbursement/Reconciliation of P-Card

Expenses incurred on behalf of the University, whether through a P-Card or personal funds, must be approved by an individual's authorized travel supervisor and submitted to the Business and Finance office through the University's Travel and Expense system within 30 days of completion of travel. Unreconciled charges may be charged to the traveler's department FOAP and may result in suspension of P-card and cash advance abilities.

Miscellaneous

The University will permit the benefits of airline/hotel/rental car rewards programs derived from travel paid for by the University to accrue to the traveler. This provision does not permit travelers to charge travel and booking arrangements with a personal method of payment when the University P-Card can be used.

PARKING ORDINANCE

SLT 6.28

Date of Last Update:
February 04, 2022

Approved By:

- Senior Leadership Team

Responsible Office:
Public Safety

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

1.1. 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.

1.2. Parking Services: Parking Services is responsible for parking on all University owned or controlled properties and is comprised of customer service and compliance operations in Allendale and Grand Rapids.

1.3. 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, and Emergency Management.

1.4. Hours of Compliance: Parking requires compliance 24/7, unless otherwise noted.

1.5. Overnight Parking: Overnight parking on campus is considered between the hours of 3:00 a.m. - 6:00 a.m., unless otherwise noted.

1.6. Color-Coded Parking: All parking signage is color coded. The sign decal designation and color authorizes parking in specific lots and 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. The disabled vehicle must be removed from the campus within 24 hours or is subject to parking violations.

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.

2.1.2.1. Double Parking: 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 Parking Services. 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 or in closed parking lots 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 Parking Services.

2.1.3.6. Landscape Restriction: 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 require compliance 24/7. Loading from prohibited parking areas is strictly prohibited.

2.1.4. Parking by Permit Only: Parking on campus is by permit only and payment is required in Pay-to-Park areas year-round. By parking on campus, the vehicle operator has agreed to abide by the rules and regulations of the Parking Ordinance and is subject to a parking violation and other penalties as outlined in Section 3. Information about parking lot locations and permit types 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 areas. 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.

2.2.1.1. Regional Centers: 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.)

2.2.1.2. Spring and Summer Allendale Campus: During the spring and summer semesters, parking permits are not required in student commuter areas or in resident parking areas. Parking permits are required in Faculty/Staff, visitor areas, and specially signed spaces. Pay-to-Park areas require payment.

2.2.1.3. Spring and Summer Robert C. Pew Campus: During the spring and summer semesters, parking permits are not required in student commuter areas. Parking permits are required in Pew Resident areas, Faculty/Staff, visitor areas, and specially signed spaces. Pay-to-Park areas require payment.

2.2.1.4. Spring and Summer Health Campus: During the spring and summer semesters, parking permits are required in student commuter, Faculty/Staff, visitor areas, and specially signed spaces. Pay-to-Park areas require payment.

2.2.2. Pay-to-Park: Pay-to-Park areas offer short-term parking and require payment. Those choosing to park on campus without a permit must utilize Pay-to-Park areas. Permits do not replace payment. Over-payments will not be refunded.

2.2.2.1. Pay-by-Phone: Pay-by-Phone areas near academic buildings require payment Monday - Saturday, 7:00 a.m. - 8:00 p.m. year-round unless otherwise noted. Pay-by-Phone areas located in and near residential buildings require payment 24/7 year-round. Our current Pay-by-Phone contractor is ParkMobile.

2.2.2.2. Pay Stations: Pay station areas require payment Monday - Saturday, 7:00 a.m. - 8:00 p.m. year-round, including Motorcycle and ADA spaces. Pay stations accept coins, bills, credit cards, and ParkMobile as payment. Pay stations that are offline or malfunctioning should be reported to Parking Services.

2.3. Permits

2.3.1. Virtual Permits: Virtual permits are available to currently enrolled GVSU students, Faculty/Staff with active appointments, and tenants, as appropriate.

2.3.1.1. Permit Charges: Students who choose to purchase a permit will be required to register per semester. The cost of a permit is charged directly to the student's account (fall and winter semesters). The refund schedule may be found on the Parking Services website.

2.3.1.2. Permit Eligibility: 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.

2.3.1.3. Authorized Permit Use: Virtual parking permits are issued for the exclusive use of the person applying for the permit. A G# is authorized for one permit only.

2.3.1.4. Alternate Vehicle Use: Virtual parking permits may be transferred between vehicles on the parking portal. Faculty/Staff and students are responsible for ensuring the correct vehicle is associated with the current permit.

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. Temporary permits may be printed or paperless/digital.

2.4. Student Parking

2.4.1. Student Commuter: Students who are currently enrolled at GVSU and do not reside in University owned housing facilities on campus are considered commuter students.

2.4.1.1. Student Commuter: Student Commuter permits are only valid in Student Commuter parking areas marked by a red "S" on signs throughout campus. This permit is not valid in Pay-to-Park or other designated areas on 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 Robert C. Pew Grand Rapids Campus on a first-come, first-serve basis for Lot J only. A daily permit must be purchased to be eligible to park in other student commuter areas. Individuals needing ADA parking accommodations should refer to Section 2.8. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.4.2. Student Resident: Students who are currently enrolled at GVSU and reside in University owned housing facilities on campus are considered residents. There are four types of Student Residents:

2.4.2.1. Allendale Resident: Students who live on the Allendale Campus are considered Allendale Residents. 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 Grand Rapids Campuses. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.4.2.2. Pew Resident: Students who live on the Robert C. Pew Grand Rapids Campus are considered Pew Residents. Pew Resident parking permits are valid in Pew Resident areas marked by a brown “P” on the Robert C. Pew Grand Rapids Campus and in Student Commuter areas marked by a red “S” on the Allendale Campus and Health Campus. Parking permits are required in Pew Resident spaces on the Robert C. Pew Grand Rapids Campus year-round. This permit is not valid in Pay-to-Park or other designated areas on campus.

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 areas marked by an orange “C”, 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 Grand Rapids Campuses. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.4.2.4. Seward Remote Resident: Seward Remote Resident permits are offered as a reduced cost, remote parking option for student residents. The Seward Ramp is located on the Robert C. Pew Grand Rapids Campus. This permit is valid in the Seward Ramp on the level leading to and including the top level only. Permits are available on a first-come, first-serve basis only. A daily permit must be purchased to be eligible to park in other student resident areas. Individuals needing ADA parking accommodations should refer to Section 2.8. This permit is not valid in Pay-to-Park or other designated areas on 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. Faculty/Staff permits are for the exclusive use of the employee only.

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”. Faculty/Staff permits are not valid in the Winter Lot on the Robert C. Pew Grand Rapids Campus, Pay-to-Park, or other designated areas on campus.

2.5.1.2. Fall Faculty/Staff: Fall Faculty/Staff parking permits may be 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. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.5.1.3. Faculty/Staff Reserved: Faculty/Staff Reserved parking permits are only valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S”. Additionally, individuals who qualify for a Faculty/Staff Reserved parking permit are afforded additional parking on campus as marked by “Reserved” signs. Faculty/Staff Reserved permits are not valid in the Winter Lot on the Robert C. Pew Grand Rapids Campus, Pay-to-Park, or other designated areas on campus.

2.5.1.4. Lot L/Administration: Lot L/Administration permits are issued as applicable. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.5.2. Retired Faculty and Staff: Faculty/Staff who have officially retired from GVSU are eligible for a GVRP parking permit. This permit is valid for four years. It is the responsibility of the retiree to renew their permit with Parking Services.

2.5.2.1. GVRP: GVRP parking permits are only valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S”. GVRP permits are not valid in the Winter Lot on the Robert C. Pew Grand Rapids Campus, Pay-to-Park, or other designated areas on campus.

2.6. Specially Signed Spaces and Designated Permits

2.6.1. Permits required 24/7: Specially signed parking spaces require parking permits designated for a particular type of space and require compliance 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, Motor Pool, and numbered spaces 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). Employees of vendor companies that perform regular services for GVSU may qualify for this permit. Service Vehicle permits are not intended for loading or unloading. Service Vehicle parking permits are valid in Service Vehicle areas, Faculty/Staff areas marked by a blue “F,” in Student Commuter areas marked by a red “S”, and in Pay-to-Park areas without payment.

2.6.3. Tenants: Tenants with lease agreements for spaces in University buildings may be eligible for a tenant permit. Please refer to your lease or parking agreement as to where these permits are valid. This permit is not valid in Pay-to-Park or other designated areas on campus.

2.6.4. Alternative Fuel/Hybrid Spaces: These spaces require a special parking permit designation. Contact Parking Services for additional information regarding this permit designation.

2.6.5. Electric Vehicle Charging Spaces: Spaces are provided throughout campus for actively-charging electric vehicles only. Spaces are limited, and a parking or charging opportunity is not guaranteed. A valid GVSU permit is required.

2.6.5.1. Pew Campus Front Lot: Electric vehicle charging stations located in the Front Lot on the Pew Campus are for Consumers Energy staff and visitors only.

2.6.6. 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.

2.6.7. 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 zones regulations require compliance 24/7. Loading from prohibited parking areas is strictly prohibited, (see section 2.1.3).

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; 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 to use 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 Robert C. Pew Grand Rapids Campus are limited to 10 overnight permits. The University reserves the right to restrict overnight parking.

2.7.3. Short Term Parking Allendale: Short-term parking without a permit is available on the Allendale Campus for those who are conducting business at the Service Building, Alumni House, and The Meadows Golf Course. Parking is available near the building entrances and these parking locations are not intended to be used for academic purposes. These parking locations may not be used for any purpose other than conducting university business.

2.7.4. Fieldhouse/Recreation Center Visitors with Membership: Alumni and outside members can obtain a Recreation Center 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.

2.7.5. Campus Recreation Class Visitors: Community members taking campus recreation classes at the Athletic and Recreation Facilities may obtain a temporary day permit or utilize Pay-to-Park areas. 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 requires compliance 24/7.

2.8.2. ADA 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.

2.8.2.1. ADA Pay-to-Park Compliance: Parking in ADA-compliant spaces in Pay-to-Park areas requires payment.

2.8.2.2. ADA Lot J Remote and Seward Remote Resident Compliance: Lot J Remote Commuter permits are only valid in Lot J and are not permitted in other areas even when accompanied by an ADA placard or plate designation. Seward Remote Resident permits are only valid on the level leading to and including the top level of the Seward Ramp on the Robert C. Pew Grand Rapids Campus and are not permitted in other areas even when accompanied by an ADA placard or plate designation.

2.8.2.3. Other ADA Restrictions: 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 Michigan 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. Robert C. Pew Grand Rapids Campus: Motorcycles and mopeds must be parked in designated motorcycle parking areas indicated 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, specially signed areas, and Pay-to-Park areas, unless otherwise noted.

2.10.2. Overnight Employees: Designated locations for GVSU employees whose duties require overnight parking are determined by Parking Services. This information is shared with University departments requiring this accommodation.

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 Parking Services.

2.12. Buses and Other Oversized Vehicles

2.12.1. Buses and Oversized Vehicles: Oversized vehicles are defined as vehicles larger than one standard parking space. Refer to the Parking Services website for a list of parking areas currently designated for this purpose. Parking of buses and other oversized vehicles is strictly prohibited in Pay-to-Park areas. Parking rules applicable to buses and other oversized vehicles require compliance year-round.

2.12.1.1. Allendale Campus: Buses bringing athletes and/or other groups to the Allendale Campus are limited to 15 minutes for picking up and dropping off and must not obstruct the flow of traffic. Picking up and dropping off is strictly prohibited in Pay-to-Park areas.

2.12.1.2. Grand Rapids Campuses: Buses and other oversized vehicles are prohibited on the Grand Rapids Campuses.

2.13. Vehicles Prohibited

2.13.1. Vehicles Prohibited: The following vehicles are not permitted on campus unless permission is obtained from the Associate Vice President for Facilities Services Grand Rapids and Regional Centers:

- Snowmobiles
- Off-road motorcycles
- All-terrain vehicles
- Recreational vehicles parked overnight

- Non-traditional vehicles (i.e. non-University affiliated golf carts, dune buggies, go-carts, etc.)

2.14. University's Rights and Responsibilities

2.14.1. Restrictions: 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.

2.14.2. Removal: 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.

2.14.3. Loss or damage: The University assumes no responsibility for loss or damage to vehicles driven or parked on campus, or for the contents thereof.

Section 3. Parking Violation Fines, 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 found in front of the Service Building on the Allendale Campus via check only.

3.1.1.3. Telephone: Over the phone at (616) 331-2209 via credit card.

3.1.1.4. In Person Cashier's Windows: Over the counter at a Cashier's Window on the Allendale Campus or Robert C. Pew Grand Rapids Campus via check or credit card.

3.1.1.5. Mail: Through postal mail via check only.

3.1.2. Returned Checks: A fee will be imposed for any returned checks.

3.1.3. Cash Payments: Cash payments are no longer accepted.

3.1.4. Transfer of Fines :

3.1.4.1. Faculty/Staff and Student Fines: After ten days, fines will be transferred to the respective GVSU account.

3.1.4.2. Non-GVSU Fines: Non-GVSU fines will be referred to collections after forty days.

3.1.4.3. Outstanding Fines: Outstanding fines may be sent to the appropriate District Court for collection.

3.1.5. Excessive Parking Violations: The accumulation of six or more unpaid parking violations issued to a single vehicle may be deemed excessive. Any vehicle accumulating excessive parking violations 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 issue date.

3.2.1.1. Online: On the Parking Services website.

3.2.1.2. In Person: In person appeals may be granted at the discretion of the judiciary.

3.2.1.3. Handwritten: Appeals may be handwritten and 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 Permit Use: Unauthorized or improper use of any permit may result in criminal charges and/or University sanctions. 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. 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.

3.3.5. Violations Subject to Impoundment: 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 or access aisle without displayed authorization
4. Vehicles parked in violation of any section of the Parking Ordinance

3.3.6. Parking Violations – Contact Not Required: If a parking infraction is observed by Parking Services staff and immediate contact is not possible or may jeopardize the safety of staff, a parking violation may be issued to the registered owner of the vehicle without contact at the time of the violation.

3.3.7. Owner Responsibility: Parking violations 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.

USE OF SECURITY CAMERAS

SLT 6.29

Date of Last Update:
September 05, 2023

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 owned or controlled by the University and not to portable or temporary camera applications. All other stationary cameras that are not for official University use, portable or not, are prohibited.

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 for official University use 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. The University reserves the right to remove or disable cameras not compliant with this policy.

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.

DISORDERLY CONDUCT POLICY

SLT 6.31

Date of Last Update:
February 23, 2021

Approved By:

- Senior Leadership Team

Responsible Office:
Public Safety

POLICY STATEMENT

The University has adopted this policy in furtherance of the University's mission, for the protection of individuals and the University and to mitigate improper interferences with University activities.

This policy applies to all buildings, grounds, and other spaces owned or controlled by the University.

1. Unlawful Individual Activities. No person shall engage in any activity, individually or in concert with others, which causes or constitutes a disruption of University operations or activities, including obstruction of teaching, research, administration, or other activities, either outdoors or inside a classroom, office, or other place on which University operations or activities are conducted or held (hereafter "Campus"), nor shall any person in any way intimidate, harass, threaten, or assault any person engaged in lawful activities on the campus. This includes, but is not limited to, violations of the Grounds and Facility Use Policy.
2. Conduct at Performances. No person shall disrupt or interfere with any authorized performance before an audience on the Campus, including concerts, plays, lectures, scientific demonstrations, athletic contests, and similar activities, by making of noise, blocking the view of others at the performance with signs or other items, engaging in disruptive behavior, throwing or dropping projectiles, entering upon the stage, playing field, or other performance area, or by any other means.
3. Public Events. No person shall enter or attempt to enter into any concert, theatrical performance, lecture, dance, athletic contest or other event contrary to the rules or qualification for eligibility for entry as established by the sponsors, or without a ticket, where required.
4. Loitering. No person shall loiter in an area of Campus that is not open to the public without prior authorization, or meddle with, tamper with, interfere with, move, damage or disconnect any property not their own.

If anyone believes someone's behavior violates this policy, they should contact the Department of Public Safety immediately.

VIOLATION OF LOCAL, STATE OR FEDERAL LAW

SLT 6.32

Date of Last Update:
February 23, 2021

Approved By:

- Senior Leadership Team

Responsible Office:
Public Safety

POLICY STATEMENT

No person on University owned or controlled property shall engage in any conduct that is or could be chargeable under any provision of local, state, or federal law.

WEB POLICIES FOR ACADEMIC AND ADMINISTRATIVE UNITS

SLT 7.5

Date of Last Update:
December 18, 2012

Approved By:

- Senior Leadership Team

Responsible Office:
University Marketing

POLICY STATEMENT

All GVSU units are required to maintain their webpages on the university's domain www.gvsu.edu and use the university's content management system unless authorized by University 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/ 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

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.

POLICY PROHIBITING DISCRIMINATION, HARASSMENT, AND MISCONDUCT

SLT 9.1

Date of Last Update:
October 14, 2026

Approved By:

- Senior Leadership Team

Responsible Office:
Civil Rights and Title IX

POLICY STATEMENT

1. Purpose

GVSU is committed to providing an educational and employment environment that is free from discrimination and harassment based on Protected Characteristics, and free from retaliation for engaging in protected activity.

GVSU values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the Resolution Process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of its education programs and activities, GVSU has developed this Policy and related procedures that provide for prompt, fair, and impartial resolution of allegations of discrimination, harassment or misconduct based on Protected Characteristics.

2. Notice of Discrimination, Harassment, and Misconduct Based on Protected Characteristics

GVSU seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination, harassment, and misconduct in public post-secondary education institutions.

GVSU does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived Protected Characteristics.

This Policy covers alleged discrimination, harassment and misconduct in employment and in access to educational opportunities, and prohibits such misconduct. Therefore, any member of the GVSU community whose acts objectively deny, deprive, unreasonably interfere with or limit the education or employment, residential and/or social access, benefits, and/or opportunities of any member of GVSU's community, guest, or visitor on the basis of that person's actual or perceived Protected Characteristic(s), is in violation of this Policy.

Actual or perceived Protected Characteristics as referenced in this Policy include:

- Age
- Color
- Disability (physical or mental)
- Ethnicity
- Familial Status (including Parental Status)
- Gender expression
- Gender identity
- Height
- Marital status
- National origin (including Shared Ancestry)
- Political affiliation
- Pregnancy or Related conditions
- Race
- Religion
- Sex
- Sexual orientation
- Veteran or active-duty military status (including disabled veteran; recently separated veteran; active-duty, wartime, or campaign badge veteran; and Armed Forces Service Medal veteran)
- Weight

GVSU will promptly and effectively address any such discrimination, harassment or misconduct of which it has knowledge or Notice using the resolution process outlined in the Resolution Process for Alleged Violations of GVSU Policy Prohibiting Discrimination, Harassment and Misconduct.

3. Contacts

GVSU has appointed the following individual(s), to coordinate GVSU's compliance with this policy and federal, state, and local civil rights laws and ordinances:

For sex discrimination, sex-based harassment, and other sexual misconduct allegations:

Title IX Coordinator

Kathleen VanderVeen
Associate Vice President of Civil Rights and Title IX
Title IX and ADA Coordinator
Office of Civil Rights and Title IX
Zumberge
1 Campus Drive
616.331.9532
vandervk@gvsu.edu
www.gvsu.edu/titleix

For other forms of discrimination, harassment, and misconduct allegations:

Office of Civil Rights and Title IX (OCRTIX)
Zumberge
1 Campus Drive
616.331.9532
www.gvsu.edu/titleix

The Title IX Coordinator and other members of the Office of Civil Rights and Title IX (OCRTIX) are responsible for providing comprehensive education and training; coordinating GVSU's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from discrimination, harassment, and misconduct.

GVSU recognizes that allegations under this Policy may include multiple forms of discrimination, harassment or misconduct, as well as violations of other GVSU policies; may involve various combinations of students, employees, and other members of the GVSU community; and may require the simultaneous attention of multiple GVSU departments.

Accordingly, all GVSU departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law, and consistent with other applicable GVSU policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination, harassment, or misconduct.

4. External Contact Information

Concerns about GVSU's application of this Policy and compliance with certain federal civil rights laws may also be addressed to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012

TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Office for Civil Rights (OCR)
U.S. Department of Education
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Email: OCR.Denver@ed.gov
For Complaints involving employee-on-employee conduct: Equal Employment Opportunity Commission (EEOC)

EEOC Regional Office
Patrick V. McNamara Building, 477 Michigan Avenue, Room 865
Detroit, MI, 48226

5. Definitions (Appendix A)

Please see Appendix A for a list of definitions pertaining to the Policy and related procedures.

6. Mandatory Reporters

All GVSU faculty and employees (including student-employees), Resident Assistants, and Graduate Assistants, other than those deemed Confidential Employees, are Mandatory Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, or misconduct to appropriate officials immediately, although there is a Limited Event Exception as defined in Appendix A. Supportive Measures may be offered as the result of such disclosures without formal GVSU action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandatory Reporters, as those details must be shared with the OCRTIX.

If a Complainant seeks formal action in response to their allegations, reporting to any Mandatory Reporter can connect them with resources to report alleged crimes and/or Policy violations. These employees will immediately pass Notice to the OCRTIX (and/or GVPD, if desired by the Complainant or required by law), who will then act in accordance with their procedures.

Failure of a Mandatory Reporter, as described above in this section, to report an incident of discrimination, harassment or misconduct of which they become aware is a violation of GVSU Policy and can be subject to disciplinary action for failure to comply or failure to report.

A Mandatory Reporter who is themselves a target of discrimination, harassment, or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

If a student (or a student's parent or other legal representative) informs a GVSU employee of the student's pregnancy or related conditions, in the absence of an associated report of discrimination, harassment, or other misconduct, Mandatory Reporters need not inform OCRTIX. However, the employee must provide the reporting person with information as outlined in the Pregnancy-Based Grievances and Complaints provision of this Policy.

7. Confidential Reporting Options

The following sections describe GVSU's confidential reporting options for a Complainant (including parents or legal guardians when appropriate):

If a Complainant would like to confidentially access support and resources, the Complainant may speak with Confidential Employees. Confidential Employees are not required to notify the OCRTIX about prohibited conduct under this policy, but will provide information to the reporting individual regarding how to contact OCRTIX, how to make a Complaint, and how OCRTIX can help.

There are three categories of Confidential Employees: A) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors; B) Those whom GVSU has specifically designated as Confidential Resources for purposes of providing support and resources to the Complainant; and C) Those conducting human subjects research as part of a study approved by GVSU's Institutional Review Board (IRB).

A. Confidential Employees by Law or Ethics

For those in category A), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the Notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order. These employees include the following:

- On-campus licensed professional counselors and staff
- On-campus health service providers and staff

B. Designated Confidential Resources

To enable Complainants to access support and resources without filing a Report or Complaint, if they so choose, GVSU has designated specific employees as Confidential Resources. Confidential Resources are not required to report actual or suspected discrimination, harassment, or misconduct in a way that identifies the Parties. They will, however, provide the Complainant with the OCRTIX's contact information and offer options and resources. Confidential Resources do not have any obligation to inform an outside agency or GVSU official of identifying information or the details of the allegations unless a Complainant has requested the information be shared. These employees include the following:

- On-campus Victim Advocates
- Employee Ombuds
- Student Ombuds

C. Confidential Employees Conducting Human Subjects Research

Those persons conducting IRB-approved human subjects research at GVSU who, during the course of the research, learn of allegations of discrimination, harassment or misconduct, are considered Confidential Employees while conducting the approved study. They are not required to notify the OCRTIX about prohibited conduct under this policy, but will provide information to the reporting individual regarding how to contact OCRTIX, how to make a Complaint, and how OCRTIX can help.

In addition, Complainants may speak with individuals unaffiliated with GVSU without concern that this Policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources

- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

8. Methods of Notice

If a Complainant would like to provide the details of an incident under this Policy, the Notice may be provided directly to the OCRTIX or to a Mandatory Reporter who will notify the OCRTIX through one of the following methods:

A. Making a Report

A Report provides Notice to GVSU of an allegation or concern about discrimination, harassment or misconduct, and provides an opportunity for the OCRTIX to provide information, resources, and Supportive Measures. Such a Report may be made verbally or in writing at any time (including during non-business hours) by using the telephone number, email address, or mailing address of the OCRTIX.

If a Complainant makes a Report but does not wish to file a Complaint, GVSU will maintain the privacy of information to the extent possible. Therefore, a Complainant should not withhold Notice for fear of a loss of confidentiality. By giving Notice, GVSU can discuss the incident and/or provide Supportive Measures as needed to those involved. For more information regarding Confidential Reporting Options, refer to that provision of this policy.

B. Making a Complaint

A Formal Complaint ("Complaint") provides written Notice to GVSU that the Complainant would like to initiate an investigation or other appropriate resolution procedures. Such a Complaint must be submitted in writing, using the OCRTIX Complaint Form. The Complaint Form may be submitted at any time (including during non-business hours) in person, online, by email address or by mailing address to the OCRTIX.

A Complainant may initially make a Report and may decide at a later time to make a Complaint.

A Complainant does not have to be a member of the GVSU community to file a Complaint under the Jurisdiction of this Policy. At the time of filing the Complaint, a Complainant must be participating in or attempting to participate in a GVSU education program or activity.

C. Online Submission

A Complainant may submit online Notice at https://cm.maxient.com/reporting.php?GrandValley.

Anonymous Notice is accepted**.** However, please note that in order to properly address or investigate the allegations, the Notice may give rise to a need to try to determine the Parties' identities. Please also be aware that Anonymous Notice may limit GVSU's ability to investigate, respond, and provide remedies. It also may not be possible to provide Supportive Measures to Complainants who are the subject of Anonymous Notice.

Measures intended to protect the community or redress or mitigate harm may be enacted in response to an Anonymous Notice.

Reporting carries no obligation to initiate a Complaint, and in most situations, GVSU is able to respect a Complainant's request to not initiate a Resolution Process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a serious threat to health and/or safety, where GVSU may need to initiate a Resolution Process, signing and submitting its own Complaint Form through the OCRTIX.

9. Time Limits on Reporting

There is no time limitation on providing Reports or Complaints to the OCRTIX. However, if the Respondent is no longer subject to GVSU's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or rendered impossible.

The OCRTIX will review all Reports or Complaints significantly impacted by the passage of time (including, but not limited to, impacts caused by the rescission or revision of Policy) for determination of whether to act upon it. The OCRTIX may document allegations for future reference, offer Supportive Measures, and/or engage in informal or formal action, as appropriate.

10. Prompt & Effective Response to Allegations

After receipt of Notice through Report or Complaint of prohibited conduct under this policy, GVSU will:

1. Treat the Complainant and Respondent equitably.
2. Offer and coordinate Supportive Measures, as appropriate, for the Complainant.
3. Offer and coordinate Supportive Measures as appropriate, for the Respondent, if GVSU initiates Formal Resolution (Grievance Procedures) or offers an Informal Resolution process to the Respondent.
4. Notify the Complainant, or if the Complainant is unknown, the individual who reported the conduct, of the process for filing a written Complaint if desired, the Grievance Procedures, and the Informal Resolution process, if available and appropriate.
5. If a Complaint is made, notify the Respondent of the Grievance Procedures and the Informal Resolution process, if available and appropriate.
6. In response to a Complaint, initiate GVSU's Grievance Procedures or Informal Resolution process, if available and appropriate.
7. In the absence of a Complaint, or in the case of withdrawal of any or all of the allegations in a Complaint, and/or in the absence or termination of an Informal Resolution process, make a fact-specific determination regarding whether the OCRTIX will initiate a Complaint itself.
8. If the OCRTIX initiates a Complaint itself, make reasonable efforts to notify the Complainant prior to doing so and appropriately address reasonable concerns about the Complainant's safety or the safety of others.
9. Regardless of whether a Complaint is initiated, take other appropriate prompt and effective steps in effort to ensure that conduct prohibited by this Policy does not continue or recur within GVSU's education program or activity, in addition to providing remedies to an individual Complainant.

For additional information regarding the Resolution Process under this Policy, please review the Resolution Process for Alleged Violations of GVSU Policy Prohibiting Discrimination, Harassment and Misconduct.

11. Disability-Based Grievances and Complaints

Allegations of discrimination, harassment or misconduct on the basis of an actual or perceived disability, including instances in which the provision of reasonable accommodations has allegedly had a discriminatory effect, will be resolved under this Policy and related procedures.

However, grievances or complaints related to one's disability status and/or type of accommodation provided, are addressed as outlined in GVSU's ADA Accommodation Policy for Faculty, Staff and Students with Disabilities.

12. Pregnancy-Based Grievances and Complaints

Allegations of discrimination, harassment or misconduct on the basis of an actual or perceived pregnancy, including instances in which the provision of reasonable accommodations has allegedly had a discriminatory effect, will be resolved under this Policy and related procedures.

However, grievances or complaints related to one's pregnancy status and/or type of accommodation provided, are addressed as outlined in GVSU's Pregnancy, Childbirth and Pregnancy Related Conditions Policy.

When a student (or a student's parent or other legal representative) informs a GVSU employee of the student's pregnancy or related conditions, in the absence of an associated report of discrimination, harassment, or other misconduct, Mandatory Reporters need not inform OCRTIX. However, the employee must provide the reporting person with the OCRTIX's contact information and inform that person that the OCRTIX can do the following in effort to prevent sex discrimination or hostile environment based on the student's Pregnancy or Related Condition*(1)*:

- Inform the student of their rights under this Policy;
- Provide reasonable accommodations, including private space and a reasonable break for lactation;
- Allow voluntary leave of absence, as medically necessary, and reinstatement upon return;
- Ensure individualized reasonable modifications are provided as needed (and as defined in the related Pregnancy Policy);
- Refrain from requesting supporting documentation when a) it has already been provided, 2) it relates to lactation needs, c) it is obvious, d) it constitutes a routine or simple modification, or e) other non-pregnancy related students receiving the accommodation obtain it without supporting documentation.

13. Scope

This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom.

This Policy prohibits all forms of discrimination, harassment or misconduct on the basis of the identified Protected Characteristic(s), and may be applied to incidents, to patterns, and/or to the institutional culture or climate, all of which may be addressed in accordance with this Policy.

This Policy is only applicable to alleged incidents of discrimination, harassment or misconduct that occur on or after August 14, 2020. For alleged incidents occurring prior to August 14, 2020, the federal regulations in place at the time of the alleged incident apply.

This Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in GVSU's program or activities, including education and employment.

14. Jurisdiction

This Policy applies to alleged discrimination, harassment or misconduct occurring in circumstances where GVSU has disciplinary authority at or during GVSU's education programs and activities (including locations, events, or circumstances in which GVSU exercises substantial control).

This Policy applies to alleged incidents occurring within any building owned or controlled by a GVSU-recognized student organization.

This Policy also applies to alleged off-campus misconduct if the effects of that conduct are to objectively limit or deny a person's access to GVSU's education program or activities.

GVSU may also extend jurisdiction to online conduct occurring on campus or off-campus when the conduct affects a substantial GVSU interest. For more information regarding online conduct, refer to the Online Discrimination, Harassment or Misconduct provision of this policy.

A substantial GVSU interest includes, but is not limited to, prohibiting the following related conduct:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
2. Any situation in which it is determined by GVSU that the Respondent poses an imminent and serious threat to the health or safety of any student, employee, or other individual.
3. Any situation that significantly and objectively impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
4. Any situation that substantially interferes with GVSU's educational interests or mission.
5. Any situation that is sufficiently serious that it objectively denies or limits a GVSU community member's ability to participate in or benefit from GVSU's programs or activities. Objectivity is based on a reasonably prudent person in like circumstances.

For disciplinary action to be issued under this Policy, the Respondent must be a GVSU faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of GVSU community, the OCRTIX will offer to assist the Complainant in identifying appropriate institutional and local resources and support options, and GVSU will implement appropriate Supportive Measures and/or remedial actions where necessary. GVSU can also assist the Complainant in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendor employees serving GVSU through third-party contracts are subject to these policies and procedures given their employer's agreement to be bound through the respective contracts.

When a party is participating in a dual enrollment/early college program, GVSU will coordinate with the party's home institution to determine jurisdiction and coordinate providing Supportive Measures and responding to the Report or Complaint under the appropriate policy and procedures based on the allegations and identities of the Parties.

When the Respondent is enrolled in or employed by another institution, the OCRTIX can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to initiate a process under that institution's policies.

Similarly, the OCRTIX may be able to assist and support, through remedial measures, a GVSU student or employee Complainant who experiences discrimination elsewhere (such as in an externship, study abroad program, or other environment external to GVSU where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse).

GVSU does not have jurisdiction to handle the matter through its grievance process if the conduct did not occur against a person in the United States.

15. Supportive Measures

GVSU will offer and implement appropriate and reasonable Supportive Measures to the Parties upon Notice of alleged discrimination, harassment or misconduct. Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to GVSU's education program or activity, including measures designed to protect the safety of all Parties and/or GVSU's educational environment and/or to deter discrimination, harassment, and misconduct.

The OCRTIX promptly offers to make Supportive Measures available to the Parties upon receiving Notice. At the time that Supportive Measures are offered, if a Complaint has not been filed, GVSU will inform the Complainant, in writing, that they may file a Complaint with GVSU either at that time or in the future. The OCRTIX will work with a party to ensure that their wishes are considered with respect to any planned and implemented Supportive Measures.

GVSU will maintain the confidentiality of the Supportive Measures, provided that confidentiality does not impair GVSU's ability to provide those Supportive Measures or investigate and resolve the allegations. GVSU will act to ensure as minimal an academic or occupational impact on the Parties as possible and appropriate. GVSU will

implement measures in a way that does not unreasonably burden any party.

These Supportive Measures may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Implementing contact restrictions (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Assistance with obtaining a PPO or Cease and Desist through referral to GVPD.
- Class schedule modifications, withdrawals, or leaves of absence
- Any other actions deemed appropriate by the OCRTIX to address the objective harm

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as Collateral Misconduct allegations to an ongoing Complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of GVSU's decision to provide, deny, modify, or terminate Supportive Measures applicable to them. A request to do so should be made in writing to the OCRTIX. An impartial employee, other than the employee who implemented the Supportive Measures, who has authority to modify or reverse the decision, will determine whether the decision is sufficiently inconsistent with the definition of Supportive Measures to warrant modification or reversal. GVSU will also provide the Parties with the opportunity to seek additional modification or termination of Supportive Measures applicable to them if circumstances materially change. GVSU typically renders decisions on Supportive Measures within seven (7) business days of receiving a request and provides a written determination to the impacted party(ies) and the OCRTIX.

16. Online Discrimination, Harassment or Misconduct

GVSU policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited by this Policy, when those behaviors occur in or have an effect on GVSU's education program and activities, or when they involve the use of GVSU networks, technology, or equipment.

Although GVSU may not control websites, social media, and other venues through which the alleged discriminatory or harassing communications are made, when such communications are reported to GVSU, it will seek to address and mitigate the effects. This effort may include use of the Resolution Process to address off-campus, online conduct that objectively interferes with a person's access to or participation in GVSU's education programs or activities.

17. Inclusion related to Gender Identity/Expression

GVSU strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their actual or perceived Gender Identity or Expression, including intersex, nonbinary, transgender, agender, two-spirit, gender-expansive, and gender-diverse students and employees.

Discrimination, harassment or misconduct on the basis of Gender Identity or Expression is not tolerated by GVSU. If a member of the GVSU community believes they have been subjected to prohibited conduct under this Policy, they should follow the appropriate reporting process described herein. Intentional misgendering, deadnaming, or mispronouning may be considered a violation of this policy.

This Policy should be interpreted consistent with the goals of maximizing inclusion for all, including students and employees with varying gender identities, including:

- Maintaining the privacy of all individuals consistent with law;
- Ensuring all students have equal access to educational programming and activities consistent with the law;
- Facilitating participation in programs and activities by providing all students access to appropriate facilities, including restrooms and locker rooms. For a list of gender-inclusive restrooms and locker rooms on campus see our Facilities Services page;
- Ensuring all employees have equal access to employment opportunities and work, service, or health-related facilities;
- Providing professional development for employees and education for students on topics related to gender inclusion;
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the GVSU community.

18. Prohibited Conduct-Discrimination or Harassment Offenses

Students and employees are entitled to an educational and employment environment that is free from discrimination and harassment.

The sections below describe the specific forms of legally prohibited discrimination and harassment on the basis of actual or perceived Protected Characteristics, that are also prohibited under GVSU Policy.

When speech or conduct is constitutionally protected, it will not be considered a violation of GVSU Policy, though Supportive Measures will be offered to those impacted.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice-versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

Violation of any other GVSU policies may constitute discrimination or harassment when motivated by actual or perceived Protected Characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

A. Discrimination

Discrimination is different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived Protected Characteristic. Discrimination also includes a failure to provide reasonable accommodations as required by law or policy, such as for a person's disability, religion, or creed.

Discrimination can take two primary forms:

1. Disparate Treatment Discrimination:
Any intentional differential treatment of a person or persons that is based on a person's actual or perceived Protected Characteristic and that:

- - excludes an individual from participation in;

- denies the individual benefits of; or
- otherwise adversely affects a term or condition of an individual's participation in a GVSU program or activity.

Differential treatment means others have received more favorable treatment and there is no legitimate nondiscriminatory reason for the more favorable treatment.

2. Disparate Impact Discrimination:

Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:

- - excludes an individual from participation in;
  - denies the individual benefits of; or
  - otherwise adversely affects a term or condition of an individual's participation in a GVSU program or activity.

Disproportionate impact means others have not been impacted negatively and there is no legitimate nondiscriminatory reason for the more positive impact.

B. Discriminatory Harassment

Discriminatory Harassment includes all of the following:

- unwelcome conduct on the basis of actual or perceived Protected Characteristic(s), that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it objectively limits or denies a person's ability to participate in or benefit from GVSU's education programs or activities

C. Sex-based Harassment

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, *(2)* including sex stereotypes, sex characteristics, and Pregnancy or Related conditions.

1. Quid Pro Quo Harassment:

- an employee agent, or other person authorized by GVSU
- to provide an aid, benefit, or service under GVSU's education program or activity,
- explicitly or impliedly conditions the provision of such aid, benefit, or service,
- on a person's participation in unwelcome sexual conduct.

2. Hostile Environment Harassment:

- unwelcome sex-based conduct, that
- based on the totality of the circumstances,
- is objectively offensive, and
- is so severe and pervasive,
- that it effectively denies a person equal access to participate in or benefit from GVSU's education program or activity

3. Sexual Assault *(3)* The following definitions describe prohibited conduct that constitutes sexual assault

(a) Rape is defined as:

- Penetration, no matter how slight,
- of the vagina or anus of the Complainant,
- with any body part of the Respondent or by Respondent's use of an object, or
- oral penetration of the Complainant by a sex organ of Respondent, or by the Respondent's use of a sex-related object
- without the consent of the Complainant *(4)*.

(b) Fondling (Criminal Sexual Contact) is defined as:

- The intentional touching of the clothed or unclothed body parts of the Complainant by the Respondent,
- (or the forced touching of the clothed or unclothed body parts of the Respondent by the Complainant)
- for the purpose of sexual degradation, gratification, or sexual humiliation
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental incapacity.

(c) Incest is defined as:

- Nonforcible sexual intercourse,
- between persons who are related to each other,
- within the degrees wherein marriage is prohibited by law.

(d) Statutory Rape is defined as:

- Nonforcible sexual intercourse,
- with a person who is under the statutory age of consent.

4. Dating Violence is defined as:

- violence,
- committed by a person,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
  - The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
    - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence(5) **is defined as:**

- Violence that constitutes a felony or misdemeanor crime committed by a current or former spouse of intimate partner of the victim under the family or domestic violence laws of Michigan, or,

- use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enable, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior,
- committed by a person who
    - is a current or former spouse or intimate partner of the Complainant, or person similarly situation to a spouse of the victim;
    - is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner
    - shares a child in common with the Complainant, or
    - commits acts against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of MI.

6. Stalking is defined as:

- engaging in a course of conduct,
- directed at the Complainant,
- that would cause a reasonable person
- to fear for the person's safety or the safety of others, or
- Suffer substantial emotional distress.

For the purpose of this definition-

- Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

GVSU reserves the right to address sex-based conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a Protected Characteristic. Addressing such conduct will not result in the imposition of discipline under this Policy, but may be referred to other appropriate student or employee conduct processes.

For assistance with Informal Resolution techniques under these circumstances, contact the Office of Civil Rights and Title IX.

Separate treatment on the basis of sex in the context of sex-separate living facilities and sex-separate athletic teams is not discrimination.

D. Gender-Identity or Sexual Orientation-based Harassment

Gender Identity-based Harassment and Sexual Orientation-based Harassment are forms of discrimination and include harassment on the basis of gender identity or sexual orientation *(6)*, including related stereotypes or characteristics.

1) Quid Pro Quo Harassment:

- an employee agent, or other person authorized by GVSU
- to provide an aid, benefit, or service under GVSU's education program or activity,
- explicitly or impliedly conditions the provision of such aid, benefit, or service,
- on a person's participation in unwelcome sexual conduct because of their actual or perceived gender identity or sexual orientation.

2) Hostile Environment Harassment:

- unwelcome gender identity or sexual orientation- based conduct, that
- based on the totality of the circumstances,
- is objectively offensive, and
- is so severe and pervasive,
- that it effectively denies a person equal access to participate in or benefit from GVSU's education program or activity

GVSU reserves the right to address offensive conduct and/or harassment on the basis of gender identity and sexual orientation that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a Protected Characteristic. Addressing such conduct will not result in the imposition of discipline under this Policy, but may be referred to other appropriate student or employee conduct processes.

For assistance with Informal Resolution techniques under these circumstances, contact the OCRTIX.

19. Prohibited Misconduct- Sexual Exploitation

The following definition describes prohibited sexual misconduct that constitutes sexual exploitation:

A. Sexual exploitation is defined as:

- A person taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above,
- for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

1. Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
2. Invasion of sexual privacy (e.g., doxxing)
3. Knowingly making an unwelcome disclosure of (or threatening to disclose) a person's sexual orientation, gender identity, or gender expression
4. Taking pictures, video, or audio recording of another person in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography
5. Prostituting another person
6. Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
7. Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
8. Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
9. Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity

or sexual activity

10. Knowingly soliciting a minor for sexual activity
11. Engaging in sex trafficking
12. Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
13. Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually-related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

20. Prohibited Misconduct-Retaliation

The following definition describes prohibited conduct that constitutes retaliation:

A. Retaliation is defined as:

- Adverse action, including intimidation, threats, coercion or discrimination
- against any person,
- by GVSU, a student, employee, or a person authorized by GVSU to provide aid, benefit, or service under GVSU's education program or activity,
- for the purpose of interfering with any right or privilege secured by law or Policy, or
- because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the GVSU Policy Prohibiting Discrimination, Harassment And Misconduct Procedures, including an Informal Resolution process, or in any other appropriate steps taken by GVSU to promptly and effectively end any discrimination or harassment in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation *(7)*.

It is also not retaliation for GVSU to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under the GVSU Policy Prohibiting Discrimination, Harassment and Misconduct. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith..

Peer to Peer Retaliation is also prohibited.

21. Other Prohibited Misconduct

The following definitions describe other conduct prohibited under this Policy, if such conduct is on the basis of Protected Characteristics and does not otherwise meet a definition of prohibited misconduct under the Policy:

A. Bullying is defined as:

- repeated and/or severe aggressive behavior,
- that is objectively likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant, that is not speech or conduct that is otherwise protected by the First Amendment.

B. Endangerment is defined as:

- threatening or causing physical harm,
- extreme verbal, emotional, or psychological abuse, or
- other conduct which threatens or endangers the health or safety of any person or damages their property

C. Hazing is defined as:

- any intentional, knowing, or reckless act
- committed by a person (whether individually or in concert with other persons)
- against another person or persons
- regardless of the willingness of such other person or persons to participate, that-

(I) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and

(II) causes or creates a risk, above the reasonable risk encountered in the course of participation in the University's programs or activities (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including but not limited to those behaviors identified in relevant laws or campus policies.

For the purposes of this definition:

- It is not necessary that a person's initiation or continued membership be contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or student organization, for an allegation of hazing to be upheld.
- It shall not constitute an excuse or defense to a hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained.
- The actions of alumni, active, new, and/or prospective members of a student group or student organization may be considered hazing.
- Hazing is not confined to the student group or student organization with which the person subjected to the hazing is associated.

22. Unauthorized Disclosure: *(8)*

Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process is prohibited except as required by law or as expressly permitted by GVSU.

Publicly disclosing institutional work product (produced, compiled, or written by GVSU for purposes of its investigation and resolution of a Complaint) that contains personally identifiable information without authorization or consent is also prohibited.

Parties and Advisors are prohibited from disclosing information obtained by GVSU through the Resolution Process, to the extent that information is the work product of GVSU or contains personally identifiable information, without authorization.

Violation of this Policy provision may be subject to significant sanctions

23. Failure to Comply or Process Interference

Intentional failure to comply with the following OCRTIX actions is a violation of this Policy:

- reasonable directives of OCRTIX in the performance of their official duties, including with the terms of a no contact order;
- emergency removal or interim suspension terms;
- sanctions;

- terms of an Informal Resolution Agreement;
- mandated reporting duties as defined in this Policy

Intentional interference with the Resolution Process is a violation of this Policy. Such interference can include but is not limited to:

- Destruction of or concealing of evidence;
- Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence;
- Intimidating or bribing a witness or party

24. Consent, Force, and Incapacitation

As used in this Policy, the following definitions and understandings of Consent, Force and Incapacitation apply:

1. **Consent** is defined as *(9)*:

- knowing, and
- voluntary, and
- clear permission
- expressed by word or action
- prior to engaging in and during sexual activity.

Consent is active, not passive. Silence, or lack of resistance, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent may be withdrawn at any time as long as the withdrawal is reasonably and clearly communicated by word or action. If consent is withdrawn, that sexual activity should stop.

Previous relationships or prior consent cannot imply consent to future sexual acts. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – incapacitated.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a Supervisory or disciplinary authority.

Consent may not be given by a person who has not reached the legal age of consent under applicable law. Being impaired by alcohol or drugs will never function as a defense for any behavior that violates this Policy.

Proof of consent or non-consent is not a burden placed on either party involved in a Complaint. Instead, the burden remains on GVSU to determine whether its Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

Going beyond the boundaries of consent is prohibited misconduct. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault*(10)*

2. Force is defined as:

- the use of physical violence, and/or
- physical imposition
- to gain sexual access.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent.

Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me. I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person’s consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

3. Incapacitation is defined as:

- a state where a person is incapable of giving consent.

An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction).

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

Incapacitation is determined through consideration of all relevant indicators of a person’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of this Policy. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

25. Standard of Proof

GVSU uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that GVSU will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the Policy as alleged. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on GVSU and not on the parties. However, GVSU cannot obtain protected health information without a signed release from the treated individual for use of the health information in the grievance process.

Absent the necessary proof, a Respondent is not considered in violation of the Policy and is presumed not to have violated the policy unless and until such proofs are made.

26. False Allegations and Evidence

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process including with the use of evidence fabricated with artificial intelligence, can be subject to discipline under appropriate GVSU policies.

27. Consensual Relationship Policy

GVSU recognizes there are inherent risks in any romantic or sexual relationships between persons in unequal positions, such as faculty member-student, Resident Assistant-supervisory student, or supervisor-employee. Any persons engaging in such relationships are subject to GVSU's Consensual Relationship Policy, SLT 9.2.

This Policy (Policy Prohibiting Discrimination, Harassment and Misconduct) will also apply to allegations of prohibited conduct under this Policy within such consensual relationships. Where the alleged prohibited conduct is on the basis of sex and by an Employee against a student, Informal Resolution will not be permitted.

28. Resolution Process Confidentiality & Privacy

GVSU makes every effort to preserve the privacy of those involved in a process under this Policy.

Except as permitted or required by law, and applicable regulations, or to fulfill the purposes of this Policy, GVSU will not share the identity of:

1. any individual who has made a Complaint under this Policy;
2. any Complainant;
3. any individual who has been reported to be the perpetrator of discrimination, harassment or misconduct;
4. any Respondent; or
5. any witness

Additional information regarding confidentiality and privacy can be found in GVSU's Confidentiality, Data & Security Policy and in the Confidential Reporting Options provision of this policy.

For additional information regarding unauthorized disclosure, please refer to the Unauthorized Disclosure provision of this policy.

29. Interventions to Address Allegations of Discrimination, Harassment or Misconduct.

GVSU uses a number of interventions to address allegations of discrimination, harassment or misconduct, including offering Supportive Measures, initiating a Formal Resolution Process (Grievance Procedures), or engaging in an Informal Resolution Process. These efforts may include, but are not limited to, problem-solving, assistance, intervention, confrontation, investigation, and/or Policy enforcement.

When conflicts arise between the right of members of the community to be free from discrimination, harassment or misconduct, and those exercising their right to religious freedom or freedom of expression, GVSU will seek to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, GVSU will offer remedial solutions and/or enforce its Policies while also respecting the rights of all members of its community.

For questions regarding Expressive Activity on GVSU owned and controlled property, please refer to the relevant provisions of GVSU's Grounds and Facility Use Policy.

30. Emergency Removal, Interim Actions, and Leaves of Absence

GVSU can act to remove a student Respondent accused of Discrimination, Harassment or Misconduct from its education program or activities, partially or entirely, on an emergency basis if an individualized safety and risk analysis has determined that an imminent and serious threat to the health or safety of any student or other individual justifies removal. This risk analysis is performed by GVSU using its standard risk assessment procedures. For additional information on emergency removal, interim actions and leave of absences, see the relevant Policy procedures.

Employees are subject to existing procedures for interim actions and leaves.

31. Federal Timely Warning Obligations

GVSU must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of GVSU community pursuant to the Clery Act.

GVSU will ensure that a Complainant's name and other personal identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

32. Amnesty

In the interest of safety and compliance with all relevant laws and regulations, GVSU encourages the reporting of misconduct and crimes by Complainants, Respondents and witnesses. Sometimes, individuals are hesitant to give Notice to GVSU officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident.

It is in the best interests of the GVSU community that Complainants choose to give notice of misconduct to GVSU officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, GVSU offers students amnesty from such policy violations as underage alcohol consumption or the use of illicit drugs, when related to the alleged incident of prohibited conduct.

Student Amnesty

GVSU maintains an amnesty policy for students. For criteria regarding granting amnesty, please see GVSU policy STU 10.0.

33. Preservation of Evidence

The preservation of evidence is critical to any potential criminal prosecution and to obtaining restraining (protective) orders, and it is particularly time sensitive. Therefore, OCRTIX will inform the Complainant of the importance of preserving evidence at the time of initial receipt of a Complaint.

34. Independence and Conflicts of Interest

The Coordinator manages the OCRTIX and acts with independence and authority, free from bias and conflicts of interest. The Coordinator oversees all resolutions under this Policy and these procedures. The members of the Resolution Pool are vetted and trained to ensure they are not biased for or against any party in a specific Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, discrimination or harassment by the Coordinator, contact the Vice President for People, Culture, and Equity.

Concerns of bias, misconduct, discrimination, harassment or a potential conflict of interest by any other OCRTIX employee or Resolution Pool member should be raised with the Coordinator.

35. Revision of Policy

The Coordinator reviews and updates these policies and procedures regularly. GVSU reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect, unless otherwise required by law.

If government laws or regulations change or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the laws of the State of Michigan and federal laws that frame the provisions, generally.

This Policy is retroactively effective 08-14-2020, pursuant to guidance from the Department of Education dated February 04, 2025.

FOOTNOTES

[1] The following are rights that are also applicable to employees of GVSU with Pregnancy or Related Conditions.

[2] Throughout this Policy, “on the basis of sex” or “sex-based conduct” means conduct that is sexual in nature, or that is directed to the Complainant because of his/her/their actual or perceived sex.

[3] This would include having another person touch you sexually, forcibly, and/or without your consent.

[4] This includes Sodomy and/or sexual assault with an object

[5] To categorize an incident as Domestic Violence under this Policy, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

[6] Throughout this Policy, “on the basis of gender identity or sexual orientation” means conduct that is directed to the Complainant because of his/her/their actual or perceived gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, gender-expansive, and gender-diverse students and employees and/or because of his/her/their actual or perceived sexual orientation, including members of the LGBTQ+ community.

[7] For additional information regarding Expressive Activity refer to GVSU’s Grounds and Facility Use Policy.

[8] Nothing in this section restricts the ability of the Parties to obtain and present evidence, including by speaking to witnesses (as long as it does not constitute intimidation or retaliation under this Policy), consult with the Parties’ own family members, confidential resources, or Advisors; or otherwise prepare for or participate in the Resolution Process.

[9] The definition of consent under Michigan law is applicable to criminal prosecutions for sex offenses. Such definition may differ from the definition used by GVSU to address Policy violations.

[10] Consent in relationships must also be considered in context. When Parties consent to BDSM (bondage, discipline, sadism, masochism) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” if part of the kink would be consensual.

CONSENSUAL RELATIONSHIP POLICY

SLT 9.2

Date of Last Update:
November 19, 2012

Approved By:

- Senior Leadership Team

Responsible Office:
Inclusion and Equity/Antidiscrimination/EEO Office

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 their 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 they have 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 they have 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.

DIGITAL ACCESSIBILITY POLICY

SLT 9.7

Date of Last Update:
March 06, 2026

Approved By:

- Senior Leadership Team

Responsible Office:
Equity, Planning, and Compliance Unit

POLICY STATEMENT

Grand Valley State University is committed to providing accessible digital experiences for all users, including individuals with disabilities. We strive to ensure that all individuals can access and interact with our digital platforms effectively. This policy establishes minimum standards for the accessibility of digital content necessary to meet the University's goals and ensure compliance with applicable law. All digital content developed, procured, or used will be perceivable, operable, understandable, and robust. Digital content will conform to WCAG 2.1 Level AA Technologies Accessibility Standards and this policy.

This policy applies to all official digital content developed by or for a college, school, department, program, or unit of the University.

Each website will contain a link to report accessibility issues.

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 complete Accessibility Training on an annual basis as long as they manage online content.

Enforcement

Digital content found to be in violation of this Policy will be referred to the Web Accessibility Coordinators or their designees, who will contact the responsible unit to begin remediation procedures. If necessary, some or all non-compliant portions of the digital content 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, are 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, University representatives making procurement decisions should consider a product's accessibility as part of its evaluation. However, there will not always 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 digital content should be directed to accessibility@gvsu.edu or reported via the link on the applicable website.

Related Links and Resources

- Digital Accessibility Help Desk
- Accessibility Training Portal

- Accessibility Training for Blackboard Ultra
- Title IX Online Reporting form
- WCAG 2.1 Guidelines

PHASED RETIREMENTS

SLT 9.9

Date of Last Update:
May 06, 2022

Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

POLICY

Discussion

A phased retirement is when an employee reduces their workload and compensation during their final years of GVSU employment. An example would be a full-time employee shifts to half-time at half of the previous compensation for a year before retiring. The employee does not enter retired status until the end of the phased retirement.

Limitations

Phased retirements are at the sole discretion of the executive offer. There is no entitlement or expectation for the individual.

Phased retirements are not available for bargaining unit employees.

Phased retirements are limited to 2 years.

EO's must sign off on a comprehensive plan detailing how the work will be distributed (current state vs. future state), and how the cost will be absorbed. This plan will be provided to HR and budget office.

There can be no full-time FTE growth attributable to the phased retirement.

No additional funding will be provided to support the phased retirement, all adjustments must come from base resources through prioritization and reallocation. Salary savings from the reduced workload of the employee on the phased retirement may be reallocated to hire temporary, adjunct or other non-benefit employees if needed. Visiting professors (with benefits) may be hired for the term of the phased retirement provided total compensation (including benefits) is covered by the salary savings of the person on phased retirement.

Divisional reserves cannot be used to support phased retirement workload distribution plans. Exceptions may be considered for critical AP staff where a new hire is required to work full-time during a limited transition period while the retiring staff member overlaps to pass off organizational knowledge and key duties. The maximum phased retirement time period for critical AP positions and use of reserves in this instance shall not exceed six months.

Phased retirements and sabbaticals cannot happen simultaneously.

Phased retirements cannot start until after one year after a sabbatical has ended.

CONFLICT OF INTEREST POLICY

SLT 10.1

Date of Last Update:
February 14, 2022

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

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, including Grand Valley State University Board of Trustees' Policy BOT 4.1.6: Conflict of Interest and Grand Valley State University Board of Trustees' Policy BOT 7.9: Economic Development.

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 offices below in the Procedures for Conflicts of Interest table.

TABLES

Procedures for Conflicts of Interest

Topic	Policy/Procedures	Responsible Office
Conflicts of Interest and Commitment in Research and Sponsored Activities	C-01: Procedures for Reporting Conflicts of Interest and Commitment in Research and Sponsored Activities	Office of Research Compliance and Integrity
Human Subjects Research	IRB Policy 140: IRB Member Conflict of Interest IRB Policy 320: Researcher Conflict of Interest IRB Policy 321: Researcher Conflict of Interest When Enrolling GVSU Students and Employees	Institutional Review Board
Institutional Animal Care and Use	IACUC Policy 2.30: IACUC Member Conflict of IACUC Policy 3.30: IACUC Protocol Personnel Conflict of Interest	Institutional Animal Care and Use Committee

FREEDOM OF INFORMATION ACT POLICY

SLT 10.3

Date of Last Update:
September 28, 2026

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

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 they want 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.

A requester who feels wrongly denied of responsive documents may appeal to the Head of the Public Body, which for the purposes of these Procedures and Guidelines is the 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, they 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 Office of General Counsel. The request may be transmitted by online form, in hard copy, by email, or by facsimile.

b. The online form is linked here:

1. University's FOIA Coordinator's mailing address 4068 James H. Zumberge Hall, Grand Valley State University, Allendale, MI 49401.
2. The email address is foia@gvsu.edu.
3. 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, they 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 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.

GROUNDS AND FACILITY USE POLICY

SLT 10.4

Date of Last Update:
August 08, 2024

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

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 grounds and facility use policy to ensure the University's educational mission is actualized, while allowing for the exchange of ideas, protecting University property, prohibiting a hostile environment, and ensuring that the University's operations are not materially or substantially disrupted.

This policy applies to all buildings, grounds, and other spaces owned or controlled by the University.

University property is primarily dedicated to academic, student life and administrative functions. To prevent these University functions from being interrupted, GVSU must regulate use of certain facilities and locations. These facilities and locations are sometimes referred to as forum. (Forum Identification Chart) These are venues for Expressive Activity, including speeches, demonstrations, and the distribution of literature, as provided by this policy. Different forums have different uses, which are explained here, and in the linked definitions in Appendix A.

The inside and immediate outside (within 50ft) of buildings dedicated to research, academics, health, and/or operations/administration, as well as parking areas (which are designed for the flow of traffic), are nonpublic forums, where viewpoint neutral restrictions apply. However, many areas of campus represent a public forum or limited public forum that the University has specifically designated for Expressive Activities. The Mt. Vernon Pedestrian Mall on GVSU's Pew Campus, the Cook Carillon Tower and Transformational Link on GVSU's Allendale campus, and the perimeter sidewalks of both campuses as well as on the Health Campus are open public forums. For students, registered student organizations, faculty and staff, the remaining areas on campus (those not designated as nonpublic or public forums) are limited public forums.

Expressive Activity comprised of unprotected speech may be prohibited.

As to all other speech, the University shall not consider the viewpoint of the Expressive Activity or the possible reaction to the viewpoint of that Expressive Activity in applying this policy. However, the University may restrict or compel speech where it has a compelling interest. In the event the Expressive Activity creates a hostile environment for other members of the GVSU community, violates or hinders the rights of others within the campus community, results in a concern for public safety, or materially and substantially disrupts the University's operations, the University (including representatives from the Department of Public Safety) shall take all necessary steps to resume

normal campus activities and restore the campus climate, while still allowing protected Expressive Activity to continue.

For purposes of this policy, the term "Expressive Activity" includes the following activities, if the main purpose of the activity is the expression or exchange of ideas:

1. Meetings and other group activities;
2. Speeches, performances, demonstrations, rallies, vigils, and other events;
3. Distribution of literature, such as leaflets and pamphlets;
4. Wearing, carrying, or otherwise publicly displaying words, images or symbols; and
5. Any other expression protected by the First Amendment to the U.S. Constitution.

Although the University does not prevent, discourage, or punish protected speech, the University's allowance of protected Expressive Activity must not be construed as an adoption or endorsement of the viewpoints expressed. The University does not assume any obligation or responsibility for the content of the materials distributed or displayed.

GENERAL RULES REGARDING FACILITY USE

University facilities are intended for use by University faculty, staff, students, student organizations, guests of the University, and participants in authorized on-campus activities. However, use may be prohibited by some individuals without prior authorization and certain types of uses are prohibited at all times, as outlined in this policy. Generally:

1. Persons on University property are required to provide picture identification and to provide evidence of qualification to a University official upon request. Evidence of qualification means a current and valid University identification card, or accompaniment by a University community member that is a representative of the group that issued the invitation.
2. Vagrancy, loitering, or interfering with intended use is prohibited.
3. Unauthorized entry into or presence in closed University buildings or areas is prohibited.
4. Unauthorized climbing on any University building, equipment, or temporary construction is prohibited.
5. University officials have discretion to ask non-University affiliated individuals who are in violation of this policy to leave University owned or controlled property.
6. Events that do not include Expressive Activity are restricted as follows:

    a. All events require prior written approval through reservation or rental.

        i. Reservations are limited to GVSU community members for University approved events. Requests for reservation can be made by contacting Event Services or the appropriate facility manager.

        ii. Facility rental is required for events that do not have an official University purpose. Requests for rental can be made by contacting Event Services or the appropriate facility manager.

    b. All events are subject to applicable University policies, including but not limited to the Commercial Activity Policy, Housing policies, and Student Code policies.

    c. Events that do not include Expressive Activity may not be provided the same constitutional protections as Expressive Activity.

EXPRESSIVE ACTIVITY

A. General Rules: Generally, and subject to all rules set forth herein and all applicable University policies, students, student organizations, faculty, employees, and any other individuals or groups permitted on campus, shall be allowed to conduct Expressive Activities on University property provided as follows:

1. The Expressive Activity does not block access to campus buildings and does not impede ingress or egress to the University, any University property, parking lot, building, facility, or event (generally within 50 feet) except as otherwise designated in this policy.
2. The Expressive Activity takes place at least 50 feet from academic, research, health, operations/administration buildings. These locations primarily provide student support services.
3. The Expressive Activity does not obstruct vehicular or pedestrian traffic.
4. The Expressive Activity does not constitute unlawful activity.
5. The Expressive Activity does not create a clear and present threat to public safety.
6. The Expressive Activity does not take place in a location that has already been reserved by the University, a registered student organization, or an outside organization.
7. The Expressive Activity does not use an amplification device without prior written approval by the Event Services Office. Any request for amplification must be made at least two business days in advance of the event. Amplification that complies with the terms of this policy will generally be granted, unless a prior-reserved event is taking place in close enough proximity that it will be disrupted by the applicant's use of amplification. Check the box for Sound Amplification on the Request Form.
8. The Expressive Activity does not use an amplification device in residential buildings.
9. The Expressive Activity by persons or groups that are not members of the GVSU community will not use amplification devices outside of the hours of 8 a.m. and 5 p.m.
10. The Expressive Activity, with or without an amplification device, does not emit sound that creates a material and substantial disruption to the University's operations.
11. Commercial messages and/or advertising using amplification is prohibited.
12. The Expressive Activity does not include posting materials on University property, except as provided by the Campus Posting Procedures
13. The Expressive Activity does not include soliciting or accepting donations, except as provided in this policy.
14. The Expressive Activity by GVSU community members does not take place outside the hours of 8 a.m. and 10 p.m, without a prior approved reservation or rental.
15. The Expressive Activity by persons or groups that are not members of the GVSU community will not take place outside of the hours of 8 a.m. and 5 p.m, without one of the following prior approvals:
    - a. Approval through a location rental.
    - b. Approval through reservation or rental by a registered student organization.
    - c. Approval through reservation or rental by a University official for official University purpose.
16. Distribution of printed materials must be done in person.
17. Individuals and/or groups engaged in Expressive Activity are responsible for picking up any printed materials dropped on the ground around the areas of distribution. The University may charge such individuals and/or groups a reasonable clean up fee if they fail to do so.
18. Parking lots, ramps, and garages are not designated or suitable for Expressive Activities, and windshield flyers are not permitted.
19. Individuals and/or groups engaging in Expressive Activity agree to pay for any damage they cause to University property.
20. For University employees, in order to be protected, the Expressive Activity must address a matter of public concern and have an interest more compelling than the University's interest.
21. The Expressive Activity does not violate the Michigan Campaign Finance Act.
22. The Expressive Activity does not violate any other University policies, including but not limited to all Housing policies.

Other rules and policies may apply to any person or organizations desiring to sell merchandise or services on campus, including but not limited to the Commercial Activity Policy (SLT 10.4.1). Any person or organization desiring to sell merchandise or services on campus should contact the Event Services Office at 616-331-2350 for information prior to any efforts to engage in such sales on campus grounds.

B. Outdoor Locations.

For outdoor University areas, students, registered student organizations, faculty, and employees may freely engage in spontaneous Expressive Activities provided that such activities are in compliance with all other provisions of this policy, including those provisions pertaining to public, limited public and nonpublic forums, as well as all local, state and federal laws.

Non-University affiliated individuals or organizations may reserve outdoor public forums and may freely engage in spontaneous Expressive Activities in outdoor public forums provided that such activities are in compliance with all other provisions of this policy as well as all local, state and federal laws.

Registered student organizations may reserve outdoor University areas to solicit and accept donations for charitable causes or to engage in other Expressive Activities as outlined in this policy. Users must comply with all directives of the fire marshal for the use of any outdoor area.

Distribution of written or printed materials, such as leaflets or pamphlets, and petitioning for signatures by GVSU community members may be conducted at all outdoor locations consistent with this policy. Use of tables or other equipment or devices to hold distribution materials is restricted to open public forums.

C. Indoor Locations.

For indoor University facilities and areas, students, registered student organizations, faculty, and University employees may freely engage in spontaneous Expressive Activities, provided that such activities are in compliance with all other provisions of this policy, including those provisions pertaining to public, limited public and nonpublic forums, as well as all local, state and federal laws, and subject to the following conditions:

1. Guests may speak at indoor locations as long as they are invited by a registered student organization or by a faculty or staff member for an official University purpose. Non-University affiliated individuals may be requested to show evidence of qualification. Evidence of qualification means a current and valid University identification card, or accompaniment by a University community member that is a representative of the group that issued the invitation.
2. Use of the facility must be in compliance with all directives of the fire marshal for the use of any indoor area.
3. All Expressive Activity is restricted to the normal operating hours of the building or area in which the activity is taking place, unless otherwise indicated by prior approval.

Registered student organizations may use the Kirkhof Center for the following activities, subject to the other provisions of this policy:

1. Space may be reserved in the Kirkhof Center for any proper purpose, including, but not limited to, to promote a cause or event, to promote a student organization, or to solicit and accept donations for charitable causes.
2. Distribution of written or printed materials, such as leaflets or pamphlets, and petitioning for signatures may be conducted inside the Kirkhof Center, as long as the registered student organization reserves the space pursuant to this policy.

D. Reservations:

1. If registered student organizations wish to reserve indoor or outdoor locations, they shall submit their application for reservation to Event Services or the appropriate facility manager at least two business days prior to the reservation date. The application will not require viewpoint disclosure.
2. If University employees or faculty, on behalf of the University, wish to reserve indoor or outdoor locations, they shall submit their application for reservation to Event Services or the appropriate facility manager at least two business days prior to the reservation date. The application will not require viewpoint disclosure.
3. If non-University affiliated individuals (non-commercial) wish to reserve an open public forum they shall submit their application for reservation to Event Services or the appropriate facility manager at least two business days prior to the reservation date. The application will not require viewpoint disclosure.

    a. Use of the space is free of charge and may be reserved by contacting Event Services at 616-331-2350.

    b. Any non-University affiliated individuals engaged in expressive activity outside of the 50-foot radius of any of these landmarks, will be asked to move to one of the designated areas.

    c. Any non-University affiliated individuals that fail to comply with any such reasonable request may be asked to leave University owned or controlled property.

    d. Non-university affiliated individuals may rent space by contacting Event Services at 616-331-2350.

4. An existing reservation will take precedence over a spontaneous Expressive Activity.

5. Registered student organizations, faculty, University employees, and non-University affiliated individuals may reserve facilities for Expressive Activities, on weekdays and weekends, subject to the facility's availability, and consistent with all applicable University policies.

6. Reservation requests will be processed and granted on a first-come, first-served basis. These requests may be denied for the following reasons only:

    a.The requested use is inconsistent with University policy;

    b. The requested use conflicts with any other provision of this policy;

    c. The venue is already reserved for another event (In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official University activities and events; (2) registered student organization activities and events; (3) student activities and events; and (4) all other activities and events);

    d. The activity is likely to attract a crowd larger than the venue can safely contain;

    e. The activity is a clear and present threat to University public safety, according to the University's police or security department;

    f. The activity will occur during college examination periods; or

    g. The activity is unlawful.

    h. For faculty and employees wishing to reserve space, the intended use must be related to an official University purpose.

Requests will not be denied based on the viewpoint of the anticipated protected speech.

7. During an event, the individual or group requesting the reservation is responsible for preserving and maintaining the reserved facility. The person(s) or organization (and its officers, if applicable) who reserved the facility shall assume responsibility for any damages to those facilities.

RECREATIONAL ACTIVITIES

1. Camping, fishing and hunting are prohibited on property owned or controlled by the University, except when such camping, fishing or hunting is in connection with an official activity of the University, such as an activity of an academic or administrative unit or an official University activity that has been approved in writing by an authorized University official.
2. No person shall construct or otherwise erect or abide in any barrier, structure, lean-to, vehicle, trailer, tent, park bench, box, slab or other temporary shelter facility anywhere within the confines of the University's property except in connection with an approved University activity. Questions about camping should be directed to the

Director of Public Safety.

3. No person is permitted to use any non-residential areas of University owned, controlled or leased property for the purpose of sleeping without express permission from the University.
4. Any diving, swimming, ice skating, skating, or other recreational use of the waterways or water features located on any University owned or controlled property is prohibited.

RELATED LINKS

Climate Concerns

Expressive Activity Resources

Policy Prohibiting Harassment

Title IX and Civil Rights Office

Commercial Activity Policy

Political Activity Policy

Email Policy

Housing Guest Policy

Housing Policies

Student Code

COMMERCIAL ACTIVITY POLICY

SLT 10.4.1

Date of Last Update:
November 17, 2020

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

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; or,
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.

POLITICAL ACTIVITY POLICY

SLT 10.5

Date of Last Update:
September 10, 2012

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

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 stationary, 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.

EMAIL POLICY

SLT 11.2

Date of Last Update:
October 09, 2015

Approved By:

- Senior Leadership Team

Responsible Office:

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 polices, 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

EMAIL SIGNATURE BLOCK POLICY

SLT 11.2.1

Date of Last Update:
August 08, 2020

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

POLICY STATEMENT

All faculty/staff communications from University email accounts should reflect the University's brand. To keep our brand identity strong and consistent, and to enhance credibility for our faculty and staff who communicate via email, all emails created by University employees and delivered via the University's email system should feature email signature blocks consistent with this policy.

An email signature block is text and other University information appended to the end of an email in order to identify the sender and facilitate further contact. Official University email signature blocks establish credibility for our faculty and staff by clearly identifying them and their roles at the University. The official signature block provides contact information for the employee and points email recipients to the University website, a key source of information about the University.

All emails using a University account should have signature blocks consistent with the University brand. The following items are permissible but not required:

- Employee's name

- Employee's official University title(s)

- Employee's department or office name

- Gender pronouns

- Grand Valley State University

- University's website address, www.gvsu.edu

- Department or Program website

- University or departmental trademarks or logos

- the University's general address or employee's University address

- Employee's department and/or office telephone number, and fax number

- Employee's mobile phone number

- Employee's campus email address

- Social media account addresses used solely for advancing scholarly or professional pursuits

- Other University related information may be added such as departmental mission statement, and a link to University created social media account(s)

- A confidentiality statement is permitted for use below the email signature on all outgoing emails, such as:

> The content of this email is confidential and intended only for the recipient(s) specified. If you received this message by mistake, please reply so the sender can correct the error, and then delete this email immediately. Do NOT forward it to a third party without the written consent of the sender.

Employees may not add to their official email signature block any personal information, including links to personal websites or social media accounts that are not used solely for scholarly or professional pursuits related to their position at the University. Except for messages of and concerning the University no mottos, symbols, quotations, taglines or other statements may be added to the email signature block, as these may be misunderstood as representing the University's official positions, values or views.

All faculty and staff shall comply with this policy by creating an approved email signature block and using it consistently when communicating via their University email accounts. Should there be noncompliance to this policy, the individual's supervisor and/or vice president will enforce compliance through appropriate means.

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 IT Service Desk at 331-2101 and ask for a 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.

VOICEMAIL POLICY

SLT 11.4

Date of Last Update:
February 17, 2026

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

This policy establishes standards for the use and management of voicemail within Zoom Phone system. The goal is to ensure professional, reliable, and secure communication between faculty, staff, students, and external callers. This policy applies to all university employees, contractors, and affiliates who are issued a Zoom Phone line or have access to a university-managed voicemail account.

PROCEDURES

1. Voicemail Setup

- All University-issued Zoom Phone lines have voicemail enabled. Exceptions to this could be shared spaces, conference lines, and work rooms. This is not an exhaustive list.
- Community members are encouraged to record a professional voicemail greeting that includes their name and department, or to use a generated voice created through the built-in tool within Zoom Phone.

2. Message Management

- In addition to accessing voicemail messages and summaries through the Zoom mobile and desktop applications, voicemail transcriptions can also be configured to forward to email. Please note that generated transcriptions may contain errors.
- Voicemails should be deleted once addressed, unless retention is needed for business or compliance purposes.

3. Security and Privacy

- Voicemail content must be managed and protected in alignment with university data privacy and information security policies.
- Forwarding voicemail messages to external, non-University email accounts is prohibited.
- Shared or departmental voicemail boxes must have designated staff responsible for monitoring, responding, and managing messages.

4. Availability

- Departments are encouraged to maintain a shared voicemail box for general inquiries to ensure coverage during absences.

5. Retention

- Voicemail messages are retained on the Zoom Phone system for 30 days by default unless saved by the user.
- Messages requiring long-term retention for business, legal, or compliance reasons must be archived according to university policies.

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.

DIGITAL MEDIA POLICY

SLT 11.6

Date of Last Update:
September 18, 2023

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 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:

Luke DeMott
Assistant Vice President & Chief Information Security Officer (CISO)
Information Technology
4490g Kindschi Hall of Science (KHS)
1 Campus Drive, Allendale, MI 49401
Office: (616)331-2035

For More Information on the DMCA and other copyright issues see, 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 that is used. 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 the employee's 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.

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

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.

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 IT Service Desk 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 Service Desk 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 and click on FERPA

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.

TECHNOLOGY ACQUISITION POLICY

SLT 11.14

Date of Last Update:
September 09, 2022

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY

The purpose of this policy is to establish standards, guidelines, and procedures for the purchase and/or lease of all information technology hardware, software, and computer-related components, as well as the contracting for all technical services. This policy will ensure that all Grand Valley State University purchases and leases align with strategic priorities; existing technical infrastructure, assets, and standards; information security guidelines; legal and regulatory compliance; optimal use of institutional funds and resources; and must still comply with general university procurement procedures and policies.

This policy applies to all who access the institution's information technology resources and services, including administrators, faculty, employees, students, contractors, and vendors.
This policy covers all information technology hardware, software, and computer-related components purchased and/or leased with Grand Valley State University funds. Specifically, this policy includes, but is not limited to, the following Grand Valley State University technology resources:

- Endpoint hardware such as desktops, laptops, tablets, printers, and mobile devices.
- Devices connected to GVSU's network infrastructure, wired or wireless.
- Enterprise audio-visual equipment for offices, classrooms, and/or conference rooms.
- Applications or endpoints intended for use in labs and/or classrooms.
- Enterprise infrastructure including servers, switches, research machines, and storage devices.
- Software, services, and applications including those provided by an external party.
- Systems/services that consume, create, or update University data including those that allow access using University accounts.

This policy extends to technical services, such as off-site disaster recovery solutions and Internet Service Providers (ISPs), as well as professional services, such as consultants and legal professionals hired through the Information Technology Division. These include, but are not limited to, the following:

- Professionals or firms contracted for IT services
- Technical training services
- Co-location services
- Disaster recovery services
- Data network services

All hardware, software, or components purchased and/or leased with Grand Valley State University funds are the property of Grand Valley State University. This includes items purchased through grants and professional development funds.

POLICY STATEMENT

1. The Information Technology Division is responsible for acquiring and/or approving all hardware and software products purchased and/or leased with university funds. Through normal operational means, the Information Technology Division replaces certain hardware on a regular basis and maintains a software library containing products that meet most needs. The purpose of this policy is to define the process by which additional hardware and software products are reviewed, purchased/leased, and maintained, with respect to data security, operational integrity, and long-term sustainability. The Information Technology Division will neither install nor support hardware or software that has not been approved in advance of purchase and/or lease. The Information Technology Division can assist in determining if the University already owns hardware and software that meets departmental needs.

2. All technology purchases and/or leases that either A) exceed $500 per unit or $1000 total or B) include computers, laptops, network-connected devices, local or cloud-based storage, tablets, peripherals, phones, printers, copiers, software that consumes/transmits/stores GVSU data, or service contracts must first be submitted to the Information Technology Division*. In addition to IT approval, funding must also be approved by a department head (or designee) prior to procurement.

* IT review will begin within two business days. All technology acquisitions must be completed through standard purchasing and procurement processes; personally funded technology purchases for Grand Valley State University business needs may not be reimbursed.

3. A standard items list will be maintained containing Grand Valley State University's pre-approved technology devices, applications, services, and products. Standard items have been proven to be supportable by the Information Technology Division, compatible with university-supported systems, and cost-effective. Selected vendors have been vetted for optimal pricing and support. Departments should use this list as a source for products and services. Suggested vendors can be evaluated.

4. A requested item already in inventory, will be made available to the requestor. Requests for standard items not in inventory will be processed according to this policy statement and in alignment with standard purchasing procedures.

5. If approved, a formal selection process will be initiated that will involve a thorough vendor sourcing, per the University's Procurement Policy.

- The selection process may vary depending on the type, cost, and other purchase significance factors.
- Individuals requesting non-standard items for purchase and/or lease can suggest a potential vendor if a pre-existing relationship exists between that vendor and Grand Valley State University or use the procurement CO-OP that has pre-vetted certain vendors/products.

6. For the purchase of cellular phones and wireless service provider contracts, please see the University Cellular Phone and Wireless Communication Policy.

7. See the University Procurement Policy for additional purchasing guidelines.

8. All purchased technologies must comply with the Confidentiality, Data & Security Policy.

PROCEDURES

1. Supported hardware and software request procedure
    a. Review the list of standard items and confirm whether the request can be fulfilled from the university's preferred list of items.
    b. Contact information technology for a quote and availability.
    c. Complete the technology requisition form.
2. Non-supported hardware and software need to have additional approvals.
    a. Submit an IT service portal ticket for review.
    b. IT review will begin within two business days.
    c. The decision will be communicated in writing to the requestor.
    d. Requests whose implementation or deployment are complex, costly, and/or highly visible will be converted into project requests for further consideration.

Non-Compliance

Non-compliant technology acquisitions will not be supported by the Information Technology Division. Hardware and devices purchased outside this acquisition policy will not be permitted to connect to the GVSU network. Additionally, GVSU data is not permitted to be collected or stored through software or storage purchased outside this acquisition policy. Repeated violations of this policy will result in notification to Appointing Officers and GVSU Business and Finance for further review and action.

Benefits & Human Resources

REGULAR FACULTY PROCEDURES FOR THE AWARDING OF SABBATICAL LEAVE

BOT 4.2.25

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.2.25 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 the 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 the University or other accredited institutions of higher education may count toward fulfillment of the eligibility period. Only tenured University 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 the University, 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 the University 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.

FACULTY COMPENSATION SCHEDULE

SG 3.09

Date of Last Update:
July 06, 2023

Approved By:

- University Academic Senate / Provost

Responsible Office:
Human Resources

POLICY

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 for Faculty and Executive, Administrative and Professional (EAP) positions are set based on (1) market data for similar positions within local, regional and/or national markets, (2) sensitivity to internal equity and (3) available fiscal resources. The market data is updated on a regular basis.

For more information see: Compensation Information (provided by Human Resources)

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.

PARENTAL LEAVE

SG 5.02

Date of Last Update:
May 18, 2022

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 medical leave of absence for the birth parent. All new parents (birth, non-birth, adoptive, and foster) are eligible for a six-week paid Parental Leave. Information about the Family and Medical Leave Act can be found in the Senior Leadership Team Policies. Additional information about the Parental Leave Policy can be found on the Human Resources website.

See http://www.gvsu.edu/hro/time-offleaves-122.htm .

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.

ADOPTION LEAVE POLICY

SLT 4.1

Date of Last Update:
December 14, 2021

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 paid or 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

Adoption Leave

Grand Valley State University provides paid time off for bonding for all GVSU employees who are eligible for salary continuation/short term disability policies holding parental relationships for adoption. Please refer to the Parental Leave Policy regarding paid leave time.

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 dependent.

FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

SLT 4.3

Date of Last Update:
February 04, 2022

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 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 them unable to do their job, or because of any qualifying exigency arising out of the fact that the staff member’s spouse, child, 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, child, 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 they had before going on leave. The faculty or staff member, however, would continue to pay their share of any applicable premiums during the leave period.

A faculty of 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 policy, 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 their supervisor and Human Resources 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 a medical emergency) the faculty or staff member must notify their supervisor and Human Resources 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 their 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 they do not apply for and receive approval for another University leave, they 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 they do not have enough accrued vacation to cover the leave period they 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. Additional paid or unpaid leave may be considered, consistent with other University approved leave of absence policies.

E. Faculty/Staff Member Benefits

1. The faculty or staff member on FMLA leave will continue to receive University provided medical and dental insurance as though they were 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, they may be required to repay the University for the cost of benefits received while they were on leave.

3. If the faculty or staff member does not return from leave, they may continue their 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, or for the birth of a child, adoption or foster care in collaboration with approval of the supervisor, and if the leave needs can be best accommodated through such a leave.

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 15-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 their 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 their 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 their newborn child, for the legal adoption of their child: or, to accept foster care placement of a child. The following conditions apply:

1. The 12 weeks of leave is typically taken consecutively and must be within the first 12 months after the birth or adoption. Intermittent or reduced schedule leaves may be considered and will be done in collaboration and with the approval of the supervisor and Human Resources.

2. Each employee is entitled to 12 weeks except if both spouses work for Grand Valley State University. In that case, the total number of bonding weeks taken between the two faculty or staff members cannot exceed 12. This does not include the personal medical recovery period for a birth parent. Leave time must be taken concurrently, unless otherwise approved by the University.

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. This bonding period must be taken within the first 12 months following the baby's birth. The bonding period will also be counted toward the 12 weeks of FMLA.

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, they 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 their own basic medical hygienic or nutritional needs or safety, or is unable to transport themselves 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 of 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 cases where both parents are university employees and one must stay home to take care of the other who is seriously ill, or where there is a serious illness of a child that is so serious as to require a parent to stay with the child, can each parent take 12 weeks off

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 their 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 their leave, they may be required to submit medical verification (if applicable) of their 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.

For additional information and documents for next steps visit the Time Off & Leaves website.

MILITARY LEAVE OF ABSENCE POLICY FOR FACULTY STAFF

SLT 4.5

Date of Last Update:
February 04, 2022

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 their 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 their base military pay and their 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 they would have attained if they 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.

PARENTAL LEAVE FOR BIRTH PARENT AND NON-BIRTH PARENT

SLT 4.7

Date of Last Update:
December 14, 2021

Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

POLICY STATEMENT

In order to support employees as they balance family, academic, and professional responsibilities, the University provides paid time off for birth parents and non-birth parents to support the physical recovery of childbirth and provide bonding time with children new to the family.

- The Family and Medical Leave Act (FMLA) policy provides access to 12 weeks of unpaid leave.
- The Parental Leave policy runs concurrently with FMLA leave and provides up to 6 weeks of paid leave. Parental leave must be taken within the first 12 months after birth, adoption or placement of a child for foster care.
- Birth parents are eligible for up to 6-8 weeks of paid medical leave for physical recovery immediately following childbirth.
- All parents, including birth parents, are eligible for up to 6 weeks of paid time off to bond with a newborn, newly adopted, or newly fostered child. This applies to all GVSU employees who are eligible for salary continuation/short term disability and who hold parental relationships including birth, foster, adoption and non-birth parent. For birth parents, paid time off for bonding is to immediately follow medical leave for childbirth.

SEE TABLE

Under the Pregnancy Discrimination Act (PDA), a pregnancy will be treated the same as any other "disability".

Any splitting of paid leave time requires the approval of the employee's supervisor and appointing officer. Otherwise, it is understood the leave will be taken for a single, continuous period. Board approved holidays falling during the Parental Leave period will be counted toward the 6-week allotment. The holiday will not be counted against the FMLA entitlement. Aligning additional paid leaves immediately following FMLA or bonding period (leave stacking) is not permitted. Multiple births (e.g., twins, triplets, etc.), and multiple children adopted, fostered or assigned guardianship simultaneously are considered one event.

A parental leave 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.

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TABLES

Leave Eligibility Table

	Medical (Childbirth) Leave	Parental Leave	FMLA Leave
What is it?	Medical recovery for a parent who gives birth	Non-medical necessary leave to bond with a new child	Entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.
Who is eligible?	Parent who gives birth	All parents (including parent who gives birth) and legal guardians of children	All parents (including parent who gives birth) and legal guardians of children
How long is the leave?	6-8 weeks (paid)	Up to 6 weeks (paid)	Up to 12 weeks (unpaid; if paid medical or parental leave is taken, it will run concurrently with FMLA leave)
When is the leave available to use?	Immediately following childbirth for personal medical recovery	Within 12 months of the birth or placement for adoption, foster care, or legal guardianship	Within 12 months of the birth or placement for adoption, foster care, or legal guardianship

EARNED SICK TIME POLICY

SLT 4.8

Date of Last Update:
April 03, 2025

Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

POLICY STATEMENT

I. Policy Statement

This policy describes the accrual and use of sick time for all non-union contract employees of Grand Valley State University. Effective February 21, 2025, to ensure compliance with Michigan law while maintaining employee flexibility in utilizing salary continuation, all non-union contract employees who work 30 or more hours in a calendar year, will accrue and have permissive use of sick time as outlined in this policy.

PROCEDURES

II. Definitions

Employee: individuals engaged in service to Grand Valley State University, doing the business of Grand Valley State University, working in the state of Michigan, excluding Exempt Employees as identified below:

Exempt Employees: independent contractors, unpaid interns, unpaid trainees, and standardized patients. Exempt employees include those who schedule their own working hours and are not penalized if they do not schedule a minimum number of working hours.

Temporary Employees: individuals engaged in service to Grand Valley State University on a periodic basis including one-time employees, seasonal employees, adjunct EAP employees, and full-time visiting faculty or any other individual designated as a temporary employee by Human Resources at the time of hire.

Part Time Employees: individuals engaged in service to Grand Valley State University on a part time basis, working 29 hours per week or less, including part-time faculty.

Campus Security: individuals engaged in service to Grand Valley State University as security professionals who are not members of a union.

Adjunct Faculty: faculty engaged in service to the University in adjunct instructor, senior adjunct instructor, adjunct librarian, and senior adjunct librarian roles.

EAP: full time executive, administrative, and professional staff employed by Grand Valley State University.

Student Employees: A student who is pursuing a degree at Grand Valley State University while also being engaged in service to the University, including graduate assistants.

Preventative Medical Care: routine wellness checks and health screenings, such as yearly physicals, yearly eye appointments and regularly scheduled dental visits.

Domestic Violence: the occurrence of any of the following acts by an individual that is not an act of self-defense: (i) Causing or attempting to cause physical or mental harm to a family or household member. (ii) Placing a family or household member in fear of physical or mental harm (iii) Causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress. (iv) Engaging in activity toward a family or household member that would cause a reasonable individual to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Sexual Assault: any act that constitutes criminal sexual assault under the laws of the State of Michigan.

Earned Sick Time: paid time away from work allotted for specific purposes and with specific limitations as outlined in this policy. Earned sick time is distinct and separate from other offered disability benefits such as salary continuation, short-term disability and long-term disability.

Self-Scheduled Workers: those individuals hired to engage in service for the University who schedule their own working hours, including individuals identified as Self-Scheduled Workers by HR at the time of hire.

III. Employee Designations

Category 1: Student Employees and Temporary Employees.

Category 2: Executive, Administrative and Professional Staff (“EAP”) Continuous Appointment Staff and Employment Contract EAP Staff.

Category 3: Non-Tenure Track Faculty.

Category 4: Regular Faculty.

Category 5: Campus Security Staff.

Category 6: Adjunct Executive, Administrative and Professional Staff.

Category 7: Part Time Employees

IV. Earned Sick Time Accrual

All employees are entitled to the accrual of earned sick time as follows:

A. Accrual

Category 1. All student employees, including graduate assistants and all temporary employees working 30 hours or more in the calendar year, will accrue 1 hour of paid sick time for every 30 hours worked.

Category 2. For Continuous Appointment EAP and Employment Contract EAP, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement unless otherwise requested.

Category 3. Non-Tenure Track Faculty.

a. For Affiliate Faculty, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement, unless otherwise requested.

b. Part Time Faculty, Visiting Faculty and Adjunct Faculty, as defined, working 30 hours or more in the calendar year, will accrue 1 hour of paid sick time for every 30 hours worked.

Category 4. For Regular Faculty, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement, unless otherwise requested.

Category 5. For Non-Union Contract Campus Security, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement unless otherwise requested.

Category 6. Adjunct EAP working 30 hours or more in the calendar year, will accrue 1 hour of paid sick time for every 30 hours worked.

Category 7. Part Time Employees, as defined, will accrue 1 hour of paid sick time for every 30 hours worked.

V. Earned Sick Time Use

All employees are eligible to use up to 72 hours of their earned sick time in a calendar year, subject to the terms of use outlined below.

A. Timing of Use.

Category 1 Employees. Sick time may be used as it is earned.

Category 2 Employees. Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

Category 3 Employees.

a. Affiliate Faculty: Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

b. Part Time Faculty, Visiting Faculty and Adjunct Faculty, as defined: Sick time may be used as it is earned.

Category 4 and 5 Employees. Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

Category 6 and 7 Employees. Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

B. Approval of Use.

Approval for the use of accrued sick time is the responsibility of each supervisor or unit head, subject to the following conditions:

1. **Purpose*:*** Earned sick time may only be used for the following purposes:
    - The employee is sick or engaging in preventative medical care as defined.
    - The employee is assisting a family member who is sick or engaging in preventative medical care;
    - The employee is seeking, or assisting their family member in seeking services related to being a victim of domestic violence or sexual assault (as defined), including medical care, victim services, legal services, relocation or legal proceedings;
    - The employee attending meetings at their child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child;
    - The employee remaining home due to closure of employee's primary workplace because of a public health emergency, the closure of their child's school or daycare because of a public health emergency, or because the employee or their family member are being quarantined by health authorities or their healthcare provider due to exposure to a communicable disease.

    GVSU will not permit the use of earned sick time for any other purpose. Any misrepresentation of the purpose for the use of sick time by an employee is prohibited.

2. **Notice.** Employees must provide 7 days' notice of anticipated use of earned sick time.

C. Termination of Employment

Employees with unused earned sick time terminating their employment will not be eligible for payout of their accrued earned sick time.

D. Carryover

Up to 72 hours of unused earned sick time will be carried from one calendar year into the next for employees who accrue earned sick time based on hours worked. Therefore, individuals with salary continuation are not entitled to carryover.

E. Transfer

Transfer of accrued earned sick time from one employee's bank to another is prohibited.

F. Tracking

All employees must request the use of earned sick time by tracking hours taken within Workday.

VI. Retaliation & Interference Prohibited

Adverse action taken by a supervisor, unit head, or other person in a position of authority, as a result of the use of earned sick time is strictly prohibited and will subject the actor to disciplinary proceedings under the appropriate University policy.

Any interference with an employee's rights to use earned sick time under the policy by any person is strictly prohibited and will subject the actor to disciplinary proceedings under the appropriate University policy.

VII. Record Retention

Records of earned and used sick time and hours worked will be retained for 3 years. Any reasonable documentation provided in compliance with this policy will also be retained for 3 years.

PHASED RETIREMENTS

SLT 9.9

Date of Last Update:
May 06, 2022

Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

POLICY

Discussion

A phased retirement is when an employee reduces their workload and compensation during their final years of GVSU employment. An example would be a full-time employee shifts to half-time at half of the previous compensation for a year before retiring. The employee does not enter retired status until the end of the phased retirement.

Limitations

Phased retirements are at the sole discretion of the executive offer. There is no entitlement or expectation for the individual.

Phased retirements are not available for bargaining unit employees.

Phased retirements are limited to 2 years.

EO's must sign off on a comprehensive plan detailing how the work will be distributed (current state vs. future state), and how the cost will be absorbed. This plan will be provided to HR and budget office.

There can be no full-time FTE growth attributable to the phased retirement.

No additional funding will be provided to support the phased retirement, all adjustments must come from base resources through prioritization and reallocation. Salary savings from the reduced workload of the employee on the phased retirement may be reallocated to hire temporary, adjunct or other non-benefit employees if needed. Visiting

professors (with benefits) may be hired for the term of the phased retirement provided total compensation (including benefits) is covered by the salary savings of the person on phased retirement.

Divisional reserves cannot be used to support phased retirement workload distribution plans. Exceptions may be considered for critical AP staff where a new hire is required to work full-time during a limited transition period while the retiring staff member overlaps to pass off organizational knowledge and key duties. The maximum phased retirement time period for critical AP positions and use of reserves in this instance shall not exceed six months.

Phased retirements and sabbaticals cannot happen simultaneously.

Phased retirements cannot start until after one year after a sabbatical has ended.

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.

FACULTY QUALIFICATIONS

SG 3.06

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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 through an application process.

UNIT HEAD RESPONSIBILITIES

SG 6.01

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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. Unit Heads will participate in regular training, implemented by the Office of the Provost, concerning personnel policies and procedures.

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.

F. If applicable, the Designate for a personnel action (BOT 4.2.10.6) shall be recommended and appointed according to the procedure outlined in subsection B above. The qualifications for the Designate position are identical to those listed in subsection E above.

UNDERGRADUATE STUDENT EMPLOYEES

SG 6.02

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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.
